

St. Michael's School

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POLICIES AND PROCEDURES: A HANDBOOK FOR PARENTS

*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 left St. Michael's Parish. Their departure was a very sad occasion for the St. Michael's Parish community.

In 2008, St. Michael's school celebrated its 50th Anniversary. For the last half a century, the Church, parents, students, and staff have worked in collaboration to form a living community with a shared vision that promotes excellence. Excellence through involvement and accomplishment and perseverance, all within a visibly Catholic framework.

St. Michael's School presently enrolls approximately 235 students from Kindergarten to Grade Seven, and employs a staff of 30 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.



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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.

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 we 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 Chair

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, centred 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

CISVA Policy Manual-Mission Statement VI

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. The personal safety program ***I'm a Gift from God*** is taught in grades K through 3 and the ***Love and Life, Chosen and Theology of the Body*** programs are taught to students in grade 7. *All* of these programs have been approved and recommended by the Archbishop of Vancouver.

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 his or her 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: English, Language Arts, Mathematics, Science, Social Studies, Arts Education (Visual Arts, Music, Drama), Core French, Library Skills, Physical and Health Education, Career Education and Applied Design, Skills and Technologies.

Young children are always learning. They have a natural curiosity about the world and how it works. To support their desire to learn and better prepare them for future success as life-long learners, St. Michael's School offers a full-day Early Learning Kindergarten

program. We offer a rich, faith-based, full-day/every-day program that nurtures our youngest learners and allows more time for play-based exploration and inquiry.

Our Learning Assistance department facilitates successful learning experiences for all students. We provide in-class assistance and individual/small group direct teaching. Utilizing both methods will maximize student learning opportunities. Believing in a team approach, we collaborate with teachers, parents, students and outside agencies concerning the learning needs of the students with whom we work. We strive to meet the needs of all students in their learning environment (See St. Michael's School's Special Education Policy).

St. Michael's School believes that active, healthy students are happier and learn better. Students who develop good habits can contribute to longer, healthier lives. To help students achieve this goal, thirty minutes of daily Physical Education has been scheduled into the school day.

Students are involved in two drama productions - a Christmas Concert every year and a Spring Musical every other year. Through music, art, and theatre, St. Michael's has built 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 Leadership, Peer Helper program, Peer Tutoring program, Green Team, Choir (for grades 3 to 7), Spelling Bee Club, Odyssey of the Mind, Chess Club, Robotics, Math Club, the St. Thomas More Chancellor Music Festival and Outdoor Education (for grades 6 and 7 every second year). In addition, we offer an extensive athletic program, 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.

LEARNING RESOURCE POLICY

CISVA Policy Manual – General School Administration #433

St. Michael's School administration and staff will ensure that Learning resources used in the classroom will be evaluated and approved with due consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness and conformance with Church teaching and CISVA's overall mission and purpose. (Please see the Administrator for a more detailed policy)

Approved: Parish Education Committee
Date Approved: May 23, 2017

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)

CISVA Policy Manual – Governance #106, 114-117

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)

CISVA Policy Manual – General School Administration #415

We have a vibrant PA which enhances the spirit of our school with worthwhile activities including a hot-lunch program (which follows the Food and Beverage Sales in BC guidelines), 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 earn participation hours through involvement in the numerous PA-sponsored activities.

SCHOOL STAFF (subject to change)

Principal	Mrs. Kennedy
Secretary	Mrs. Bird
Kindergarten	Mrs. Buric
Grade One	Ms. Alberti
Grade Two	Mrs. Dumas/Mrs. Shein
Grade Three	Ms. Villadarez
Grade Four	Mrs. Cawker
Grade Five	Mr. Cavaliere
Grade Six	Mrs. M. Alberti/Mrs. Finch
Grade Seven	Mr. Salvino
Music	Mr. Da Silva/Ms. Alberti
Learning Assistance	Mrs. Roche/Mrs. Benes
Library and French	Mrs. Tantongco
ADST/Head Teacher	Mr. Da Silva
Athletic Director/P.E. Teacher	Mr. Roder
Kindergarten Assistant	Ms. Espinoza
Educational Assistants	Mrs. Lepore, Mrs. Rossander, Mrs. Woodland, Mrs. Bucher, Mrs. Dumas, Mrs. Shein, Ms. Levrini, Mr. Baumann, Mr. Pietramala
Maintenance Personnel	Mr. Patzer

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. (*CISVA Policy Manual – General School Administration #411*)

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

CISVA Policy Manual – General School Administration #425

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. #403 (5)

The tuition schedule permits lower fees because of work provided through parent participation. Parents are expected to commit a minimum of 60 hours a year, or 6

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 may do gardening, 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 Coordinator. (See Important Contacts on page 37).

Shortages in parent participation significantly compromise the quality of student programming and student safety. In order to ensure commitment to and the tradition of the Parent Participation Program at St. Michael's School, the PEC requires all families to complete a Pre-Authorized Debit Plan (PAD) Form in the amount of \$1300 at the time of registration. (Please see Section 6 - Funding, Fees and Tuition for details).

Parents having difficulty meeting their participation obligation due to unforeseen circumstances should contact the Pastor and the PEC Participation Coordinator.

Parents may elect to pay a fee instead of completing participation hours. The non-participation fee of \$1300 is paid in addition to the tuition fees, and must be paid in full and dated for September 1, 2019. (Please see Section 6 - Funding, Fees and Tuition for details).

Please Note The Following:

- 1) *In keeping with our community of Faith and Family, it is mandatory that all Grade 1 Parents participate in all aspects of the Grade 2 First Communion Celebration, including, but not limited to, gym set up, decorating, cake and coffee service, and clean up. Guidelines for the event will be made available to the Grade 1 Phoning Parent to review and to coordinate a parent committee. Teacher, Principal, and PEC support and advice is available. **No hours will be given for this event.***

Approved: Parish Education Committee
Date Approved: May 28, 2013

- 2) *In keeping with our community of Faith and Family, it is mandatory that all Grade 6 Parents participate in all aspects of the Grade 7 Confirmation Celebration, including and not limited to, gym set up, decorating, cake and coffee service and clean up. Guidelines for the event will be made available to the Grade 6 Phoning Parent to review and coordinate a parent committee. Teacher, Principal, and PEC support and advice is always available. **No hours will be given for this event.***

Approved: Parish Education Committee
Date Approved: May 28, 2013

- 3) *Grade 6 parents are required to participate in the planning, gym set up, decorating, food preparation, serving and clean up for the Grade 7 Farewell Celebration held in June. **Please note that participation hours will be given for this event.***

Approved: Parish Education Committee

Date Approved: May 28, 2013

- 4) *Parents who volunteer to help supervise on field trips will not be given participation hours.*

Approved: Parish Education Committee

Date Approved: May 28, 2013

- 5) *Work completed in the summer (July and August) is credited to the first half of the school year. Exceptions will only be made for special events or projects arranged in advance.*

- 6) *Any parent who is hired by the school may not receive credit for paid time as participation hours.*

- 7) *It is the parents' responsibility to meet their participation obligation. Unless a special arrangement is made with the PEC in advance, parents may not ask other adults to complete their hours. Children under the age of 16 cannot complete participation hours.*

- 8) *Some categories (yard supervision and library) require that participation be equally divided over the school year as follows: 30 hours from September to January, and 30 hours from February to June. This mandatory requirement ensures there will be enough parent librarians and yard supervisors for the entire year. Shortages in these positions significantly compromise the quality of student programming and safety. Therefore, in these categories, any extra hours in the first half of the school year CANNOT be carried over to the second half. Parents may not complete all 60 hours in one term without approval from the Category Manager and the PEC.*

CRIMINAL RECORD CHECKS

CISVA Policy Manual – General School Administration #425

Any parent who works directly with students in an unsupervised capacity must complete a Criminal Record Check through the local police detachment.

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 Manual – General School Administration #401

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. (*CISVA Policy Manual-General School Administration #403(2)*)

Children must have reached the age of 5 on or before December 31 of that school year to be eligible for Kindergarten.

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.

INTERNATIONAL STUDENTS

CISVA Policy Manual – General School Administration International Student #402

International students who are Catholic or non-Catholic may be admitted to St. Michael's School provided that the school has sufficient facilities and resources and provided that fees for the program are paid upon registration. They are expected to be committed to the school's mission and vision and willing to be integrated into the life of the school, its spirituality, language, curriculum and extra-curricular activities.

STUDENTS WITH SPECIAL NEEDS

CISVA Policy Manual – General School Administration Special Education #421

We believe each and every child has the right to an education which will foster spiritual, intellectual, physical, emotional and social growth. Every effort is made to provide appropriate programs and services, in the regular classroom setting, to support students with learning differences. Parents are to make the school aware of any special needs of pupils prior to registration for the purpose of program planning. Our special education policy reflects our commitment to inclusion and integration of students with special needs (Please see the Administrator for further information).

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 Newsletter with the youngest 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 from the office.

The school also has a website at www.stmichaelschool.ca. A parent login and password are required to access certain areas of the website.

REPORTING

School Regulations 4.(2)(a)

As curriculum changes in the province of BC, assessment and reporting practices are changing too. These changes are based on current assessment research, which concludes that ongoing personal feedback which is embedded in daily instruction, along with examples of student work are more beneficial in supporting student learning than simply reporting on student results. The communication of student learning to parents is based on clear standards and expectations and is intended to make learning visible. Students are encouraged to think of the questions: *Where am I now? Where am I going? What do I need to do to get there?*

As the world changes rapidly for our children, we must change the way we teach and assess students. With the redesigned BC curriculum, the BC Ministry of Education has permitted individual school boards to make decisions regarding the use of letter grades for assessment purposes. St. Michael’s will be gradually phasing out the use of letter grades for assessment. Our goal is to shift away from traditional letter-grade assessments in favour of more detailed evaluation and parent-teacher engagement throughout the year. This is congruent with educational research, which has demonstrated grades tend to reduce student interest in learning for its own sake, reduce student preference for increased challenge, and reduce the quality of student thinking. Moving from letter grades to anecdotal reporting deepens engagement and the soft skills needed to solve problems in the real world. These goals line up well with the new B.C. curriculum, which focuses on flexible learning.

In the 2018-2019 school year, Grades 4 and 5 students will **not** receive letter grades as per CISVA guidelines. As per present Ministry of Education policy, letter grades will be provided to parents upon request of individual teachers for students in Grades 4 and 5. Letter grades will be provided to students in Grades 6 & 7. Letter grades are to be removed from written reports in Grades 6 & 7 in 2019-2020 in all CISVA schools. Parents will be provided with a minimum of five reports during a school year describing their child's progress, growth, and achievement, and outlining what the child is able to do, learning goals the child is working on, areas in which the child requires further attention or development, and ways of supporting the child in his or her learning, and information about the child's contributions to the school and interactions with others.

Three of the reports will be written reports:

- a) **October Interim Report**
- b) **January Written Progress Report**
- c) **June Written Summative Report**

Teachers will also provide two other reports to parents. These will include three-way led conferences in November and a student-led conference in March.

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

Personal Information Privacy Act Regulations B.C. Reg. 473/2003

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 you 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.

STUDENT RECORDS

*Student Records – Requirements and Best Practice. Guidelines for Independent Schools 2012
CISVA Policy Manual – Student Records Policy #412, Personal Information Privacy Act
Regulations B.C.*

St. Michael's School is accountable for keeping accurate Student Records including collection, use, storage, confidentiality and access in accordance with the *Personal Information Protection Act* and the Ministry of Education directives. St. Michael's School will follow the requirements and best practices outlined in the Ministry of Education document, *Student Records – Requirements and Best Practice Guidelines for Independent Schools*.

COMMUNICATING COMPLAINTS/CONCERNS

CISVA Policy Manual – Major Complaints #302

CISVA recognizes that parents, students, teachers, and support staff form an integral part of the Catholic school community. From time to time, issues may arise where members of the community may differ in their perspectives.

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.

Major Complaints – Appeals

CISVA Policy Manual – Major Complaints #302

There is a major complaints appeals' process which can be found at the school office.

MAJOR COMPLAINTS – APPEALS

CISVA Policy Manual – Major Complaints #302

Within CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

Every effort should be made wherever possible to resolve the issue by the parties directly involved. If the issue cannot be resolved, the matter must be brought to the attention of the Principal of the school following the procedure.

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 School 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. (CISVA Policy Manual – General School Administration #401)

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

CISVA Policy Manual – General School Administration #403(2)

A non-refundable registration fee of \$65 per student or \$90 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 the following items: CISVA levy, CISVA athletic levy, individual workbooks, agendas, field trips and activities which supplement various curriculum areas such as science, physical education and fine arts.

1 child	\$158.00
2 children	\$218.00
3 or more children	\$283.00

TUITION FEES

CISVA Policy Manual – General School Administration #403(3)

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	\$ 301	\$ 408	\$ 482
Two children	\$ 490	\$ 650	\$ 737
Three or more children	\$ 587	\$ 796	\$ 940

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.

PAYMENT TERMS:

1. Pre-authorized payment form which includes banking information for ten automatic monthly withdrawals to be processed on the first day of each month from **August to May**.

OR

2. One payment dated September 1st, for the annual tuition fee in full (monthly tuition x 10). This may be submitted as a pre-authorized payment from your account (forms required) or in the form of a cheque or cash.

INSUFFICIENT FUNDS

An additional charge of \$25.00 will apply to any cheque or pre-authorized payment which is rejected by your bank due to insufficient Funds, Closed Account or Stop Payment.

EARLY WITHDRAWAL POLICY

Local Parish Education Committee Policy

St. Michael's School withdraws tuition through a debit transaction known as 'pre-authorized payment' or DEFT (Direct Electronic Fund Transfer). We require a minimum of thirty (30) days' notice should you change your banking information or decide to withdraw from the school. Tuition payment for academic school year runs on a 10 months basis from August 1st to May 1st, and the 30 days term applies to the next scheduled withdrawal. The first month's tuition is non-refundable if written notice of withdrawal for the upcoming school year is not received prior to June 1st. Any parent choosing to withdraw their child(ren) from St. Michael's School must provide written notification to the attention of the school principal. This notification must be received before the 1st of the month in order to have the next month's tuition withdrawal cancelled. The effective date for the notification is when received by the Principal's office. A stop payment will be put

on the tuition withdrawal falling after the 30 days required notice. However, funds that have been withdrawn are non-refundable.

The first tuition payment for the academic year is due on **August 1st** and the last tuition payment will be taken on **May 1st**. There will not be a payment taken in June.

Approved: Parish Education Committee
Date Approved: November 24, 2015

PARENT PARTICIPATION PRE-AUTHORIZED DEBIT FORM

In order to ensure commitment to the Parent Participation Program at St. Michael's School, the PEC requires all families to complete a Pre-Authorized Debit Plan (PAD) form in the amount of \$1300 with their registration. If families do not complete the required 60 hours of participation then \$1300, or a pro-rated amount of \$21.67 per hour, will be debited from their account on August 1st. Parents will be sent two notices, one in January and one in May, to inform them of the total number of participation hours that have been reported to the PEC. It is the families' responsibility to record their hours online, track their progress, and report any discrepancies to their Category Manager.

Approved: Parish Education Committee
Date Approved: November 27, 2018

NON-PARTICIPATION FEE and PRO-RATED PARTICIPATION FEES *CISVA Policy Manual – General School Administration #403(5)*

Parents may elect to pay a fee instead of completing participation hours. The non-participation fee of \$1300 must be paid in full and dated for September 1, 2019.

If a family has paid a non-participation fee, yet completes participation hours during the school year, the non-participation fee may be pro-rated at \$21.67 per hour. The re-imbursalment will be issued at the end of the school year. The family is responsible for notifying the PEC Participation Coordinator of the need for re-imbursalment. The Participation Coordinator will base the re-imbursalment amount strictly on hours approved by a Category Manager.

If a family wishes to pay a non-participation fee or pro-rated participation fee they must contact the PEC Participation Coordinator. All questions, concerns and adjustments regarding non-participation fees, and pro-rated fees must pass through the Participation Coordinator for approval (please see Important Contacts on page 37).

Approved: Parish Education Committee
Date Approved: November 27, 2018

SECTION 7 – SCHOOL PROCEDURES

SCHOOL AND OFFICE HOURS

All grades (including Kindergarten) attend school from 8:45 am to 3:00 pm

Morning recess is from 10:30 – 10:45 am. Lunch break is from 12:00 – 12:50 pm.

Every Wednesday, dismissal is at 2:30 pm. Parents must pick up children on early dismissal days no later than 2:45 pm.

Office hours are 8:00 am – 4:00 pm Monday to Friday

VISITORS/CLASSROOM DELIVERIES

CISVA Policy Manual – General School Administration #425

For the safety of our students and staff, all visitors to the school must report to the office where they will be issued a “VISITOR” tag. Parents may not go to the classroom during instructional times without permission from the principal or secretary. Lunches or other items brought to school after 8:45 a.m. should be marked with the student's name and grade and taken to the office.

SUPERVISION OF STUDENTS

Local Parish Education Committee Policy

Parent and teacher supervisors help to ensure the safety of our students on the school grounds. A supervising teacher, aided by Parent Supervisors will be on supervision during the following times:

8:20 am – 8:50 am
12:00 pm – 12:30 pm
3:00 pm – 3:30 pm

On Wednesdays, supervision ends at 2:45 pm

Parent supervisors receive formal and ongoing instruction which outlines their duties and delineates parent/supervisor and teacher/supervisor responsibilities. A copy of the Supervision Guide can be obtained from the secretary. Supervision is a great way for new parents to earn participation hours and get to know other students, parents and families at St. Michael's.

***Please note that students are not permitted on the upper parking lot play area after school.**

PARKING LOT PROCEDURES

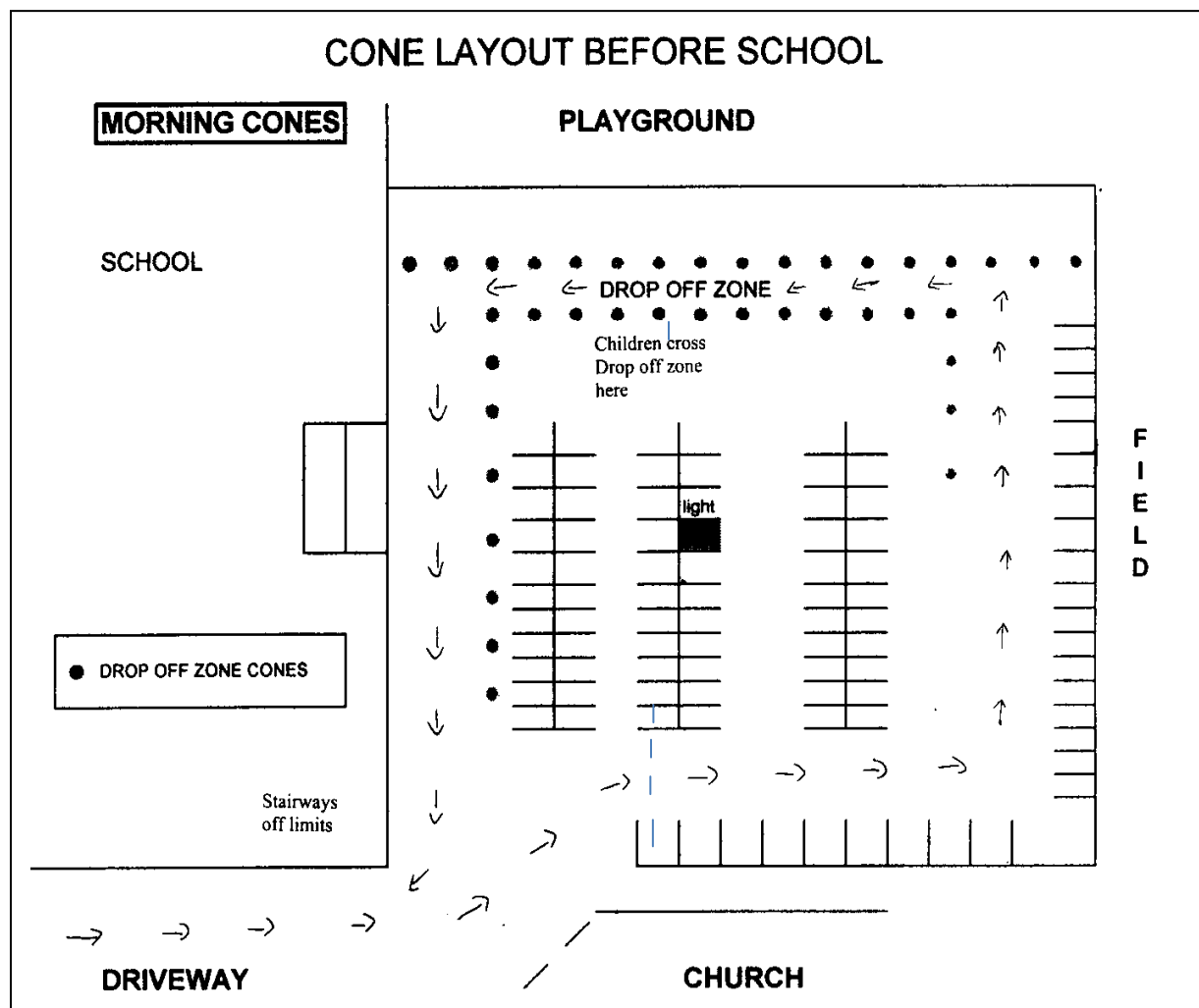
Local Parish Education Committee Guidelines

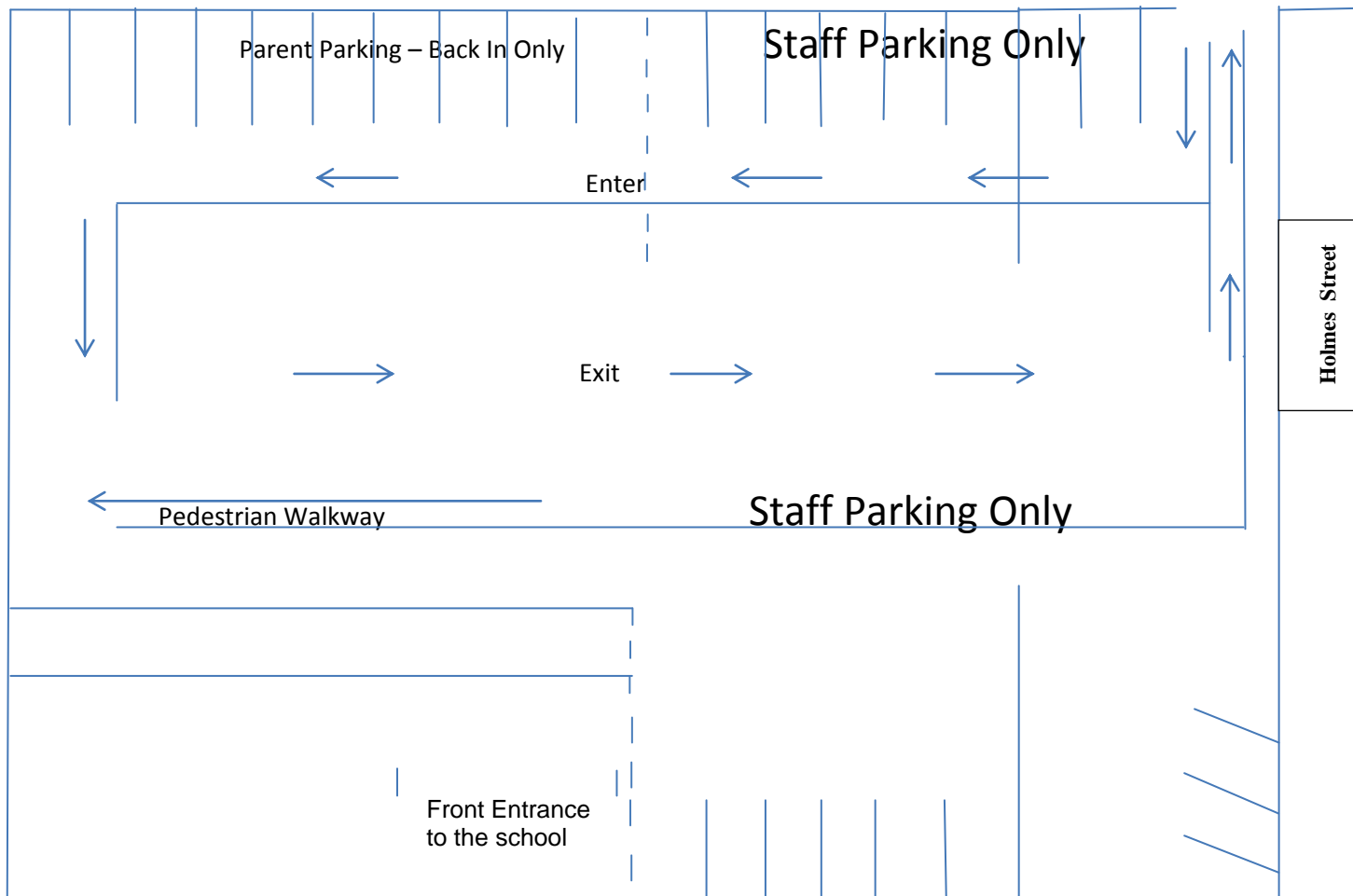
In the morning, supervisors set up traffic cones to mark a one-way "drop-off" zone (see diagram below). The remainder of the parking lot is available for parking. Please take care when crossing the drop-off zone after parking.

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. Children must walk bicycles or scooters while on school property.

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.





*After school parking addition. The gate (----) will open **AFTER SCHOOL, ONLY if needed**, to allow for additional parking in the upper play area.

SCHOOL CLOSURES

Local Parish Education Committee Guidelines

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 CKNW 980 AM on the radio. 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

Independent School Regulations 2(d) (i) (b)

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 Leave of Absence 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 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 School for any loss of government grant resulting from their child's insufficient attendance at school.**

NOTES FROM HOME

Independent School Regulations, School Act section 5.(8)

Parents must notify the school by 9:00 AM if a student will be absent that day. Upon 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 student database. 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

Independent School Regulations, School Act section 5.(8)

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

Local Parish Education Committee Policy

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

CISVA Policy Manual – General School Administration #409

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

Local Parish Education Committee Policy

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.

Parents can purchase the school uniform through NEAT Uniform Store.

Uniform items marked with an asterisk* must be purchased from NEAT Uniform Store.
WINTER UNIFORM Worn from November 1 to April 30 (dates subject to change at principal's discretion)

GIRLS
<ul style="list-style-type: none">➤ White school golf shirt*➤ Tunic* (K – Gr. 3)➤ Tunic* OR skirt* (Gr. 4 – 7)➤ Navy blue school cardigan*➤ Navy blue school vest* (optional)➤ Navy blue knee-high socks OR leotards➤ All-black shoes (either all black runners or all black dress shoes)

BOYS
<ul style="list-style-type: none">➤ White school golf shirt*➤ Navy blue dress pants*➤ Navy blue school sweater*➤ Navy blue school vest* (optional)➤ Navy blue socks➤ All-black shoes (either all black runners or all black dress shoes)

SUMMER UNIFORM Worn from May 1 to October 31 (dates subject to change at principal's discretion)

GIRLS
<ul style="list-style-type: none">➤ White school golf shirt*➤ Navy skorts*➤ School cardigan*➤ School vest* (optional)➤ White socks - no logos and above the ankle➤ ALL BLACK shoes (either all black runners or all black dress shoes)

BOYS
<ul style="list-style-type: none">➤ White school golf shirt*➤ Navy walking shorts*➤ School sweater*➤ School vest* (optional)➤ 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 NEAT Uniform.

<ul style="list-style-type: none">➤ 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 choir presentations or any other function where the

teacher has requested school sweaters/vests be worn. No other type of sweatshirt may be substituted.

3. **Sweaters/Cardigans/Vests** – Students must have their sweater/cardigan/vest at school at all times even if they are not wearing it. Unless otherwise stated, students must wear their sweater/cardigan/vest 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** – Must be purchased from NEAT Uniform Store.
6. **Pants** – Boys have a choice of pant styles, as provided by NEAT Uniforms.
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 booties, boots, high tops, open toe shoes, open heels or sandals are allowed. Heels must be less than 4 cm (1 ½ inches).
8. **Hair** – Hair must be clean and neat and, for boys above the collar in length. No dyed, streaked or bleached hair is permitted. Hair accessories must be red, black, navy blue, white, or school plaid and must be minimal in size.
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. Nail polish or makeup is not to be worn at any time.
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.

CODE OF CONDUCT

Provincial Standards for Codes of Conduct Order, School Act, sections 85(1.1)168(2)(5.1)

1. Safety

All students and staff have the right to a safe school environment.

Students are expected to:

- behave in a safe manner. (Play without harming or threatening others.)
- inform an adult, in a timely manner, of incidents of bullying, cyber bullying, harassment or intimidation.
- arrive at school no earlier than 8:20 am unless involved in an extracurricular activity.
- remain on the school grounds, in the designated areas, at recess and lunch.
- provide written permission from a parent or guardian to leave the school grounds during the school day.

- bicycles, scooters, skateboards, etc. are not to be used on the school grounds (bicycles must be walked onto the school grounds).
- use all playground equipment as it is meant to be used.
- play in designated playground areas as per the playground schedule.
- walk in the hallways.

2. Respect

All students and staff have a right to be respected.

Students are expected to:

- demonstrate empathy towards others.
- be considerate of everyone's feelings.
- listen to the ideas and opinions of others.
- behave in a non-disruptive manner.
- follow staff directions co-operatively.
- when transitioning between classrooms, walk silently in the hallway.
- come to school wearing the school uniform properly.
- care for the property of others.
- care for the school and community environment.

Every act of physical, verbal, emotional, or psychological abuse is unacceptable. Any act of violence against property is not acceptable. This includes, but is not limited to, fighting, bullying, cyber bullying, profanity, belittling, name-calling, intimidating, stealing, threatening, retribution for reporting and damaging property. Failure to respect the authority of St. Michael's staff members is also unacceptable.

3. Responsibility

All students have a right to learn.

Students are expected to:

- be on time.
- be attentive.
- be ready to work and engage in purposeful learning.
- complete school and home assignments to the best of their ability.
- seek help when needed.
- use problem-solving skills to settle differences.
- eat in their classroom, sitting quietly. Eating lunch at school is a privilege that students must respect by demonstrating responsible behaviour.
- support others and be positive role models.
- be accountable for personal property.
- increase personal responsibility and self-discipline as they become older and move through successive grades.
- leave all personal electronic devices (PED) at home. A cellphone is only permitted on school property when a parent has completed a PED Permission Form.

Inappropriate clothing on non-uniform days (i.e. clothing with offensive words/graphics/logos, bare shoulders, bare midriff (front and back must be covered at all

times, even with arms raised), shorts or skirts that are too short (i.e. length must reach or exceed the fingertips when arms are fully extended beside the leg) is not to be worn. Prohibited items include, but are not limited to knives, fireworks, items which are weapon like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. A meeting with the parents, administrator, and when required the RCMP will take place.

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school or at any school-sponsored function.

Inappropriate behaviour may consist of, but is not limited to:

- rudeness, swearing
- fighting (or play fighting)
- lack of respect for others; taunting
- throwing objects (rocks, sticks, snowballs, etc.)
- defiant behavior; insolence
- running in the halls
- unauthorized leaving of school grounds
- littering

Consequences

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age and maturity; and be restorative rather than punitive in nature. The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. 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.

Level 1

For behaviours that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following consequences may be used to encourage more positive behaviour:

- Reminder/informal discussion
- Use of problem solving techniques
- Verbal or written warning
- Contact with parents/guardian by the classroom teacher
- Separation from peers
- Written or verbal apology
- Restitution for damage

Level 2

For behaviours that are repeated or are more serious, a staff member will speak directly to the student. An incident report may be sent home to parents with a request to review the Code of Conduct and to return the signed sheet back to the school. The following consequences may be used to encourage more positive behaviour:

- Any from Level 1
- Verbal or written warning
- Contact with parents/guardian by the teacher and/or administration
- Creation of behaviour contract or plan
- Removal from the classroom/situation

Level 3

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when determining the level of consequence. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following consequences may be used to encourage more positive behaviour:

- Any from Level 1 and/or Level 2
- Administration involved in discussion/planning consequences
- Official written documentation of the incident
- Directly supervised recess/lunchtime activity
- Lunchtime suspensions
- In school suspensions

Level 4

In accordance with the School Act, the CISVA authorizes the principal to suspend a student. Students may be suspended because their behaviour has a harmful effect on the character or persons of other students, e.g. physical fighting or name calling; or because of vandalism to the school, student or staff property. The Parent or Guardian will be asked to return with their child to meet with the administration and make a commitment to improve behaviour. Some of the consequences from Level 3 may apply.

Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter.

It is hoped that this system will encourage students to monitor their behaviour, know what is expected of them, and strive toward maintaining and/or improving their academic and social skills.

St. Michael's School's Code of Conduct has been structured to align with and adhere to the standards outlined in:

The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007

B.C. Human Rights Code, (SD 36 Policy No. 10900 and Regulation No. 10900.1)

CISVA Policy Manual – General School Administration Student Code of Conduct #407

CISVA Policy Manual – General School Administration Anti-Bullying #408

B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide (Nov. 2008)* and *Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007)*, both found at <http://www.bced.gov.bc.ca/sco/>

Approved: Parish Education Committee
Date Approved: April 23, 2013

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 any of the consequences noted above.

PARENT CODE OF CONDUCT

CISVA Policy Manual - General School Administration Parent, Guardian Code of Conduct Policy #412, Family Statement of Commitment Policy #411, Major Complaints - Policy #302

The Pastor/Archbishop's Representative 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. Parents are expected to follow the Parent Code of Conduct. (*CISVA Policy #412*) 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 Education Committee, in consultation with the Principal, reserves the right to determine consequences for non-compliance.

CONFLICT RESOLUTION

CISVA Policy Manual – Human Resources #302

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

*Provincial Standards for Codes of Conduct Order, School Act, sections 85(1.1)168(2)(5.1)
CISVA Policy Manual – General School Administration – Anti-Bullying #408*

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. This includes the protection of a student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression. 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. Cyber bullying is bullying behaviour which is carried out online through email, chat rooms, blogs, discussion groups, instant messaging and social media like Facebook. It can also include bullying through cell phone technologies and emerging internet technologies.

Incidents of harassment or bullying/cyber 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 which may include contacting the RCMP.

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.

SAFETY AND STUDENTS WITH SPECIAL NEEDS

Provincial Standards for Codes of Conduct, School Act, Section 85(1.1) 168(2) (5.1)

Some students with special needs present particular challenges because of the nature of their disabilities. Students with severe needs may be unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. Careful planning for the safety of staff and students is part of the development of these students' Individual Education Plans.

MEDICAL EXCLUSION FOR BEHAVIOUR

Provincial Standards for Codes of Conduct Order, School Act, section 91(2) (4) (5)

In accordance with section 91(2), (4) and (5) of the *School Act*, when a student is suspected to be suffering from a health condition, communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students or employees, the student may be excluded from school for medical reasons. The school will follow procedures in accordance to section 91 (2), (4) and (5) of the *School Act*.

SERIOUS INCIDENTS

Provincial Standards for Codes of Conduct Order, School Act

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.)

PERSONAL ELECTRONIC DEVICES

CISVA Policy Manual – General School Administration #430
Local Parish Education Committee Policy

Without expressed permission from the principal or designate, **personal electronic devices are strictly prohibited** on school premises. Failure to comply with this may result in the confiscation of the device and/or disciplinary action. The school assumes no responsibility for the theft, loss, recovery, repair or replacement of any personal electronic device brought onto school property, whether the item is lost, stolen or confiscated. **A parent or guardian will be required to retrieve any confiscated PED from the principal.** Electronics included are Game Systems (Gameboy, PSP, Nintendo DSi, etc.), iPods, MP3 players, video and digital cameras. Parents who require their child to carry a cell phone must understand and agree that the cell phone be turned off and out of sight during the school day (this includes before and after school).

SUSPENSIONS AND EXPULSIONS

CISVA Policy Manual – General School Administration #426

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

CISVA Policy Manual – General School Administration #426

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

CISVA Policy Manual – General School Administration #405

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

Tobacco and Vapour Products Control Act [RSBC 1996] Chapter 451 2.2 (1)

Bill C-45, the Cannabis Act, 2018

Local Parish Education Committee Policy – Revised October 2018

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 TOBACCO AND VAPOUR PRODUCTS CONTROL ACT (Provincial Legislation), the school building, all vehicles and grounds shall be smoke and vapour product free. A person must not smoke or use tobacco, or hold lighted tobacco, in or on school property. A person must not use an e-cigarette, or hold an activated e-cigarette, in or on school property. The smoking of cannabis (recreational and medical) is strictly prohibited in the same places where smoking tobacco and the use of electronic cigarettes (vaping) is prohibited.

TESTING LEAD CONTENT IN DRINKING WATER OF SCHOOL FACILITIES

Local Parish Education Committee Policy

St. Michael's School will take reasonable steps to test annually for lead content in drinking water in school facilities to ensure quality meets established guidelines under applicable provincial and federal legislation, and report results to the Ministry of Education during the Ministry External Evaluation or as required. The testing procedure and amount of samples taken at the school shall be determined by Caro Analytical Services. Should results reveal lead levels above the maximum allowable concentration of 0.010 mg/L as stated from the Guidelines for Canadian Drinking Water Quality by Health Canada, the school in consultation with their Regional Health Authority will commence daily flushing immediately, or deactivate and place a "Not in Use" sign on the water sources. Should testing demonstrate elevated levels of lead, the school will immediately inform the Ministry of the issue and will collaboratively work with the Health Authority to communicate the results of testing lead content in drinking water with parents, students and staff.

References: British Columbia Ministry of Education Public School Policy "Testing Lead Content in Drinking Water of School Facilities"

[Http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/testing-lead-content-in-drinking-water](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/testing-lead-content-in-drinking-water)

Health Canada "Guidelines for Canadian Drinking Water Q" http://www.c-sc.gc.ca/ewh-semt/pubs/water-eau/sum_guide-res_recom/index-eng.php

Approved: Parish Education Committee
Date Approved: April 23, 2017

SECTION 10 – EMERGENCY INFORMATION

MEDICATION

Office of the Inspector of Independent Schools, Student Records Requirements and Best Practice Guidelines for Independent Schools

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. As per the Anaphylaxis Protection Order School Act, section 88 (1) and 168 (2) (t), St. Michael's School has established an Anaphylaxis Plan.

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

STUDENT EMERGENCIES/INJURIES

Local Parish Education Committee Policy

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.

School staff is trained in first aid and will treat minor cuts or abrasions. Minor head or neck injuries will be treated by staff and parents will be informed.

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

St. Michael's School follows the outline of fire and earthquake drill procedures as published by the BC Ministry of Education

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.

Staff reviews earthquake, fire and lockdown procedures regularly.

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.

IMPORTANT CONTACTS

PEC CHAIRPERSON	T.B.A.	
PARTICIPATION COORDINATOR	MARCUS JUCA	(604) 525-7091
MAINTENANCE	MARTIN BLASIAK	(604) 317-7236
PARENT ASSOCIATION	SARAH GOLDING	
UNIFORMS	NEAT UNIFORMS	(604) 205-7560

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 notify them of school closures due to inclement weather.

