

ST. JOSEPH THE WORKER SCHOOL

**4451 WILLIAMS ROAD,
RICHMOND, B.C.
V7E 1J7**



**PARENT HANDBOOK
2023-2024**

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Section A - St. Joseph the Worker School

Message from the Pastor

Dear Friends,

“An education cannot be neutral. It is either positive or negative; either it enriches or it impoverishes; either it enables a person to grow or it lessens, even corrupts. The mission of schools is to develop a sense of truth, of what is good and beautiful. And this occurs through a rich path made up of many ingredients. This is why there are so many subjects — because development is the result of different elements that act together and stimulate intelligence, knowledge, the emotions, the body, and so on.

If something is true, it is good and beautiful; if it is beautiful; it is good and true; if it is good, it is true and it is beautiful. And together, these elements enable us to grow and help us to love life, even when we are not well, even in the midst of many problems. True education enables us to love life and opens us to the fullness of life.”

Pope Francis

These words of our holy father remind us that we get out of our school what we put in. This handbook contains a catalogue of well-discerned policies and procedures in the hope that what comes out of our school proclaims the fullness of life, the gospel, with love. But more than words, our school needs people - human hands, feet, minds and hearts - who proclaim their faith as the fulfillment of their baptismal commitment. At St. Joseph the Worker, we hope to do so by forming:

- (a) High quality human beings (building-up natural virtues)
- (b) High quality Christians (who know, love and live the gospel)
- (c) High quality leaders within the Church and for 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.

And, we want that all our activities present faith in Christ Jesus - faithful, loving, and fully alive. May our purposes never be confined to the offering of any particular course or program. May this community in which we invest precious time, talent and treasure teach us all to love beauty, goodness and truth with integrity and passion.

Peace and Goodness,

Fr. Pierre Ducharme, OFM
Pastor

Message from the Principal

Dear Parents and members of our St. Joseph the Worker Parish,

I would like to take this opportunity to welcome you St. Joseph the Worker School. Our school embraces the whole person beginning at the Kindergarten level and culminates in Grade 7 students prepared for entry into high school. Our school is under the umbrella of Catholic Independent Schools in the Vancouver Archdiocese (CISVA). In the classroom the BC Curriculum is taught from a faith-based, Catholic worldview, rooted in Gospel teaching. Together with our parish, we work in partnership with families to live and grow in our Catholic faith.

St. Joseph the Worker also provides opportunities for students to achieve their personal best in distinctive educational programs within the physical and outdoor classroom. We nourish and support the development of the mind, body and spirit. We proudly offer a variety of extra-curricular activities that are based in the arts; including choir and band. Our athletic program is extensive and includes girls and boys soccer, volleyball, basketball, cross country, flag football and track and field. Additionally, students have opportunities to grow and develop leadership skills that serve their school and greater community as well as participate in various initiatives that support local and international organizations.

At St. Joseph the Worker School, we strive to develop Christian leaders, responsible citizens and life-long learners. Each and every child is seen as a unique individual, created in the image and likeness of God.

Sincerely in Christ,

Mrs. Andrea Bernett
Principal

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.

School Structure

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

School Staff (2023-24)

Pastor	Fr. Pierre Ducharme
Principal	Andrea Prout-Bernett
Vice-Principal/Grade 7 Teacher	Jamie Withers
Grade 6 Teacher	Regi Nevada
Grade 5 Teacher	Theo Lorenz
Grade 4 Teacher	Chary Castrillo
Grade 3 Teacher	Libby Ekels
Grade 2 Teacher	Diane Ison
Grade 1 Teacher	Renée Foran
Kindergarten Teacher	Lynn Whitlock
Physical Health Education Teacher	Tom Girard
Music Teacher	Andrea Withers
Learning Resource Teacher	Anne Tien
Learning Resource Teacher	Cecilia Ramirez
Teacher Librarian	Vilma Macdonald
Intermediate French Teacher	Lilian Vernier
Education Assistant	Emily Dragicevic
Education Assistant	Sheryl Dragicevic
Education Assistant	Larrie Hong
Education Assistant	Veronique Horry
Education Assistant	Bickie Lam
Education Assistant	Sheila Leacock
Education Assistant	Lynn Lovik
Education Assistant	Ann McIntosh
Education Assistant	Kathy Pember
Education Assistant	Vanessa Pereira-Li
Education Assistant	Cheryl Perry
Education Assistant	Monica Ramirez
Education Assistant	Kelly Shaw
Secretary	Denise Lorenz
Bookkeeper	Lisa Phillips

School Contact Information

School office hours are Monday to Friday, 8am-4pm. The school office is closed on holidays.

St. Joseph the Worker School
4451 Williams Road
Richmond, B.C.
V7E 1J7

Phone: 604-277-1115
Website: stjosephtheworker.ca
Email: office@stjosephtheworker.ca

Parish Education Committee

The role of the Parish Education Committee (P.E.C.) 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. Committee members are elected in late May each year.

The Parish Education committee holds monthly meetings through the school year. The principal, vice principal, and one other teacher representative attend each meeting as well as non-voting members.

P.E.C. Members (2023-24)

Chair	Sean O'Brien
Vice-Chair / Secretary / Policy	Melissa Lui
Treasurer/Tuition	Henry Lam
Parent Participation	Dean Saldanha
Maintenance	Brian Walls
Uniform	Ricardo Hernandez
Fundraising	Monica Francisco
Fundraising / Parent Participation/ Society Delegate	Nicola Thompson

Section B - Quick Guide: What To Do If...?

Your child is ill

Students who are exhibiting symptoms of illness, including respiratory and gastrointestinal illness, should stay home until they are well enough to participate in regular activities. Those who are vomiting or have diarrhea should be symptom-free for at least 24 hours before returning to school. For up-to-date information on childhood infections, visit [sneezesdiseases.com](https://www.sneezesdiseases.com).

Source: Vancouver Coastal Health

Your child is absent

Phone the school before attendance is taken at 8:45am if your child will be absent for the day. You can leave a message if you call before 8:00am. An absentee note is required by our auditors. Please write a dated note or email to your child's teacher indicating the reason for your child's absence.

Your child is running late

Phone the school before attendance is taken at 8:45am if your child will be late for school. Students must report to the office when he/she arrives at school. Students arriving after 10:30 am will be marked absent for the morning.

Your child needs to leave early

Send an email to the school office and/or your child's teacher that includes the time and reason for your child's early dismissal. Students **must** check out at the school office before leaving school property for any reason.

It is snowing

School will be closed when a snowfall makes the main roads too dangerous for travel. It is very difficult for us to judge the local residential streets, so please feel free to make your own decision about sending your children to school during inclement winter weather. In the event of a school closure due to snow, an email notification will be sent to all parents of the closure by 7:00am. This will also be posted on the "News" section of the school website.

It is raining or cold

Students will be playing outside for recess rain or shine. Please ensure your child is dressed appropriately for the weather by bringing an appropriate jacket and boots on rainy or cold days.

You plan a vacation during the school year

Vacations that cause students to miss multiple school days are strongly discouraged. Making up work that has been missed due to vacation time is the responsibility of the parent and student. Teachers cannot spend extra time catching up students on concepts / assignments they have missed while on vacation. Teachers will also not provide work in advance for upcoming vacations.

You are planning a birthday party for your child

To be sensitive to all students, invitations to parties are not to be distributed on the school grounds unless the entire class is invited.

You are considering giving treats to your child's class

Each class may have a policy regarding gifts during special holidays such as Hallowe'en, Christmas and Valentine's Day. Please check with your child's teacher before distributing anything to the class.

You have questions or concerns

Speak to the student's teacher first. He/she knows your child best and will hopefully be able to solve any problems and deal with your concern. 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. See page 19 for more information about the procedure for addressing complaints.

Section C - School Programs

Daily Schedule and Supervision

The schedule for all grades is as follows:

8:30 am	Supervision begins; students are welcomed into the classrooms
8:45 am	School day begins for all students; attendance is taken
10:15 am	Morning recess
10:30 am	Classes resume
12:00 pm	Afternoon recess
12:30 pm	Lunch
12:45 pm	Classes resume
2:50 pm	Dismissal
3:00 pm	Supervision ends

School Curriculum

St. Joseph the Worker School follows the B.C. Ministry of Education guidelines. Detailed information is available at the Ministry of Education website: www.bced.gov.bc.ca

Religious Education

Each grade at St. Joseph the Worker School participates in daily prayer and regular Religious Education classes. Students are taught to view the different topics discussed in class from a Catholic perspective and through the lens of a Catholic world view. The Christian Education curriculum has been established by the Archdiocese of Vancouver.

Sacramental Programs

Students in Grade Two prepare for First Reconciliation and First Eucharist. Grade Seven students prepare for the Sacrament of Confirmation. Both programs involve scheduled meetings, as well as celebrations for the children and their families. Parents are expected to attend meetings so that they will be able to participate more fully in this process of faith development. A schedule of events is distributed by the parish Religious Education office at the beginning of the school year.

Homework

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. Homework times may vary depending on the individual student. 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.

Reporting

St. Joseph the Worker School complies with the provincial order on student reporting. Teachers report on the students' progress five times a year:

October – scheduled parent-teacher conferences

November/December – written report (Interim)

March – written report (Learning Update #2)

April – student-led conferences

June – written report (Summary of Learning)

Teachers may request meetings with parents throughout the year, and are encouraged to make appointments to discuss concerns between reporting periods. Informal communication between parents and teachers is strongly encouraged throughout the school year.

School Masses

Mass is a way of increasing the faith of our children and building a strong Christian community. Attendance at, and participation in, the Parish Sunday Masses is an essential feature of our school families' lives. Masses are regularly offered for the whole school, usually in the first week of each month. Students are given an opportunity to share in the preparation of the Masses and parents are invited to attend. If they wish, non-Catholic students will receive a special blessing at communion.

Extra-Curricular Activities and Sports

Staff members sponsor special activities for our students throughout the year. These include extra-curricular activities (outside normal school hours) and co-curricular activities (activities that take place during school that are not part of the curriculum). Students who are members of clubs and teams should commit to being at all scheduled practices, rehearsals, games, and/or performances.

Some of the activities offered at St. Joseph the Worker School include:

Fine Arts / Service

Primary Choir (Grades 1-3); Intermediate Choir (Grades 4-7); Band (Grades 6-7); School Musical (every other year); Green Team (Grades 4-7); Peer Helpers (Grades 6-7)

Sports

Cross Country (Grades 2-7) – September-October

Soccer (Grades 4-7) – Boys: September-October; Girls (April-May)

Volleyball (Grades 4-7) – September-November

Basketball (Grades 5-7) – January-March

Track and Field (Grades 3-7) – April-June

Flag Football (Grades 4-7) – April-May

Field Trips

Field trips related to curriculum studies are an integral component of education. Teachers and supervisory parents will closely supervise all activities outside of the school. All information, including time and place of the field trip will be provided by the school prior to any such event.

All students must have written parental consent prior to participating in a field trip. Parental consent forms will be kept at the school office. All students are required to be in uniform unless otherwise informed by the teacher. Students must have the required clothing and supplies in order to participate in the field trip.

Parent Drivers and Supervisors

If possible, buses will be used to transport students to and from venues. When parent drivers are used, teachers will assign students into cars. Parents may **not** organize which students they will drive, or which car their child will go in without prior teacher approval for special circumstances.

As these are school functions, a designated number of parent supervisors may be required. Teachers will take the number of parents required for effective supervision and transportation.

Parent helpers may be assigned a group of students for supervision. Students are expected to respect parents in this role as the “adult in charge.” Parent supervisors should devote their undivided attention to the students in their care, and are responsible for the safety, supervision and behaviour of the students. They should report all concerns to the teacher-in-charge.

In the event a student breaches school guidelines for appropriate behaviour during a field trip, parents and school administration will be notified and the student transported home or to school as soon as possible.

In cases where private drivers are required to transport students, the following will apply:

- Volunteer drivers must have an up-to-date Criminal Records Check completed through the parish.
- Volunteer drivers must complete the volunteer driver form and submit it to the school office.
- Volunteer drivers are covered by an additional Archdiocesan insurance for excess third-party liability. They must have a valid driver's license and insurance on the vehicle; a copy of which must be submitted to the school office before the field trip.
- The mechanical condition of the vehicle is the responsibility of the parents who volunteer its use.
- The vehicle will only carry the allowed number of passengers.
- Every passenger must wear a seat belt.
- No child may be in a front seat with an airbag.

- Students under 12 years old must not travel in the passenger front seat of a vehicle.
- A child who requires a car seat or booster seat should bring it to school and use it for their field trip.
- Parent drivers are to drive directly to and from the destination without stops for shopping or snacks.
- Parent drivers are to refrain from purchasing treats for the children in their group unless directed by the teacher
- All drivers must carry emergency contact information for the duration of the field trip.
- Drivers are responsible for supervision of students traveling in their vehicles at all times.
- Drivers must not bring along babies or toddlers when transporting students on field trips.

Ski Program (Grades 5, 6, and 7)

The Grades 5, 6, and 7 classes will participate in a four session ski program in January on one of the local mountains. Students will have the opportunity to choose either skiing or snowboarding and can rent the required equipment if needed. All students will participate in lessons and will be grouped based on their abilities. As such, beginners, intermediate and advanced skiers and snowboarders will all learn at the appropriate level. Students will spend half of the session in lessons with qualified instructors, and will spend the other half of the session in small groups supervised by parents or teachers.

Outdoor Education (Grade 7)

The outdoor education program is an integral part of the Grade 7 curriculum at St. Joseph the Worker School. It is a four-day camp that usually takes place in April. The trip is an introduction to outdoor and experiential education with a focus on both individual challenges and team building. Through a range of outdoor activities such as archery, rock climbing, the low ropes course, the high ropes course, canoeing, wilderness learning, campfires, prayer services and wide games, students support their classmates and bond through shared experiences and challenges. The objective of the outdoor education program is to encourage confidence, cooperation, responsibility and leadership.

Students will sign a code of conduct contract before participating in the outdoor ed program. In the event of a student breaching the terms of the code of conduct, parents and school administration will be notified and the student will be transported home as soon as possible. Behavioural expectations will be reviewed at length in class before the trip.

Section D - Student Regulations and Expectations

The staff at St. Joseph the Worker School is committed to ensuring that our school environment is safe and inclusive for all students. The school promotes a culture in which everyone is valued as a unique gift from God and where individual cultures, ethnicity, talents and learning styles are celebrated. All students should be able to learn in an atmosphere free from intolerance, harassment and bullying.

Expectations for students

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.

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).

Serious Misconduct, Suspensions and Expulsions

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

When a student is suspended, the parents will be called and the child will be sent home. The child may not return until the parents and Principal have met and agreed upon a suitable punishment.

Expulsion

The Principal must call the Chairperson of the Education Committee and the Pastor for the approval of the decision to expel a student permanently from the school. CISVA Policy 426 (Suspensions and Expulsions) is included in the Appendix.

Bullying Prevention

Our school makes every effort to promote an environment of safety, acceptance and respect for all. Every person has the right to feel safe. Anyone who bullies another is denying them that right. The school will not tolerate bullying, which undermines a person's right to feel safe, and it will take whatever steps necessary to stop such behaviour. In accordance with CISVA Policies 407 and 408, and the Ministry of Education's ERASE strategy, our goals are:

- To promote a secure and happy environment free from threat and harassment where Christian values and attitudes are nurtured
- To show commitment to overcoming bullying by practicing zero tolerance.

Definition of Bullying

According to 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."

Characteristics of Bullying

- 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 physical actions, verbal actions, social exclusion, and/or cyber bullying.

Bullying Prevention

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

Roles and Responsibilities

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 Career Education and Religion)
- report all acts of bullying they experience or observe to appropriate school personnel

Staff are expected to:

- 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 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.

Addressing Bullying

When an incident of bullying is brought to the attention of a staff member:

- the reported bullying behaviour will be investigated
- actions will be taken if bullying behaviour is evident and confirmed
- class-wide interventions will be utilized where deemed appropriate

Not All Conflict Is Bullying

Conflict is not necessarily the same as bullying. It is important to recognize that bullying is not:

- an accident
- a single conflict between two people
- an argument
- a single act of meanness
- when one person chooses not to play with another

When there is conflict between two students, sometimes one student is in the wrong, and sometimes both students can share responsibility. Sometimes students need to learn to consider the others' perspective. The school will guide students as they determine the cause and possible solutions to any sort of conflict. There will be consequences for poor behaviour as appropriate, whether such behaviour is bullying or not.

For more information, please see the school's Harassment and Bullying Prevention policy in the Appendix.

Section E - Parent Regulations and Expectations

Parent Code of Conduct

The Parent Code of Conduct informs the school community of expected conduct based on the principles of respect for rights and dignity of all persons in order to promote a safe and respectful environment within the school community.

Parents are expected to:

- Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass
- Be supportive of the Mission of the Catholic Church and supportive of the religious educational programs of the school.
- Respect those in positions of rightful authority.
- Respect the rights and dignity of all persons in the parish/school community at all times.
- Refrain from participating in or promoting any behaviour that would threaten, intimidate, verbally assault (use of abusive language) or cause harm to any person.
- Refrain from using any technology/media device to defame the character or cause harm to the character of a parish/school community member.
- Show an active interest in their child's schoolwork and progress as well as attend required meetings (Sacramental meetings, Human Growth and Development Meetings, student progress interviews/conferences etc.).
- Ensure that their child attends school regularly, is on time and prepared.
- Work cooperatively with teachers in all areas of their child's school life including disciplinary issues.
- Be familiar with their school's codes of conduct and regulations (i.e., uniforms, internet use, traffic safety on school grounds etc.)
- Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA Policy 302.
- Avoid involvement in rumours and dissemination of rumours.
- Build bridges of acceptance and understanding among the different cultures and backgrounds represented in the school community.

By law, the Principal has the discretionary right to prohibit or remove any person on school premises and property who is deemed to be an immediate threat (in deed or word) to the safety of students and/or employees and/or any other member of the school community. The Principal will inform the Parish Education Committee, Pastor and Superintendent's Office when such action is taken.

The Parish Education Committee, in consultation with the Principal, reserves the right to determine consequences for non-compliance with the Parent Code of Conduct. CISVA Policy 412, the Parent Code of Conduct, is included in the Appendix.

Communication Between Home and School

Classroom teachers will send weekly emails to the parents in their classes. Please read these emails closely, as they contain important updates about what has happened in the classroom and they also contain an overview of upcoming events. Please email the classroom or specialist teacher with specific questions that are not covered in these updates. Teachers will aim to answer emails within 24 hours during the week. Due to the nature of their job, it is sometimes challenging for teachers to respond sooner. For urgent matters, please call the school office.

Solving Problems and Complaint Procedure

Our goal, as a staff, is to be as helpful and supportive to parents as possible. If your child is having problems at home, in the classroom, or on the playground, please inform the school immediately. However, we do not encourage unscheduled visits, either in the morning just before school or right after school in the afternoon, as often the teacher has other duties, which must of necessity come first. Whenever possible, please pre-arrange a meeting time with the teacher.

Problems of any nature will affect self-esteem and general happiness, which in turn affect your child's learning process. Any problem that has occurred at school should be handled at school; we ask that parents do not discuss these matters amongst themselves but rather follow the normal line of communication to ensure a swift resolution. This will avoid hurt feelings or blame being laid.

The normal line of communication is:

- Speak to the child's teacher first. He/she knows your child best and will hopefully be able to solve any problems and address your concern.
- 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.
- If you are still dissatisfied with how your concern has been handled, make a formal **written** complaint to the Parish Education Committee.

It is our aim, with your help, to provide consistent quality education and a cooperative relationship between your home and the school.

Addressing Major Complaints

From time-to-time issues may arise where the concerned parties differ in their perspectives. In these cases, both concerned parties are expected to work toward a resolution of the issue in a Christian manner respecting each other's point of view. All parties involved must maintain confidentiality with respect to all information surrounding the particular issue.

To facilitate an amicable resolution to issues of conflict, the concerned parties will abide by the guidelines found in the CISVA policy manual, Policy 302. This policy is included in the Appendix.

Parent Participation

Each school family is expected to complete 40 hours of parent participation work each school year. The main purpose of the Parent Program is to save or make money for the school and to support some of the school and joint parish-school programs. A secondary and equally important purpose of the Program is to promote active participation by parents in the day-to-day operation of the school thereby fostering a spirit of community amongst parents and staff.

The Parish Education Committee oversees the Parent Participation Program. Parents are either assigned a year-long permanent job, or they are required to complete a minimum of 40 hours of service by performing specific jobs individually or in a work team. Parent Participation jobs are assigned each year over the summer.

Non-compliance

To ensure fairness and to protect the integrity of the Program, families that do not complete the required 40 hours are billed \$20 per hour. A family that does not complete any hours will be billed \$800. Please note, however, that parents' participation in this program is mandatory and becomes one of the criteria for re-enrollment.

Substitution

If a parent is unable to perform the assigned Parent Participation duty the parent is required to arrange for a qualified substitution. The PEC has determined that the only acceptable substitutions are as follows: a spouse, another parent who will exchange days, or a substitute that has been pre-approved by the principal for school assignments. Note that family employees and extended family are not acceptable substitutions. The school shall dismiss an unsuitable substitute and the family will then have failed to complete the scheduled parent participation duty, triggering forfeiture of the applicable amount of the deposit.

Coaching

The school often relies on parent volunteers to assist with the coaching of volleyball, basketball, soccer, and track and field. Upon approval of the principal, coaching can count towards Parent Participation hours. Head coaches of volleyball and basketball teams can earn 20 hours of Parent Participation for each sport. The P.E.C. will determine an appropriate number of hours for coaches in other areas.

Section F - Health and Safety Procedures

Health Procedures

Each September, parents are required to fill out an emergency form so that the school is aware of specific medical information regarding your child. Please ensure this form is completed in its entirety and that medical conditions, allergies, or medications are not left out.

Anaphylaxis

Anaphylactic students will wear Epinephrine injectors while at school and at school activities. Injectors will be left at school overnight; therefore, students must have an additional injector in their backpack for their trip to and from school and for extracurricular activities.

Although most anaphylactic children learn to administer their own medication by about age eight, individuals of any age may require help during a reaction due to rapid progression of the symptoms. Therefore, adult supervision is required.

The school will provide training for all staff members in the use of the epinephrine injector. The school will review school emergency procedures for each anaphylactic student with staff and parents/guardians annually and as directed by a physician on the child's annual care plan.

In the event a student has an anaphylactic reaction:

- The school will telephone 911 and inform that a child is having an anaphylactic reaction.
- The school will telephone parents/guardians.
- A staff member will accompany the child to the hospital if the parent is not available or not immediately present to receive the child at the hospital.

Students who require an Epi-Pen or other medical interventions for anaphylaxis must complete the form linked in the Appendix.

Please see the school's Anaphylaxis plan in the Appendix for more information.

Communicable Disease Control

The immunization program provided by Vancouver Coastal Health is aimed at maintaining adequate levels of protection in school populations against major vaccine-preventable diseases. These immunizations are administered to Kindergarten and Grade 6 students and are available to students in other grades who require them. Consent forms for immunizations will be distributed by Vancouver Coastal Health when necessary. Parents are required to provide up-to-date immunization records to the school when students are first registered.

Students with Medical Conditions

Children with medical conditions such as seizures, asthma or diabetes are to have a care plan in place every year. The Community Health nurse can be a source of information and assistance in effecting a plan.

Parents' Role

- Make the school aware of their child's medical condition and provide updates if this condition changes.
- Assist the school in completing a care plan for their child.
- Provide appropriate medications both for management and emergency and determine a plan with the school about where and how these should be kept and administered.

School's Role:

- Keep a record of students who have identified medical conditions.
- Ensure that care plans for students with medical conditions are updated regularly.
- Consult with the Community Health nurse if there are questions about a care plan for a student.

Administration of Medication

In the case of ongoing administration or self-administration of medication or provision of a health care procedure a plan with parental consent is to be in place with accompanying medical documents and/or support.

Written parental permission is required in the case of administration or self-administration of occasional medication (Tylenol, Advil etc.).

If medication is required while a student is attending school, an administrator or any person designated by him/her shall administer or supervise the self-administration of medication. If required, the community health nurse will train a person/persons in the administration of medication or health care procedure. Students may **not** keep medications in their backpacks or desks, and may not administer this medication themselves. No person shall perform any medical or health care procedure or administration of a medication that endangers the well-being of a student or subjects that person to risk of injury or liability of negligence. (The exception is in the case of a life-threatening emergency).

Safety Procedures

Attendance

Regular attendance is essential for success in school. When it is necessary for students to be absent or late due to illness or otherwise, please phone or email the school office before 8:45 am. Verbal notification of absences passed through siblings or friends is not sufficient. For safety purposes, the school office will phone parents to verify absences if no previous notification has been received.

If students leave school property for any reason during the school day, written parental permission must be provided to the school.

Please see St. Joseph the Worker Student Supervision and Policy and Procedures in the Appendix.

Fire, Earthquake, and Lockdown Drills

Regular fire, earthquake, and lockdown drills are held throughout the year to give the children safety routines for school and to reinforce safety plans you may have discussed at home. Please see St. Joseph the Worker Emergency Drills Policy found in the Appendix.

Legal Guardians

The school assumes that both parents are legal guardians of a child unless we are notified otherwise. In the case of parents who are separated, the school must have copies of custody agreements on file. In such situations, families must also complete Appendix A in the registration / re-registration package each year.

Temporary Change of Guardianship

If your child will be staying somewhere other than the family home, or if you are away and another family member is taking care of your children overnight, please provide us with the appropriate information (an alternate phone number, address, the name of the guardian, and any change in pick-up procedures) for that period.

Parking Lot Safety

General Rules:

Please ensure that all adults picking up the children, including uncles, aunts, grandparents and friends, are aware of these rules:

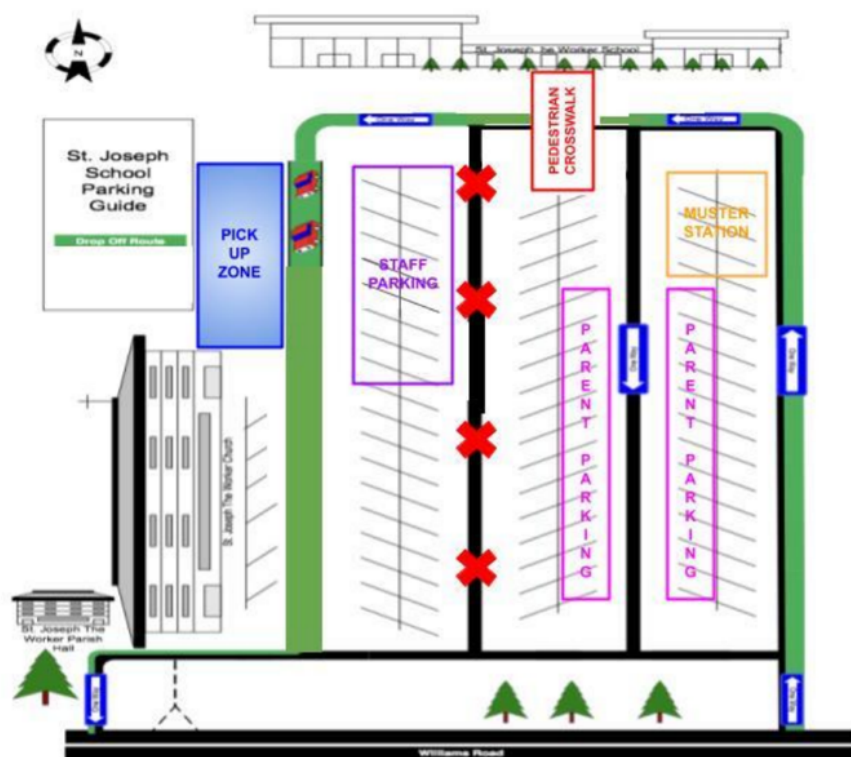
- As per the signs, drivers must proceed slowly at 10 km/h through the parking lot.
- Students are picked up / dropped off only at designated signed areas.
- Pedestrians are to only cross at the designated crosswalk to the south of the gym.

Morning (Drop-Off Only):

- When entering the parking lot, please slow your vehicle down to 10 km/h
- For morning drop-off, proceed all the way to the orange-coned “drop off zones”
- Please DO NOT drop your child(ren) off against the school; please drive up to the zones
- Drop off can be anytime from **8:25 am - 8:45 am**. Students head directly into their classrooms. Parents are asked to please stay in their cars unless they have a meeting or are volunteering at the school.

Afternoon Pick Up:

- When entering the parking lot, please slow your vehicle down to 10 km/h
- Pick-up time is **2:50 pm** for ALL STUDENTS, except on early dismissal days, when pick-up time is 2:00 pm.
- If parking please park cars in the two designated parking rows and escort child(ren) to your parked car by using the crosswalk
- If picking up in the zone, proceed all the way to the orange-coned “pick-up” zone. Student crossing guards will direct pedestrians and allow traffic to flow through when it is deemed safe. Please watch for their signs.
- The first three cars at the pick-up zone can load up students (not just the front car)
- When departing the parking lot, please travel at a safe speed of 10 km/h and watch for other cars.
- If your child(ren) are not ready to enter your vehicle during afternoon pick up, please circle around or park your vehicle and pick them up by hand. DO NOT honk



Pets on the Playground

Please ensure that pets are on a leash at all times when on school property and are under your supervision. Do not allow children to run around with pets on the playground, as many children are either afraid of dogs or may have allergies.

Privacy

St. Joseph the Worker School adheres to the terms of the provincial Personal Information Privacy Act (PIPA). The School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of children at the school, unless written authorization from a parent or legal guardian is provided to the school or when required by law. The school will securely store all electronic and hard copy parent and student personal information. If you have any questions please contact the school's privacy officer, the Principal. The St. Joseph the Worker Privacy Policy & St. Joseph the Worker Student Record Policies and Procedures may be found in the Appendix.

Responding to Student Abuse / Neglect

Every child has a right to a life free from abuse, neglect and violence. The provincial Child, Family and Community Service Act requires that anyone who has reason to believe that a child or youth has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to a child welfare worker. The designated Appointed School Official (ASO) for St. Joseph the Worker School is the Principal – **Andrea Prout-Bernett**. The Alternate Appointed School Official (AASO) for St. Joseph the Worker School is the Vice Principal - **Jamie Withers**.

Please see the Appendix for the school policy on Responding to Student Abuse and Neglect.

School Security

The front door is locked during the school day. Anyone who wishes to enter the school must use the buzzer to gain access. Parents, volunteers, and visitors to the school must visit the office and sign-in after entering the building. All visitors must wear a visitor pass while in the school building.

Supervision

Students are supervised at school between 8:25 am and 3:00 pm. Please do not drop off your child before 8:30am, unless there is a supervised extracurricular activity such as volleyball or choir. Supervision ends at 3:00 pm each day. If a student is repeatedly late being picked up, their family will be required to meet with the principal to discuss the situation.

Extracurricular activities and school field trips may sometimes finish after the 2:50 pm dismissal time. It is important that parents are at school to pick up their children at the prearranged time. Parents must not ask their children to phone when they return to the school, as the additional time spent waiting is a hardship for school staff members and their families.

Visitors to the school

The school is locked during the day. Visitors must request to be buzzed in at the front door of the school. Once buzzed in, visitors must sign in at the office and request a Visitor Badge from Mrs. Lorenz.

Volunteers and Criminal Records Checks

As part of our ongoing commitment to providing a safe environment for all students and community members, we require our parent volunteers to complete the following CRC check. This includes volunteer roles that involve student interaction; driving students to and from school events/games, any school day volunteering, coaching etc. As the process takes some time, it is highly recommended that parents complete the process early so that those who wish to volunteer can do so if the opportunity arises. Information on completing the CRC is included in the school newsletter and can be obtained in the school office.

Section G - Technology and the Internet

Internet use at school

Students in all grades have age appropriate supervised access to the Internet, through the use of school-owned iPads, Chromebooks, and other devices. We require internet/computer acceptable use policy forms to be signed by parents and children so that the students can access the internet in school for instructional purposes. Students who break the terms of the acceptable use policy will lose their internet privileges, and are subject to more serious consequences if necessary. Please see the Appendix for the Technology Acceptable Use Policy.

Personal electronic devices

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.

PEDs include cell phones and 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.

Technology Use At Home

Students are not permitted to use their school internet accounts for non-school activities. Parents are strongly encouraged to monitor student internet use at home closely. Internet access should only be given to children in an open area of the home where they can be supervised, and not behind closed doors.

Cyberbullying can be defined as the use of various technologies, particularly social media websites, cell phones, text messages, photographs, the internet, or email, to deliberately upset or target someone else. It can be an extension of face-to-face bullying, providing the bully with anonymity. Cyberbullying, as with face-to-face bullying, will not be tolerated.

Section H - Other Procedures

Absenteeism

All students are expected to remain at school for the entire school day. If for any reason a child is to leave the school property during the day, the parent needs to provide written permission to the school. This includes going off the property for lunch. Absences for reasons other than illness must be kept to a minimum. In order to receive the government grant, a child must be in attendance for a specified number of days during the year. If a child were to miss too many days due to holidays this could jeopardize reception of the grant, in which case the parents would be held responsible to pay the balance.

Admissions Policy and Re-Registration

St. Joseph the Worker School primarily serves the parishioners who support and participate in the life of the Parish. 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 must 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.

Registration packages for new families are available in mid-January. Re-registration packages are sent home for returning students at the P.E.C. annual general meeting, which is held in February. It is mandatory that all families attend this meeting.

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. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be readmitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

Bicycles

For safety, during pick up and drop off times, students must walk their bicycles on school property. 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. Students must walk their bikes on school property during pick-up and drop-off times.

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. (Chromebooks; iPads?)

Classroom Deliveries

We ask that students bring everything they need for the day with them in the morning. In the rare situation where a student requires a delivery to school, parents are required to report to the office.

Closures

As discussed in the "Quick Guide" section, in the event of a school closure, an email notification will be sent to all parents of the closure by 7:00 am. This will also be posted on the "News" section of the school website.

Fundraising

The Parish Education Committee organizes two major fundraising events per year to raise money for the school. This year, the Gala will be held in February, and the Walkathon will be held in May. Families are strongly encouraged to contribute to both events. In addition, both events require volunteers, which are credited as Parent Participation Hours. More information is available through the Parent Participation leads of the P.E.C.

Homework Club

Supervised after school care until 5:30 pm is offered for families with parents who are unable to pick up their children at 2:50 pm due to work commitments. Space is limited. Enrollment in the homework club is organized in advance and is offered for Cycle 1 (September to January), and Cycle 2 (February to June). The Homework Club rate this year is \$10 per child per day and is subject to increase as needed to cover costs. A behaviour contract must be signed by students who are enrolled in homework club and their parents. A penalty is imposed when parents arrive after 5:30pm to pick up their children.

Incidental Fees

Families are encouraged to pay incidental fees (field trips, etc.) by pre authorized withdrawals from their bank accounts to cover these fees. The preauthorization form is included with the registration / re-registration package. Please note that some fees are non-refundable (ie – hot lunch purchases if a student is sick; field trip registration cancelled within a certain time frame, etc.)

Lost and Found

Please ensure all of your child's belongings, including their school uniforms, are labeled with their name. Items that do not have a label on them are placed in the Lost and Found, which is located in the school office.

Lunches and Hot Lunch Program

Please send lunch with your child in the morning each day. Lunch drop-offs later in the morning are discouraged, as the school door is locked at that time. Fast food lunches may not be brought to school. The school organizes several hot lunches per month. Information about Hot Lunch is sent home via the principal. In addition, the Grade 7 class will organize several pizza lunches to fundraise for Chalice. Order forms for the pizza lunches are sent home each time and are due back one week before the lunch.

Notices and Information From School

Monthly newsletters and most school notices will be sent via email. Please ensure that the office has your current email address. It is important that parents read all school emails to ensure they are up to date on school activities and information.

From time to time, hard copies of notices are sent home inside your child's agenda. We ask that you help your child develop responsibility in this area by establishing a routine or procedure (perhaps notices could be handed to you as soon as your child reaches the car, or they could be placed in a special place at home).

Personal Property

Please ensure that all personal property (school uniform pieces, jackets, boots, lunch boxes, etc.) are labeled with your child's first and last name. A Lost and Found is maintained in the school office. Students are encouraged not to bring valuables to school.

Spirit Days

Spirit Days, sometimes called "dress down" days, are non-uniform days. These occur approximately once per month, and usually involve the students bringing in a small donation (\$2 is recommended) for one of the charities being supported by the school. We recommend that students in the older grades either donate their own money, or complete chores around the house to earn their dress down money. Spirit Day dress should be modest, appropriate and in keeping with the Catholic school environment at St. Joseph the Worker.

Telephone Use

The school telephone must be kept open for emergencies and for school business. It is **not** to be used to arrange after-school activities with friends. If an extracurricular activity is cancelled the phone is available to the students concerned. Students are permitted to use the telephone only if they have permission from their classroom teacher and the school secretary.

Tobacco and Vapour Products

There is provincial legislation banning tobacco, smoking and the use of vapour products in public places and schools. The Tobacco Control Act requires that all schools in B.C. are smoke-free environments for students, staff and visitors. **Therefore, smoking and the use of vapour and cannabis products is banned on St. Joseph the Worker School property** as indicated by the signage that has been posted. See the Appendix for the school's Anti-Smoking/Tobacco Policy.

Tuition

The table below summarizes the school's annual tuition rates for the 2023-24 school year.

Family	Category 1	Category 2	Category 3
One child	\$3 750.00	\$4 758.00	\$7 110.00
Two children	\$6 980.00	\$8 906.00	\$13 400.00
Three or more children	\$9 720.00	\$12 417.00	\$18 710.00

The categories will be assessed by the pastor, using the following definitions:

Category 1:

- Catholic families who are registered, active and participating members of St. Joseph the Worker Parish
- Authorized by the Pastor to attend St. Joseph the Worker School

Category 2:

- Catholic families who are registered **only** members of St. Joseph the Worker Parish or Catholic families who are registered, active and participating members of another Catholic parish
- Authorized by the Pastor to attend St. Joseph the Worker School

Category 3:

- Not a member of any Catholic Parish/Non Catholics

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

It is in the spirit of community building that all parents are expected to be participating members of the parish. Participation not only includes weekly use of offertory envelopes but also participation in the various ministries of the parish. Each family contributes by use of the offertory envelopes or direct deposit according to their financial means.

Families who are using direct deposit must still use their envelopes (can be empty). If a family is experiencing hardship, they should contact the pastor to discuss financial assistance in helping meet the tuition payments. The Tuition Assistance Committee, on an individual case by case basis, will determine the assistance to families requesting financial support.

Families who are not active and participating (attending weekly mass, using envelopes, active in church ministry) will be assigned "Category 2". 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.

Tax Receipts

A tax receipt for this will be issued early in the calendar year and will be distributed at the mandatory P.E.C. Annual General Meeting in February.

Tuition Refunds

If you choose to withdraw your child from St. Joseph the Worker School once you have registered or re-registered your child, an official notice of withdrawal must be written, and must include the last date the student will attend class along with the signature(s) of the parent(s) or legal guardians(s).

The first tuition payment is made on June 1st, or for late registrants, after the completed registration form is submitted. This payment is non-refundable. If a student withdraws from the school over the summer, no additional tuition payments will be deducted. During the school year, a student must give 30 days notice to withdraw from the school. Requests must be made by the 1st of the month to avoid paying tuition the following month. (For example, students must withdraw by October 1st to avoid paying tuition on November 1st).

School Supplies

The school will order bulk school supplies for each student. These supplies will be distributed to students during the first week of school. Families will be asked to reimburse the school for the cost of the school supplies. The final cost of these school supplies will be calculated in September, and families will be notified of the amount to be billed at that time.

Financial Difficulty

If your family is experiencing financial hardship and you require an extended tuition payment schedule, or help with tuition, please contact the pastor. This will take place in a confidential manner.

Uniforms

Our uniform supplier is **Neat Uniforms**, located at 1050 Boundary Road, Burnaby, B.C. V5K 4T3 Tel: 1-800 668-8261 or 604-205-7560 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. 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, all black shoes that sit below the ankle, closed toe, no high tops, boots, lights or wheels 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, all black shoes that sit below the ankle, closed toe, no heels, high tops, boots, lights or wheels 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, all black shoes that sit below the ankle, closed toe, no heels, high tops, boots, lights or wheels 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. The Grade 7 students may wear their grad hoodie in place of the uniform sweater.

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 and Track 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 at recess.

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 discrete bracelets, simple religious necklaces and stud or small discreet hoop earrings are permitted. Non dangly. This applies to both girls and boys.

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. Hair colour should be that of a natural colour (ie a colour a person could naturally have).

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.

Additional Requirements:

- Appropriate outerwear (raincoat, boots, mittens, etc.) is required on cold and rainy days as students will be sent out to play whenever possible
- When in school, all sweatshirts, jackets and any other non-dress code clothing must be removed
- Hats are not to be worn in the building
- Students must not wear make-up, nail polish or tattoos
- Jewelry is discouraged; small earrings that do not dangle below the ear may be worn
- Please consider the school a perfume-free area out of respect for those with allergies

Thank you for ensuring that your child is wearing the correct uniform, which is cleaned and in good repair. Please remember to label all clothing and supplies with your child's name.

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.

Appendices

Policies of the Parish Education Committee

[Anti-Smoking and Tobacco Policy](#)
[Child Abuse and Neglect Policy](#)
[Harassment and Bullying Prevention Policy](#)
[Personal Information Privacy Policy](#)
[Student Records Policy and Procedures](#)
[Technology Acceptable Use Policy](#)
[All Policies of the Parish Education Committee](#)

Policies of the Catholic Independent Schools of Vancouver Archdiocese

[302 - Major Complaints](#)
[407 - Student Code of Conduct](#)
[408 - Harassment and Bullying Prevention](#)
[412 - Parent / Guardian Code of Conduct](#)
[426 - Suspensions and Expulsions](#)

All other policies of the Catholic Independent Schools of Vancouver Archdiocese can be found at <https://cisva.bc.ca/home/policy-manual/>

Forms and Links

[Anaphylaxis Emergency Action Plan](#)
[Criminal Record Checks for Parent Volunteers](#)
[School Anaphylaxis Plan](#)