

## **WELCOME TO ST. PATRICK'S SCHOOL**

This handbook was written to assist you, the parent, with any questions that may arise in regards to the operation of the school. You are asked to carefully read the handbook and familiarize yourself with the information contained within.

We feel it is of the utmost importance for the school to communicate with the home. We attempt to keep you well informed of what is happening at St. Patrick's through our annual school calendar (that is sent home the first day of school), this handbook and through regular newsletters which are placed on our website. At St. Patrick's, we have an open door policy.

If you have a concern or question that is not addressed by one of these three publications, please don't hesitate to contact the administration at 250-592-6713.

## **PHILOSOPHY AND GOALS**

### **OUR MISSION STATEMENT**

As a Catholic school community dedicated to the spirit of Christian education, our mission is to create an educational environment that allows each child to experience spiritual, academic, physical, and emotional growth while acquiring the skills and Christian values necessary to lead a full, rich and rewarding life.

## **BULLYING POLICY**

### **What is Bullying?**

St. Patrick's School defines bullying as a student being exposed, repeatedly and over time, to intentional pain, discomfort or embarrassment inflicted by one or more other students. Bullying implies an imbalance in power or strength in which a child is victimized and includes some or all of the following:

- physical actions (punching, kicking, biting);
- verbal actions (threats, using offensive names, ridiculing);
- social exclusion (spreading rumours, malicious gossiping, excluding); or
- cyber bullying (using information and communication technologies to support deliberate, repeated, hostile behavior).

### **How does the School Respond to Bullying?**

St. Patrick's School supports values of treating others with respect and kindness. This is derived from our gospel value to love one another. General awareness of issues around bullying and bullying prevention is raised, where appropriate, in the classroom or assembly.

Incidents of bullying need to be reported to a responsible staff member (staff supervising recess, classroom teacher or school administrator) in order to allow for a timely response. All incidents of bullying are in turn made known to the school administration, which keeps a record of the incidents.

The Principal, Vice Principal or staff of the school take appropriate steps to understand the situation, provide support to the student who has experienced bullying and use a variety of strategies to help a bullying student learn appropriate behavior both in and out of the classroom. If initial methods of behavior management are not successful, the school administration takes progressive steps that include:

- phone calls to parents;
- in school suspensions;
- meeting with parents;
- suspensions from sports/ club activities or field trips;
- out of school suspensions; and
- expulsions.

Depending on the age appropriate expectations for the student as well as the nature and severity of the bullying, some of the above steps may be bypassed, progressing immediately to a suspension or expulsion.

In all disciplinary actions, St. Patrick's School administration follows procedural fairness guidelines as set out by the Federation of Independent Schools (in their document, "*Procedural Fairness Best Practice Guidelines for Independent Schools*") and Island Catholic Schools Policy.

A complete list of Island Catholic Schools policies can be found on their website.

## **GOALS:**

Our goals are based on the characteristics of a Catholic School as outlined by Bishop Remi De Roo in his lecture entitled "Academics and Beyond", given at the Nelson Diocese Catholic Education Convention, September 1987. They are as follows:

1. Students and staff shall be respected and treated with dignity as equal before God.
2. St. Patrick's shall seek to produce students with an inquiring mind. Students shall be invited to be independent and critical in their thinking and to accept responsibility for changing their environment.
3. Skills such as communication, conflict resolution, co-operation, and problem solving shall be developed.
4. Teachers and students shall practice tolerance and will be able to accept and respect differences in each other.

5. St. Patrick's shall promote a positive notion of competition which calls one to participate and produce his/her best.
6. In an atmosphere of trust and support, St. Patrick's shall work towards the formation of the whole person and the growth of community.

## **WHAT IS A CATHOLIC SCHOOL?**

The following is an excerpt from the Philosophy of Education for Catholic Schools in the Province of British Columbia: A Policy Statement by the Catholic Bishops of British Columbia. (January 2005)

### **THE CATHOLIC SCHOOL SHARES IN THE MISSION OF THE CHURCH**

All those involved in Catholic education are called to build communities of faith and holiness. In partnership with the family and the parish, the Catholic School participates in the saving mission of the Church.

The Catholic School provides religious and moral reference points to help students critically examine the culture around them and build a society enlightened by the values of the Gospel.

“Christ is the foundation of the whole educational enterprise in a Catholic School. His teaching and life inform the school’s identity and characteristics, which include:

- A belief in the inviolable dignity of every human person;
- A sacramental sense that leads us to recognize God manifested by His creation
- A recognition of God’s sanctifying presence in Word and Sacrament;
- A love for encounter with God in prayer;
- A Gospel spirit of freedom and love;
- A spirituality of communion marked by mutual respect, accountability and caring;
- A concern for justice leading to a critical analysis of society;
- A sense of solidarity and commitment to the marginalized.

These core elements of Catholic faith provide a framework for Catholic education.

### **A. Teaching the Whole Person**

The Church “establishes her own schools because she considers them a privileged means of promoting the formation of the whole man, since the school is a center in which a specific concept of the world of (humanity) and of history is developed and conveyed”. Catholic education goes beyond the purely technical and practical aspects of schooling and aims at an integration of all knowledge, a vision of the world and the human person. It focuses on the physical, emotional, moral and spiritual dimensions of human development. Growth in all areas prepares students for a meaningful life of service as committed Christians, building the Kingdom of God in a pluralistic society.

### **B. Faith Lived in Christian Community**

The New Testament word for Christian community is “koinonia”, which means a communion or life-sharing relationship with Christ and others. Living Christian community means living in relationship with Jesus, the Head of the Church, and the members of His Mystical Body. Communion with Christ and others leads to relationships characterized by mutual love, honest communication and commitment to serve each other’s needs, to rejoice together, to mourn together, and to delight in each other. Catholic education is committed to developing communities of faith. Those involved in catholic education are called to create a faith community in the school and to link it to the wider Church community.

### **C. Commitment to Justice and Compassion**

Catholic educators nourish in their students a relationship with Jesus that leads to awareness of those Christ loves, namely, all of humanity, and inspires a spirit of solidarity and service.

## **PARENTS AS EDUCATORS**

“ Parents have a particularly important part to play in the educating community, since it is to them that the primary and natural responsibility for their children’s education belongs”. The school exists to complement the work of parents as the first teachers of their children. Parents should be involved with the life of the school by participating in school councils and committees and through regular collaboration with teachers.

## HISTORY OF ST. PATRICK'S SCHOOL

A tradition of excellence was established in 1956 by Father M. J. MacNamara. In January of that year St. Patrick's School opened on Haultain Street with 4 classrooms and 50 pupils. In the late spring of 1956 the school moved to its present location. Sister Mary Edmunda was the first principal, and she remained at the school until 1961. In that same year a new gymnasium was added to the facilities.

In 1962 the school accepted students up to Grade 9 - the enrolment being approximately 450 students. In 1965 Sister Norah Keane was appointed principal and held the position for 14 years. Partial aid was granted to the school in 1977, and the school came under the auspices of the Ministry of Education. We are proud to have a history of the teaching ministry of the Sisters of St. Ann as our foundation and heritage.

During 1991-92, we welcomed the opening of the new wing of St. Patrick's which houses the Kindergarten class, Grades 1 and 2, the Music Room, Computer Room and the Learning Assistance Room. During 1993-94 we completed renovations to the 1956 wing providing refurbished classrooms and the library, and a new administration area, complete with an infirmary and staff room. In 2006, a new Music Hall and primary playing field were constructed.

## PARKING

Please note that a “**Pick up**” and a **Drop off**” lane has been designated as you exit the school property. **Do not leave your vehicle unattended when parked in this lane.** The purpose of this lane is to facilitate the pick up or drop off of students as quickly as possible and to keep the traffic flowing smoothly. Please be considerate of others. Also, the staff parking lot is for staff use only.

# OUR SCHOOL DAY

## HOURS OF OPERATION GRADES 1-7

8:25 a.m.	Supervision begins
8:40 a.m.	Students assemble in classrooms
10:15 a.m.	Recess
10:30 a.m.	Recess ends
12:00 p.m.	Lunch
12:15 p.m.	Recess
12:55 p.m.	Students assemble in classrooms
3:00 p.m.	School closes
3:20 p.m.	Supervision ends

You are asked to pick up your child(ren) by 3:20 p.m.

## Kindergarten Hours

8:50 a.m. – 2:50 p.m.

## SUPERVISION

Children are supervised by staff before school, during lunch and after school. Parent supervisors also assist during recess and lunch periods. Children are required to stay outdoors during these times unless they have been given permission by the supervising staff member to enter the school. Supervision before and after school is as follows:

Before School	Beginning at 8:25 a.m.
After School	Until 3:20 p.m.

We ask that parents assist us by assuming responsibility for your child(ren) prior to and following our supervision times. After school supervision is **NOT** provided for students playing on the intermediate playground equipment or the playing field. The primary playground is exclusively reserved for the After School Care program from 4:00 – 5:30 p.m. daily.

## RAINY DAYS

On light rain days, students will be sent out for recess and lunch. We ask that students be sent to school appropriately dressed. On days when there is heavy rain, students will be kept inside and there will be increased supervision.

## **ABSENCES**

If your child is not in school, it is expected that you phone the school. If necessary, you will be contacted to verify the absenteeism. We will, after attendance in the morning, contact parents of absentees who have not contacted the school, to check that the child is at home. Upon returning after an absence, we would ask that you send a note to the office regarding the reason for the absence.

## **ILLNESS**

Normally, children who are too ill to go outside are too ill to be at school. Children coming to school with colds are unable to function well and provide a source of infection for other children. We ask that given this situation, you keep your child(ren) at home.

## **LATE ARRIVALS**

You are encouraged to get your child(ren) to school on time. Students who arrive late are to report to the office to receive a late slip. This will allow us to update our attendance records.

## **SIGN OUT PROCEDURES**

If, for any reason, you need to take your child out of school during the school day, we ask that you sign him/her out in the office and sign him/her back in when you return. **You may only sign out your own child (ren).**

## **HOT LUNCH DAY**

Thursday is Hot Lunch Day. Students may purchase a hot lunch provided by the Parents' Auxiliary. An order form will be sent out in September. There is a charge for Hot Lunch.

## **FIELD TRIPS**

St. Patrick's School encourages field trips that are educational and informative in nature. You will receive a Student Permission Slip for each field trip which must be signed and returned to the school prior to the trip. Students who do not return a permission slip will not be able to participate in the field trip. You will receive prior notice of all field trips. All field trips will be adequately supervised. The school bus is the preferred method of transportation for field trips

## COMMUNICATION

### FAMILY DIRECTORY

Each year a family directory with the students' names, addresses and phone numbers is provided to each family. If you would like the school to delete your address and phone number from the directory, please contact the office during the first week of school. However, it is our practice to provide the Phoning Committee of the Parents' Auxiliary with **ALL** phone numbers.

### SCHOOL TO FAMILY

The school's communication with the parents is a continuous process. For this reason there are a number of publications you can look forward to.

- \*Thursday Thoughts
- \* School Handbook
- \* Interim Reports (not for every student)
- \* Yearly Calendar
- \* Teacher Newsletters
- \* Report Cards

Some of these publications will be posted on our website. In addition to these publications our school also communicates to the parent community through the following:

- \*Telephoning
- \* Open House
- \* Meet the Teacher Evening
- \* Parent/Teacher Interviews

### FAMILY TO SCHOOL

You are encouraged to communicate your concerns with the school by:

- \* **Appointment** Please telephone for an appointment with the staff member of your choice. (592-6713 - 8:00 a.m. - 4:00 p.m.)
- \* **Letters** If the nature of your concern is serious, please write us a short note as this record assists us in our follow-up.

### ASSEMBLIES

Although the assemblies are primarily for the children, we do welcome parents who wish to attend. Assemblies are held on Monday mornings at 9:00 a.m.

### REPORT CARDS

Report periods for the current year are listed in your school calendar. It is our philosophy that communication is essential to any reporting system. Teachers and parents are encouraged to stay in close contact regarding student progress.

## **SUPPLY LISTS**

The Parent's Auxiliary may organize the sale of school supplies by an outside supplier in the spring of each year. Some teachers will require additional supplies that aren't available on the basic supply list. These additional supply lists will be sent home in the June report card and are posted on the school website.

## **GRIEVANCE PROCEDURES**

Should you have a concern:

1. Please consult initially with the classroom teacher.
2. If further action is felt necessary, the parent should take the matter to the Principal.
3. If the matter has still not been resolved, the complaint should be put into writing and addressed to the Principal requesting further action. A copy should be sent to the Local School Council Chairperson.
4. The Council Chairperson will satisfy herself/himself that the problem has been resolved and report to the Local School Council, if necessary.

## **STUDENTS**

### **BACKGROUND**

As Catholic educators, the development of our children as a whole, is central to our mission. To concentrate only on the academic growth of our children and ignore the other dimensions of their being would be to shortchange our children and deny our Catholic mandate. We are builders of people.

The environment we create will most certainly be dependent in part on how we discipline our children. With what we know of human behaviour a Catholic Christian environment is created most effectively when we consider the following.

- a) All children were made in God's likeness.
- b) Each incident is an opportunity to teach.
- c) Personal growth is dependent on being actively involved, reflecting on one's choice and commitment.
- d) Success and respect for all stakeholders is essential to a well disciplined environment.
- e) In a disciplined environment, we deal with the action and make no negative assumption about the nature of the child.

f) Expectations must be clear for all stakeholders.

## **BEHAVIOURAL EXPECTATIONS**

### **In Class Expectations:**

During the first weeks of school, teachers will clearly explain their expectations for student behaviour in their classroom. Behaviours that fall short of those expectations will be dealt with by the teacher at the classroom level. In cases of persistent misbehaviour, the parent and/or the office will be notified.

### **Playground Expectations**

1. Students will play in a manner that is safe to themselves and others at all times.
2. Students will be assigned to play in designated areas only. Running on the wood chips is prohibited.
3. Students will do as they are asked by any playground supervisor. (no repeated misdemeanours)
4. Students will use appropriate language at all times.
5. Students will treat other people and the school with respect and kindness.

### **School Expectations:**

#### **Students will:**

- wear their uniforms properly at all times
- speak and listen politely
- accept responsibility for work and behaviour
- develop positive attitudes such as cheerfulness, friendliness and fairness
- refrain from chewing gum
- leave toy guns, water pistols, expensive toys, walkmans and MP3 players at home

## **Obey Traffic Patterns**

- line up at designated doors for an orderly entry
- walk to the right in hallways and on stairs
- walk and speak quietly while in the school

## **During recess and lunch breaks students are encouraged to:**

- use washrooms on the way out if need be
- leave the building promptly

The Principal, Vice-Principal and staff of the school will use a variety of strategies to help children learn appropriate behaviour. If these initial methods of behaviour management are not successful, the principal may have to resort to more severe measures including:

- Interviews with parents
- In school suspension
- At home suspension
- Expulsion

Expulsion is not considered too severe a measure to maintain high standards of learning and behaviour at St. Patrick's School. St. Patrick's School does **not** use corporal punishment.

## **HOMEWORK**

Homework is a topic, which is often raised by parents of children at all grade levels. The following are the guidelines regarding homework at St. Patrick's. As students get older, the frequency of homework will increase. The purpose of homework is to help students develop effective study habits and a responsibility toward their schoolwork.

**\*Primary grades** usually start with unfinished work assigned as homework.

**\*Grade 4-7** students should receive homework nightly, Monday through Thursday, above and beyond regular class work.

**\*\*** If your child is getting too much or too little homework, please see the classroom teacher and discuss this issue. Using the standard of 10 minutes per grade the student is in presently, assists the parent in what is reasonable, i.e. A student in grade 3 can be doing up to 30 minutes of homework. After that time, they will likely become upset and the homework time becomes an exercise in frustration.

## **HOW CAN YOU HELP?**

1. Provide a quiet, regular place to work each evening Sunday through Thursday. Use Friday and Saturday evenings for family times together.
2. Be an "audience" when required, for reading practice, spelling and math drills.
3. **DO NOT** sit down and do your child's written assignments. **BE A GUIDE.** If your child experiences problems with home assignments, encourage him/her to do his/her best and to seek the necessary help. If you have questions or concerns regarding the assignments, please don't hesitate to contact the teacher
4. If, on a particular occasion, your child is unable to complete his/her assignment, please send a note with your child stating the circumstances.
5. Ensure that your child receives sufficient sleep to enable him/her to perform tasks to the best of his/her ability the next day. 8 – 10 hours per night is suggested as a great night's sleep for most children.

## **PERSONAL BELONGINGS**

**The school is not responsible for the personal property of students.**

We would request that all clothing and items left at school be identified with the child's name. Books and supplies should also be marked. However, we would urge a student that if something is missing to notify the appropriate teacher or administration immediately.

Untagged items are stored in a " Lost and Found " box for reclaiming. They are displayed periodically throughout the year and then disposed of at Christmas break and the year end. When visiting the school, parents should take the time to look through the "Lost and Found" to see if there is anything that belongs to their child. There are lost and found areas near the Shamrock Shop under the gymnasium., below the Parent Information board and in the primary wing.

## **BICYCLES**

The school is not responsible for student bicycles or equipment. Therefore, students are encouraged to lock their bikes when left at school. Students are also encouraged to use appropriate equipment such as helmets and

reflectors when riding their bicycles. Students are to walk their bicycles when on school property.

### **DOGS ON SCHOOL PROPERTY**

The presence of dogs on school property is restricted due to health and safety concerns:

- dogs must be kept off the school playgrounds and playing fields as well as out of the breezeway between the two school buildings; and
- dogs must be kept on leash when in other areas of school property, including the parking lot, playing fields and paths.

### **TELEPHONE PRIVILEGES**

When students use the phone in the office, they must have a good reason and permission from their homeroom teacher to do so. Frequent use of the phone is not encouraged.

### **STUDENT RECOGNITION**

All students are continually recognized for the many gifts they bring to St. Patrick's School. Grade Seven students also have an opportunity to be chosen for the following awards:

- Bishop De Roo Award - One Grade 7 student will be selected by the other students for displaying a Christian attitude
- St. Andrew's High School Scholarship - Four Grade 7 students will be selected by the staff and awarded \$250. each for tuition at SARHS.
- St. Andrew's High School Music Scholarship – One Grade 7 student will be selected by the staff and awarded \$300. for tuition at SARHS
- Knights of Columbus Scholarship - Three Grade 7 students will be selected by the staff and awarded \$200 each for tuition at SARHS
- Hilda Wharf Choral Award - One Grade 7 student will be chosen to receive the Hilda Wharf Award for excellence in Choir
- Monsignor Hanley Award - One Grade 7 student will be chosen to receive the Msg. Hanley Award and will receive a scholarship for \$250. Students must write an essay on their contributions to both the school and the parish.

Please see your Grade 7 teacher regarding explanations about how to apply for these awards.

## **EXTRA CURRICULAR ACTIVITIES**

St. Patrick's School offers many extra curricular programs to enrich the spiritual, academic, athletic and artistic abilities of our students. Programs may include:

- Boys Book Club
- French Club
- Soccer
- Basketball
- Badminton
- Swim Team
- Track & Field
- Cross Country
- Drama Club
- Choir
- Band
- Irish Dance
- Mandarin

Other programs may be offered depending on volunteers and interest. If you would like to run a club or sport, please contact the Principal.

## **LEAVING THE PROPERTY AT RECESS AND LUNCH**

Students will eat lunch and remain on the school grounds unless you come in to the office to sign out your child.

You may only sign out your own child (ren).

## **UNIFORM**

At St. Patrick's we believe that the responsibility for following the dress code rests with the students together with their parents. Students should remember that they represent St. Patrick's School and that a well maintained uniform reflects favourably on themselves and their school. Students are expected to be neat in uniform at all assemblies, masses, celebrations, evening functions, and including travelling to and from school. Students who are unable to attend school in complete uniform should bring a note of explanation from parents.

St. Patrick's School is an independent school with a uniform code. This code is established so that all students will be equal in dress appearance. If the cost of the uniform is a difficulty for a family, please approach the school's administration and arrangements may be made.

## St. Patrick's School Uniform Code

Girls	Boys
<ul style="list-style-type: none"> <li>• Mandatory upper body items:               <ul style="list-style-type: none"> <li>○ Short sleeve plain white dress shirt with pointed-type collar/tie.</li> <li>○ Either v-neck navy blue sweater with school crest or Navy blue cardigan (cardigan only to be worn with tunic).</li> </ul> </li> <li>• Optional upper body items:               <ul style="list-style-type: none"> <li>○ Crested white golf shirt (not tucked in, hemline not above the waist nor more than 7.5 cm / 3" below the waist); or</li> <li>○ White turtleneck with school initials (hemline not above the waist nor more than 7.5 cm / 3" below the waist).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory upper body items:               <ul style="list-style-type: none"> <li>○ Short sleeve plain white dress shirt with pointed-type collar/tie.</li> <li>○ V-neck navy blue sweater with school crest.</li> </ul> </li> <li>• Optional upper body items:               <ul style="list-style-type: none"> <li>○ Crested white golf shirt (not tucked in, hemline not above the waist nor more than 7.5 cm / 3" below the waist); or</li> <li>○ White turtleneck with school initials (hemline not above the waist nor more than 7.5 cm / 3" below the waist).</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Mandatory lower body items (at least one of the following):               <ul style="list-style-type: none"> <li>○ Navy blue tunic (K to grade 3 only - length must be no more than 7.5 c.m. / 3" above the knee); or</li> <li>○ Navy blue skirt (grade 4 to 7 only - length must be no more than 7.5 c.m. / 3" above the knee); or</li> <li>○ Navy blue skort (K to 7 - length must be no more than 7.5 c.m. / 3" above the knee).</li> </ul> </li> <li>• Optional lower body items:               <ul style="list-style-type: none"> <li>○ Navy blue girl's dress pants; or</li> <li>○ Navy blue dress shorts.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory lower body items:               <ul style="list-style-type: none"> <li>○ Navy blue boys' dress pants with a double-pleated front.</li> </ul> </li> <li>• Optional lower body item:               <ul style="list-style-type: none"> <li>○ Navy blue dress shorts.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Mandatory footwear items:               <ul style="list-style-type: none"> <li>○ Navy blue knee-high socks/navy blue tights.</li> <li>○ Black polishable oxford-style dress shoes with laces (velcro closures permitted for Primary grades). Heel height maximum 4 cm/ 1.5".</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory footwear items:               <ul style="list-style-type: none"> <li>○ Navy blue socks.</li> <li>○ Black polishable oxford-style dress shoes with laces (velcro closures permitted for Primary grades). Heel height maximum 4 cm/ 1.5".</li> </ul> </li> </ul>
Gym Strip	
<ul style="list-style-type: none"> <li>• Mandatory items               <ul style="list-style-type: none"> <li>○ Green short sleeve t-shirt with logo of school crest.</li> <li>○ Blue gym shorts with school crest.</li> <li>○ Green sweats (top &amp; bottom); or school issued navy blue track suit option (by special order).</li> <li>○ Plain white sport socks.</li> <li>○ Indoor running shoes.</li> <li>○ Outdoor running shoes.</li> </ul> </li> </ul>	
Special Days (Mass days, every Monday and special occasions designated by the Principal)	
<p>All students are required to wear:</p> <ul style="list-style-type: none"> <li>• Short sleeve plain white dress shirt with pointed-type collar/tie; and</li> <li>• V-neck navy blue sweater with school crest or navy blue cardigan (cardigan only to be worn with tunic).</li> </ul>	
Additional Requirements of the Uniform Code	
<p><b>Maintaining uniform:</b></p> <ul style="list-style-type: none"> <li>• Responsibility rests with students together with their parents.</li> <li>• Clothing items are the appropriate sizes to fit students.</li> <li>• Clothing items are in good condition.</li> </ul>	
<p><b>Hair:</b></p> <ul style="list-style-type: none"> <li>• Hair is kept tidy, excessive hairstyles are not permitted.</li> <li>• Hair colouring and highlights are not permitted.</li> <li>• Plain SOLID white, black or navy blue hair accessories are permitted.</li> </ul>	
<p><b>Accessories:</b></p> <ul style="list-style-type: none"> <li>• No make-up including nail polish.</li> <li>• Watches are permitted.</li> </ul>	

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| <ul style="list-style-type: none"><li>• One pair of plain studs or sleeper earrings are the only items of jewelry permitted (girls only).</li><li>• Rubber boots are permitted for outside use during rainy days.</li><li>• Winter boots are permitted for outside use during the winter.</li></ul> |
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## **Special Days**

Certain days throughout the year have been designated Special Days and as such students are required to wear a tie and sweater. These days include Mass days, assemblies (every Monday) and special occasions designated by the Principal. All Special Days are noted in the Calendar.

St. Patrick's School is an independent school with a uniform code. This code is established so that all students will be equal in dress appearance. If the cost of the uniform is a difficulty for a family, please approach the school's administration and arrangements may be made.

All uniform items, except socks and shoes, must be purchased from the school's Shamrock store. Items that are bought at the Shamrock Shop make money for the school. The school store is one of the best fundraisers for St. Patrick's. This money goes directly back into the school, funding extra resources for our children. St. Patrick's School is the only elementary Island Catholic School to have its own school store. Other schools depend on ordering their uniform (and returns) through mail order. St. Patrick's school is very fortunate to have such a convenience run by dedicated volunteers.

On occasion, students will be allowed to wear non-uniform (civvies) clothing to school. Please ensure that on these days, students are dressed in clean and appropriate clothing.

## **PARENTS**

### **VOLUNTEERS**

Our school is your school. You are encouraged to volunteer in the school in any one of the following ways: classroom volunteer; library volunteer; hot lunch day volunteer; field trip volunteer; fund raising. If you are able to volunteer please contact the school, your child's classroom teacher or the Parents' Auxiliary.

**\*\*All volunteers** are required to complete a criminal record check in order to volunteer in the school or on field trips. A letter is available in the school

office to take to your local police department. With this letter, there is no charge to have the criminal record completed.

## **PARENTS' AUXILIARY**

The role of the Auxiliary is to assist the Principal in meeting the needs of the students of St. Patrick's School.

### **Financial and Physical support shall be provided by:**

- a) Conducting fund raising functions and programs to aid in the provision of additional educational, recreational and cultural development for the students of the school
- b) Involving as many parents or guardians of the students as possible and encouraging new parents to become a part of the school community

### **The Auxiliary operates under the following limitations:**

- a) The actions of the Auxiliary shall be in accordance with the policies established by the School Council of St. Patrick's School.
- b) The Auxiliary shall not be involved in the day to day operations of the school which are the responsibility of the Principal and his/her teaching staff.
- c) The general membership shall be free to make suggestions regarding the expenditures; however, in order to avoid conflicts, all fund raising projects and the disposition of funds raised for the school be subject to the approval of the Principal and the School Council.

## **HOT LUNCH DAY**

Hot Lunch Day is a major part of the Parent Auxiliary fund raising efforts each year. Every Thursday students may purchase a hot lunch. The Hot Lunch parents work one day a month. It is a terrific way to meet other parents in the school. Parents who would like to volunteer, please contact the school office at 592-6713.

## **MASSES AND CELEBRATIONS**

One of the most integral parts of our school and our community is the Celebration of Masses. Parents are welcome and encouraged to attend

our Masses and Celebrations. Please see our school calendar for a list of Masses and Celebrations.

### **SACRAMENTAL PREPARATION**

Children in Grade Two receive general instruction in the classroom regarding the Sacraments of First Eucharist and Confirmation. However, the immediate preparation for the reception of the Sacraments of First Eucharist and Confirmation is conducted through the parishes. Parents wishing to have their children receive these Sacraments must register with their parish for classes. Register at St. Patrick's Parish by calling 592-7391.

### **LEARNING ASSISTANCE**

St. Patrick's School is dedicated to meeting the needs of each and every child. We aim to create an environment that allows each child to reach his/her potential and function adequately in the regular classroom. The Learning Assistance programs at St. Patrick's provide extra help to students experiencing difficulties in core subjects. Please contact your child's teacher if you have any concerns in this area.

### **RIGHTS AND RESPONSIBILITIES OF PARENTS**

**Parents have the right and responsibility to:**

- be recognized as the first educators of their children
- participate in the religious, social and academic education of their children
- visit the school
- elect School Council members
- participate in parent-teacher interviews
- require excellence in religious and academic instruction
- express their views on any subject including curriculum and activities
- set a good example for their children by living their Christian faith
- be knowledgeable regarding the Parent Handbook
- maintain good relations with the Principal and teachers
- participate in school activities, meetings and events
- support the school financially

## **EMERGENCY**

### **INCLEMENT WEATHER**

In case of severe inclement weather which would cause a driving hazard for those who commute to our school, the school will be closed. School closure will be posted on the Island Catholic Schools Website and our school website by 7:00 a.m. and announced on local radio stations. For school closure information, please listen to, or phone:

CFAX 1070

386-1070

### **MEDICAL EMERGENCIES**

St. Patrick's School has staff trained in first aid. Minor emergencies will be dealt with at the school. In case of serious injury, the parent will be contacted to take the child for further care or an ambulance will be called and you will be contacted. Please ensure emergency numbers are kept up to date.

### **MISSING CHILDREN**

To ensure the safety of our children, St. Patrick's School takes attendance morning and afternoon and will phone you in cases of unexplained absence. Students are supervised during recess and lunch breaks and must remain on the school grounds. After school, students are supervised on the playground until 3:20 p.m. Parents are expected to pick their children up by 3:20 p.m. at the latest.

### **FIRE**

St. Patrick's School prepares for fire through regular fire drills. In the case of fire we will contact you by phone and through the radio, and supervise the children until they are picked up.

### **EARTHQUAKE**

St. Patrick's School prepares for earthquakes through drills, which are similar to fire drills but are tailored to meet the specific demands of an earthquake. Staff are trained in first aid and are assigned specific tasks in the event of such a disaster

#### **In the event of an earthquake:**

1. Students are instructed that if they are coming to school unaccompanied by a parent or guardian when an earthquake occurs,

they should proceed to school after the shaking stops. If they are on their way home, they should proceed home after the shaking stops.

2. Please do not phone the school following the earthquake. It is vital that lines stay open for emergency use. You may listen to radio stations CFX 1070, for information about the school. CFX 1070 is the official response radio station for Victoria.
3. Students will only be released to those people parents have listed as the emergency contacts.
4. If you drive to the school after an earthquake, it is important that your car does not block access routes potentially used by emergency vehicles.