

Saint
Bernadette



St. Bernadette School
Parent Handbook

“Excellence in education, both human and divine”

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1.0 SCHOOL HISTORY

A Catholic School, like the Church itself, is a faith community centered on Jesus Christ in the Holy Eucharist. We integrate this faith in our daily lives, through the celebration of the Mass, prayer, and liturgical celebrations. Not only does Jesus teach us the truth about the world, and ourselves, but He also gathers us into a community of love where the joys and achievements, the needs and the burdens of each, become the concerns of all. The purpose of the school is the purpose of the Church. This purpose is to communicate, in theory and practice, the teachings of our faith. This means following a way of life based on the religious values of that teaching. This is a high purpose, demanding commitment and sacrifice. St. Bernadette School has done well in making that purpose a reality in our community. Our school continues to offer all who enter it the means and possibility of growing and developing in that way of life.

St. Bernadette School, under the umbrella of Star of the Sea School, South Surrey, started with 19 Kindergarten and Grade 1 students. One year later, the present school building, on the parish site, was completed and opened its doors in September 1986 to 40 students. 2006 saw the completion of our new gym, expanded library, new computer lab and playground. St. Bernadette is one of 43 Catholic elementary schools in the Vancouver Archdiocese. It is respected for progressive teaching methods, excellence in integrating technology, and a dedicated teaching and support staff. We will continue to build a community of Christ in which God's creation and His desires for all of us are revealed.

1.1 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 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.

1.2 CISVA Vision Statements

In living out our mission as members of the CISVA community,

all Students will:

- ❖ develop an understanding of and share in the mission to proclaim and build the Kingdom of God.
- ❖ acquire the skills, knowledge and attitudes to reach their fullest potential.
- ❖ develop as balanced persons spiritually, emotionally, physically and intellectually.

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- ❖ respect others and be stewards over their environment.
- ❖ share their talents and participate in all aspects of school life.
- ❖ be Catholic leaders, responsible citizens and life-long learners.
- ❖ be accountable for their role within the system.

all Parents will:

- ❖ be committed to the mission to proclaim and build the Kingdom of God.
- ❖ be advocates for Catholic education.
- ❖ work cooperatively with and support the administration and staff of the school.
- ❖ support opportunities that foster student success.
- ❖ treat others with respect.
- ❖ be committed to fostering education that promotes strong Catholic leaders.
- ❖ be accountable for their role within the system.

all Staff Members will:

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

all Pastors and Parish Education Committees will:

- ❖ be committed to the mission to proclaim and build the Kingdom of God.
- ❖ be committed to operating in an effective and efficient manner.
- ❖ be committed to implementing policy and procedures as representatives of CISVA.
- ❖ collaborate appropriately with staff.
- ❖ be committed to serving all families.
- ❖ promote high standards of education, conduct, safety, and the well being of students and staff.
- ❖ treat others with respect.
- ❖ be committed to fostering education that promotes strong Catholic leaders.
- ❖ be accountable for their role within the system.

the Board, assisted by the Superintendent's Office, will:

- ❖ provide leadership in the proclamation and building of the Kingdom of God.
- ❖ be committed to operating in an effective and efficient manner.
- ❖ be advocates for Catholic Schools with the Catholic community, the public and the government.

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- ❖ promote high standards of education, conduct and safety for all students and staff.
- ❖ be responsible for the effective and efficient operation of each school.
- ❖ treat others with respect.
- ❖ be committed to fostering education that promotes strong Catholic leaders.
- ❖ develop and provide strategic direction for the system.
- ❖ supervise appropriate evaluation to ensure accountability throughout the system.

2.0 SCHOOL PHILOSOPHY

2.1 St. Bernadette School Mission Statement

St. Bernadette Elementary School is dedicated to educating each child spiritually, intellectually, emotionally, socially, and physically in partnership with parents, parish and the wider community. We believe in creating lifelong learners by meeting the needs, and nurturing the individual abilities, of all the children we serve. As a Catholic school, we model and live our faith in order to build the Kingdom of God. Through our acts of discipleship, we honour the uniqueness of each child and their role in our school and the whole community.

2.2 St. Bernadette Vision Statement

As professional educators of St. Bernadette Elementary School we will:

- Ensure every child is academically equipped to the best of their ability
- Develop Catholic leaders through evangelization and service using a Christ-centered approach
- Build community by creating a safe and welcoming environment
- Honour the whole child by teaching to their different intelligences, building on their strengths, and offering varied instructional opportunities in order to inspire a love of learning

2.3 Statement of Commitment

St. Bernadette Elementary School recognizes that every person has the right to be in a school environment free from discrimination, harassment, abuse and violence; one in which the dignity and self-esteem of all individuals are upheld. St. Bernadette Elementary School prohibits and will not condone any form of violence, abuse, bullying or harassment towards any student or employee of the CISVA. St. Bernadette Elementary School follows the CISVA Policy on Harassment/Bullying Prevention of Employees that can be found on the CISVA website: www.cisva.bc.ca.

Please refer to the following documents for more information:

CISVA Parent Code of Conduct (Policy 412)

CISVA Student Code of Conduct (Policy 407)

CISVA Policy on Harassment/Bullying Prevention of Employees (Policy 321)

2.4 Core Values

Respect, Reverence, Responsibility

At St. Bernadette School Reverence, Respect and Responsibility are core values that are expected of all parties within the total community: children, parents, visitors, and staff.

2.5 School Structure

St. Bernadette School is a Roman Catholic School under the direction of the Catholic Independent Schools of the Vancouver Archdiocese:

(CISVA Policy - <http://www.cisva.bc.ca>)

The St. Bernadette School Parent Handbook is in compliance with and is subordinate to the Policy & Procedures of the CISVA. Please consult the CISVA website for designated policies that govern our CISVA schools. St. Bernadette School serves the educational needs of the children of St. Bernadette Parish.

St. Bernadette 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. Bernadette Parish is the Spiritual and Executive Director of St. Bernadette 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.

3.0 ADMISSIONS

As part of the admission process, the principal will meet with each new family. From the interview and the information available to them, the pastor, PEC member and principal will decide if the school can meet the needs of the student and if the family and student can meet the school's requirements.

Priorities for Admittance (CISVA Policy)

For purpose of this policy, "practicing Catholics" means individuals who are registered in a parish and attend Sunday Mass regularly; "active in parish" refers to individuals who support the parish by regularly using envelopes and participating in the work activities required of them by the pastor.

Applications for enrollment will be given preference in the following order:

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

4.0 SCHOOL FEES

As members of the community of St. Bernadette's, we have the privilege of participating in both a vibrant parish and an excellent school. It is through the commitment of the time, talent and treasure of parents, staff, priests, and parishioners that our Roman Catholic School can maintain its excellent standards.

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.

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School fees are paid on a parishioner, non-parishioner or non-Catholic basis. Families who are not using offertory envelopes on a regular basis and have not spoken to the pastor will be assessed non-parishioner or non-Catholic fees. All information concerning contributions is held in confidence by the pastor.

Tax Receipts will be issued for a portion of the tuition fee paid.

Definitions:

Category 1: ST. BERNADETTE PARISHIONERS

For the purpose of admission to the school, your family is considered to be a member of this parish if you are:

- Registered parishioners in St. Bernadette Parish
- Regularly attend the Parish liturgical celebrations (Mass/Sacraments)
- Use regularly, the Parish Sunday Envelope program in supporting the Parish prior to September 1st of the previous year (amount of contribution unimportant)
- Participate in the work activities required of you by this parish

Category 2: NON-PARTICIPATING PARISHIONERS OR MEMBER OF OTHER PARISHES

- A non-member of St. Bernadette Parish
- A member of another Parish and authorized by your own pastor to attend this school

Category 3: NON-CATHOLICS

- Not a member of any Catholic Parish

NOTE: Families who do not meet the government regulation, that requires a student to be in attendance in one school for a minimum of 600 hours, between September and May 15th, in order to qualify for full government grant, (except in the case of illness, documented by written notes), **will be expected to reimburse the school for the amount lost.**

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

** Parish schools within the Archdiocese service the parish to which the school is affiliated. Each year, the parish subsidizes the school financially to balance the school's budget.

REQUIRED FEES

1. APPLICATION/RE-REGISTRATION FEE: St. Bernadette School has an Application/Re-Registration Fee to cover administration costs involved in the processing of registrations. Registration Fees are payable at the time of registration and are non-refundable. **The current Application Fee is \$150.00 per family.**
2. PAYMENT TERMS
A NON-REFUNDABLE FEE OF 1ST MONTH'S TUITION dated July 1st and the Pre-Authorized Debit (PAD) Form covering October 1st to June 1st tuition fees must accompany your registration form. The first cheque will be credited toward your September's tuition.
3. NON-PARTICIPATION FEE: A Non-Participation Fee of \$500.00 is required at the time of registration. If parents complete a minimum of 40 hours of participation the cheques will be destroyed or returned uncashed by the end of June – see participation form for more information.

Insufficient Funds:

If an NSF cheque is returned to the school by the bank, an additional charge of **\$45.00** will be levied to the family.

Other fees that will be paid over the course of the year (subject to change at anytime):

- Uniforms
- School Supplies
- Parent Participation Fee
- Activity Fees
- Workbooks & Equipment
- Recorders & Earthquake Kits
- Field Trips

4.1 Early Withdrawals

Written notification is required one month prior to date of termination of student attendance. If written notification is not received one month prior to date of termination of student attendance, tuition for that month will not be refunded. Please note that registration fees are non-refundable.

4.2 Financial Assistance

If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance in helping you meet your tuition payments. The pastor, on an individual case basis, will determine the assistance to a needy family.

4.3 Re-registration

Re-registration of current students (and their siblings even if new to the school) occurs within the following guidelines:

- Registration forms are sent out in January/February.
- All required forms must be returned to the school office within two weeks of the forms being sent.
- All delinquent fees must be paid with the return of registration forms.
- The non-refundable registration fee for the new school year must be paid at the time of submission of the Re-registration forms.
- Post-dated tuition cheques for the forthcoming school year must be received at the time of the presentation of the completed registration forms.

If siblings of enrolled students do not submit their applications at the time, they lose their priority status.

* Siblings of Non-Catholics cannot be given priority over Catholics.

4.4 Outstanding Fees or Materials

Any and all outstanding fees owed to St. Bernadette School must be paid in full. We also reserve the right to withhold acceptance of registration for the coming school year until these matters are settled, i.e. outstanding fees, equipment, Parent Participation fees and loss or replacement of damaged goods.

4.5 Registration

Following the re-registration of current students in February each year, applications from new students in grades Kindergarten through 7 will be received. When an Application for Admission is received an interview with the Principal and Pastor will be arranged. At the conclusion of the interview process, the Principal and Pastor will make decisions regarding acceptance and non-acceptance.

Successful applicants will have one week from the date of notification of acceptance to complete the registration.

Completion of registration requires that:

1. All registration forms be returned.
2. Registration fees are paid.
3. The school secretary receives post-dated tuition cheques for the upcoming school year.

Completion of all documentation for new registrants will be acknowledged by mail or phone. Unsuccessful applicants will be notified by mail as soon as possible.

5.0 SCHOOL PROCEDURES

5.1 Absence and Lateness

Parents are asked to inform the school before 9:00 a.m., by phone call, or by a note to the teacher, if their child(ren) will be absent that day. Parents are also to submit a note to the school each time a child is absent. This note should be dated, signed and the reason for the absence given, and should be brought to the school the first day that the child returns to school. This is essential, as students must be in attendance for 135 days before May 15th each year in order to receive the full government grant. Days missed due to illness count towards the 135 days, providing a note for each absence has been submitted to the school. A student, who, because of holidays or other reasons, is in attendance for less than 135 days, qualifies for partial funding only. In such cases, parents will be required to make up the difference in the funding received.

5.1.1 What to do if your child is absent or late?

Notes from Parents

We require a signed note from a parent when:

- Your child, for a good reason, cannot be in complete uniform
- Your child has been absent for any reason (please use the Absentee Form provided on the school website)
- Your child must leave the school for an appointment, etc.
- Your child cannot participate in a specific activity
- Your child cannot go outside during recess or lunch break

Once school has started, children who are late or who have to leave the school early, **MUST** sign in or out at the office. **THERE ARE NO EXCEPTIONS.**

5.1.2 Absentee Phoning Program

In an attempt to add to the safety of children at St. Bernadette School, the school secretary or parent volunteer will phone the home or the parent's workplace of any child who is absent from school without notification being given. This call is to verify the parent's knowledge of the child's absence.

5.2 Visitors

Parents and any person acting on behalf of the parents, who come to take a child to an appointment and/or to take a sick child home, will report to the office first. Any parents or other person wishing to speak to a teacher/student during the day must report to the office first. Teachers may not take time away from their class to talk to a parent, so appointments must be made for conferences. Similarly, if a teacher is on supervision before or after school, it is not a good time to talk to them, as their first priority is supervising the children and they may not be giving you their full attention. This often leads to miscommunication and decisions made without due thought. Lunches or other items to be delivered to a child may be left in the basket outside the child's classroom. The class is not to be disturbed during class time. Parents are respectfully asked to respect the teacher's workspace. No parent or child is to be in the classroom without the teacher or the Principal's permission.

5.3 Holidays during School Time

The practice of taking family vacations during school time is discouraged. Loss of school time may jeopardize the child's year and usually results in missing new concepts taught during his/her absence. Students who miss classes for vacation related reasons may not get extra help or tutoring during or after classes. Teachers are not required to assign work to be completed during vacation, and parents are responsible to correct all work which teachers do assign, on parent request. At the elementary school level a great deal of the learning is oral and cannot be copied or assigned ahead of time. Permission to take a child out of school should be sought from the Principal before arrangements are made. In order to receive the government grant 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. **Please see Appendix A to print off an extended leave request form.**

5.4 Unexpected School Closures

When the school needs to be closed during school hours, due to any unforeseen circumstances (e.g., lack of power/heat/flooding, etc.), parents will be contacted to pick up their child. Communication will be done through parent representatives.

We recognize that our decision to close school has a large impact on our families. Our goal is to always have school, whenever possible, knowing that students are best served by being in class. However, we must keep staff and student safety as our top priority when making this decision.

5.5 Snow Days

In the event of school closure due to severe weather, please listen to NEWS 1130 AM, CKNW (980 AM), or visit our school website (www.stbernadetteschool.ca) for details. Our Parent Rep Program will be initiated and calls/texts/emails will be sent to parents. If the school will be closed, an announcement will be made between 6:30am and 7:00am and repeated often. **Please do not call the school.**

Several factors go into making the call on a snow day including:

- Information on current road conditions
 - Conditions are monitored throughout the night, and again at approximately 6:00am by the Principal.
- Amount of snow and ice accumulated
- Duration and timing of the snow and/or ice event
- Temperature and wind chill (for safety of walkers and students at bus stops) - we use a -20 wind chill for a sustained amount of time as a “cold weather closure” guide.
- School building conditions (electricity, heat, water)
- School parking lot conditions (safety, accessibility)
- Current weather conditions, along with predicted weather, but closures cannot be determined solely on predictions.
- Consultation with the pastor, PEC chair and other nearby Catholic school, including Holy Cross Secondary

As a reminder, although we do our best in the decision-making process, if you the parent feels as though it is not safe for your child to attend school, you have the option of keeping your child at home.

6.0 SCHEDULES

6.1 Regular School Schedule

8:55 am	Bell rings and children enter the school
10:45 - 11:00 am	Recess
12:15-12:45 pm	Recess
12:45-1:00 pm	Lunch
3:00 pm	General dismissal

6.2 Special Schedules

Every **Wednesday** there is an early dismissal at **2:15 pm**

On **Mass days** the bell to start the day is at **8:45am**

7.0 STUDENT SUPERVISION

7.1 Before School

Supervision begins at 8:45 a.m. Students will not be permitted in the school before that time unless prior permission was given by school staff. Arrangements for before school care are the responsibility of parents.

On rainy days students are permitted to enter the school at 8:45am for indoor supervision in the classrooms.

7.2 Recess

During outdoor recess students must go outside. Parents are to ensure that their child(ren) are dressed appropriately for the weather. Recess will be held indoors when there is extreme weather or for other special circumstances.

7.3 Lunch Routines

Children are expected to bring a nutritious snacks and lunches. Parents delivering lunches must report to the office prior to the lunch bell and place the lunch in the box outside of the classroom (please make sure the lunch has the child's name on it).

If a child is to go home for lunch, parents must send a note to the teacher. Parents are to report to the office to meet their child and sign out the child.

If a child forgets their lunch, please read the next section 8.0 Health and Welfare.

7.4 Playground

7.4.1 Playground Supervision for Parents

Parents who elect to be part of the supervision team are responsible for the supervision of the entire student body. It is critically important that all supervisors are committed to their assigned task. Vigilance and punctuality are of the utmost importance; the students must never be left unattended. Please see the supervision duties in the school office.

7.4.2 Playground Supervision Schedule

8:30 – 9:00am – before school

10:45 – 11:00am – morning recess

12:15 – 12:45pm – lunch recess

3:00 – 3:20pm – after school (except Wednesdays)

2:15 – 2:30pm on Wednesdays

7.4.3 Areas of supervision

The play area has been divided into 3 natural areas. Each supervisor is responsible for their section. If there is an issue occurring on the playground that requires a teacher's presence, please contact the teacher in the middle section.

The following sections are:

A) Lower Section – Parent Supervisor: Blacktop Area where basketball courts are located. Please monitor doors leading into school. You are not required to go into the school to monitor the washroom.

B) Middle Section – Teacher Supervisor: Big Toy Area

C) Upper Section – Parent Supervisor: Upper Field and Track

If you are unable to make one of your assigned duties please arrange to have someone take your place. Circulate through your assigned area. Ensure that the children are playing fairly and respectfully. If not, stop them, speak calmly and respectfully to them about the behaviour you observed and tell them how you want them to behave.

7.5 Playground Monitor Expectations

(please see the supervision duties for parents in the school office for a complete list of duties and expectations)

- Be on time.
- Be visible (please wear a vest).
- Interact positively with the children and get to know their names.
- Circulate through your assigned area.
- Anticipate possible accidents or mishaps and intervene.
- Resolve minor playground differences.
- Refer serious problems to the teacher on duty.
- If a child is hurt, stay with the child; do not move them. If you think that something is broken send another child for help. Never carry a child into the school.
- If you notice strangers on the property ask them if you can get them help, who they are and inform the office.
- **Morning Drop-Off** - One playground monitor should supervise the traffic in the morning while students are being dropped off.
- **After School Pick-Up** - After school ensure that the children are waiting for their parents to pick them up in the assigned "Pick-up Area". Children are not walk to their cars by themselves or wait for their ride in front of the Parish Centre.
- At the end of the "after-school shift" please send students without a ride to the office and collect the cones and place them by the storage shed outside of the grade seven classroom. Any students not picked up by the end of supervision will be sent to Stingers Club.
- For student playground expectations, please see **Section 19** of this handbook.

7.6 Student Sign-in/Sign-Out Procedures

If a student arrives late or departs early from the school between 8:55am and 3:00pm the following procedure is to be followed:

Sign In:

Students must stop at the office to receive a "Late" slip to be given to the teacher upon arrival at class.

Sign Out:

Parents must arrive at the office to sign out his/her child.

The office will contact the classroom teacher to dismiss the student.

The student will proceed to the office to meet the parent.

Students will not be dismissed unless the parent signs his/her child out at the office.

Students will not be dismissed to any other person other than the parent, unless the parent gives permission. In this instance, the office must receive prior written/verbal consent.

7.7 After School

Parents are asked to wait for their children outside the front entrance of the school.

Parents must meet their children in front of the school. Students are to follow the directions of the parent/teacher supervisors.

Student and traffic supervision will take place until 3:15pm (2:30pm on Wednesdays).

After 3:15pm students who have not been picked up are to call home. **Any student who is in the lobby after 3:20pm (2:35pm Wednesdays) will be brought to the Stinger Club and the parent will be expected to pay the drop-in fee.** Please see the next section for more information.

** The school office must be advised of students that are permitted to walk home on their own.

8.0 STINGERS ACTIVITY CLUB

8.1 Registration

Families can register for the Stingers Activity Club through the school office (forms are also available on the school website). Registration is based on first come, first serve basis. There are several options for families to register their son and/or daughter for the club. Families can also use the drop-in option if they need to use the club from time to time.

8.2 After School Supervision

St. Bernadette Elementary are always trying to find ways to improve student safety. We provide supervision until 3:15pm (2:30pm Wednesdays). Children who are left unattended after these times will be enrolled into the drop-in section of the Stingers Club for their own health and safety. **In the first instance of this happening, no fee will be required. Every instance after would require a drop-in fee amount.**

8.3 Late Pick-up Policy

The club's official closing time is 6:00pm. **Picking up your child after 6:00pm will result in a late charge of \$5.00 per 5 minute increments** that you are late (eg. if you are 7mins late you will be charged \$10.00). These fees get paid directly to the caregiver that must stay late, as their day ends at 6:00pm. If you know that you are going to be late, please notify the school office and try to arrange for someone else to pick up your child(ren). The school reserves the right to refuse further participation in the club in the event of repeated late pick-ups or failure of late fee payment.

8.4 Payment Policy

Payment will be made by a series of post-dated cheques dated the 1st of each month, September to June. Adjustments will be made for the months of December and March to accommodate for Christmas break and Spring Break. Refunds will not be made for illness, holidays, snow days, etc. as payment holds the participant's spot. Parents are required to submit 1 month's written notice to cancel participation in the program. Please make cheques payable to St. Bernadette's School. **Please note that since this is an activity club and not a licensed care facility we cannot issue tax receipts.**

8.5 Snacks

If your child tends to be hungry after school please send him/her with extra snacks. We encourage parents to send healthy snacks. Please do not send candy or sweets. **No nuts or nut products are permitted without exception.**

8.6 Child Pick-up Policy

Your child(ren) will not be release to anyone not listed on the pick-up section of this application. Caregivers will not under any circumstances release your child(ren) to anyone without your consent. If someone other than the pick-up person listed arrives to pick up your child, we will contact you for proper permission. If we are unable to contact you, we will not release your child. It is important that you list ALL persons that are authorized to pick up your child(ren).

8.7 Stingers Activity Club Discipline Policy

It is our understanding and that of the parents who enroll their children in our activity club, that this is a service to our families and an opportunity for our students to maintain continuity in their out-of-home care. Therefore, disrespectful, dangerous, disruptive or uncooperative behaviour on the part of the students (as well as parents and/or staff) will not be tolerated. It is required that parents support the activity club discipline policy which mirrors that of St. Bernadette School. Adherence to these policies will always remain a condition of acceptance into the club.

In most cases, isolated and irregularly occurring incidents can be resolved simply and quickly by the student with the intervention of the caregiver. If the problem reoccurs or seems to be of an on-going nature, at the caregiver's discretion, the following steps, supported by documentation, will apply.

- 1) The caregiver will have a discussion with the child(ren) involved at the time. Appropriate consequences, determined by the caregiver will be assigned, based on that discussion and with the child(ren) offering suggestions on how to improve and the consequences. Consequences may include, but are not limited to, supervised time-outs and loss of use of equipment and/or materials.
- 2) Parents will be informed at the end of the day of any problems arising during the child's stay at the activity club.
- 3) Should the problems persist, the caregiver will arrange a meeting with the parents, principal, and student to discuss the problem and resolve the issue.
- 4) At this meeting, a formal contract of expected behaviour and the consequences will be written out and signed by all parties involved. It will be made clear that continued unacceptable behaviour could result in the family being asked to leave the program.

9.0 HEALTH AND WELFARE

9.1 Illness or Injury While at School

The school maintains a small "Health Room" next to the administrative offices. This in no way implies that the school maintains any expertise in care of the injured or sick. This room is provided predominantly as a quiet room where a student may rest until the notified parent arrives at the school to transport the child home.

In an emergency situation, school staff will act in the child's best interests and the parents will be notified as soon as possible. It is very important to have telephone numbers of two contact people, other than parents, in case of emergency.

All head injuries will be reported to the parents/or designated contact immediately. All accidents resulting in significant injury must be properly documented on an Accident Report Form.

9.2 Notification of Significant Illness

A child who feels ill in the morning should remain at home. If a child becomes ill while at school, he/she will be asked to lie down for a while in the "sick room" or the parent will be called and asked to come for the child.

9.3 Accidents/Medical Alerts

Accidents and medical alert situations are attended to and treated by staff trained in First Aid. Every classroom is equipped with a first aid kit. In the event of life threatening situations 911 is activated.

In an emergency situation, school staff will act in the child's best interests and the parents will be notified as soon as possible. It is very important to have telephone numbers of two contact people, other than parents, in case of emergency.

In the unlikely event of an emergency, serious accident or illness, the child may be taken to Surrey Memorial Hospital. Otherwise the parent will be notified to pick the child up and at his/her discretion to take the child to the emergency department or to the family doctor. The school is to be informed in writing about any changes to the child's medical condition so that our files can be kept current. All head injuries will be reported to the parents/or designated contact immediately. All accidents resulting in significant injury must be properly documented on an **Accident Report Form**.

9.4 Anaphylaxis

In our school, we have several children who are at risk for potentially life-threatening allergies. Most are allergic to food and some children are at risk for insect sting allergy. Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications, latex or other substances. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are key components to keeping students with potentially life-threatening allergies safe.

Our school has an anaphylaxis plan that is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

9.5 Communicable Diseases

When children work and play together in groups, this environment provides an opportunity for the spread of a number of childhood diseases that can be passed on from one child to the next. It is important that these diseases be prevented or, if they do occur, that they be recognized quickly and steps taken to stop them from spreading (www.fraserhealth.ca/your_health/school_health).

School staff will consult accordingly with the local Public Health Unit in regards to appropriate measures to prevent disease and control disease outbreaks.

In the event that a student at St. Bernadette School is identified with a potentially serious communicable disease, specific direction will be sought from Public Health, and the resultant information will be shared with parents in a timely manner.

9.6 Medication

If a child needs to receive medication at school it should be put in a plastic bag (with the child's spoon if required) and left with the secretary at the office where she supervises the child's self-administration at the appropriate time with the parent's written consent.

EpiPens: Students with EpiPens are expected to wear them on their person at all times throughout the school. Provisions will be made for gym activities and other activities that will be impeded if they are worn. Parents must supply their child's EpiPen and it is the parent's responsibility to ensure that the EpiPen is current. Students with EpiPens will have their pictures posted in the Staff room for emergency identification purposes.

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

9.7 Administration of Medications

Except in emergency situations, the office staff will supervise the self-administration of medications to students only if the following conditions are met:

- The medication is required while the child is attending school.
- The parent has requested the school's assistance and has signed a release concerning administration by the school.
- Written authorization has been received from an attending physician.
- The staff has received adequate instructions concerning the administration of the medication.

In the interests of the health and safety of the child as well as the legal responsibilities of the school, complicated medicine administration schedules should be avoided even if this may require the child to be absent from school for a short period of time.

In the case where it is anticipated that a child may require a medication schedule for a prolonged period, both teachers and parents should be aware of this procedure to allow adequate time to ensure compliance and proper instruction to supervisory personnel.

9.8 Sharing of Food and Allergies

9.8.1 Nut Aware School

Due to life threatening allergies to peanuts and nut products, St. Bernadette Elementary School respectfully asks for the cooperation of parents and children in keeping our environment as nut safe and nut free as possible. Therefore, we insist that children do not bring peanut butter, peanuts or tree nuts to school, including products that “may contain traces of nuts” or products “made in the same facility as nut products”.

In a “Nut Aware” classroom the child, family, and school work together to develop a reasonable safety plan. For students with allergies to nuts, epipens and allergy kit(s) will be on hand. In the classroom, children will be taught about respecting allergies and how to help a student in an emergency.

“Nut Free” classrooms cannot be guaranteed because schools cannot ensure that the classroom is completely free of nuts. In addition, the schools cannot guarantee that other parents will not send peanuts/nuts to school. In incidents where nuts are brought to the school, protocols will be followed to remove the nuts from the classroom and a substitute food item will be provided for the child.

Fraser Health recommends that fruits and vegetables, yogurt, cheese slices, fruit bars, applesauce, bagels, breadsticks or popcorn be used as a suitable snack idea instead of nuts. If you would like more information about “Nut Aware” schools, www.fraserhealth.ca has many resources available. If you would like more information on how St. Bernadette’s is a “Nut Aware” school, please contact me through the school office.

9.8.2 Sharing Food

The sharing of food is prohibited in the classroom to promote the safety of all the students. If a student forgets their lunch or has items in their lunch that put others at risk (nuts, peanut butter, etc.), a replacement lunch will be provided. This is done as a courtesy to the child and parent(s). A letter will be sent home explaining the situation and the parent(s) will be informed that if this was to happen again, a **\$5.00 food replacement fee** will be charged to the family.

10.0 PARKING/TRAFFIC FLOW

10.1 Parking Lot Procedures

When dropping off your child, please drop/pick him/her off at the drop-off/ pick-up area. To ensure the safety of everyone, please remember to drive slowly. If you wish to accompany your child into the school, park in the designated parking areas. Please do not park in the front church lot before school, as it is used for morning Mass. **Students are not to play after school, but are to keep watch for their rides.** Please see the school website (www.stbernadetteschool.ca) for drop-off and pick-up maps.

10.2 Bicycle Safety

No riding bicycles on school grounds. Bikes must be walked to the bike racks and locked there. Scooters or skateboards may not be used in the school area. Parents are reminded that it is the law in B.C. for children to wear a helmet when riding a bike. Children may not get changed into play clothes after school unless authorized by the school office.

11.0 SCHOOL UNIFORM

It is our policy that all children wear school uniforms when attending school or when participating in school-sponsored events outside normal school hours. The school uniform promotes a sense of school pride, a sense of community and belonging towards the school. It makes children feel equal to their peers in terms of appearance and provides the opportunity for students to feel respect for themselves and others because of their positive image. It is not only important what students wear, but how they wear it. Shirts are to be tucked in at all times. Cardigans, vests, and sweaters, while not required to be worn at all times, must be at school every day and worn to all assemblies, Masses and school photos, etc. In light of this, St. Bernadette School has implemented a new uniform for K – 7 students starting in the 2015 – 2016 school year. The new uniform supplier is Cambridge Uniforms, located at #112 – 2455 Dollarton Hwy, North Vancouver. Their website is www.cambridgeuniforms.com. You can also call them at 604-924-9929.

We ask all parents who send their children to St. Bernadette School to support the uniform policy. It is the responsibility of the parents to ensure that their child has the correct uniform and that it is clean and in good repair. Please ensure that all of your child's uniform is clearly labeled with their name.

The school has a regular gym uniform that is to be worn at all times when participating in physical education classes and sporting events that do not have jerseys or an other uniform for students to wear. With the exception of running shoes all PE uniform items are to be ordered through Cambridge Uniforms. All children are to have a drawstring bag to hold their PE uniform and wear non-scuffing indoor runners for all athletic activities in the school gym.

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To help families with the change to the new school uniform, we are giving a grace period of two years for students to continue to wear the previous uniform. In the third year, it is expected that all students be in the new uniform.

Girls - (K-Grade 3)

Mandatory Uniform

Tartan Tunic, drop waist, back zip, shoulder buttons

White Peter Pan Blouse, short sleeve or White Golf, short sleeves with school crest

Navy Cardigan with school crest

Navy Knee Socks or Navy Tights

Black Dress Shoes with no stripes or logos

Mandatory Gym Uniform (Grade 2-7)

Grey Gym T-Shirt, bamboo, screened

Navy Gym Shorts, wicking, screened

Optional Gym Uniform

Navy Hoodie, screened

Navy Sweatpants, screened

Girls - (Gr. 4 -7)

Mandatory Uniform

Tartan Kilt regular back or elastic back

White Golf, short sleeves with school crest

Navy Cardigan with school crest

Navy Knee Socks or Navy Tights

Black Dress Shoes with no stripes or logos

Mandatory Gym Uniform

Grey Gym T-Shirt, bamboo, screened

Navy Gym Shorts, wicking, screened

Navy Hoodie, screened

Navy Sweatpants, screened

Optional Items for K-7 Girls

Black Modesty Shorts, worn under tunic

Girls Grey Pant

Tartan, Navy or black Hair Accessories (other colours will not be permitted)

Boys - (K – 7)

Mandatory Uniform

Grey Rugby Style or Adjustable Waist Dress Pants (Recommended Rugby Pant for grades K-3)

Navy Pullover or Vest with pipping and school crest

Navy, Grey or Black Dress Socks

Black Dress Shoes with no stripes or logos

Mandatory Gym Uniform (Grade 2-7)

Grey Gym T-Shirt, bamboo, screened

Navy Gym Shorts, wicking, screened

Optional Gym Uniform (Gr. 4-7)

Navy Hoodie, screened

Navy Sweatpants, screened

Optional Items

Black Leather Belt with a plain buckle

Grey Dress Shorts – Summer Uniform (must be purchased through Cambridge Uniforms)

11.1 PE Uniform

The PE uniform is for students in grades 2 – 7. Sweatshirts, sweatpants and white tube socks are optional for the purposes of PE. Unless otherwise permitted, white tube socks are mandatory for all extracurricular athletic competitions (track meets, sports games, etc.), but not for practices.

Sweatshirts and sweatpants **are mandatory** for all outdoor sports (cross country, track and field, etc). Sweatshirts and sweatpants are not mandatory for indoor sports, however students will not be permitted to wear non-uniform sweatshirts or sweatpants to competitions. That is, students need not have a sweatshirt or sweatpants for indoor sports, but if they choose to wear a sweatshirt and/or sweatpants to games, they must be uniform issue.

11.2 Accessories and Hair

Nail polish and make-up are not permitted. Jewelry must be in good taste and subdued in nature. Decisions on this matter are at the discretion of the principal. Girls may wear earrings and they must be a stud or a single small ring. No body piercings or tattoos are permitted. Girls may wear hair bands, barrettes and “scrunchies” in the school colours (see uniform descriptions above). Hair should be clean and well groomed.

11.3 Enforcement

Students are expected to be in uniform every day. There are clear consequences for chronic and significant non-compliance with present policy concerning proper uniform, cosmetics use and hair presentation. Specifically, the Principal and/or teacher will send a note home to the parents of non-compliers, indicating the nature of the infraction(s) and the expected date for remediation. If this responsibility is not met, or there are repeated incidents of non-compliance, **the student will be required to stay home from school until the appropriate corrective action is taken.**

If your child is out of uniform you will be sent a note asking that you correct the problem. We ask you to return the note signed so that we know that you have received it.

11.4 Labeling of Personal Belongings

Please ensure that every item your child wears or brings to school is carefully labeled. We suggest you stitch your child's name into the sweater label as ink wears off with use and washing (Cambridge Uniforms can provide this service). If you do allow your child to bring toys to school they must be labeled.

* No trading of toys is permitted. Unlabeled items that remain in the Lost and Found will be donated.

12.0 CURRICULUM

At St. Bernadette School, the practical aspects of learning and teaching are based on three principles:

- learning requires the active participation of the learner;
- students learn in a variety of ways and at different rates; and
- learning is both an individual and a social process.

12.1 Academics

The academic programs of each grade are those determined by the British Columbia Ministry of Education in conjunction with the guidelines established by the Archdiocese of Vancouver. This involves instruction in the areas of Religion, Social Studies, Science, Language Arts, Mathematics, French, Health and Physical Education, Career Education, Applied Skills and Design, and Fine Arts (Art, Music and Drama).

12.2 Religious Education

"Christ our Life" and "Born of the Spirit" religion series form the core for the Religious Education at each grade level. More important, however, is the integration of our faith and culture on a daily basis. Our themes/units of study reflect this integration. Parent encouragement and support of our spiritual goals is essential. Discussion on religious matters, family prayer, the Eucharist and other sacraments are important components of our Religious Education program that are shared by parents.

12.2.1 Sexuality and Your Child

St. Bernadette Elementary hosts a Sexuality and Child information session (formally known as a Parent Support Meeting) for Grade 4, 5, 6, and 7 parents and guardians. It is sponsored by the Archdioceses and **attendance is mandatory**. The evening is part of the religious education and health and careers courses for your child. This night is designed to empower parents to recognize their role as primary educators in faith and truth in human sexuality.

Every session has a separate topic for parents. Each session is reviewed and updated each year so you can expect a fresh presentation even if you have attended specific sessions previously. The objective of this evening is for parents to gain confidence in their ability to communicate about sexuality to their children.

12.2.2 School Masses

Staff and students attend mass (typically on the 2nd Friday) each month and at other special times during the year (Advent, Ash Wednesday, Lent, etc.). On Mass day the **school bell will ring at 8:45am**. Students are to be reverent during Mass and should be taught how to genuflect (before and after Mass) and receive communion properly. The mass rotation schedule is decided upon and put into the school calendar.

12.2.3 Adoration of the Blessed Sacrament

All classes are to visit the Church the first Friday of the month for Adoration of the Blessed Sacrament. Daily morning Mass typically ends by 10:00.

12.2.4 Virtue of the Month

Every Month, the school will focus on a virtue that speaks to the betterment of the student's character and overall personal development. Virtues are the pursuit of excellence. Activities and assemblies will provide students with specific way they can improve their character in order to be a better Catholic and citizen in the community.

12.2.5 Sacramental programs

During Grade 2, students prepare for their First Confession as well as their First Holy Communion. Students are expected to attend 6 preparation Masses which are celebrated at Sunday Masses throughout the year. Grade 7 students prepare for Confirmation. These children are expected to attend Masses that take place throughout the year as well as attend a preparation Retreat. There are mandatory meetings for both Grade 2 and 7 parents regarding the sacramental programs.

12.3 Report Cards and Parent/Teacher Communication

Informal communication between parents and teachers is encouraged throughout the school year. Teachers will respond to emails between 9:00 am and 3:30 pm Monday to Friday. Please allow 24hrs for a response.

12.3.1 Reporting

The Ministry of Education requires schools to issue 5 formal reports to parents each school year. At St. Bernadette's we report out through 2 conferences and 3 written reports. There will be 2 summative reports (now known as Communicating Student Learning [CSL] Reports) and 1 formative interim report. Twice a year a conference is held to allow the students the opportunity to share their learning with his/her parents.

Teachers observe students closely to evaluate their knowledge, skills and general progress. Reports to the parents will include descriptions of what the student can do, and indications of particular strengths and interests.

12.3.2 Assessment

A student's progress is measured through assessment and evaluation. Assessment is the gathering of evidence of what a student can do. The evidence can contain samples of assigned class work; individual or group projects; answers to oral questions; classroom quizzes and tests; and a teacher's notes and observations.

12.3.3 Evaluation

Evaluation is the on-going process of making judgments about the student's work and progress, and making decisions about the most appropriate learning activities and programs for that student.

12.3.4 Conferences

12.3.4.1 Student Conferences

The 3 Way and Student Led Conferences allows students to set goals for the remainder of the year. The conference is a meeting between the student, his/her parent(s), and the teacher. During the meeting the student will share their goals for the school year and explain how they are going to attain those goals.

12.3.4.2 Parent Teacher Conference

Parent Teacher Conferences are designed to share the experiences the student is having in the classroom. It is a celebration of their progress along with constructive feedback on their learning.

12.4 Homework Expectations

The purpose of homework is to practice skills learned during the day, teach study skills, develop independence and complete work not finished in school.

Parents and teachers have a shared responsibility regarding their child’s work. Please check daily with your child to see if he/she is following class homework procedures and verify completion of all homework. The amount of homework and time needed to complete homework will differ with students. The following states the required daily homework schedule for our students, but does not include time needed to finish work not completed in class time. If your child regularly has unfinished class work to take home, consult with the classroom teacher to determine the problem. The following homework times are guidelines only:

Grade 1:	approx. 10 minutes
Grade 2/Grade 3:	approx. 20 minutes
Grade 4:	approx. 35 minutes
Grade 5/Grade 6:	approx. 45 minutes
Grade 7:	approx. 60 minutes

13.0 SPECIAL EDUCATION

The Ministry of Education provides Special Education funding to Independent Schools. Schools may apply for funding if a student falls into the following categories:

- Level 1 – Dependent Handicapped
- Level 2 – Moderate to Profound Intellectual Disability
- Level 3 – Intensive Behaviour Interventions/Serious Mental Illness

All other Special Education funding is included in the regular per student grant. Under the current Special Education Grant Criteria for Independent Schools the following services do not qualify for additional funding:

- ESL
- Learning Assistance
- Speech and Language Service
- Learning Disabilities
- Mild Intellectual Disabilities

Students requiring any services that are not covered by Special Education Grants will be assessed and evaluated by the school based Special Education team comprised of the classroom teacher, the LAC specialist/case manager and Principal. An action plan and Individual Education Plan (IEP) will be developed, in conjunction with the parents, to support the students' educational needs.

14.0 FIELD TRIPS

Field trip permission and fees are required at the latest by the morning of the trip. The child may not phone home for verbal permission to go on the trip. Children are encouraged to go on field trips with their classmates as much as possible. If cost is ever an issue, just let the office know, in confidence, and the school will do its due diligence to resolve the issue. Parents who drive may count the driving towards their parent participation. St. Bernadette School follows and adheres to guidelines set out in Youth Safe Outdoors.

15.0 EXTRACURRICULAR ACTIVITIES

All students who wish to participate on an extra-curricular sports team must bring in written permission allowing them to take part in school practices and league games. The purpose of extra-curricular sports at the school is to build community within the classroom and by extension the school. Teams will not be selected exclusively by skill.

Our school philosophy regarding athletics is based on the following:

- Receiving the opportunity to be part of a team
- Learning teamwork through sportsmanship
- Experiencing growth through competition
- Developing specific sports skills and self-confidence
- Having a safe environment for all of the above

16.0 DISCIPLINARY PROCEDURES

Classroom teachers or supervisors are the first to administer disciplinary action. If the action is considered serious or is repetitive in nature, then it must be brought to the attention of the Principal for disciplinary action. If a student chooses a behaviour that is inappropriate and/or unsafe, our first step is to have the supervising adult and classroom teacher speak with the child.

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The following CISVA policies govern St. Bernadette's disciplinary procedures:

Policy Ref. #407 Student Code of Conduct

408 Anti-bullying

426 Suspensions & Expulsion

16.1 Unacceptable Behaviours

A pupil may be deprived of recess and/or other privileges, or in extreme cases suspended or expelled for any of the following offences:

- Repeated failure to obey school regulations
- Defiance of authority or disrespect to the Principal, teachers, supervisors, or to other students
- Damage or theft of school property. Parents will be required to reimburse the school for the damage or the loss suffered
- Offensive language or actions
- Carrying or using knives, matches, firecrackers, or any potentially dangerous instruments
- Leaving the school grounds without permission
- Violent actions directed by a student towards another student, supervisor or teacher. This includes physical aggression as well as intimidation, threats, name-calling, racial slurs and bullying.

St. Bernadette School follows the principles outlined in **Erase Bullying: Preventing Bullying and Ensuring Safe and Caring School Communities** that provides standards for codes of conduct and identifies the attributes for safe, caring and orderly schools. Classroom teachers will use **Bully Prevention in PBS Schools** as the primary resource to educate the children about bullying and solutions on how to stop bullying when it occurs. Bullying is defined as any pattern of persistent unwelcome or aggressive behaviour intended to make others uncomfortable, scared or hurt. There are four types of bullying behaviour: physical bullying, verbal bullying, social, emotional and relational bullying and cyber bullying. Incidents of bullying behaviour will always be taken seriously. All reported incidents will be documented and filed for future reference. The school will make every effort to speak with the child who has been bullied and his or her parents on the day of the incident, separate from the child who displayed bullying behaviour. It is critical that parents be aware of the signs that their child is being bullied or may be bullying others and inform the school immediately. Adult intervention and support are keys to stopping bullying behaviour.

Disciplinary Procedures

Classroom teachers or supervisors are the first to administer disciplinary action. If the action is considered serious or is repetitive in nature, then it must be brought to the attention of the Principal for disciplinary action. If a student chooses a behaviour that is inappropriate and/or unsafe, our first step is to have the supervising adult and classroom teacher speak with the child.

If the behaviour continues, the student(s) will meet with the principal, and/or the class teacher to analyze his/her behaviour, to plan an alternative and to discuss this plan with their parent(s). Behaviour that is extremely unsafe or unsuitable will result in more immediate disciplinary action.

16.2 Minor Misconduct

Many common sense rules must be established to maintain an orderly environment for the children. Occasional infractions in this area are not viewed with great alarm. Usually only a mild reminder about appropriate behaviour or a brief reprimand is all that is required. Where a child shows regular and consistent disregard for these common sense regulations, his or her conduct may be viewed with concern and considered in the category of "Major Misconduct", even though each incident may not be severe in nature.

16.3 Major Misconduct

Behaviour that endangers or is potentially harmful to self or other children cannot be tolerated. Parents have a right to expect that their children will be safe-guarded from malicious damage to their person and to private or public property. The following, among items not list, may be seen as Major Misconduct:

- Repeated failure to obey school regulations in regards to school safety and personal conduct
- Defiance of authority or disrespect to the Principal, teachers, supervisors, or to other students
- Damage or theft of school property. Parents will be required to reimburse the school for the damage or the loss suffered
- Offensive language or actions
- Leaving the school grounds without permission
- Violent actions directed by a student towards another student, supervisor or teacher. This includes physical aggression as well as intimidation, threats, name-calling, racial slurs and bullying.

Such conduct is considered very serious. In such cases, a copy of a disciplinary letter to

the parent will be filed immediately. In-school suspension, suspension from school, and/or other actions may be taken by the principal. Re-admission to school will be requested by the student at a meeting with the Principal, parents and student. After a second suspension, the student and parents must come before a sub-committee of the Parish Education Committee. At this time the parent and student will be notified that an additional suspension will result in probable expulsion from the school. In incidents resulting in physical harm to another student, the student(s) involved will be suspended from the play field for the remainder of the day on which the infraction occurred, and further disciplinary actions may be taken.

16.4 Gross Misconduct

Where a child is responsible for serious misconduct, appropriate disciplinary action will be taken, designed to impress upon the child the seriousness of the infraction. Any student who steals, is flagrantly disrespectful to teachers, willfully injures another, is carrying/using weapons or any potentially dangerous instrument/object, or acts in a way that would be considered a serious misconduct will appear before the Principal. The Principal will take the appropriate remedial or disciplinary action, and may, if it is deemed necessary, acting on behalf of the Parish Education Committee, impose a suspension or expulsion.

If the magnitude of the misconduct is such as to warrant suspension or expulsion, the Principal must communicate to the PEC Chairperson or designate, the pertinent details leading to the administrative action. This formal communication is required in recognition that such an administrative action is an executive privilege carried out by the Principal on behalf of the Committee, but essentially remaining a responsibility and obligation of the Parish Education Committee. In all cases of serious misconduct, school authorities will communicate with the parents.

17.0 COMMUNICATIONS

17.1 Notices Home

Newsletters and other notices are sent via email, posted to our school website and sent home with the oldest or with the grade specific child. It is the responsibility of the parent to read and understand the information in all communications that are sent home.

17.2 Personal Information Privacy Act (PIPA) Policy

St. Bernadette School is committed to meeting or exceeding the privacy standards established by the BC Personal Information Act (PIPA). Safeguarding your confidentiality and protecting your personal information is of primary importance to St. Bernadette School.

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St. Bernadette School will collect personal information that may include student identification information, birth certificate, baptismal certificate, immunization record, legal guardianship, court orders if applicable, student behavioural and academic records, health insurance number and parents' occupation, religion, parish and envelope number, work numbers, e-mail address, home address, and any similar information needed for registration. This information is required in order to register your child at the school and will assist the school in making an informed decision for your child's appropriate placement in the school. Student information is also available to the Fraser Health Authority. The school may prepare a family phone list for each class, to be distributed to school administrative personnel, teachers, and one or more parents of your child's class, for the purpose of contacting you in emergency and non-emergency school or parish related issues.

St. Bernadette School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will securely store electronic and hard copy parent and student personal information.

17.2.1.1 PIPA Complaint Procedure

If you have a concern or complaint about how your personal information is collected, stored or used, please pass your concern on to the "Privacy Manager" (school Principal) in writing. Review a copy of the "Personal Information Privacy Policy" (a copy is located in the office). The Principal will review the policy with you and will investigate your concern in a timely, fair and impartial manner. If you are not satisfied, you may forward your concern to the Privacy Commissioner at the CISVA Superintendent's Office at (604) 683-9331.

17.3 Changes to Contact/Personal Information

It is extremely important that the school be notified of changes of address, place of work or emergency contact numbers. If you change banks before the pre-authorized debits are to be cleared on the first of the month, please provide an updated pre-authorized debit form with a new void cheque to the school office.

17.4 School Telephone

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 for emergencies and to return messages from parents. **The children are not permitted to have mobile devices on their person.** 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 canceled or

something unforeseen happens at school. 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.

17.5 Personal Electronic Devices (PEDs) Policy

PEDs such as mobile phones, mp3 players, tablets, cameras and electronic games are not permitted at school unless authorized by and under the direct supervision of a teacher and is for educational purposes only.

17.5.1.1 Mobile Phones

In circumstances where students do have mobile phones at school the following policy applies: The school does not allow the use of mobile phones at school sponsored or school related activities on or off school property, during the instructional day. Phones must not be visible and must remain turned off during the school day. Students who do bring mobile phones and electronic devices to school accept all responsibility for their safekeeping.

17.5.1.2 Cameras

The taking of student or staff photos, without expressed written consent, is forbidden.

Students who do bring PEDs to school accept all responsibility for their safekeeping. Staff members are not responsible for finding these items should they go missing. The first time a student violates this policy the electronic device will be taken to the office. The student may pick up the phone from the principal at the end of the school day. On a second offence the electronic will be taken to the office and a parent/guardian will be required to come to the office to retrieve the phone.

17.6 Computer Use

At St. Bernadette School, we believe that Information and Communications Technology (ICT) is an essential component of schooling today. In our knowledge-based society, ICT is universal. Growing dependence on technology in all aspects of society emphasizes the importance of ensuring that students develop information literacy skills and understandings they need to live and work in an ever-changing environment.

These skills include the ability to use products such as integrated word processing, spreadsheet, database, and presentation software packages, an Internet browser, tools that facilitate coding and programming, and tools that support design and function.

The integration of technology into the classroom provides teachers another means through which student development in each of the essential skill areas such as reading, writing, mathematical development, communication skills, and problem solving can be

achieved and assessed. Using ICT in this way allows students to become explorers, researchers, and producers of knowledge useful to others.

School computer use by students is to be supervised at all times. Students must ask permission from supervising teacher before accessing the Internet. Improper use of the Internet is prohibited (see Disciplinary Procedures).

18.0 EMERGENCY PROCEDURES

Fire, lock-down and earthquake drills are held periodically during the year. There are a minimum of 3 fire drills in the fall and 3 in the spring, there is one lock-down drill and one earthquake drill in the fall and the spring. All students are instructed as to behaviour and procedure during these drills.

18.1 Fire Safety and Drills

Fire Drills shall be held not less than three times in the fall and three times in the spring during each school year.

18.2 Earthquake Safety and Drill

Earthquake drills shall be held not less than two times in the fall and two times in the spring during each school year.

18.2.1 EEWS - Earthquake Early Warning System

Earthquake Early Warning (EEW) is achieved by monitoring ground vibrations to detect the P- wave from an earthquake and provide a warning before the serious shock waves arrive. The system has two sensors and a controller. The EEW output can be an audio tone and message that can be passed to a Public Address system for distribution throughout the school site. The amount of warning time may be only a few seconds for a nearby earthquake.

For any warning system, reliability is always important and it is desirable to have redundancy built in the system to make it more robust. A network of sensors will improve earthquake early warning. A network of sensors can quickly identify the earthquake's epicenter, improve predictions of the earthquake's magnitude and reduce the incidence of false alarms. All the sites where the EEW system is being installed will be networked in order to improve the reliability of the warning system. Once a warning is confirmed, notification will be provided to all the sites that are part of the network.

The BC Earthquake Early Warning Network (BC EEWN) consists of sites with Tetra sensors and alarms (**Node Site**), sites with alarms only (**Alarm Site**) and the central server for data processing and earthquake notification at UBC (UBC site). All the sites are interconnected via the Internet as shown in the schematic diagram in figure 1.

St. Bernadette Elementary School is an Alarm Site.

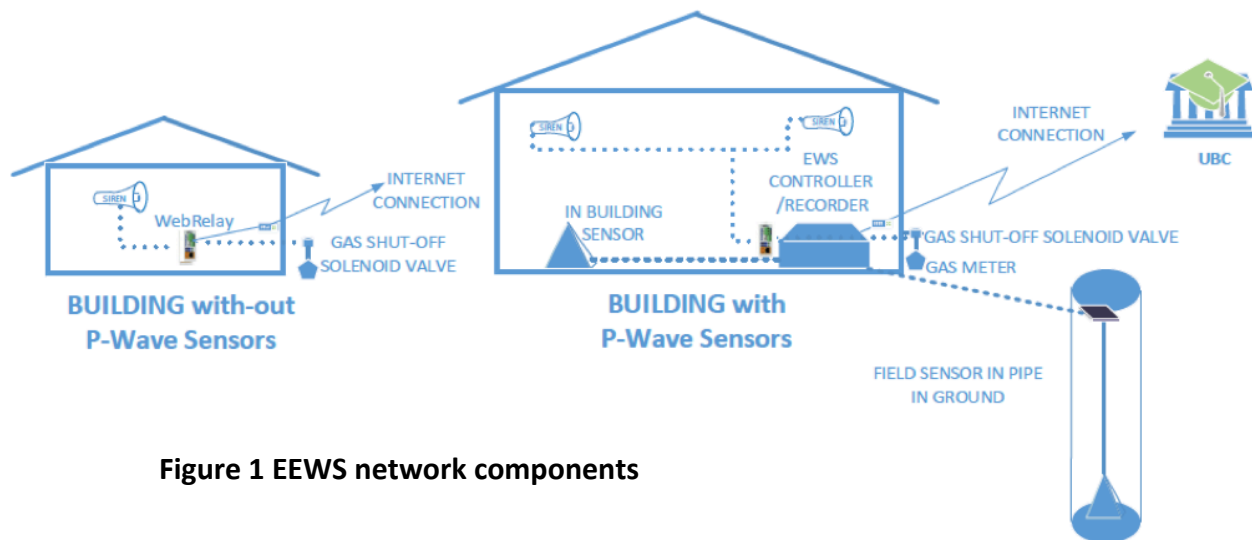


Figure 1 EEWS network components

18.3 Earthquake Procedures

St. Bernadette Elementary School follows the outline of earthquake drill as published by the **Ministry of Education, Province of British Columbia, September 2012.**

Much of the evacuation procedure is similar to that of a fire drill except certain precautions that must be taken during the actual earthquake itself. St. Bernadette's is equipped with the EEWS. The students will be notified of an earthquake from the warning system and not the shaking of the ground.

Most of these instructions refer to the "crash position" described as "on knees, head down and hands clasped on back of neck or head, covered with book or jacket, to avoid any debris that may be flying about the room."

After the earthquake itself, usually lasting less than sixty seconds, the drill procedure is followed with re-assembly outside the school structure.

Most of the discussion in the guideline manual refers to the evaluation of risk areas about the school premises and organization of communication with parents following the earthquake in what will obviously be a much-disrupted community.

In the event of an earthquake, we have food, water, and first aid supplies at the school.

18.3.1.1 Comfort Kits

Each student will be provided their own comfort kit that includes a 3 day personal supply of food rations and water, a light stick, a foil blanket and their personal emergency information. Parents are responsible for purchasing the comfort kit through the school. Replacement kits will be purchased by the school.

18.4 Lockdown Safety and Drills

Lockdown drills shall be held at least once a year and will be done in a way that will not traumatize the students. There are two types of threats that will initiate a lockdown of the school:

The threat is outside of the school building

The threat/intruder is inside of the school building

There maybe a case where an incident in happening in our neighbourhood and the RCMP or another official has requested we keep the school locked and children inside until the issue is resolved. The school will treat this as a lockdown, but students will continue to be allowed to work on their assignments, however, they will not be permitted to leave the school building until the all clear is given.

18.5 Parent Roles and Responsibilities

After an earthquake, fire, lockdown or any emergency requiring evacuation of the school, these procedures should be followed:

1. DO NOT attempt to phone the school. If the phone lines are open, they may be needed for emergencies.
2. When you (or an alternate care giver) arrive at the school to pick up children, you will find them assembled on the filed or in the school. In extreme cases all or part of the school may have been evacuated to an off-site location for safety reason.
3. If the children are on the school field, you must report to the Release Station at the small gate in the corner of the field next to the parking lot.

If we have re-entered the school, report to the Release Station at the gathering area of the gym.

4. **Be Patient and Calm** - Releasing students will take time. We will all be anxious and stressed, including the teachers. If we work together everyone will be safe.

5. When we get to the Release Station, report (one at a time) to the designated and identified staff member. They will send a runner to bring your child(ren) to you.

6. PARENTS WILL NOT ENTER THE AREA WHERE THE CHILDREN ARE BEING KEPT SAFE UNLESS THEIR CHILD IS INJURED. In the case of an injured child, the parent will be taken to that child. Your other children will stay in their family group area until you are ready to leave. When your child is brought to the Release Station, a designated and identified staff member will have you sign a Master Release Form and then you may be allowed to leave.

19.0 STUDENT RESPONSIBILITIES

19.1 Student Code of Conduct

As part of the Positive Behaviour System (Zones of Regulation) in place at the school, we teach children what expected behaviours look and sound like in most situations. At St. Bernadette School there is a Code of Conduct where the children and their families and staff members follow established guidelines, using the acronym "**CHRIST**":

C- Caring H- Honest R- Respectful I- Involved S- Safe T- Thankful

We CARE for others therefore we:

- Help others or get them help
- Share our time, talents, and possessions
- Are aware of others around us
- Care for our environment
- Are friendly to each other
- Use kind words ALWAYS
- Accept everyone

We are HONEST therefore we:

- Admit mistakes
- Tell the truth
- Always have permission
- Use rules of the game fairly
- Speak up if we see or hear of someone being hurt or treated unfairly

We are RESPECTFUL of people, places and things therefore we:

- Wear uniforms properly
- Take care of ALL property
- Listen politely and speak respectfully
- use our manners
- Respect privacy
- Keep hands and feet to self
- Listen to those help us
- Play only in the assigned areas
- Are reverent in church
- Clean up after ourselves

We are INVOLVED in every aspect of school therefore we:

- Are on task and participate
- Express opinions
- Include others
- Try our best and praise others' efforts

Everyone needs to feel SAFE at school therefore we:

- Walk only
- Leave unsafe items at home
- Use all equipment properly
- Walk/face the direction we are going
- Use common sense
- Get help when necessary

We are THANKFUL therefore we:

- Have an attitude of gratitude
- Thank others for good deeds
- Thank parents and teachers for helping us or teaching us

19.2 Safe Schools - www.erasebullying.ca/safe-schools/safe-schools.php

Everyone has a role to play in promoting positive mental health and wellness, supporting students, positive social behaviour and preventing incidents like bullying. There needs to be an integrated approach to prevent, address and/or reduce bullying, by developing the right partnerships with schools, parents, community and police. Students who feel safe and are free to develop in healthy ways are far less likely to be involved in inappropriate activities. Students who are learning and thriving take pride in themselves, their school, their accomplishments and the accomplishments of those they are connected to.

Setting a positive school climate and culture will help set the tone for a child's learning. To do this, staff, parents and community must model behaviour and attitudes that are positive, respectful, fair and caring. This means creating a school climate that is equitable, inclusive, diverse, tolerant, respectful and accepting. By doing this, we will move towards reaching our goal of making B.C.'s schools the most inclusive in the world.

19.2.1.1 Bully Free School

The Catholic Independent Schools of British Columbia (CISBC) has developed a student Code of Conduct and Anti-Bullying policies that reflect the concerns in today's world. Policies alone do not bring about change. Hearts, minds, and souls should be centered on respect for the human person.

This is founded on the great two commandments Jesus expounds in St. Matthew's account Chapter 22 "You shall love the Lord your God with all your heart, with all your soul, and with all your mind." This is the greatest and the second is like it, "You shall love your neighbour as yourself," and this will bring about change.

With this in mind, CISBC is committed to providing a safe and respectful environment for all its students. Through the school's Religious Education programs, opportunities for leadership, and its clubs and organizations, we provide our students with opportunities that promote respect for each other and love of your neighbour.

19.2.1.2 Weapons

Possession of anything that is used or designed to hurt someone or to put someone in a state of fear, on school property is strictly forbidden and will be considered Gross Misconduct in each case.

When the Principal has reasonable and probable grounds to believe that a student has a firearm, knife, explosive substance, or any similar device, on his/her person, or in his/her backpack or personal space the principal and the teacher will take appropriate action. In addition to potential criminal sanctions, substantiation of the above will lead to expulsion from the school.

On days such as Halloween, dress up days, etc. there will no weapons of any kind (cardboard, Styrofoam, etc.) allowed.

19.3 Fair Notice: Student Threat Assessment Protocol

What behaviours initiate a student threat assessment?

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet website/social media threats to harm/kill others, possession of weapons (including replicas and imitations), bomb threats and fire setting.

Duty to report

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

What is a Threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted online or made by gesture. Threats must be taken seriously, investigated and responded to.

What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include principal, vice-principal, counsellor and police.

What is the purpose of a student threat assessment?

- To ensure the safety of students, staff, parents and others
- To ensure a full understanding of the context of the threat
- To understand factors contributing to the threat makers' behaviour.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- To promote the emotional and physical safety of all

What happens in a student threat assessment?

All threat making behaviour by a student shall be reported to the Principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

19.4 Playground Expectations for Children

- Children are to keep their hands and feet to themselves.
- Unless it is raining heavily, the children will be going outside. The children are expected to come to school dressed for the weather.. In the event of an inside day, monitors are asked to go from room to room ensuring that the students are in their classrooms and observing their classroom rules.
- The back door will be monitored by student leaders so that the children may come in and out quickly to the washroom or for a drink. Children may not enter through the main door unless in the company of a teacher, peer helper or of another adult.
- There is to be no fighting of any kind, pretend or real.
- Children are not to ride bikes, skateboards, scooters etc. on school property. If a child brings a bike, skateboard, scooter etc. to school please remind them that they are to be walked on and off school property.
- Inappropriate language is not acceptable at St. Bernadette School. If you hear inappropriate language, inform the child that it is not acceptable. If the language continues speak to the teacher on duty.
- Rough play is not acceptable, please remind the children of this rule then bring it to the attention of the teacher on duty.
- Students are not to have food outside at any time.
- Children are not allowed on the upper field after school.
- Children are not allowed on the Big Toy after school without parental supervision.

19.5 Care of Books and Property

Proper care of all books, whether the property of the school or of the pupil, is an important part of every child's education. We ask your cooperation in seeing that all books are treated with respect while in the possession of your child. 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.

20.0 PARENT RESPONSIBILITIES

20.1 General Behaviour & Demeanor (Parent/Guardian Code of Conduct)

The CISVA Board recognizes parents and guardians as the primary educators of their child(ren) and, therefore, important role models in the mission of the Church shared by Catholic Schools. This is demonstrated by parents and guardians in proclaiming and building the Kingdom of God, promoting a faith community within the family and community at large, committing to excellence in Catholicity in all areas of their child's development, and supporting the development of Christian leaders, responsible citizens and life-long learners.

St. Bernadette School has a Parent/ Guardian Code of Conduct to inform you of expected conduct based on the principles of respect for the rights and dignity of all persons to promote a safe and respectful environment within the school community.

Procedure

Parents are expected to (but not limited to):

1. Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass with their children (proclaiming and building the Kingdom of God – see Policy 411 - Family Statement of Commitment).
2. Be supportive of the mission of the Catholic Church and supportive of the religious educational programs of the school.
3. Respect the decision-making of school administration and the Education Committee.
4. Respect the rights and dignity of all persons in the parish/school community at all times.
5. Refrain from participating in or promoting any behaviour that would threaten, intimidate, demean, verbally assault (use of abusive language) or cause harm to any person within the school community.
6. Refrain from behaviour or communications, including the use of any technology/media devices to defame the character or reputation or cause harm to the character of a parish/school community member.
7. Show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meetings, Parent Support Evenings (Sexuality and Your Child, Human Growth and Development), student progress interviews/conferences etc.).
8. Ensure that their child attends school regularly, is on time and is prepared.

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9. Work cooperatively with teachers in all areas of their child's school life including academic or disciplinary issues.
10. Be familiar with and abide by the school's codes of conduct, policies and rules (i.e. uniforms, internet use, traffic safety on school grounds, etc.)
11. Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA policy 302 – Major Complaints.
12. Avoid involvement in rumours and dissemination of rumours.
13. Build bridges of acceptance and understanding among the different cultures represented in the school community.

The Pastor has the right and duty to provide for the spiritual welfare of the students and families within the parish and the school. They work towards this end with parental cooperation.

The Education Committee, in consultation with the Principal, reserves the right to determine consequences for non-compliance.

Principal's Authority

The Principal has the discretionary right to take appropriate action to maintain a safe and orderly school environment, and to ensure that staff, students, parish members or other members of the school community are not subjected to threatening, intimidating, or harassing behaviour. The Principal's authority includes the right to prohibit or remove any person from the school premises or property who is deemed to be a disruption to the school or threat (in deed or word) to the safety or security of students, employees, or any other member of the parish or school community. The Principal will inform the Education Committee, Pastor and Superintendent's Office if any person is prohibited or removed from school premises.

If a person is prohibited or removed from the school premises by the Principal, that person must immediately leave, and must not enter the school premises again except with prior written approval from the Principal.

If the Principal suspects a student is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students or staff, the Principal may exclude the student from school until a certificate is obtained for the student from a qualified medical professional confirming that the student may return to school. Parents/ guardians are expected to comply with an exclusion of a student on this basis, and to assist with providing the required documentation to support a return to school.

20.2 Notes from Parents

We require a signed note from a parent when:

- Your child, for a good reason, cannot be in complete uniform
- Your child has been absent for any reason (please use the Absentee Form provided on the school website)
- Your child must leave the school for an appointment, etc.
- Your child cannot participate in a specific activity
- Your child cannot go outside during recess or lunch break

Once school has started, children who are late or who have to leave the school early **MUST** sign in or out at the office. **THERE ARE NO EXCEPTIONS.**

20.3 Cold and Rainy Days

All children will be required to go outside during lunch and recess times. This is an opportunity for them to socialize with their friends, practice their social and problem-solving skills and to re-energize their bodies for the afternoon session. Parents are expected to dress their child appropriately for the weather.

For Playground Supervision expectations, please see Section 7.

20.4 Nutrition Breaks

The first nutrition break of the day is from 10:45 – 11:00. Lunch recess begins at 12:15. The children play outside for 30 minutes upon which time they will return to class and eat their lunch. The children will be supervised in their classroom, by their teacher, while they eat lunch. The bell will ring at 12:55 to signal the end of lunch. All children will be required to go outside during lunch and recess times. This is an opportunity for them to socialize with their friends, practice their social and problem-solving skills and to re-energize their bodies for the afternoon session. Parents are expected to dress their child appropriately for the weather.

20.5 Conflict Resolution Procedure

We all experience times when we have differing opinions or perspectives in different areas of our lives. This may also occur in relation to school. As members of a Christian community, following Gospel values, all parties involved in a dispute should be treated with dignity and respect. If and/or when problems do occur, please follow the outlined procedures. These procedures apply to anyone wishing to make a complaint. As parents and staff we have a set of common goals, the development of children in our care spiritually, intellectually, physically, emotionally and aesthetically and artistically.

Academics

If the difficulty is in the area of academics (subjects studied), then the teacher involved must be contacted first, the problem carefully outlined and discussed, and a resolution attempted. If, after this, you feel that the matter has not been satisfactorily resolved, the problem may be brought to the attention of the Principal.

If the difficulty is with classroom policies, (i.e., those set by the classroom teacher regarding behaviour, homework, expectations, etc.) then this must be resolved with the classroom teacher. If you are unable to resolve it, then you may bring it to the attention of the Principal.

Discipline

If the difficulty is in the area of discipline, the teacher or the person who took the disciplinary action should be contacted first to discuss the problem. If this has been done and the problem is still unresolved, the Principal may be approached. Having approached the Principal and the problem is still unresolved; the third step is to contact the Parish Education Committee (PEC) Chairperson, in writing. If it is still unresolved, then you may take the problem to the Pastor.

If the difficulty is with a non-teaching staff member the staff member involved must be approached first to discuss the matter. The classroom teacher or the Principal may be contacted if the matter remains unresolved.

If you have difficulty in the area of administrative policy, (any area of school life that is not covered by the above-mentioned areas, e.g., fee structure, uniforms, programs, etc.), please contact the Chairperson of the PEC.

The Principal is required by law to inform a teacher when a complaint has been made against him or her, and the nature of the complaint.

There is a Major Complaints Policy, [CISVA Policy #302](#), for all schools in the Archdiocese of Vancouver.

21.0 GENERAL POLICIES AND INFORMATION

21.1 Abuse Disclosure

The school and its educators have a legal duty and responsibility to promptly report the reasonable grounds or circumstances of suspected child abuse to a child welfare worker. If a student discloses possible abuse to any staff member or any staff member has reason to believe abuse is occurring, the responsibilities of that staff member are clearly outlined in [the Child, Family and Community Services Act](#) ***“A person who has reasonable grounds to believe that a child needs protection under section 14 must promptly report the matter to a director or a person designated by a director.”***

21.2 Tobacco, Cannabis, Vapor & Smoking Ban

Bill 10 – Tobacco and Vapor Product Control Act – Tobacco and Smoking Ban in Public Places and Schools

St. Bernadette School is a smoke, cannabis and vapor free area (by-law of Surrey Municipality). St. Bernadette School adheres to the [Provincial Tobacco & Vapor Product Control Act, Sec 2.2](#) in which tobacco and vapor products and the usage of such products are not permitted anywhere on the school grounds. The school also adheres to the [Cannabis Act \(S.C. 2018, c. 16\)](#).

22.0 PARENT PARTICIPATION PROGRAM

Involvement in your child's education takes many forms, one of them being taking part in our Parent Participation Program. This program plays an integral role in the operation of our school. Our school community grows with the contributions of each person's skills, talents and interests. This program also fosters a sense of community as everyone works together to create a positive learning environment for our children. However, not all circumstances do prevent some families from participating. All families who choose not to participate in our Parent Participation Program, (i.e., bingo, PREP, playground supervision, teacher aide, and special duties), must pay \$800 per year in lieu of participation. We depend on you being there to do the assigned task and our children's safety depends on you. If you cannot fulfill your assigned duty at any given time, it is your responsibility to find someone to fill in for you.

22.1 Participating Families

As active school community members, parents/caregivers are required to participate in one or more areas as needed by the school (see below). Further details are provided with the annual (re)registration package. A minimum of 40 hours per year (as defined by a yearly cycle **beginning on May 31st** preceding the school year in question) is required from each family for fulfillment of the Parent Participation Program responsibility. Completed hours are to be recorded on a regular basis via the website.

22.2 Areas of Participation

Once you are assigned to an area you will be contacted by the Area Coordinator to work out a schedule and to answer any questions you may have. It is important to understand that once a schedule has been made up and work areas assigned, you are expected to remain committed to that area. You are responsible to find your own replacements. Should you find the need to change your area of participation during the year, you must contact your Area Coordinator immediately. We cannot guarantee that a position in another area will be available. Failure to meet your obligation will result in reassignment to the 'pay in lieu' category requiring an additional fee. A comprehensive Parent Participation Registration Form will be distributed at the time of registration/re-registration.

22.3 Criminal Record Check

Your Parent Participation duty requires that you apply for a Criminal Record Check (CRC) every five years.

The Attorney General of British Columbia has taken over all Criminal Record Checks for volunteers in the province. This will facilitate the sharing of CRC results between the organizations which require them for volunteering. Once a CRC has been completed, it can now be easily shared with other organizations such as soccer, swimming, Girl Guides etc. A CRC is free of charge and is completed online. Simply go to the web address below and use the access code specific for our school. Please do not share this code with any other person outside of our school community. The CRC takes very little time, and you will receive a confirmation of the result at the same time that we have it registered with us.

If you have any questions regarding the procedure, please contact the school office.

Online Link: <https://justice.gov.bc.ca/eCRC/>

Access Code: V5BDJZSE9J

22.4 No Show Fee

In the case of a "No-Show" to an assigned/registered and scheduled activity or task, a \$25 fee per task, per person, will be implemented. A "No-Show" is when a parent fails to participate in an assigned/registered activity or task without any prior notice given to the coordinator of said activity or task.

Assigned activities such as Bingo, School Grounds Supervision, Classroom Representative, and Classroom Helper are considered assigned to you for the entire school year. When assigned an activity or event that is a one-off (e.g. Fall Social, Clothing Drive, etc.) you are expected to fulfill your duty for the entirety of that event. It is your responsibility to ensure that you participate as scheduled and fulfill the required number of hours. If, on the rare occasion, you are not able to complete a particular activity/task as scheduled, it is your responsibility to find a suitable replacement or switch days with another parent and to report this change to the coordinator. If you are unable to find a replacement you will be charged the no-show fee.

In cases of emergency or illness, where a parent volunteer is unable to fulfill their assigned/registered task, 24 hours is deemed a sufficient amount of time for parents to notify the activity/task coordinator (contact information given at the first meeting) and the parent participation coordinator via email (participation@stbernadette.ca) to be exempt from the no-show fee.

23.0 PARISH EDUCATION COMMITTEE (PEC)

Parish Education Committee - CISVA Reference Policy #110 Education Committee Responsibilities

The role of the Parish Education Committee is to cooperate with and assist the Pastor in the running of the school. The committee sees that Archdiocesan policies are implemented and sets 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.

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APPENDIX A

Notification of an Extended Absence (page 1 of 2)

Today's Date: _____

Student's Name (first and last name):	
Grade:	Purpose of Trip:
Expected last day in attendance:	
Expected date of return to school:	

BEFORE YOU PLAN YOUR TRIP

When planning an extended absence for vacation please contact the school *before finalizing* your trip. This allows you to discuss dates and the impact of the absence for your child. Please consider the following:

1. Your child's academic progress *may be affected by a lengthy absence.*
2. Your child must be in attendance for 600hrs between the start of the first day of school and May 15th. When a child is in attendance for less than 600hrs during that time, the difference in funding from the government will be assessed to you when the reports are received from the Ministry of Education.
3. Scheduling the trip to overlap with a school holiday, e.g. Spring Break, would lessen the number of school days your child will miss.
4. Review the school calendar to ensure you are not missing important events (e.g. First Holy Communion, Confirmation, student conferences, etc.)
5. Upon your return your child may need you to spend extra time each day with him/her to help catch up.
6. The school will not provide ongoing homework for your child during your absence. The school will make suggestions regarding your child's educational opportunities and activities during your absence (please see pg.2).

Notification of an Extended Absence
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PLEASE COMPLETE THIS SECTION WITH THE SCHOOL PRINCIPAL

I have met with the principal to discuss my child's extended absence. I have agreed to:

- select several books or novels that my child can take along to read. My child's teacher will be able to recommend appropriate titles;
- take a notebook so my child can keep a journal;
- provide some grade appropriate math and reading workbooks, from local book dealers, for my child to complete. I will ensure that these workbooks include answers so that I will be able to monitor my child's progress;
- enroll my child in a tutoring program if they need extra support when they return to school.

Parent/Guardian Name

Parent/Guardian Signature

Date

- The parent has met with the principal to discuss the plans and possible consequences.
- This letter was sent but the parent did not meet with the principal.

Principal/Vice Principal Signature