

**St. Joseph the Worker Elementary School**  
**4451 Williams Road, Richmond, B.C. V7E 1J7**  
**Telephone: (604) 277-1115 Fax: (604) 272-5214**  
**e-mail: office.sjosw@cisva.bc.ca**

## QUALITIES OF A CATHOLIC-CHRISTIAN EDUCATION

Education is the “life-line” of our Roman Catholic Faith. The experience of a good education opens us to the whole inhabited world: our common history, hopes, failures and challenges. We become active participants in our world through this process of continual growth and development living our Baptismal call to be a “leaven in society” of God’s word and Building the Kingdom.

Catholic Education has four main goals, to form:

- (a) High quality human beings (build up our natural virtues)
- (b) High quality Christians (who know, love and live the gospel)
- (c) High quality leaders within the Church and in Society
- (d) Generous persons who witness in their chosen vocations
  - marriage, religious life, deacon or priest, single life – the reality of God’s kingdom here on earth.

The two main factors that pervade Catholic Education are:

1. All our activities are to be permeated by the spirit of Jesus Christ and not be reduced to just a religion course;
2. Persons are to be educated and transformed rather than merely instructed so that they can share their life and faith on a regular basis.

All education – adult, youth and children – aims to build a community of faith which is Christ-centred and gives a living witness of gospel values for the life of the world.

Fr. David Poirier, S.A.

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Dear Parents and Guardians,

I would like to take this opportunity to welcome you to St. Joseph the Worker Parish School.

The policies and procedures contained in this handbook will assist you in better understanding the administrative bodies and structures of our school. The handbook allows the opportunity for the school and community to work together in communion while educating both the spirits and minds of the children entrusted to our care. The school is rooted in Christ-centred education, focusing on all aspects of a person – intellectual, physical, emotional, moral and spiritual.

St. Joseph the Worker provides opportunities for students to achieve their personal best in distinctive educational programs and extra-curricular activities.

With our philosophy of educating the whole person, the spiritual development of the children is integrated into all aspects of the curriculum.

I look forward to working with you as we strive for the best possible education for your child.

Sincerely in Christ,

Mr. Paul Fraser  
Principal

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

B) POLICIES.....	Special Education & Learning Assistance Safety & Supervision Rental of Bussing Services – Safety Protocol First Aid Training & Retraining of Staff Members Parent Driver Personal Information Privacy Policy for Parents & Students
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**Please note – you may receive inserts for this binder throughout the year. It is your responsibility to insert them and keep this binder updated**

# **ORGANIZATION**

A

## **MISSION STATEMENT:**

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

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

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

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

## **SCHOOL PHILOSOPHY:**

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

## **STUDENT EXPECTATIONS:**

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

## **STRUCTURE:**

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

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

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

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

## **THE PARISH EDUCATION COMMITTEE:**

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

## **PARISH EDUCATION COMMITTEE PORTFOLIOS**

### **PASTOR**

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

### **CHAIRPERSON**

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

### **VICE CHAIRPERSON**

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

#### **ROLE OF THE SOCIETY DELEGATE**

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

#### **SECRETARY**

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

#### **TREASURER**

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

#### **TUITION**

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

#### **PARENT PARTICIPATION**

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

#### **MAINTENANCE**

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

#### **UNIFORM**

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

#### **POLICY**

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

#### **PARENT EDUCATION**

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

#### **FUNDRAISING**

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

**The Principal and Teacher Representatives are not members of the PEC but attend each meeting.**

#### **PRINCIPAL**

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

#### **TEACHER REPRESENTATIVE**

- Present at the PEC meetings.

# **POLICIES**

B

## **ADMISSION POLICY:**

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

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

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

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

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

Families shall read and sign the Statement of Commitment prior to being accepted into the school. For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly; "active in a parish" shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

## **ADMISSION PRIORITIES:**

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

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in the parish.
3. Children whose families are practicing Catholics active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Enrollment of more than 15% non-Catholics in Grades K-3, and/or Grades 4-7 must be reported to the Superintendent's Office by October 1<sup>st</sup>. Reasons why the 15% has been exceeded will be outlined by the school administration to the Superintendent's Office. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

## **CLASS SIZE:**

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

Approved: Parish Education Committee
Date Approved: Pre – 2009
Date(s) Revised: January 24, 2012

## **TUITION REFUND POLICY:**

If you choose to withdraw your child from St. Joseph the Worker School once you have registered or re-registered your child, the school may lose all or part of the Government Grant, as well as the tuition with respect to your child. The intention to withdraw must be submitted to the School Principal or P.E.C. Chair in writing, and must stipulate the last day that the child will be attending the school. This official notice of withdrawal must be dated, and signed by the parent(s) or legal guardian(s).

If official written notice of withdrawal is given prior to September 1, then your September tuition, and all subsequent months' tuitions, will be refunded. Please note that your June 1<sup>st</sup> registration payment, equal to one month's tuition, is to hold your spot and at no time will it be refunded. If official written notice of withdrawal is given at any time during the month of September, tuition for September will also be forfeited. If you choose to withdraw your child during the course of the school year, tuition will only be refunded from the month following withdrawal.

Tuition payments for the balance of the year will be refunded to the payee, or the post-dated cheques will be destroyed.

Approved: Parish Education Committee
Date Approved: Pre - 2009
Date(s) Revised:

## **ATTENDANCE POLICY:**

In order for the school to receive the Provincial Government Grant, a child must be in attendance for a specified minimum number of hours during the year. If the minimum of 600 hours (approx. 135 days attendance for Grade 1 – 7 students) and 320 hours (approx. 135 days attendance for Kindergarten students) between September and May 15 is not reached and the Provincial Government Grant is lost, in whole or in part, the parents will be held responsible to pay the balance and will reimburse the school for the amount lost.

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

Approved: Parish Education Committee
Date Approved: November 17, 2009
Date(s) Revised:

## **POLICY REGARDING SCHOOL FEES:**

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

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

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

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

Approved: Parish Education Committee
Date Approved: Pre – 2009
Date(s) Revised:

## **PARENT PARTICIPATION POLICY:**

St. Joseph the Worker is an independent school under the authority of the Bishop's Representative, the Pastor, and the elected Parish Education Committee. Our school is funded by government grant, the parish subsidy and tuition fees. The 50% operational government grant and our tuition fees are not enough to balance the budget. In order to balance our budget every year and keep our parish subsidy at a reasonable level, we depend on our Mandatory Parent Participation Program. The main purpose of the Parent Participation Program is to save the school money and make the school money, and to support some of the school programs and joint parish-school programs. It is the responsibility of the Parish Education Committee to approve and direct any parent or parent group working or acting on behalf of the school. St. Joseph the Worker School requires Parent Participation to fill various non-teaching functions in the school, either as a year-long job, or through the completion of a minimum of 40 hours of service.

The Parent Participation Policy for this activity is as follows:

1. Each family is required to pay a \$100.00 deposit upon acceptance into the school. This deposit will be carried forward to the next school year unless forfeited or the child is transferred to another school at the end of the school year.
2. Failure to complete the scheduled parent participation duties will result in the forfeiture of the \$100.00 deposit. The Parent Participation representative will phone to notify the family of their forfeiture. A letter of forfeiture will then be sent by registered mail to the family home (appendix 3). The family will then be required to reinstate the deposit in the amount of \$300.00.
3. When a family has been notified of forfeiture of their deposit, an appeal may be made to the PEC. In order to commence an appeal, a letter setting forth the grounds must be submitted to the Chairperson of the PEC no later than seven (7) days after receiving the notice of forfeiture. The matter will be discussed at the in-camera portion of the next meeting of the PEC at which time a decision will be made. This decision will be final with the approval of the Pastor.
4. A second failure to complete the schedule duties will result in the forfeiture of the \$300.00 deposit and the family will be required to reinstate the deposit in the amount of \$600.00.
5. A further failure to complete the scheduled duties will result in the forfeiture of the above noted amounts. In addition the family will be referred to the Parish Education Committee for further consideration at that time.
6. Once notified by the Parent Participation member of the Parish Education Committee the parent will be given a deadline date by which the new cheque must be submitted. If no appeal is made (see #3 above) and no cheque has been submitted this lack of response will be treated as an unpaid bill and the appropriate policy will be implemented. (see page B6).
7. If a parent is unable to perform their assignment they are required to arrange for a qualified substitution. The only acceptable substitutions are a spouse, another parent who will exchange days, or a substitute that has been pre-approved by the principal for school assignments. It should be noted that nannies are not on the list and will not be accepted as substitutes. An unsuitable substitute will be dismissed and the family will forfeit the appropriate deposit.
8. Any non-forfeited deposits will be refunded upon the family's leaving the school.

Approved: Parish Education Committee
Date Approved: Pre – 2007
Date(s) Revised: June 2007, November 17, 2009

## **POLICY ON CHANGING BETWEEN HOURLY AND ASSIGNED PARENT PARTICIPATION POSITIONS:**

When a parent leaves an assigned job during the course of the school year (e.g. lunch supervisor, office aid ...) to move to an hourly worker position, the family will be required to complete the percentage of 40 hours that equals the percentage of months remaining from the last day of their job to June 30. For example, a library aid leaves the library position at the end of December. Six of ten months remain until June 30, so the family is required to fulfill 60% of the 40 hours, which is 24 hours. In reverse, if a parent leaves an hourly worker position for an assigned job the combination of total hours must equal or exceed 40 hours.

Approved: Parish Education Committee
Date Approved: January 18, 2011
Date(s) Revised:

## **POLICY ON THE COLLECTION OF UNPAID BILLS AND BAD DEBTS:**

1. Tuition fees are collected either by cheque or pre-authorized electronic withdrawals (EFT) on the first of the month.
2. The preauthorized payment form informs families of a \$10 administration charge for items that are returned as non-sufficient funds (NSF).
3. The school bookkeeper informs the PEC Treasurer/Tuition Representative of any unpaid bills or outstanding debts. These include tuition and book fees.
4. The PEC Treasurer/Tuition Representative sends a letter to the family informing about the outstanding items and requesting payment (appendix 1).
  - a. Outstanding items may be paid by cash or cheque
  - b. The \$10 admin fee will not be applied if the outstanding items are paid within seven (7) days from the receipt of the letter
  - c. The \$10 admin fee will be applied if payment is made after seven (7) days from the receipt of the letter.
  - d. The letter will be copied to the Pastor
5. If after the letter there is no response within fourteen (14) days from receipt of letter, the PEC Treasurer/Tuition Representative shall contact the family in confidence by phone and send a letter by mail/email to the family home (appendix 2).
6. If there is no response to the second letter (appendix 2), or no resolution has occurred, the matter will be referred to the next in-camera session of the PEC.
7. After discussion at the in-camera session, the PEC will decide on the action to be taken in each circumstance. Any decision made by the PEC may be appealed to the Pastor.

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

Approved: Parish Education Committee
Date Approved: Pre – 2000
Date(s) Revised: December 2000, March 2014

## **APPENDIX 1 : Notice of Arrears**

Dear

Re: Student Name – Notice of Arrears

Our records show that tuition for the month of \_\_\_\_\_ is outstanding as the bank returned the cheque/electronic withdrawal as NSF.

Please bring in your \_\_\_\_\_ tuition in cheque or cash to the school office at the earliest.

An admin fee of \$10 is applicable to items returned as NSF. However, this admin fee will be waived if the payment is made within seven days from the receipt of this letter.

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

In case of any questions, please do not hesitate to contact <First Name> <Last Name>, PEC Treasurer/Tuition Representative at 604 XXX XXXX or by email at \_\_\_\_\_.

Sincerely,

PEC Treasurer/Tuition Representative  
St. Joseph the Worker School

cc: Pastor

## **APPENDIX 2 : Notice of Delinquent Bills**

Dear

Re: Student Name – Notice of Delinquent Bills

Our records show that there is an outstanding amount of \$ \_\_\_\_\_ ([amount will now include the \\$10 admin fee](#)) against your account for tuition for the month of \_\_\_\_\_.

You are requested to bring your tuition account up to date at the earliest possible.

In case of any questions please do not hesitate to contact <First Name> <Last Name>, PEC Treasurer/Tuition Representative at 604 XXX XXXX or by email at \_\_\_\_\_.

Please note that as per policy (page B6), if no response or payment is received within seven days from the receipt of this letter, this matter will be referred to the in-camera session of the upcoming PEC meeting for a resolution.

Sincerely,

PEC Treasurer/Tuition Representative  
St. Joseph the Worker School

cc: Pastor

## **CONFLICT RESOLUTION POLICY:**

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

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

8. After this, the subcommittee shall, in camera, present its decision to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement the decision. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action. The Education Committee may reject the sub-committee's decision only if there is a serious flaw in the procedures of the appeal process. At that time, the Superintendent must be notified and a decision will be delayed until the Education Committee receives direction from the Board of Directors.
9. The Education Committee shall notify the appellant, and the principal, of its decision within seven days of the meeting. The decision will be communicated in written form.
10. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following.
11. The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision.
12. If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudspersons shall be obtained from the Superintendent of the CISVA.
13. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
14. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
15. The Board of Directors will communicate its final decision to all parties concerned.
16. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **PERSONAL HARASSMENT POLICY:**

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

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

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

When the harassment is targeted and ongoing, it is often referred to as "bullying." The above conduct is separate and distinct from the normal discipline and evaluation that occurs within the daily operation of an elementary school.

## **Complaint Resolution and Grievance Procedure:**

### **Student to Student**

- 1a. If a student believes that the conduct of a fellow student is inappropriate, even if that person did not intend his/her behaviour to be considered inappropriate and/or hurtful, then the injured person should tell the individual in what way their behaviour was inappropriate to them and ask them not to repeat it in future.
- 1b. If the student is uncomfortable speaking to his/her fellow student directly, then the complaint should be brought to the attention of their teacher. At the discretion of the teacher, they will work with the student to speak to his/her fellow student directly and their teacher may intervene on the person's behalf.
- 1c. If the student or their parent feels that their teacher is not responding in a manner that indicates that they are dealing with the issue in a reasonable amount of time (up to one week), then the complaint should be brought to the attention of the principal.

### **Student to Adult**

- 2a. If a student believes that the conduct of a staff member or parent on school business is inappropriate, even if that person did not intend his/her behaviour to be considered inappropriate and/or hurtful, then the injured person should tell the individual in what way their behaviour was inappropriate to them and ask them not to repeat it in future.
- 2b. If the student is uncomfortable speaking to the staff member or parent directly, then the complaint should be brought to the attention of their teacher. At the discretion of the teacher, they will work with the student to speak to the staff member or parent directly and their teacher may intervene on the person's behalf.

- 2c. If the student or their parent feels that their teacher is not responding in a manner that indicates that they are dealing with the issue in a reasonable amount of time (up to one week), then the complaint should be brought to the attention of the principal.

### **Adult to Adult**

- 3a. If an adult believes that a staff member's or parent's conduct is inappropriate, even if that person did not intend his/her behaviour to be considered inappropriate and/or hurtful, then the injured person should tell the individual in what way their behaviour was inappropriate to them and ask them not to repeat it in future.
- 3b. If the adult feels that the staff member or parent is not responding in a manner that indicates that they are dealing with the issue in a reasonable amount of time, then the complaint should be brought to the attention of the principal.

If the harassment is deemed too serious to be dealt with on an informal basis the injured person should immediately document the incident(s) in writing and provide details regarding the harassment incident(s), including date, time and place. The injured person should bring the formal complaint, within one week, complete with the documentation to the teacher and the principal.

If the harassment is ongoing, or if a satisfactory resolution is not attained, the injured person should continue documenting the incident(s) in writing, providing details regarding the harassment incident(s), including date, time and place and provide the documentation to the principal. The injured person and the principal should work together to establish a reasonable timeline for a resolution.

If the injured person feels that the principal is not dealing with the issue within this established amount of time, then the injured person should bring the formal complaint, in a timely manner, complete with the documentation, to the PEC.

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

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

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

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

**Responsibility:**

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

All members of the community have an ongoing responsibility to respond immediately to stop an activity which undermines this policy, whether or not there has been a complaint. All members of this community have an equal responsibility not to make frivolous or vindictive accusations.

**Addendum:**

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

Nothing in this policy is intended to deal with adult to adult assault which should be dealt with by the law.

Approved: Parish Education Committee
Date Approved: Pre – 2000
Date(s) Revised: June 29, 2012

## **ANTI-BULLING POLICY**

### **Rationale**

St. Joseph the Worker School strives to create a positive school environment thereby lowering psychological and physical aggression leading to prevention and control of bullying behavior. Strategies to achieve this include:

- a) differentiated learning (listening, role-playing, retelling);
- b) a variety of opportunities for achievement and success – in particular the “Positive Schools” in the K-7 programming and strategies;
- c) positive teacher/student/parent relationships;
- d) social commitment (e.g. Understanding the “bigger picture” of how we relate to each other);
- e) clear expectations of behavior and personal responsibility;
- f) specific classroom lessons devoted to teaching acceptance and tolerance;
- g) positive teacher role models who display consistently appropriate behaviours and attitudes favoring a culture of respect.

Bullying is taken seriously and will not be tolerated in the classroom or on the school grounds of St. Joseph the Worker School. We encourage all students to report all acts of bullying to staff member, teacher, parent supervisor or Principal. Teachers and/or administrators will inform parents of actions to be taken (please see p.4). Repeated verified acts of bullying can result in suspension and may lead to expulsion (please refer to Step 2 of Procedure for details).

### **Definition of Bullying (as per CISVA Policy 408)**

**“Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person.”** All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evoke fear of physical harm or emotional distress in the person being targeted.

Bullying encompasses a wide range of behaviours within a relationship between a dominant and a less dominant person or group where:

- an imbalance of the perceived power is manifested through aggressive actions.
- repeated physical or psychological (verbal and social) abuse occurs.
- continuous and targeted negative interactions occur either directly (face-to-face) or indirectly (gossip, exclusion).
- repeated and directed negative actions occur with intent to harm, which can include some or all of the following:
  - i. **Physical actions**  
Physical actions are described as punching, kicking, biting and initiating unwanted actions intended to hurt the person’s body, damage belongings or make the person feel badly about himself or herself;

B11(a)

ii. Verbal actions

Verbal actions can take the form of threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments. Also includes sexual harassment such as when a person or group hurts another person by taunting or discussing sensitive sexual issues, creating sexual rumours or messages, and making derogatory comments on a person's perceived sexual identity;

iii. Social exclusion

Social exclusions can manifest itself in such actions as spreading rumours, gossiping, and targeted physical exclusions.

iv. Cyber bullying

Cyber bullying can be defined as the use of Information and Communication Technologies (ICT), particularly social media websites, mobile phones, text messages, photographs, the internet, or email, deliberately to upset or target someone else. It can be an extension of face to face bullying, providing the bully with anonymity. It is important that awareness is raised of this type of bullying and that there is an understanding of what cyber bullying is and how it differs from other forms of bullying. It is important that, as with all issues of bullying, this issue is dealt with sensitively.

There are action areas that may help in the prevention of cyber bullying:

- Understanding and talking in both home and at the school about what cyber bullying is
- Promoting the positive use of technology both in schools and at home
- Evaluating the impact of prevention activities and adjusting as needed

For resources on cyber bullying and strategies to create safe Internet practices in the home, see school administration.

## **GUIDELINES - Roles and Responsibilities**

### **St. Joseph the Worker Students are expected to:**

- promote a positive and caring environment by following the Positive Schools guidelines and rules
- refuse to bully others or to be a bystander to acts of bullying
- actively participate in school-wide and classroom Erase Bullying initiatives that currently exist in all classrooms (taught through Health and Career Education and Religion)
- report all acts of bullying they may experience or observe to appropriate school personnel

B11(b)

**St. Joseph the Worker School Staff are expected:**

- provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff, and parents/guardians
- address bullying behaviour in a time and age-appropriate manner;
- implement classroom and school-wide bully-free strategies comprised of bully prevention programs, investigation of reports of bullying, intervention and follow-up;
- keep lines of communication open between home and school;
- encourage and teach students to report incidents of bullying behaviour;

**Parents, Guardians, Parish and Community Members of  
St. Joseph the Worker School are expected to:**

- contribute to a safe, caring and respectful school community;
- educate themselves as to what bullying behaviour is and is not
- educate and promote responsible use of technology at home
- appropriately model and monitor use of technology at home (e.g. know all passwords of child(ren)'s social media platforms)
- inform the school, via the classroom teacher, if bullying actions are suspected;
- work collaboratively and cooperatively with the school to resolve identified incidents of bullying.

**Safety and Students with Special Needs**

Some students with special needs present particular challenges because of the nature of their disabilities. Although their actions may initially present themselves as fulfilling some of the above-mentioned criteria for bullying, it is important to note that 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. These behaviours should be overseen by school staff in the form of an individualized safety or behaviour plan for that particular student. It should be noted that Safety Plans include not only the safety of the particular student, but the safety of all students and staff.

**Policy Communication:**

The school administration will review this policy at the beginning of each school year with all staff members and with parents/guardians during school-wide gatherings, such as Meet the Teacher Evenings and Parish Education Committee AGMs.

Approved: Parish Education Committee
Date Approved: February 11, 2014
Date(s) Revised: November 30, 2017

B11(c)

## **ABUSE DISCLOSURE POLICY:**

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

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

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

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **SERIOUS MISCONDUCT POLICY:**

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

### **Suspension**

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

### **Expulsion**

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

Please refer to CISVA Policy 426 Suspensions and Expulsions for added information and legalities. ([www.cisva.bc.ca](http://www.cisva.bc.ca))

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised: February 12, 2013

## **THEFT AND VANDALISM POLICY:**

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

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **WEAPONS POLICY:**

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

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

Consequences:

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

1. When a principal has reasonable grounds to believe that a student has on either his/her person, or in a locker or desk, the principal will:
  - a) locate and confiscate the weapon;
  - b) inform the parents/guardians;
  - c) begin disciplinary action.
2. When a principal has reasonable grounds to believe that a student has displayed or brandished a weapon in a threatening or intimidating manner or assaulted another person with a weapon the principal will notify the parents/guardians, begin disciplinary procedures and may refer the matter to the police.

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **SMOKING AND THE USE OF VAPOUR PRODUCTS ON SCHOOL PREMISES POLICY:**

Smoking and the use of e-cigarettes or “vaping” is not allowed on school grounds. This is outlined in the Tobacco and Vapour Products Control Act Section 2.2.(2), 2.2.(3) and 2.2.(3.1).

This prohibition includes smoking or “vaping” in vehicles on the school grounds.

Approved: Parish Education Committee
Date Approved: Pre – 2000
Date(s) Revised: May 16, 2017

## **HEAD INJURY OR SERIOUS INJURY POLICY:**

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

Approved: Parish Education Committee
Date Approved: Pre – 2000
Date(s) Revised:

## **MEDICATION POLICY:**

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

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

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

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

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **DAILY DISMISSAL POLICY:**

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

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **ADULTS WORKING WITH CHILDREN UNDER THE AGE OF 19 POLICY:**

St. Joseph the Worker School encourages, and relies upon the help of the parents as part of Parent Participation and as volunteers. As such, we have many parents functioning in supervisory roles within the school. It is imperative that parents realize the responsibility they have in carrying out those participation roles that involve contact with our children. Parents will assume they are representatives of the school and are in a position of authority when fulfilling these types of duties.

For those Parent Participation workers and volunteers who work directly with students in an unsupervised capacity a criminal record check will be required, and these adults must also sign a Catholic Code of Conduct.

Please refer to the CISVA Policy Manual, Policy #425 Volunteers for complete details ([www.cisva.bc.ca](http://www.cisva.bc.ca)).

Approved: Parish Education Committee
Date Approved: December 15, 2009
Date(s) Revised:

## **HOMEWORK POLICY:**

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

Typical homework expectations:

Grades K-3 See Primary policy below

Grades 4,5 30-45 minutes/night

Grades 6,7 45-60 minutes/night

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

### **Student Planners**

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

### **Illness**

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

### **Vacation**

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

### **Homework in the Primary Grades**

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

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

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

### **REPORTING PERIODS:**

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

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **PROMOTION POLICY:**

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

Approved: Parish Education Committee
Date Approved: Pre – 2000
Date(s) Revised:

## **RECORDS POLICY:**

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

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

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

Approved: Parish Education Committee
Date Approved: Pre - 2000
Date(s) Revised:

## **UNIFORM POLICY:**

Our uniform supplier is **Neat Uniforms**, located at 1050 Boundary Road, Burnaby, B.C. V5K 4T3 (Tel: 1 800 668-8261) (Fax: 604 205-7556) [www.neatuniforms.ca](http://www.neatuniforms.ca)  
All uniform articles **must be purchased at this supplier's store to keep the uniform consistent** with the exception of socks and tights, which can be purchased wherever you like, but must conform to our uniform standard of being plain or cabled. The plain white standard golf shirts (no cresting or logo, sleeve length should be midway between elbow and shoulder) can be purchased at the store of your choice. The logo'd gym shorts and t-shirts are ordered through the school office.

The uniform requirements are as follows:

### **Boys:**

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

### **Girls:**

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

The Grade Four to Grade Seven girls must wear the plaid kilt instead of the tunic or grey twill trousers, crested or plain white standard golf shirt, white or grey knee high socks with no logo or white or grey tights, black dress shoes (heels no higher than 1½ inches and no ankle boots), and school sweater (cardigan, pullover or vest).

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

### **Dress Requirements:**

Students must have their uniform sweater, cardigan or vest with them at school at all times.

### **Gym Strip:**

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

Grades One to Three gym strip consists of uniform golf shirt, burgundy logo'd shorts, socks and indoor runners.

Grades Four to Seven gym strip consists of white logo'd t-shirt, burgundy logo'd shorts, socks and indoor runners.

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

The logo'd gym shorts and t-shirts are ordered through the School Office.

**Extra-Curricular Sports:**

Volleyball, basketball and track & field athletes are provided with team uniforms to be worn to all games. School gym t-shirts may be worn underneath the team uniforms. School golf shirts are not to be worn under the team uniforms.

Cross-Country athletes must wear burgundy logo'd shorts, white logo'd t-shirts, socks and runners to all Meets.

**Outdoor Recess:**

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

**Accessories:**

Only burgundy, white, grey, black or hair colour discreet hair bands, barrettes, etc. are acceptable. No jewellery except for small watches and/or small simple discreet bracelets, simple religious necklaces and stud or small discreet hoop earrings are permitted. Non dangly. This applies to both girls and boys. Nail polish and make-up are not permitted.

**Hair:**

Kept neat and tidy and in keeping with the spirit of the school uniform. When participating in gym or extra-curricular sports, the teacher or coach may require longer hair be tied back from the student's face.

**Summer Uniform: (optional)**

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

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

The summer uniform may be worn from Spring Break to Thanksgiving Weekend, unless otherwise specified in writing by the Principal.

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

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

Approved: Parish Education Committee
Date Approved: January 2001
Date(s) Revised: February 9, 2016

## **POLICY FOR HANDLING FUNDRAISING MONEY:**

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

Approved: Parish Education Committee
Date Approved: January 2001
Date(s) Revised:

## **POLICY FOR FILING PEC DOCUMENTS:**

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

Approved: Parish Education Committee
Date Approved: December 2000
Date(s) Revised:

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

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

Approved: Parish Education Committee
Date Approved: December 2000
Date(s) Revised:

## **PLAYGROUND EQUIPMENT SAFETY POLICY:**

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

Approved: Parish Education Committee
Date Approved: January 2006
Date(s) Revised:

## **HOT LUNCH POLICY:**

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

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

## **Responsibilities**

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

The Hot Lunch Coordinator is responsible for:

- Liaising with the Principal and Staff to determine and schedule hot lunch dates for the school year.
- Acquiring the food allergy/restrictions list from the school office at the beginning of the school year and informing each member of the hot lunch team, including student helpers, of those affected students.
- Organizing and attending Walkathon, Hunger and Fun day lunches and delegating specific tasks to each Team Member per event.
- Acting as a parent contact on any hot lunch related matter.
- Ensure that each Hot Lunch Team Member review guidelines and procedures at least annually.
- Maintaining the hot lunch coordinator binder, ensuring it has up-to-date information (i.e. current menu item pricing) at all times and removing any irrelevant or outdated information.

A Hot Lunch Team Member is responsible for:

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

Approved: Parish Education Committee
Date Approved: Pre – 2009
Date(s) Revised:

## **PERSONAL ELECTRONIC DEVICES POLICY:**

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of a personal electronic device (PED) by students is strictly prohibited in the school or during school related activities (such as retreats, field trips, sports events, etc.), unless explicitly given permission by a staff member.

Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action. The school assumes no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property.

PEDs are to be kept out-of-sight, turned off and not used within school premises or during school-sanctioned events. To prevent the loss or damage of PEDs, the school encourages students to leave their PEDs at home.

Personal Electronic Devices (PEDs), for the purpose of this policy, are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handsets, etc.), PDAs (Palm® organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods®, Walkman™, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), spy gadgets (spy cameras, covert listening devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.

PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Approved: Parish Education Committee
Date Approved: November 15, 2011
Date(s) Revised:

## **COACHING POLICY:**

### **Summary:**

Create a pool of certified coaches for current and future requirements.

On the Principal's approval and on meeting coaching criteria, coaching will be counted towards parent participation hours.

### **Coaching Criteria:**

1. Coaches must attend in-house training sessions provided by a certified coach.
2. Coaches must have prior experience with either coaching or playing the sport.
3. Criminal Record Check.
4. First Aid Certification is preferred but is not a mandatory requirement.
5. Coaches must be actively involved with the children, working on skill development and game strategy.

### **Hours available:**

20 hours for (coaching an entire season of) each Volleyball and Basketball

### **Current requirement for coaches:**

6 parent coaches for volleyball (3 teams) & 12 parent coaches for basketball (potentially all 6 teams). These requirements will be reviewed annually by the principal depending upon teacher resources and coach availability.

### **Procedure:**

The in-house training session will take place in August. An announcement will be sent out in June.

Parents interested in coaching volleyball and basketball must attend the session where training will be provided by a certified coach.

Parents must then contact the school office in early September to book a meeting with the Principal regarding their intent to coach the sport.

At the meeting, the Principal will provide information on coaching policy, required commitment and qualifications for parent participation hours.

Selection will be based on the coach's skill set and commitment.

Parents who wish to count their coaching hours towards their parent participation hours will need to sign a commitment form.

Only on approval from the Principal, coaching will be counted towards parent participation hours.

At all times, coaches must abide by the philosophy of St. Joseph the Worker School.

Approved: Parish Education Committee
Date Approved: June 19, 2012
Date(s) Revised:

## **POTABLE WATER TESTING POLICY:**

The Ministry requires that schools have their potable water tested bi-annually to ensure that its quality complies with water management best practices and the Drinking Water Protection Act. Schools are required to work with our local Health Authority to complete initial water testing to ensure potability. Testing should be for metals, and in particular, lead. Testing will be coordinated bi-annually by PEC Maintenance.

### **Procedure:**

1. Contact the testing lab. The lab will send the bottles for samples of the water along with specific instructions on how to collect the samples.
  - a. Caro Labs has worked with CISVA schools in the past to provide this testing (<https://caro.ca/water-testings/>).
2. Secure sample of water from all water fountains and taps.
3. Once samples are collected, they must be sent to the Lab.
4. Share the results with your local Health Authority.
5. Tests should be conducted in May.

Approved: Parish Education Committee
Date Approved: May 16, 2017
Date(s) Revised:

## **SPORTS UNIFORMS POLICY:**

### **Rational**

The policy will assist in accounting for sports uniform distribution.

### **Policy**

All students participating in a school sports program must provide a deposit prior to the receipt of a sports jersey.

### **Procedure**

At the beginning of each sports season, the deposit is submitted to the school sports uniform coordinator. The deposit will be held during the season and will be returned to the school family when the uniform is returned to the school sports uniform coordinator. If the sports uniform is not returned by the date specified by the school sports uniform coordinator, the deposit will be forfeited.

Approved: Parish Education Committee
Date Approved: June 20, 2017
Date(s) Revised:

## **SAFE SCHOOLS COORDINATOR POLICY:**

### **Rationale:**

Every child deserves an education free from discrimination, bullying, harassment, intimidation and other forms of violence. Student safety is paramount and can only be realized through ongoing focus on fostering safe and caring school communities and ensuring schools have appropriate prevention and intervention strategies in place.

### **Policy:**

St. Joseph the Worker School will have a Safe Schools Coordinator monitoring the Online reporting of bullying and discrimination. The Safe School Coordinator is the Principal.

The Safe Schools Coordinator will ensure that St. Joseph the Worker School has procedures in place to ensure all students are being educated in an environment that strives to be free from discrimination, bullying, harassment and other forms of violence.

The school has a variety of administratively vetted programs that promote Safe Schools. These programs may include but are not limited to:

- WITS Program (RCMP)
- Internet Safety (RCMP)
- DARE (RCMP)
- FRIENDS for Life (Mental health)
- Fin's Friends (CAN)
- I'm a Gift from God (CISVA)

St. Joseph the Worker School follows the BC Government program listed in following website: <https://www.bced.gov.bc.ca/sco/>

Approved: Parish Education Committee
Date Approved: May 16, 2017
Date(s) Revised:

## **SPECIAL EDUCATION AND LEARNING ASSISTANCE POLICY:**

### **Rationale**

The Catholic School is a Christian community committed to students with special needs. We recall the words of Pope John Paul II at B.C. Place in 1984, “the value and dignity of the human person does not arise from the physical or mental qualities, from efficiency, productivity, or speed in one’s actions. It comes rather from the fundamental fact that each individual is created by God and redeemed by the blood of his Son, Jesus Christ.” Our commitment is rooted in the fact that we are all God’s children. (CISVA Policy Manual, section 421)

### **Special Education Philosophy**

In accordance with the CISVA rationale and based on the guidelines and policies of the British Columbia Ministry of Education, as laid out in ‘Special Education Services: A Manual of Policies, Procedures and Guidelines’ (2016), St. Joseph the Worker Elementary School (“the School”) supports and promotes the inclusion of students with special needs as participating members of its school community.

### **Special Education Policy Goals**

The School aims to provide appropriate services for all students who have been accepted into its program, including students with special needs. In order to allow students to participate in available programs, the School endeavours to make its curricula accessible by employing the principles of Universal Design for Learning, by encouraging the use of curriculum differentiation strategies, and by providing opportunities for students to receive extra support within an RTI framework. The School has procedures in place for the identification and assessment of students with special needs. To ensure a continuum of service, the School strives to review the files of newly-accepted students with previously identified special needs and implement the necessary adaptations, accommodations and modifications in a timely fashion.

### **Special Education Funding**

Our financial commitment to ensuring the provision of special education services, over and above what we receive in government funding, is significant but it is also reasonably and justifiably limited due to the fact that we operate our school with a finite amount of funds and in accordance with appropriate principles of sound financial management. We are obligated to ensure that we carefully and prudently manage our resources in order to ensure that our entire school is adequately funded in all areas. We will continue to strive to improve our school in all areas, including special education services.

## **Identification of Special Needs**

Every effort will be made to identify and support those students experiencing difficulties as early as possible. We request that parents, guardians or legal representatives who are aware or have a diagnosis that a new child has special needs inform the school prior to or upon acceptance so that appropriate resources and fundings are in place prior to the start of school. Classroom-based assessments will be used to determine students' strengths and areas of difficulty. Once a difficulty is recognized or the school is informed or made aware that a child has special needs, a systematic, targeted in-class intervention will be put in place. If the student continues to struggle, a referral will be made to the school-based team and the intensity and frequency of intervention and support will increase, aided by members of the Learning Resource Team. Once a referral has been made, the school-based team will discuss the needs of students experiencing persistent academic or behaviour difficulties and examine educational intervention options (i.e. through interviews, file review, observations, and assessment). If deemed necessary, the school-based team will recommend further assessment. Upon receipt of psycho-educational or other assessment results indicating the need for specialized services, an Individual Education Plan (IEP) will be developed unless the student with special needs requires little or no adaptations to materials, instruction or assessment methods; nor requires modification of the expected learning outcomes; nor does the student require 25 or fewer hours of remedial instruction by someone other than the classroom teacher, in a school year. Once documentation has been received, the learning resource teacher(s) will determine if students' needs are such that they meet criteria for a categorical designation, in which case they will designate the students in the appropriate category and report the designation, as per BC Ministry of Education requirements, on the 1701 form in October and February.

## **Individual Education Plans (IEPs)**

The learning resource teacher(s), in collaboration with the classroom teacher(s) and parents, will be responsible for developing an IEP for students who have been formally identified as having special needs, and who require specialized support in order to access curricula and participate in the life of the school. The IEP will be treated as a working document and will be reviewed three times a year.

Parents/guardians will be invited to attend and participate in all formal IEP review meetings.

The IEP will contain the following information:

- \* Demographic information including: full name, date of birth, grade or classroom placement, name of parents/guardian, any relevant medical/social information, designation and funding category, percentage FTE personal care attendant (where applicable);
- \* Recent assessment information;
- \* Summary of the student's strengths and needs;
- \* Goals or outcomes set for that student for that school year where they are different from the learning outcomes set out in an applicable educational program guide (when applicable);

- \* List of the support services required to achieve goals established for the student (when applicable);
- \* List of the adaptations to educational materials, instructional strategies or assessment methods (when applicable);
- \* Names of all personnel who will be providing the educational program and the support services for the student during the school year;
- \* Present levels of educational performance of the student;
- \* Methods for measuring the student's progress.

Approved: Parish Education Committee
Date Approved: November 2017
Date(s) Revised:

## **SAFETY & SUPERVISION POLICY:**

### **Rationale:**

St. Joseph the Worker Elementary School is committed to providing a safe and secure school environment.

### **Policy:**

#### **SAFETY**

We take very seriously our responsibility for the safety of your child.

Accordingly, we have established policies and procedures designed to provide a safe environment for your child during school hours.

We qualify our commitment to you regarding ensuring the safety of your child by stressing that our responsibility for the safety of your child is limited to the time when we are able to exercise said responsibility, and that is when your child is either at school or is participating in a school related field trip or extracurricular event. Outside of this time you are responsible for the safety of your child.

#### **SUPERVISION**

Supervision is provided before, during and after school hours. Our hours of supervision are from 8:30 am to 3:20 pm.

For field trips supervision is provided by the classroom teacher with the support of parent volunteers. For extracurricular activities, during the stated times of the activity, supervision is provided by the staff member in charge of a particular group or team.

Approved: Parish Education Committee
Date Approved: November 2017
Date(s) Revised:

## **RENTAL OF BUSSING SERVICES - SAFETY PROTOCOL POLICY:**

### **Rationale:**

St. Joseph the Worker Elementary School is committed to the safe transportation of students when using private bus services.

### **Policy:**

When a private bus has been secured for transportation of students a teacher shall, before allowing students to enter the bus, confirm that the inspection decal on this bus is current.

Once students are aboard and, prior to the departure, the teacher shall ensure that all students are made aware of the emergency exit locations and the emergency exit protocol.

Approved: Parish Education Committee
Date Approved: November 2017
Date(s) Revised:

## **FIRST AID TRAINING AND RETRAINING OF STAFF MEMBERS POLICY:**

### **Rationale:**

St. Joseph the Worker Elementary School is committed to ensuring that staff members are qualified to administer emergency first aid - level one - to students.

### **Policy:**

All staff members are to be trained in first aid within the first two years of permanent employment. Once a staff member is initially trained, the school will provide and the staff member will take first aid retraining every three years ("the retraining requirement"). The school will have complied with the retraining requirement if the retraining is completed within the academic year of the third year since a staff member was initially trained or subsequently retrained.

Approved: Parish Education Committee
Date Approved: November 2017
Date(s) Revised:

## **PARENT DRIVER POLICY:**

### Rationale:

St. Joseph the Worker Elementary School, from time to time, conducts out of school or off campus field trips where the parents provide the voluntary service of driving our children to and from field trips. We all understand and accept that the safety of our children is a profound responsibility.

### Policy:

In order to drive children on a field trip, a parent driver shall be qualified to operate the vehicle being used to transport our children and possess a current automobile insurance policy(ies) with adequate third party liability automobile insurance coverage for said vehicle. It is the responsibility of a parent driver, prior to driving our children on a field trip, to provide the following to the front office:

- (1) copy of proper and current British Columbia driver's licence;
- (2) copy of vehicle registration;
- (3) copy of personal automobile insurance policy(ies);
- (4) proof of adequate third party liability insurance coverage of a minimum of \$1,000,000 in effect on the vehicle being used to transport children; and
- (5) completed and signed Volunteer Driver form.

Use of a hand held cell phone or any other hand held electronic device while operating a vehicle used to transport children is strictly prohibited.

Approved: Parish Education Committee
Date Approved: November 2017
Date(s) Revised:

## **PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS:**

### **The School's Commitment to You**

Safeguarding personal information of parents and students is a fundamental concern of St. Joseph the Worker Elementary School ("the School"). The School is committed to meeting or exceeding the private standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy for Parents and Students ("Policy") describes the policies and practices of the School regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

The School may add, modify or remove portions of this Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Policy at the school office. The Policy may be supplemented or modified by agreements entered into between the School and an individual from time to time.

### **Nine Privacy Principles**

As part of the School's commitment, the Nine Privacy Principles govern the actions of the school as they relate to the use of personal information. This Policy describes the Nine Privacy Principles and provides further details regarding the School's compliance with the principles.

### **Definitions**

In this Policy, the following terms have the meanings set out below:

“Personal Information” means any information about an identifiable individual, as further defined under British Columbia’s Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

“Parent” means the parent, guardian, or other legal representative of a student.

“Student” means a prospective, current, or past student of the School.

### **Principle 1 - Accountability**

The School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual who is accountable for the school’s compliance with the Nine Privacy Principles. This individual is the Privacy Officer of the School.

You may contact our Privacy Officer as follows:      Paul Fraser, Principal  
pfraser@cisva.bc.ca

### **Principle 2 - Identifying Purposes**

The School will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

What information is collected?

The School collects and uses personal information to provide students with the best possible educational services as outlined by the Mission Statement of the School.

Most of the information the School collects comes to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the School, the School will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and curricular programs. The School also collects information in connection with the use of its computer systems.

### **Principle 3 - Consent**

The School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for the collection, use or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, the School will take into account both the sensitivity of the personal information and the purposes for which the School will use the information. Consent may be express, implied (including through use of "opt-out" consent where appropriate), or deemed. For example, if an individual provides his or her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to the School, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, the School will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, the School will stop collecting, using or disclosing the personal information as requested.

If a person provides the School or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable the School to collect, use and disclose such personal information for the purposes set forth in this Policy.

### **Principle 4 - Limiting Collection**

The School will limit the personal information collected to that information necessary for the purposes identified by the School.

### **Principle 5 - Use, Disclosure and Retention**

The School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

## How is Information Used?

The School uses personal information as follows:

- \* to communicate with parents and students, process applications and ultimately to provide students with the educational services and curricular programs you expect;
- \* to enable the school to operate its administrative function, including a payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising;
- \* to provide certain specialized services in areas of health, psychological, or legal information or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

The School may use anonymous information, such information collected through surveys or statistical information regarding students, to constantly improve our school.

## When May Information be Disclosed?

The School may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how the School may disclose personal information:

### \*When Authorized by You

Other educational institutions routinely contact the School for personal information about students. For example, if a student moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

### \*When Required by Law

The type of information the School is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education. Only the information specifically requested is disclosed and the School takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

### \*When Permitted by Law

The School is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed. The School does not sell, lease or trade information about you to other parties.

### **Restricting Sharing of Information**

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

### **How Long is Personal Information Retained?**

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purpose for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

### **Principle 5 - Accuracy**

The School will take appropriate steps to ensure that personal information collected by the School is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

### **How May I Update Outdated or Incorrect Information?**

An individual may, upon request to the School, request that the School correct an error or omission in any personal information that is under the School's control and the School will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

### **Principle 6 - Safeguarding Personal Information**

The School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

#### **The School's Employees**

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school. Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

#### **Student Files**

Student Files are stored in secure filing cabinets. Access is restricted to only those employees (teachers, CEA's, counsellors, administrative assistants, etc.) who, by nature of their work, are required to see them.

### **Electronic Security**

The School manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The School's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

### **Principle 7 - Openness**

The School will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the School's privacy policies or practices to the Privacy Officer of the School.

### **Principle 8 - Individual Access**

The School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

#### **How May I Access My Personal Information?**

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.

#### **Parent Access to Student Personal information**

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the School will grant access to records of students in accordance with the law.

### **Principle 9 - Complaint Process**

Individuals may question compliance with the above principles.

#### **Questions, Concerns and Complaints**

Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the School should be directed to the School's Privacy Officer by contacting the school office. If necessary, individuals will be referred to use the School's complaint procedure and appeals policies.

Approved: Parish Education Committee
Date Approved: November 2017
Date(s) Revised:

# PROCEDURES

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## **BICYCLES:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **CARE OF BOOKS AND PROPERTY:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **COMPUTER USE:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **COUNTING AND PREPARING FUNDRAISING MONIES FOR DEPOSIT:**

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

7. Take all money to the bank or arrange for the representative from the parish office to take the money to the bank.
8. Arrange for tax receipts to be prepared for all donations over the designated amount.

Date Added: Pre - 2009
Date(s) Revised:

## **DISCIPLINE:**

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

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

### Discipline Procedures:

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

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

Date Added: Pre – 2009
Date(s) Revised:

## **ANTI-BULLYING PROCEDURE**

### **Prevention**

Prevention of bullying behaviour is the *ultimate* goal. Prevention strategies are ongoing and should include: a range of educational experiences for students, staff, parents/guardians, and community, common language and understanding of bullying: open communication and collaboration.

### **STEP 1 : Investigation of Reported Bullying Behaviour**

The safety and well-being of all students involved shall be of primary concern. The student(s) allegedly engaging in bullying behaviour will be separated, given the opportunity to speak, and be dealt with fairly and in a timely manner. This process begins at a classroom level with the teacher, and may involve administration.

Information related to bullying behaviours shall be gathered and documented from all students involved, including any witnesses.

Notes are taken and, if verified as bullying, a Bullying Incident Report will be completed, based on the results of the information gathered.

### **STEP 2: Actions if Bullying Behaviour is Evident and Confirmed:**

Actions to address incidents of bullying behaviour shall take into account:

- a) the developmental and maturity levels of the students involved;
- b) the levels of harm that have occurred;
- c) the surrounding circumstances and the context in which the incidents occurred;
- d) the nature of behaviours in the past related to similar incidents or continuing patterns of behaviour; and
- e) the relationships among the parties involved.

1. All those involved will be informed individually that there will be follow-up of the incident.
2. The behaviour of each student involved (regardless of role) is to be monitored by teachers and/or administration to determine further actions.
3. The school administration or the classroom teacher(s) shall determine whether it is appropriate to contact the parents/guardians of the students involved in the incident (refer to Step 3 for parent notification). The school administration may request assistance from CISVA personnel, the Richmond RCMP Liaison Officer, or other appropriate resources.

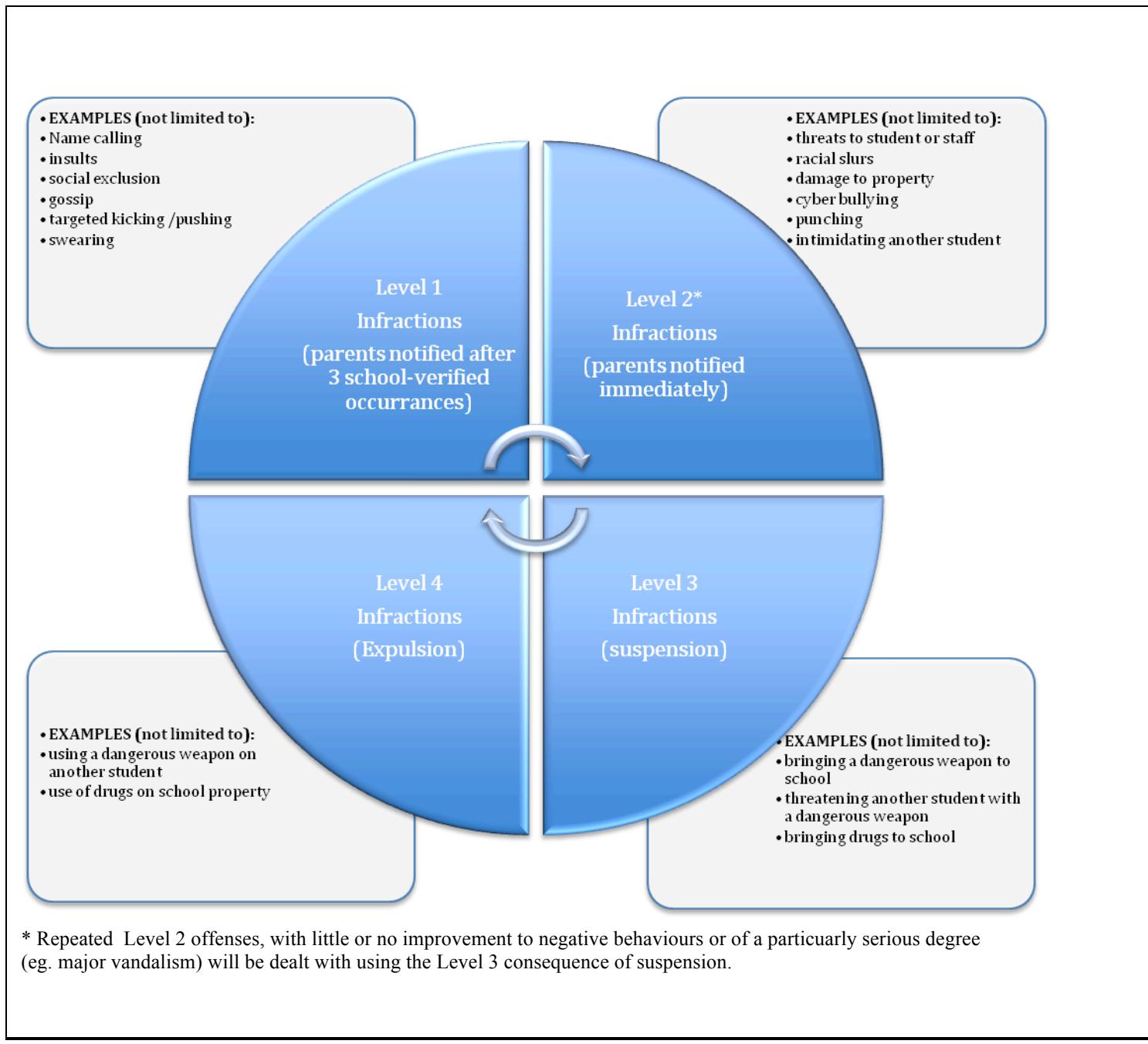
**Note:** Intentionally and falsely accusing another student of bullying behaviour shall be considered bullying behaviour and dealt with as such.

In cases where it is determined that bullying behaviour has occurred and is a part of a continuing pattern, school administration or designate shall complete a Bullying Incident Report. At this point in the process, parents of those involved will be contacted.

Documentation shall be kept of the plan of action and strategies to be undertaken by the school, parents/guardians, and students involved. Such records shall be kept in a confidential file by the principal or designate and reviewed as needed.

**STEP 3:**

If the plan involves suspensions or expulsions, the CISVA Policy on Suspensions and Expulsions (Policy 426) shall be followed.

**MINOR INFRACTION  
(LEVEL 1)****MODERATE INFRACTION  
(LEVEL 2)****MAJOR INFRACTION  
(LEVEL 3/4)**

Approved: Parish Education Committee
Date Approved: February 11, 2014
Date(s) Revised: November 2017

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## **EMERGENCY PROCEDURES:**

### **Fire**

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

### **Earthquake Procedures**

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

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

Date Added: Pre – 2009
Date(s) Revised:

## **EXTRA CURRICULAR ACTIVITIES:**

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

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

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

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

Date Added: Pre – 2009
Date(s) Revised:

## **FIELD TRIPS:**

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

### Child Restraints

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

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

Date Added: Pre – 2009
Date(s) Revised:

### **FILING THE PEC DOCUMENTS:**

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

Date Added: Pre - 2009
Date(s) Revised:

### **HEALTH NURSE:**

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

Date Added: Pre – 2009
Date(s) Revised:

### **IDENTIFICATION OF PERSONAL PROPERTY:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **INFORMATION CHANGES:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **LUNCHES:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **NOTICES HOME:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **NOTIFICATION OF SICKNESS:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **OFFICE HOURS:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **PARKING LOT / TRAFFIC CONTROL:**

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

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

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

Date Added: Pre – 2009
Date(s) Revised:

## **PLAYGROUND EQUIPMENT SAFETY:**

The playground equipment will be inspected twice a month, with major defects being repaired before student use is permitted. A log of the inspection will be maintained by PEC Maintenance in accordance with Ministry requirements.

The parent(s) assigned to Playground Maintenance will complete the following duties and report to PEC Maintenance at [st.joes.schoolmaintenance@gmail.com](mailto:st.joes.schoolmaintenance@gmail.com) after every inspection:

- 1) Level wood chips
- 2) Inspect all the toys for defects, hazards and wear/tear
- 3) Clean toy as required
- 4) Remove garbage
- 5) Inspect retaining wall for defects, hazards and wear/tear
- 6) Inspect rosary garden for defects, hazards and wear/tear
- 7) Report all defects, hazards, wear/tear issues and concerns to PEC Maintenance
- 8) Report completion of the inspection on a bi-weekly basis to PEC Maintenance

Date Added: January 2006
Date(s) Revised: May 16, 2017

## **RAINY AND COLD DAYS:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **SACRAMENTAL PROGRAMS:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **SAFETY AND SUPERVISION:**

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

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

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

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

### **Supervision**

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

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

Date Added: Pre – 2009
Date(s) Revised:

## **SCHOOL CLOSURE / EVENT CANCELLATION:**

In the event of snow or other reasons for cancellation of school, the closure will be posted on the school website [stjosephtheworker.ca](http://stjosephtheworker.ca)  
The closure will also be announced on CKNW (980am).

If no announcement is made or no web blog is posted by 7:30am, school is open as usual. If snow conditions exist, children must have proper clothing and footwear – warm coats, gloves, hats and boots. If you feel, at any time, that it is unsafe to travel on your street, please do not feel that you have to get to school even if we are in session. We believe it's best to err on the side of caution when deciding if it is safe to take to the streets after a snowfall.

Date Added: Pre – 2009
Date(s) Revised: Jan. 2014

## **SCHOOL MASSES:**

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

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

Date Added: Pre – 2009
Date(s) Revised:

## **SCHOOL SCHEDULE:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **SCHOOL TELEPHONE USE:**

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

Date Added: Pre – 2009
Date(s) Revised:

## **STUDENT ALLERGIES:**

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

(March 9, 2004)

Date Added: March 9, 2004
Date(s) Revised:

## **STUDENT ILLNESS / INJURY:**

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

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

Date Added: Pre – 2009
Date(s) Revised:

## **THIRTY WAYS TO HELP YOUR CHILDREN IN SCHOOL**

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