

# *St. Michael's School*

9387 HOLMES STREET BURNABY BC V3N 4C3  
WEBSITE : STMICHAELSCHOOL.CA  
TELEPHONE (604) 526-9768  
FAX (604) 540-9799



## **POLICIES AND PROCEDURES** **A HANDBOOK FOR PARENTS**

**2008-2009**

*IF YOU LIVE ACCORDING TO MY TEACHING, YOU ARE TRULY MY  
DISCIPLES.*

*THEN YOU WILL KNOW THE TRUTH, AND THE TRUTH WILL SET  
YOU FREE.*

*JOHN: 8:31*



## History of St. Michael's School

From the foundation of St. Michael's Parish in 1934, there were dreams of a Catholic School. The dream came closer to reality in July 1957, when Archbishop William Mark Duke formally requested the erection of a school in the parish. The following March, Father Raymond de Coccola borrowed forty thousand dollars to buy the property from the BC Electric Company and the Corporation of the District of Burnaby. On August 28, 1958, three Sisters of Charity of St. Louis – Sister Jane Frances, Sister Rose and Sister Carmel – arrived. While the buildings were still incomplete, Holy Mass was celebrated in the present auditorium on September 21, 1958. Classes began – with 128 students enrolled – on St. Michael's Feast Day, September 29, 1958. Coadjutor Archbishop Martin Michael Johnson blessed the building on November 22, 1958.

With personnel shortages, the Sisters of St. Louis eventually had to withdraw. The sisters of Charity of the Immaculate Conception of St. John, New Brunswick, replaced them in 1976. June 1996 marked the retirement of the Sisters of Charity and they have left St. Michael's Parish. Their departure was a very sad occasion for the St. Michael's Parish community.

St. Michael's Parish celebrated its Silver Jubilee in 1983. In December of that same year, the loan to build the school was finally paid off.

St. Michael's School presently enrolls approximately 240 students from kindergarten to grade seven, and employs a staff of 14 dedicated individuals.



## Prayer to St. Michael

*St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil; may God rebuke him we humbly pray; and do thou, O Prince of the heavenly host, by the Power of God, thrust into hell Satan and all evil spirits who wander through the world for the ruin of souls.*

*Amen.*



# PARENT HANDBOOK – TABLE OF CONTENTS

Table of Contents.....	2
About This Handbook.....	4

## SECTION 1 – PHILOSOPHY AND EDUCATIONAL OBJECTIVES

Words from Pope John Paul II .....	5
Message from the Pastor .....	5
Message from the Parish Education Committee Chairman.....	5
St. Michael’s Philosophy .....	6
Religious Education.....	7
Curriculum and Student Programs .....	7

## SECTION 2 – ORGANIZATION AND STRUCTURE

General .....	8
Parish Education Committee (PEC) .....	8
Parent Association (PA) .....	9
School Staff.....	9

## SECTION 3 – PARENT INVOLVEMENT

Parents’ Role and Responsibilities.....	10
Parent Participation Program .....	10

## SECTION 4 – ADMISSIONS AND REGISTRATION

Admissions Policy .....	11
Priorities for Admittance .....	11
Registration Requirements.....	12
Special Needs Students .....	12
Home School Students.....	12

## SECTION 5 – COMMUNICATION BETWEEN PARENTS AND SCHOOL

Information Sharing.....	13
Reporting.....	13
Promotion.....	14
Personal Information and Privacy .....	14

Communicating Complaints/Concerns ..... 14

**SECTION 6 – FUNDING, FEES, AND TUITION**

Funding ..... 15  
Registration Fee ..... 15  
Student Activity Fee ..... 15  
Tuition ..... 16  
Non-Participation Fee ..... 16

**SECTION 7 – SCHOOL PROCEDURES**

School and Office Hours ..... 17  
Visitors/Classroom Deliveries ..... 17  
Supervision of Students ..... 17  
Parking Lot Procedures ..... 18  
School Closures ..... 19  
Attendance ..... 19  
Notes from Home ..... 19  
Tardiness ..... 19  
Early Dismissal ..... 20  
Field Trips ..... 20

**SECTION 8 – SCHOOL UNIFORM**

Winter Uniform ..... 21  
Summer Uniform ..... 21  
Gym Uniform ..... 21  
Additional Uniform Information ..... 21

**SECTION 9 – DISCIPLINE AND SAFETY**

Introduction ..... 23  
Student Discipline ..... 23  
Conflict Resolution ..... 24  
Bullying, Harassment and Intimidation ..... 24  
Serious Incidents ..... 25  
Suspensions and Expulsions ..... 25  
Appeals of Disciplinary Decisions ..... 26  
Abuse Disclosure ..... 26

**SECTION 10 – EMERGENCY INFORMATION**

Medication ..... 27  
Student Emergencies/Injuries ..... 27  
Emergency Supplies ..... 27

Emergency Procedures.....	28
Emergency Supplies .....	27
Emergency Procedures.....	28
<b>CALENDAR OF SCHOOL HOLIDAYS 2008 – 2009.....</b>	<b>28</b>
<b>IMPORTANT CONTACTS .....</b>	<b>29</b>
<b>CLASSROOM TELEPHONE PARENTS .....</b>	<b>29</b>



*ABOUT THIS HANDBOOK*

*THIS HANDBOOK PROVIDES BASIC INFORMATION ABOUT ST. MICHAEL'S SCHOOL AND OUTLINES SOME OF THE MORE IMPORTANT POLICIES AND PROCEDURES. IN MOST INSTANCES, THE HANDBOOK PROVIDES A SUMMARY ONLY. COMPLETE POLICIES, FORMS AND DETAILED PROCEDURES ARE AVAILABLE THROUGH THE SCHOOL SECRETARY WHO ALSO HAS COPIES OF CISVA POLICIES AND RELEVANT PROVINCIAL LEGISLATION.*

*USE OF THE TERM "PARENT" THROUGHOUT THIS HANDBOOK REFERS TO EITHER PARENT OR LEGAL GUARDIAN.*

*WE ENCOURAGE BOTH STUDENTS AND PARENTS TO BECOME FAMILIAR WITH THE INFORMATION SET OUT IN THE HANDBOOK AND TO REFER TO IT THROUGHOUT THE SCHOOL YEAR.*

*WE ALSO WELCOME ANY SUGGESTIONS YOU MAY HAVE FOR IMPROVING THE HANDBOOK.*

## SECTION 1 – PHILOSOPHY AND EDUCATIONAL OBJECTIVES

### Words from Pope John Paul II (September 18, 1984, BC Place Stadium)

*I know that some of you go to Catholic schools. Why?  
So that you can more readily discover Christ and, in him, the full meaning of life.  
So that you can live life to the full. The Church has her schools because she wants to  
communicate Christ to you. She wants you to come to full maturity in Him who is the perfect  
human being and, at the same time, the Son of God.*

*Dear children and young people: Look to Christ.*

*When you wonder about the mystery of your life,  
look to Christ who explains to you its full meaning. When you wonder about your role in the  
future of Canada and the world, look to Christ. He will inspire you to fulfill your potential as  
Canadian citizens and as citizens of the world community. When you wonder about the life to  
come, look to Christ. Love Him and serve Him in your neighbour now, so that the fullness of  
eternal life may one day be yours.*

\*\*\*

### **A MESSAGE FROM THE PASTOR**

*St. Michael's School is an important part of St. Michael's Parish and its principal instrument for  
handing on the Faith. While we strive for academic excellence, we must always keep in mind that the  
reason for the school's existence is the evangelization of our children.*

*The parish gives life to its commitment to the school by moral support and by substantial financial  
backing. For this it relies on the good will of all parishioners, not only school parents. Needless to say,  
the commitment of the parents is paramount: their sacrifices convey a strong message to the children,  
and the consistency of their practice of the Faith, especially in the Sunday Mass and the Sacraments,  
ensures that this sacrifice will not be in vain.*

*May God continue to bless our efforts and the generosity of so many parents.*

MONSIGNOR BERNARD ROSSI, PASTOR

## **A MESSAGE FROM THE PARISH EDUCATION COMMITTEE**

*Dear Parents:*

*The Parish Education Committee would like to welcome back all returning families and extend a warm greeting to those families who are new to St. Michael's. In planning registration for the coming school year, you will find all the necessary information in this booklet.*

*Please note that if you are claiming Parish tuition rates, your envelope number will be checked to make sure it is current.*

*St. Michael's Parish and community are very proud of our school's Catholic education. We are grateful for the strong leadership we receive from our pastor. We are thankful for the principal, the teachers and the support staff for their generosity and devotion to our children and their education. We recognize the invaluable contribution made by parents through the participation program. Without your help, the success of St. Michael's school would not be possible, and I thank you.*

*It should be a great inspiration and consolation to all of us to realize that everyone involved in the operation of the school shares in the Mission Christ Himself gave to His Apostles – to go forth and teach all nations. It is this mission which gives immense meaning to our lives as Pastor, as teachers, and as parents. Through the intercession of St. Michael, may we be faithful to our mission this coming year.*

PARISH EDUCATION COMMITTEE

### **ST. MICHAEL'S PHILOSOPHY**

The staff, students, parents and pastor of St. Michael's School strive to be active witnesses to our call to form a living Catholic faith community of love, centered on Jesus Christ in the Holy Eucharist, a community in which the faith, as proclaimed by our Catholic tradition, is integrated with all true sciences and cultural values, a community in which the faith is integrated in the personal lives of the children and, indeed, in the lives of all members of the school community.

The staff works in cooperation with the parents, who are the prime educators, to foster the spiritual, emotional, cultural, intellectual and physical growth of each child as a unique and unrepeatable individual.

We trust that Mary our Blessed Mother and St. Michael the Archangel will help us to grow into the Christian ideals expressed in the Person and the Life of Jesus Christ, the Teacher.

## **RELIGIOUS EDUCATION**

St. Michael's is committed to offering the best environment for the educational, physical and spiritual growth of all our students, in collaboration with the parents who are the primary educators.

The staff and pastor are dedicated to teaching the Catholic faith. We build on the foundations established at home and provide a Christian setting where students can grow in the richness of the Catholic faith. This important privilege and responsibility is fulfilled through daily religion classes, weekly celebrations of the Mass, and a number of liturgical celebrations throughout the year. In addition, we include prayer, as a basic means of communicating with God, as a central part of each day for both staff and students.

We expect full participation in the Christian life and therefore consider that instruction in Catholic and spiritual values is an integral part of our teaching each day of the year. The religion program at St. Michael's is ***Christ Our Life***, a program prescribed by the Archdiocese of Vancouver. The program follows the liturgical year and incorporates special feast days into the curriculum.

## **CURRICULUM AND STUDENT PROGRAMS**

All teachers at St. Michael's follow the curriculum guidelines set out by the Ministry of Education. We are committed to guiding each student to reach their potential and are constantly re-evaluating our academic programs to better meet the needs of all our students.

We provide instruction in the following curriculum areas: Language Arts, Mathematics, Science, Social Studies, Fine Arts, Music, French, Library Skills, Computer, Physical Education, Personal Planning and Applied Skills. A Learning Assistance program provides students with remedial assistance, confidence building and encouragement. We also offer a Study Skills Program in connection with the Personal Planning Curriculum outlined in the Ministry of Education *Integrated Resource Package*.

Students are involved in two drama productions - a Christmas Concert and Spring Play. Through music, art, and theatre, St. Michael's has built up a substantial cultural program giving students of all ages many opportunities to discover their talents.

Extra-curricular activities are also important, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. These activities serve to build community and support the basic goals of our school. Extra-curricular activities include Student Council (Leadership), Choir (for grades 3 to 7), the St. Thomas More Chancellor Music Festival, Outdoor Education (for grades 6 and 7 every second year), and a Computer Club. In addition, we offer many different sports programs, allowing students various opportunities to test their physical skills in soccer, basketball, volleyball, floor hockey and track-and-field. Extra-curricular activities combined with educational field trips contribute to a well-balanced program.

## **SECTION 2 – ORGANIZATION AND STRUCTURE**

### **GENERAL**

The school is an integral part of St. Michael's Parish. The school's policy and procedures are determined by the CISVA (Catholic Independent Schools of the Vancouver Archdiocese), the governing body for Catholic Schools in the Archdiocese which sets policies such as tuition fee ranges and priorities for admittance.

Two organizations that allow parents to have input in the operation of the school are the Parish Education Committee (PEC) and the Parent Association (PA).

### **THE PARISH EDUCATION COMMITTEE (PEC)**

The PEC has seven members – 5 elected by the parish and 2 appointed by the pastor. Parents can have an effective voice in the education of their children through this committee, which meets monthly. The PEC assists the pastor in the following responsibilities as listed in the Archdiocesan Policy Manual:

1. Seeing that the policies of the Society of Catholic Independent Schools of Vancouver are carried out in our school.
2. Helping prepare and maintain the budget for the operation and maintenance of the school.
3. Ensuring that proper records are kept for the purposes of claiming government grants and for submitting reports to the Executive Committee.
4. Adhering to the Society's policies with respect to hiring and the renewal and non-renewal of teachers' contracts with the approval of the pastor and in consultation with the principal.
5. Overseeing the day-to-day running of the school in such areas as collection of tuition, payment of operating expenses, maintenance, etc.
6. Ensuring that secure places are provided for confidential and sensitive material.
7. Assuming other duties as are assigned from time to time by the Society.

## **THE PARENT ASSOCIATION (PA)**

We have a vibrant PA which enhances the spirit of our school with worthwhile activities including a hot-lunch program, seasonal celebrations such as Mardi Gras, and concessions to supplement our fund-raising activities and various sports programs. The executive is elected annually and meetings are held monthly. Parents can earn participation hours through involvement in the numerous PA-sponsored activities.

## **SCHOOL STAFF**

Principal	Mrs. Kennedy
Secretary	Mrs. Hunt
Kindergarten and Primary French	Mrs. Battistella
Grade One	Mrs. Baldissera
Grade Two	Mrs. Bourassa/Mrs. Routley
Grade Three	Miss Todd
Grade Four	Mrs. Cawker
Grade Five and Primary P.E.	Mr. Cavaliere
Grade Six	Mrs. Roche
Grade Seven	Mr. Roder
Music and Grade 5	Mrs. Mar
Learning Assistance and Intermediate French	Mrs. Freire
Library and Computer	Mrs. Bradshaw
Special Education Assistant	Mrs. Melo
Special Education Assistant	Miss Taylor
Special Education Assistant	Miss Moon
Special Education Assistant	Mrs. Woodland
Special Education Assistant	Miss Marzitelli
Special Education Assistant	Miss Gentile
Special Education Assistant	Miss Baldissera

## **SECTION 3 – PARENT INVOLVEMENT**

### **PARENTS' ROLE AND RESPONSIBILITIES**

In a Catholic school, the parents, students, teachers and staff form an integral part of the Christian community. The administration, teachers, and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to be familiar with and accept and support the philosophy and policies of St. Michael's School. Parents indicate this by signing the ***Statement of Commitment*** as part of the registration process.

Parents are recognized as the primary educators of their children. We strive to maintain a spirit of trust and cooperation between parents and teachers. Parents should keep in close contact with teachers and not hesitate to contact them regarding their children. Parents must keep the school advised of any changes to the information on the registration form such as health information, telephone numbers, and emergency contacts. Parents should be familiar with the information in this Handbook and do their part to ensure that St. Michael's policies, procedures and objectives are met.

Parents assist in their child's academic growth and should check the student agenda daily to see that homework and other assignments are completed. Parents are encouraged to take an active part in the operation of the school by participating in school functions and parish fund-raising projects. Parents are expected to attend meetings as required.

### **ST. MICHAEL'S PARENT PARTICIPATION PROGRAM**

Catholic education exists to help parents educate their children in the Faith. The entire school community shares in the responsibility of educating our children and implementing our vision, mission and goals. We encourage parents to take an active role in our school and parish, and we appreciate their support. The Participation Program is an opportunity for building community, giving financial support, and offering support to each other as we work together for the benefit of our children. The Parent Participation Program also reduces the operational costs of running the school.

As active school community members, parents are expected to participate in various activities of the school. As the work is done in lieu of a Non-Participation Fee, completing the participation hours is not true volunteer work.

The tuition schedule permits lower fees because of work provided through parent participation. Parents are expected to commit a minimum of 70 hours a year or 7 hours a month of service to the school. The primary area of parent involvement is fundraising, but other activities are available on a limited basis. Parents can do gardening or maintenance work or assist as CCD teachers, library assistants, crossing guards, or yard supervisors. Other suggestions for parent participation are welcomed and should be

given to the Participation Officer. (See **Important Contacts** page 29) If the full participation commitment is not met, the parents must pay a non-participation fee for the balance. (See **Fees and Tuition** page 16) Parents who do not meet their full participation commitment may not be able to register at the same participation rate the following year and may be required to pre-pay a non-participation fee. Parents having difficulty meeting their participation obligation should contact the pastor.

## **SECTION 4 – ADMISSIONS AND REGISTRATION**

### **ADMISSION POLICY - GENERAL**

As part of the admission process, the pastor, principal and, when practical, a PEC member 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. Michael's provided they and their families meet the school's expectations.
- 2) Siblings of children already attending St. Michael's 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. Michael's 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. [Note that enrollment of more than 15% non-Catholics in any grade requires the approval of the CISVA board of directors. 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.]

### **REGISTRATION REQUIREMENTS**

Since the government grant is paid only for permanent residents of Canada, all children and their parents who were born outside Canada must submit a copy of their Landed Immigrant Certificate or Citizenship Certificate at the time of registration.

A non-refundable registration fee must be submitted each year at the time of registration.

Prior to completion of the admission process, the parents must read and sign the Statement of Commitment in the registration package. Registration will not be accepted until the fees and all necessary supporting documents have been submitted.

### **SPECIAL NEEDS STUDENTS**

St. Michael's School follows CISVA policy when integrating special needs students into the regular classroom program. For full details of this policy, please contact the principal.

### **HOME SCHOOL STUDENTS**

In response to the Ministry of Education requirements that home-schooled students be registered with a public or independent school, St. Michael's will register a maximum of 10 home-schooled students per year and provide them with the services and facilities required by the Ministry of Education. Applications for home schooling must be made in person. The principal is responsible for administering the home school program.

## **SECTION 5 – COMMUNICATION BETWEEN PARENTS AND SCHOOL**

### **INFORMATION SHARING**

Openly discussing an individual student's needs and promptly addressing any concerns regarding the student's development helps ensure the student's continued progress and success. The school and the home operate together to provide the best possible learning situation.

There are two meetings held in the year – *Meet the Teacher* evening and the school's Annual General Meeting. At these meetings, we review policies and any changes made from previous years, discuss goals for the coming year, and introduce new staff and the PEC. In addition, individual classroom teachers give an outline of the academic program and expectations for their particular grade.

Other meetings may be scheduled during the year to keep parents informed.

Parents with children in Grades 2 and/or 7 must attend all parent meetings and activities associated with the Sacramental programs (First Communion and Confirmation) taught in those grades.

Every Thursday we send home a school Newsletters with the oldest child in each family. The newsletter contains various reports, opportunities to earn participation hours, and a regularly updated calendar with important dates to remember. Please read it carefully. Extra copies are available in the office.

The school also has a website at [www.stmichaelschool.ca](http://www.stmichaelschool.ca).

### **REPORTING**

To help us communicate your child's progress, we hold three-way conference at the end of the first term and a student-led conference at the end of the second term. Other interviews may be scheduled at the request of either the teacher or parent.

The staff developed the reporting policy at St. Michael's after much discussion, research, and deliberation. It reflects what we believe to be an effective means of reporting the results of our assessment and evaluation of each individual student's learning. For Kindergarten to Grade 7, we provide anecdotal and checklist reports that include comments about an individual student's strengths, successes, and achievements, as well as challenges and concerns, and ends with a summary of goals and a plan of action. For Grades 4 to 7, letter grades are assigned in all core curriculum subjects.

Written reports are sent home three times per year. The first report is sent home during November. The second report is given to parents in March. Monsignor Rossi hands out the third report to the students after Mass on the last day of school. For the first two reports, the parents keep the report card but sign and return the folder in which it was distributed. The folder will be returned to the parents to keep with the third report.

## **PROMOTION**

We encourage individual, continuous progress of students. However, in extraordinary situations where a student's social, emotional, or intellectual development is significantly above or below average expectations for that age level, the principal, teacher and parent will meet to decide on the most appropriate placement for the student.

## **PERSONAL INFORMATION AND PRIVACY**

St. Michael's is committed to safeguarding personal information of parents and students in accordance with provincially legislated privacy standards. The school will not disclose personal information to unauthorized personnel or third parties not directly involved in school management or the care, supervision and instruction of students at the school, without written authorization from that student's parent. The school will securely store all personal information whether electronic or hard copy.

Any concerns or complaints about how your or your child's personal information is collected, stored or used should be raised verbally or in writing with the principal who is the school's "Privacy Manager". For full details of the school's privacy policies and practices, you may obtain a parent copy of the Personal Information Privacy Policy from the school secretary. The principal will be happy to review the policy with you and investigate your concern in a timely, fair and impartial manner. If you are not satisfied, you may follow up your concern with the Privacy Commissioner at the CISVA Superintendent's Office.

## **COMMUNICATING COMPLAINTS/CONCERNS**

It is reasonable that within a large organization such as ours, there will be misunderstandings, disagreements and different opinions. Different opinions are welcome. Misunderstandings and disagreements are usually the result of poor communication and as such, can be corrected. Complaints and concerns must be addressed in a timely manner and in a way that maintains the dignity and privacy of the individuals involved.

If you have a concern or complaint, first speak to the staff member most directly involved (i.e. the person who made the decision, sent the letter, made the statement, etc.) If the issue cannot be resolved following initial discussions, you should raise your concerns with the principal. Where necessary or appropriate, the pastor and the PEC will become involved.

**SECTION 6 – FUNDING, FEES AND TUITION**

*“Pastors are asked to do everything possible to see that the children of needy families are not deprived of attending the Catholic School because of lack of means”.*

*Most Rev. James F. Carney, D.D.  
Archbishop of Vancouver,  
May 1, 1978*

No student will be refused admission to St. Michael’s because of an inability to pay. Families seeking exemptions or assistance must contact the pastor for special consideration. Each case will be judged individually and treated in strictest confidence.

**FUNDING**

St. Michael’s School has three sources of funding:

- A Provincial Government Grant equal to 50 % of the operating grant per student received by the Burnaby public school system;
- Tuition fees; and
- St. Michael’s Parish subsidy.

As tuition fees and government grants do not cover the cost of running the school, participation in parish fund-raising is vital.

**REGISTRATION FEE**

A non-refundable registration fee of \$25 per student or \$50 per family must be paid each year at the time of registration. This fee helps offset the administrative costs of the registration process.

**STUDENT ACTIVITY/BOOK FEE**

An activity/book fee is due on September 1. This fee helps offset the cost of supplies such as religion books and agendas, and activities such as field trips, skating, and gymnastics.

1 child	\$100.00
2 children	\$150.00
3 or more children	\$200.00

## **TUITION FEES**

Tuition fees are set by the PEC according to CISVA policy, and are reviewed each year. Monthly tuition fees vary for contributing parishioners, non-parishioners, and non-Catholics as set out below:

Number of Children	Parishioner	Non-Parishioner	Non-Catholic
One child	\$185.00	\$221.00	\$242.00
Two children	\$296.00	\$346.00	\$367.00
Three or more children	\$311.00	\$361.00	\$382.00

Reduced rates are available for contributing parishioners to reflect their regular envelope donations at Sunday Mass. The Sunday offering helps offset the substantial subsidy made by the parish to the school.

The tuition fee is reduced by 3% if the annual tuition is paid in full on the first day of school. Otherwise, at the time of registration parents must submit ten postdated cheques payable on the first day of each month of the school year.

## **NON-PARTICIPATION FEE**

A family unable to commit to 70 participation hours per year may elect to pay a monthly non-participation fee, which is in addition to the tuition fee. The non-participation fee may be pro-rated. If you wish to pay a non-participation fee or pro-rated participation fee, please contact the Participation Officer (see **Important Contacts** page 29).



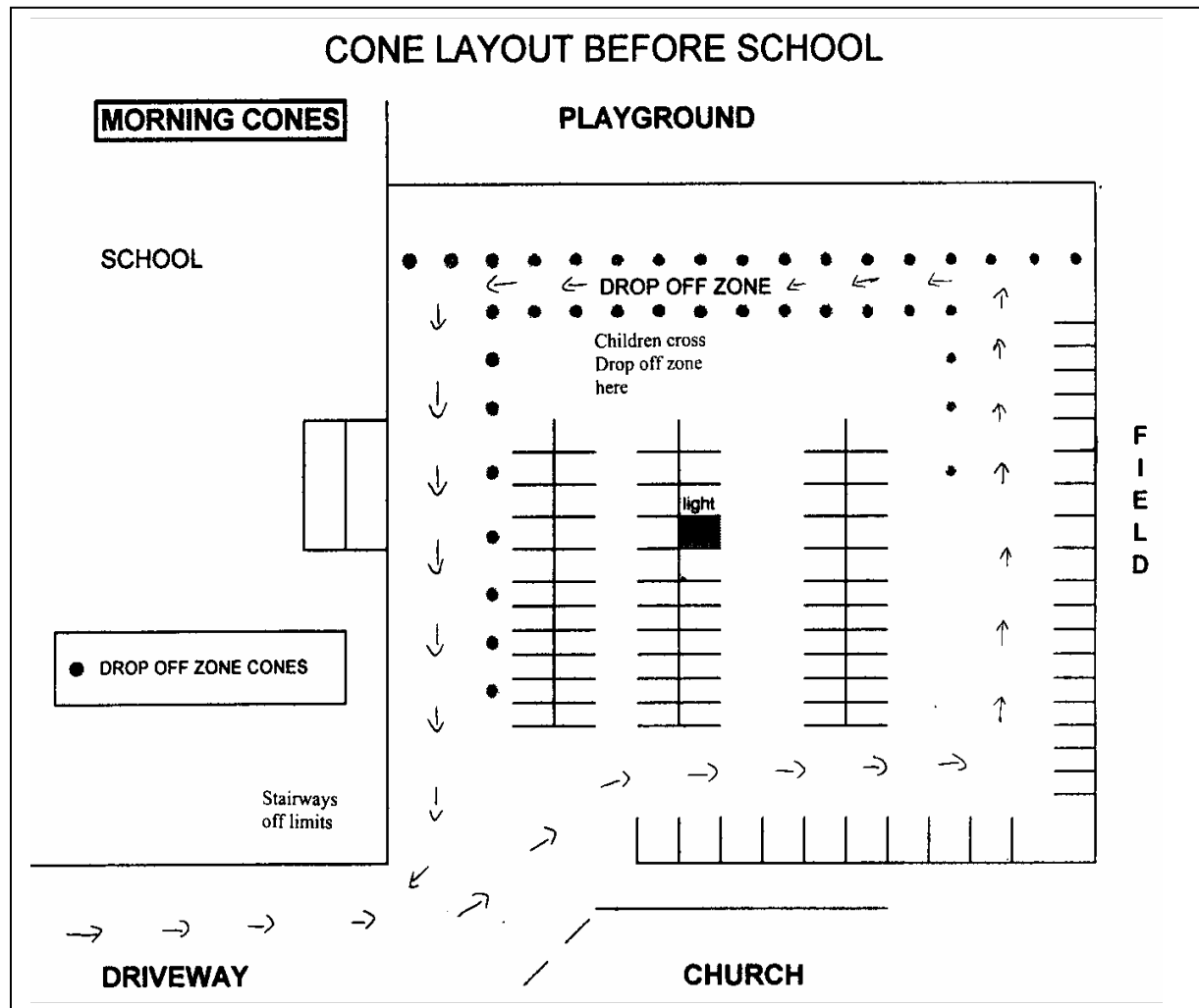
## PARKING LOT PROCEDURES

In the morning, supervisors set up traffic cones to mark a one-way "drop-off" zone (see diagram below). The remainder of the parking lot is available for parking. Please take care when crossing the drop-off zone after parking.

When using the drop-off zone, please follow the instructions of the supervisors. Make sure your child is ready to exit the vehicle quickly so the drivers behind you are not delayed. There is no waiting, stopping, or parking in the drop-off zone. Exercise care and watch for children crossing in the drop-off zone. When leaving the lower parking lot, allow traffic from the main road to enter the driveway first, as they have the right-of-way.

For safety reasons, ALL stairs from the parking lot to the upper play area (by the front door of the school) are OFF LIMITS as children may easily run into the flow of traffic from these stairways. Drop off in the teacher's parking lot (the small upper parking area adjacent to Holmes Street) is strictly prohibited.

There is a designated "Pick-up/Drop-off" zone on Holmes Street for parents who do not want to enter the school parking lot to drop off their children. For safety reasons, please make sure your children exit from the passenger side of the car only.



## **SCHOOL CLOSURES**

If weather conditions are hazardous, the principal, in consultation with the pastor, will decide whether or not to close the school. In the event of a morning closure there will be an announcement on Radio CKNW 980 AM. The phoning parent for each class will call to ensure everyone is informed of the school closure. Where practical, staff members will arrive at school to help supervise those students present.

If weather conditions become hazardous during school hours, the school will remain open, but parents will be contacted to pick up their children. Classroom teachers will remain until the last student in the class is picked up.

## **ATTENDANCE**

The School Act and school regulations require children to be in attendance at school during normal instructional periods. Removing children for vacation trips other than at school breaks brings real hardship on them. The benefit of regular classroom instruction is lost and cannot be entirely regained. Such absences are, therefore, strongly discouraged. Where such absences are necessary, make-up work is the responsibility of the parent and the student, not the classroom teacher. Parents must complete a form, available from the office, before they temporarily withdraw a student from school for reasons other than illness.

The Government school grant is only allocated to students who attend 600 hours of instruction per year (320 hours for Kindergarten students) prior to May 15 (unless absences are the result of sickness and explained in a note). As a condition of registration, parents undertake to reimburse St. Michael's for any loss of government grant resulting from their child's insufficient attendance at school without an acceptable reason.

## **NOTES FROM HOME**

Parents must notify the school by 9:00 AM if a student will be absent that day. On returning to school after an absence, the student must bring a note, signed by the parent and setting out the date and reason for the absence. Absentee forms for this purpose are available at the office. Where a note is not provided, the school secretary will contact the parent to request one. Each classroom teacher keeps an attendance register, which is submitted to the office each day and entered into the computer. This information is audited for the Ministry of Education for funding purposes. The auditor requires notes from parents for any and all student absences.

## **TARDINESS**

Regular attendance and punctuality are very important to every student's success. Parents are asked to cooperate in ensuring that their child attends regularly and on time.

Continual tardiness is disruptive to the start of the day, not only for the student, but also for the teachers and the class. Students should arrive at school no later than 8:45 a.m. Students who arrive after the second bell must obtain a late pass from the office before going to class.

### **EARLY DISMISSALS**

Students may not leave the school grounds for any reason other than dismissal without written permission. If a student needs to be dismissed early, the parent must provide a note to the classroom teacher prior to the dismissal. When coming to school to pick up a student for an early dismissal, parents must report to the office. Please try to schedule doctor, dentist, and other appointments outside of school hours whenever possible.

Parents must notify the school whenever unusual arrangements are made for picking up their child(ren). Students will not be released to anyone other than the usual caregiver unless the parent notifies the school beforehand.

### **FIELD TRIPS**

Field trips are an integral part of the curriculum and an extension of what is being taught in the classroom. The school requires that all activities outside the school/parish site be selected, planned, organized and conducted in the context of the spiritual, intellectual, social, emotional or physical development of students and the safety and security of all participants. Parents must provide a signed consent form for their child to attend any trip, outing, or extra curricular activity. Handwritten, faxed, general consent notes, or verbal consent does not constitute consent or replace the school's official signed consent form.

Volunteer drivers and supervisors for field trips attend a mandatory field-trip meeting before each trip. Drivers must provide Certification of Insurance for every trip. A copy of the complete field trip policy which sets out expectations for drivers and supervisors is available through the school secretary. Regulation requires that child passengers weighing at least 18kg (40lbs) must be restrained in a booster seat until they are at least nine years old or reach 145cm tall (4'9") tall. Children who reach the upper weight limit of the booster seat but are still under nine years old and 145 cm (4'9") tall will need a new booster seat with a higher weight limit.

## SECTION 8 – SCHOOL UNIFORM

Students must be in the approved uniform unless special concessions are made. The uniform must be kept clean, neat and presentable, shirts must be tucked in and shoes fastened. If, for any reason, a student cannot wear the complete uniform, the parent must send an explanatory note to the teacher.

If the uniform code is not followed, we send a note home with the student. The note must be signed by the parent and returned. Upon subsequent breaches, the parent will be asked to take the student home. A student who is unable to go home will be given an in-school suspension.

The school holds a uniform store the first Monday of every month from 8:15 to 9:15 am in the CCD room (located in the school library).

Uniform items marked with an asterisk\* must be purchased from the school supplier.

**WINTER UNIFORM** Worn from October 1 to May 19 (dates subject to change at principal's discretion)

### GIRLS

- White school golf shirt\*
- Tunic\* (K – Gr. 3)
- Tunic\* OR skirt\* (Gr. 4 – 7)
- Navy blue school cardigan\*
- Navy blue knee-high socks OR leotards
- **All-black** shoes (either **all** black runners or **all** black dress shoes)

### BOYS

- White school golf shirt\*
- Navy blue dress pants\*
- Navy blue school sweater\*
- Navy blue socks
- **All-black** shoes (either **all** black runners or **all** black dress shoes)

**SUMMER UNIFORM** Worn from May 20 to September 30 (dates subject to change at principal's discretion)

### GIRLS

- White school golf shirt\*
- Navy skorts\*
- School cardigan\*
- White socks - no logos and above the ankle
- **ALL BLACK** shoes (either **all** black runners or **all** black dress shoes)

### BOYS

- White school golf shirt\*
- Navy walking shorts\*
- School sweater\*
- White socks – no logos and above the ankle
- **ALL BLACK** shoes (either **all** black runners or **all** black dress shoes)

**GYM UNIFORM** Boys and girls have the same uniform. Students must bring their gym uniform in a gym bag to school on Mondays and take it home on Fridays. Gym bags may be purchased through the school supplies company.

- St. Michael's red shorts
- St. Michael's red T-shirt
- Runners and socks

## **ADDITIONAL UNIFORM INFORMATION**

1. **Special Concessions** – Occasionally, we schedule special “non-uniform” days such as “colour days” or theme days. Guidelines are sent home for each occasion. All students are encouraged to participate; those who do not must wear their uniform.
2. **Grade 7** – Grade 7 students may wear the Graduation sweatshirt instead of the school sweater except when attending Mass, field trips, school presentations where parents or other visitors are present, choir presentations or any other function where they are representing St. Michael’s School. No other type of sweatshirt may be substituted.
3. **Sweaters/Cardigans** – Students must have their sweater at school at all times even if they are not wearing it. Unless otherwise stated, students must wear their sweater at assemblies and school Masses.
4. **Golf Shirts** – Must have the St. Michael’s School logo and must be worn tucked in.
5. **Skirts and Tunics** – May be purchased ready made or sewn at home with pattern and material purchased from the supplier. If sewing a tunic or skirt, be sure to follow the instructions for pleats. Skirts and tunics must be hemmed mid-knee to a maximum of 2” above the knee.
6. **Pants** – Boys have a choice of three pant styles, as provided by the uniform supplier.
7. **Shoes** – Black dress shoes are recommended but solid coloured black running shoes or walking shoes are allowed. Students are encouraged to wear dress shoes for Mass and field trips. If dress shoes are worn, students may change into their gym shoes for recess and lunch. No open toes, open heels or sandals are allowed. Heels must be less than 4 cm (1 ½ inches).
8. **Hair** – Hair must be clean and neat. No dyed, streaked or bleached hair is permitted. Hair accessories must be red, black, navy blue, white, or school plaid.
9. **Jewelry and Accessories** – A single small stud or hoop earring per ear is permitted. Although students may wear watches, holy medals or crucifixes, it is not recommended as such items are frequently lost. No other jewelry or accessories are permitted. The school is not responsible for lost jewelry items. For safety reasons, a teacher or coach may require that jewelry be removed.
10. **Labeling** – All uniform items should be clearly labeled on the inside using a permanent marker. Check items regularly for mix-ups. The school sweater should be labeled on the back of the St. Michael’s School stitching. Golf shirts should be labeled on the inside of the bottom hem. Labeling tags are not recommended as they are easily removed.
11. **Care of the uniform** – The uniform must be clean and neat. Uniform items that are too big, too small, torn, soiled, worn or damaged must be replaced or repaired promptly.

## **SECTION 9 – DISCIPLINE AND SAFETY**

### **INTRODUCTION**

The staff at St. Michael's School is committed to ensuring that our school environment is safe and non-threatening. All students are valued and treated with respect and dignity. All students should be able to learn in an atmosphere free from fear, hatred, harassment, bullying and intolerance.

Students are expected to follow four basic principles to help ensure that our school is a safe, caring and respectful environment:

#### **1. Treat others in a respectful and Christ-like manner.**

Jesus was the greatest teacher of kindness and tolerance towards others.

#### **2. Respect the property of others.**

Personal and shared property needs to be treated with care and respect.

#### **3. Follow school rules and play safely.**

The school must be a place where all students feel safe.

#### **4. Take responsibility for your actions and your learning.**

Throughout life, we all make daily decisions and must take responsibility for those decisions. Therefore, we expect St. Michael's students will do the right thing, even if a teacher or parent is not present. This is called acting responsibly.

### **STUDENT DISCIPLINE**

The classroom teacher has primary responsibility for correcting and documenting unacceptable behaviour and minor incidents. In common areas such as playgrounds and hallways, the classroom teacher and supervising adults share this responsibility. If a student chooses to break a school rule, not accept responsibility, or infringe on the rights of others, discipline is at the staff member's discretion and may include the following:

- Verbal warning
- Verbal warning with consequences
- Conference with Principal and/or parents
- Use of a Report of Concern/Incident form, to be filled out and signed by the student, reviewed and signed by the teacher and principal, and sent home for review and signature by the parent.

## **CONFLICT RESOLUTION**

Occasionally, issues may arise where the parties involved differ in their perspectives. When this happens, everyone is expected to work toward a resolution in a Christian manner, respecting each other's dignity and point of view. Our goal is to enhance our students' Christian formation by guiding them to a better understanding and appreciation of their role and responsibility in helping to build the kingdom of God.

The CISVA policy dealing with Major Complaints sets out the minimum procedures to be followed in dealing with disputes. Full details are available through the office. The following is a summary of the guidelines to be followed to facilitate amicable resolution of conflict issues:

1. First speak with the staff member most directly involved (i.e. the person who made the decision, sent the letter, made the statement, etc.) Meaningful communication must be established at the outset with both parties clearly identifying the issue in dispute. Parties must be open to discussion and an honest attempt to resolve the issue, keeping in mind that resolution of an issue usually involves compromise.
2. If the issue cannot be resolved at the first level, bring your concerns to the principal's attention. The principal will clarify the issue in dispute, determine the appropriate policies to be applied, provide a resolution and give written notice to all parties of the decision reached and the available appeal procedures.

## **BULLYING, HARRASSMENT AND INTIMIDATION**

*Safe schools make a BIG DEAL about SMALL incidents.*

St. Michael's School follows the BC Ministry's guide: *Safe, Caring and Orderly Schools* which provides provincial standards for codes of conduct and identifies the attributes for a safe and caring school environment. The school will make every possible effort to see that no student is harassed or bullied. Classroom teachers will actively engage students in discussions about bullying and solutions to stop bullying when it occurs.

Bullying is the willful, conscious desire to hurt, threaten, or frighten someone. It is intentional and repeated aggressive behaviour meant to inflict injury or discomfort on another person, and involves a power imbalance. There are three types of bullying behaviour – physical aggression, verbal aggression and social alienation. Harassment is defined as directing derogatory or mean-spirited comments or acting in an unchristian manner towards another.

Incidents of harassment or bullying behaviour will always be taken seriously. When an incident happens, the school will make every effort to speak with the victim and his or her parent on the day of the incident, separate from the bully. The safety and security of the victim is always a primary concern. Any student who assaults, displays aggressive or violent behaviour toward, or bullies or harasses another person is subject to suspension

or expulsion. The principal will review all the circumstances and determine the appropriate consequence.

It is critical that parents be alert to signs that their child is being bullied or may be bullying others, and inform the school immediately. Adult intervention and support is a key to stopping bullying behaviour. *Call It Safe*, a parent guide for dealing with bullying in elementary schools, can be obtained from the office or on-line at [www.bccpac.bc.ca](http://www.bccpac.bc.ca).

## **SERIOUS INCIDENTS**

Serious or persistently repeated discipline problems are the ultimate responsibility of the principal, who must act for the protection of all members of the school community. Disciplinary action is at the principal's discretion. The most serious consequence would be suspension or expulsion from the school.

Disrespect, misbehaviour on school grounds or at school sponsored events, physical harm or attempted physical harm to another person, theft, and the destruction of property, are examples of serious inappropriate behaviour that may result in a student being suspended or expelled. The principal may also suspend or expel a child who is persistently disrespectful, disobedient or repeatedly fails to obey school rules. In serious discipline cases, the principal will consult with the Pastor, the PEC, and where appropriate, the police.

The school does not tolerate aggressive or violent behaviour. This includes deliberate acts intended to harm, intimidate, bully, alienate or injure another person. Aggressive retaliation falls into this category. Other examples of serious misconduct include the possession, use, or threatened use of a weapon\*, and the use, possession or sale of explosive devices, alcohol, drugs or other noxious substances. (\*A weapon is anything that is used, or designed to be used, to inflict bodily harm or to intimidate another.)

## **SUSPENSIONS AND EXPULSIONS**

Except in extreme cases, an expulsion is usually preceded by a suspension. During a suspension, the student is denied the privilege of attending school and any school-related activities. A suspension is a serious penalty for behaviour which, if repeated or continued, would result in an expulsion.

The principal fully investigates every serious incident and records the incident, the investigation, and the follow up. This documentation is used to support the school's decision to suspend and/or expel.

The length of the suspension must fit the severity of the incident. No student will be suspended for more than one school day without prior consultation between the principal and the pastor or the PEC. The school will provide the parents with written notification of the suspension. The notice will outline the school's expectations of the student if granted re-admission to the school.

If the incident is serious enough to warrant expulsion, the principal will consult with the pastor and the PEC. During this consultation period, the student will be suspended. After the consultation, the principal will immediately inform the parent, either in person or by telephone, of the school's decision and the parent must make appropriate arrangements for the student to leave the school. The principal will follow up within 24 hours with written notification of the expulsion.

### **APPEALS OF DISCIPLINARY DECISIONS**

Parents may appeal a student's suspension or expulsion according to the following CISVA policy guidelines:

1. An appeal must be submitted in writing to the PEC within 7 days after the principal's decision has been communicated to the parent.
2. On receiving the appeal, the PEC will form a subcommittee which must always include the pastor. The subcommittee will review the documentation of the incident and arrange for input from the parties involved. Following this, the subcommittee will make recommendations *in camera* to the PEC. The PEC will notify all parties, in writing, of its decision within 7 days. If the decision involves disciplinary action, the PEC must consult with the Superintendent before implementing its recommendations.
3. The PEC's decision may be appealed to the CISVA Board of Directors who reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board to be delivered to the Superintendent's Office within 14 days of the PEC communicating its decision. The Board's decision shall be final.

Full details of the CISVA appeals procedure are available through the school secretary.

### **ABUSE DISCLOSURE**

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 very clearly outlined in the Child, Family and Community Service Act which states: "*A person who has reasonable grounds to believe that a child needs protection under section 13 must promptly report the matter to a director or a person designated by a director.*" In practice the report is made to the delegated social worker in the local Ministry of Children and Family Development.

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

## **SMOKE-FREE WORKING & LEARNING ENVIRONMENT**

St. Michael's School strives to promote and safeguard, through all reasonable means, the physical, emotional and mental health of its students and employees. In compliance with the new Tobacco Control Act, the school building, all vehicles and grounds shall be smoke free.

# **SECTION 10 – EMERGENCY INFORMATION**

## **MEDICATION**

Parents must inform the school about a student's medical condition or problem that could require emergency action by the staff. Parents must also inform the school if the student regularly takes medication during school hours.

Parents are responsible for administering medication to their children. When possible, medication should be administered outside school hours. If this is not possible, parents should come to the school and administer it. In extreme circumstances, medication can be administered by the school staff but only when a "Request for the Administration of Medication" form is completed and signed by the parent and the prescribing physician. The form must specify the kind of medication, the dosage, the date and time it should be administered, and the directions for use.

Students who require inhalers, Benadryl, or EpiPens must supply the school with these items which will be kept in a central location in the office. Parents are responsible for ensuring that the medication is current. Students with EpiPens will have their pictures posted in key areas of the school (staff room and individual classroom) for emergency identification purposes.

Parents must inform the school of any changes to their child's medication needs.

## **STUDENT EMERGENCIES/INJURIES**

If a student is injured at school or on a school-sponsored event and a staff considers that the student needs emergency medical attention, the school will attempt (when possible) to contact the parent. If a parent can not be reached or is unable to come, the school may exercise discretion to call an ambulance, at the parent's expense.

It is imperative that parents keep the office advised of current phone numbers and emergency contacts.

## **EMERGENCY SUPPLIES**

The Emergency Preparedness Committee prepares emergency supplies for every student and staff member. These supplies include health and safety items and basic food products. The emergency supplies are securely stored outside the building.

## **EMERGENCY PROCEDURES**

We conduct regular Earthquake, Fire and Lockdown Drills to practice emergency procedures. If there is an earthquake or fire, students will be evacuated from the school to a specified area on the playground. In the event of a civil or natural emergency no student will be released from school into the care of anyone other than a parent, guardian or other person indicated by the parent on the emergency information form. Lockdown will be a term used school wide to refer to a situation which calls for the isolation of faculty, staff, students, and visitors from a potentially violent or life threatening environment.

In the event of a major earthquake or disaster, the following rules apply:

- ◆ DO NOT call the school. The phone line must remain open for outgoing emergency calls.
- ◆ Radio station CKNW – 980AM will provide information and directions.
- ◆ DO come to the school if you are able to offer assistance.
- ◆ Refrain from driving to the school, as the school's access routes and street entrances MUST remain clear for emergency vehicles. Either walk or park away from the school.
- ◆ Once it is safe to travel, go to the Student Release Station to pick up your child and any other child for whom you are assuming responsibility. Adults taking a child from the school grounds under these circumstances must sign a release form.

## **CALENDAR OF SCHOOL HOLIDAYS 2008 – 2009**

### **2008**

September 2 <sup>nd</sup>	School Opens
October 13 <sup>th</sup>	Thanksgiving
November 11 <sup>th</sup>	Remembrance Day
December 19 <sup>th</sup>	Last day of school before Christmas Break

### **2009**

January 5 <sup>th</sup>	School re-opens
February	Catholic Educators' Conference
March 13 <sup>th</sup>	Last day of school before Spring Break
March 23 <sup>rd</sup>	School re-opens

April 10 <sup>th</sup>	Good Friday
April 13 <sup>th</sup>	Easter Monday
May 15 <sup>th</sup>	Feast Day
May 18 <sup>th</sup>	Victoria Day
June 24 <sup>th</sup>	Last day of school for students

**IMPORTANT CONTACTS**

PEC CHAIRPERSON	DEBRA PADRON	(604) 521-0477
PARTICIPATION OFFICER	SHAWN CODY	(604) 529-1440
MAINTENANCE	TIM SHEIN	(604) 525-1501
YARD SUPERVISION	MARIA ANICIC	(604) 524-1415
PARISH AUCTION	ANITA RIDDELL	(604) 525-3454
WALKATHON	CHRIS LEE	(604) 527-8018
PARENT ASSOCIATION	DIANA BRALIC	(604) 931-7097
FUNDRAISING	ANITA RIDDELL	(604) 524-3454
GARDENING	CATHY BATTOCCHIO	(604) 524-8887
USED UNIFORMS	AILEEN TOMAS	(604) 526-0868
NEW UNIFORMS	BRIGID CANIL	(604) 522-0065

**CLASSROOM TELEPHONE PARENTS**

Phoning parents are available to answer questions about classroom activities and assist the classroom teacher in coordinating volunteers for different class functions. They also phone parents to remind them of important dates or to advise of school closures due to inclement weather.

Grade Kindergarten (AM)	- Mrs. Tracy Dunsford	604-527-2045
Grade Kindergarten (PM)	- Mrs. Joan Toth	604-515-0769
Grade 1	- Mrs. Joan Toth	604-515-0769
Grade 2	- Mrs. Anna Cusani	604-525-8250
Grade 3	- Mrs. Marjorie Lynn	604-521-4431
Grade 4	- Mrs. Stella Mattorollo	604-526-9508
Grade 5	- Mrs. Debra Padron	604-521-0477
Grade 6	- Mrs. Liz Vela	604-526-9432
Grade 7	- Mrs. Blanca Berlanga	604-468-4884
Coordinator	- Mrs. Heather Santaga	604-525-8223

