



St. Edmund's School

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Parent Handbook

Policies and Procedures

2021 - 2022



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1. History of St. Edmund's School

St. Edmund's School is the oldest Catholic School on the North Shore, having opened in 1911. At that time the school was run by the dedicated Sisters of the Child Jesus, along with lay teachers and support staff. Originally, the school had 57 students from grades one to twelve. Today, we have approximately 200 students from Kindergarten to grade seven. Although our school has celebrated its centennial, the mission of St. Edmund's has changed very little – we still focus on the importance of building a faith community.

Our patron saint - Edmund, Bishop of Canterbury - was a model of devotion and academic achievement. He was an English church leader who successively held the posts of Bishop of London, Archbishop of York and Archbishop of Canterbury. The most enduring monument to his life is perhaps the "free grammar school" he founded in his native village of St. Bees. Although the school was to be sometimes at risk in its early years, a school building had been erected by 1588 and a tradition of learning had begun which has continued without break for four centuries. At our own St. Edmund's in North Vancouver we are establishing our own proud tradition of Catholic Education.

In the early days of our school, we were operated entirely by St. Edmund's Parish. Today, school fees and partial funding from the Ministry of Education cover the school's operating costs (although the parish is responsible for the school's capital costs and provides a subsidy each year). St. Edmund's School is a member of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA) and is issued with Group 1 classification by the BC Office of Independent Schools. Our school follows the prescribed B.C. Ministry of Education curriculum with the addition of the Archdiocesan religion curriculum. As per Ministry guidelines, all our teachers are certified either through the BC College of Teachers or the Independent Schools Office.

As a Catholic school we share in the mission of the Church and believe that Christ's teaching must be "lived" as well as "taught". Based on this belief, we strive to infuse our religious character into the daily life of the school.

Prayer to St. Edmund

God, who raised up St. Edmund to be father of the poor and patron of afflicted children, please grant that I may learn from Edmund's example how to love all God's children, however poor or afflicted; that I may become, like him, eyes for the blind, feet for the lame, and a friend to strangers in trouble; and that by this intercession I may be protected from all evil and distress. I ask this in the name of Jesus Christ our Lord,

Amen.



2. PHILOSOPHY AND EDUCATIONAL PROGRAMS

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

I know that some of you go to Catholic schools. Why?

So that you can more readily discover Christ and, in Him, the full meaning of life.

So that you can live life to the full. The Church has her schools because she wants to communicate Christ to you. She wants you to come to full maturity in Him who is the perfect human being and, at the same time, the Son of God.

Dear children and young people: Look to Christ.

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

2.1. ST. EDMUND'S PHILOSOPHY

As a member of the CISVA, the Philosophy of St. Edmund's School is the same as the larger system we are a part of:

In partnership with the family and the parish, our school shares in the mission of the Church to proclaim and build the Kingdom of God. As a faith community, we are dedicated to fully developing the spiritual, intellectual, physical, and social-emotional growth of our students with special regard to the individuality of each child. Our focus is to develop Christian leaders, responsible citizens and life-long learners.

At St. Edmund's Elementary, we want to ensure that your child's school experience is a happy one that offers students a Christ-centred environment that stimulates personal development through well-rounded programming.

We look forward to working with you in nurturing a love of faith and learning in your child.

2.2. RELIGIOUS EDUCATION



The staff and pastor at St. Edmund's are dedicated to teaching the Catholic faith. We build on the foundations established at home and provide a Christian setting where students can grow in the richness of the Catholic faith. This important privilege and responsibility is fulfilled through:

- Regular Prayer, both as a school and as a class
- Daily religion classes, plus the incorporation of a Catholic perspective elsewhere in the curriculum
- Monthly Whole School Masses which are led by different grades under the supervision of the teacher; Weekly Class Masses for classes to attend on a rotating schedule.
- Monthly Prayer Services, each of which has a specific theme. Like the Masses, each grade takes a turn preparing and leading a prayer service

We expect full participation in the Christian life and therefore consider that instruction in Catholic and spiritual values are an integral part of our teaching each day of the year. The program follows the liturgical year and incorporates special feast days into the curriculum.

Our school also participates in the following Archdiocesan programs:

- Kindergarten to Grade 3: 'I Am A Gift From God'. This program is meant to teach children personal safety from a Catholic perspective and it also involves a parent meeting.
- Grades 4 to 7: 'Sexuality and Your Child'. This program deals with adolescent development from a Catholic perspective which also involves an evening meeting for parents in May.

2.3. SACRAMENTAL PROGRAMS

In Grade 2, students prepare for their First Confession as well as their First Holy Communion. The First Communion Mass is normally 2 pm the first Sunday in May.

In Grade 7, students prepare for their Confirmation and are expected to attend:

- the Archdiocesan Spirit Day
- a school Confirmation retreat in the Spring
- a Sunday Mass of Commitment in January
- a Service Project
- the Confirmation Mass on an evening in April or May.

There are also mandatory meetings for both Grade 2 and Grade 7 parents regarding the sacramental programs.

2.4. CURRICULUM AND STUDENT PROGRAMS

All teachers at St. Edmund's follow the curriculum guidelines set out by the Ministry of Education. We are committed to each student reaching their academic potential through excellence in the classroom, supporting struggling learners, and engaging parents in their child's education.

On the first Monday of each month, teachers meet as a staff to discuss how to improve instructional programs and develop school goals. This meeting time is crucial when there is a curriculum change or a new program to be implemented. These school goals are documented in our school growth plan, and revisited on a yearly basis.

Our school provides instruction in the following areas: Literacy, Numeracy, Science, Social Studies, French, Physical & Health Education, Career Education, Applied Design, Skills & Technologies and Christian Education. Our Arts program includes dance, drama, music and visual arts. All areas of curriculum are taught from a Catholic perspective.



A copy of the *Special Education Policy* is available at the school office.

Two events that are prepared for within school time are our annual Christmas Concert, and our bi-annual trip to Outdoor School. Every second year, our Grade 6 & 7 classes go to camp for a one-week period. During this time, students participate in various learning and community-building activities.

2.5. HOMEWORK POLICY

St. Edmund's School believes that homework provides the opportunity to reinforce and enrich concepts previously taught in the classroom. By encouraging self-discipline in homework, students will learn good study habits and research skills which will prepare them for higher education.

Parents are the most important motivators and teachers in helping their children develop good study habits at home.

- a. Set a specific time each day for your children to do homework. If there are no school assignments to be done, some other suggestions are:
 - Read to your children if they are younger
 - Have your children read to you
 - Read and discuss the newspaper together
 - Encourage recreational reading
 - Write letters (these could be electronic) to grandparents, friends, etc.
- b. Insist there be no distractions
- c. Help them organize themselves before they start work (all paper, books, and writing materials at hand)

Homework at the elementary level consists of work to be completed, studying for tests, and reinforcement of skills learned in class. Projects will also be assigned as an enrichment tool, as well as to help students develop organizational and long-term planning skills. Students should always challenge themselves to use their time and efforts to produce quality work.

The times below are listed as guidelines established for each grade level. If children work diligently, they should be able to work within this time frame, unless otherwise advised by the classroom teacher. Please allow a degree of flexibility when applying these time periods. If a child is consistently reaching the frustration level when working at the time allotments above, please contact the classroom teacher.

Primary:

Grade	Time
Grade 1	15 Minutes Reading + 10 Minutes of sight words
Grade 2	20 Minutes Reading + 10 Minutes spelling words
Grade 3	30 Minutes + 15 Minutes Reading

Intermediate:



Grade	Time
Grade 4	45 Minutes + 15 Minutes Reading
Grade 5	60 Minutes + 20 Minutes Reading
Grade 6	60 Minutes + 30 Minutes Reading
Grade 7	60 Minutes + 30 Minutes Reading

Each student in Grades 1 – 7 has an individual student planner where homework is recorded and school notices are stored. These planners are a key source of communication between the family and the school, and parents are expected to check them daily. Teachers enforce student use of planners and check them on a regular basis so parents have a tool to track their child’s homework completion.

2.6. EXTRA-CURRICULAR

As mentioned earlier, a well-rounded extra-curricular program is a crucial element in a balanced education. At St. Edmund’s, the extra-curricular program focuses on Fine Arts and Athletics.

In the area of Fine Arts, students have the opportunity to join the school choir, speech arts, or the after school art club. The school choir is for grades 3 to 7. Choir offers the children an opportunity to share their vocal talents with their peers at school events. Often, there are also some additional community performances.

Our Speech Arts program includes all students from Kindergarten to Grade 7, with separate festivals for Intermediate and Primary.

Our after school art club runs in the spring with sessions dedicated to each age group. During these sessions, the students work on a unique artistic project.

The St. Edmund’s Athletics program includes:

Season	Sport	Grades
Fall	Girls Volleyball	5 – 7
Fall	Boys Soccer	5 – 7
Winter	Basketball	5 – 7
Early Spring	Boys Floor Hockey	5 – 7
Spring	Girls Soccer	5 – 7
Spring	Track and Field	3 - 7

Our school philosophy regarding athletics is based on the following:

- Receiving the opportunity to be part of a team
- Learning teamwork and sportsmanship
- Experiencing growth through competition
- Building their skill level through the grades
- Having a safe environment for all of the above.

Our sports program is dependent on the involvement of teachers and parents alike. It is important that all outside coaches understand and commit to our athletic philosophy. Any parent who has some specific background in a sport is encouraged to contribute. Before assuming coaching duties, a parent coach must meet with the principal. At this time, the parent will read and sign the St. Edmund’s Coach’s Code of Conduct.



Occasionally, a student may be placed on a team other than their grade level team in order to maximize opportunities for everyone. This decision will be made through deliberation between the coaches involved, and then approved by the principal.

2.7. GRADE 7 AND STUDENT COUNCIL

At St. Edmund's, Grade 7 students are given specific leadership roles / monitoring duties (under adult supervision). These duties are important for the smooth running of the school's daily operation. There is also an elected student council, consisting of a president, vice-president, treasurer, and secretary. All positions are held by grade 7 students, with the exception of the vice-president (grade 6). In addition, student representatives are elected from grades 3 and up.

The events that the student council coordinates include:

- Dress Down Days
- Food Bank Drives
- Juice Box Recycling Program

The money and donations generated by these events are passed along to worthy Catholic organizations. These organizations include Covenant House, Development & Peace, St. Vincent DePaul Society, the Holy Childhood Association and the Archbishop's Charities. Each year the student council funds a project for the whole school community as a part of their legacy (the outdoor benches, school banner, the large cross in the assembly hall, and the framed picture of the Divine Mercy in the hallway).

2.9. GRADE 7 SCHOOL AWARDS

Awards are given to the graduating class in recognition of their contribution and hard work during their time at St. Edmund's. The awards are as follows:

Christopher Hurst Award – This award is in memory of a young boy who attended St. Edmund's many years ago. It is given in recognition of a student who has overcome challenges in their pursuits of success at St. Edmund's Elementary.

Father A. Galanti Award – As a tribute to our former Pastor, this award recognizes a male student who has shown particular commitment to St. Edmund's Parish, or the spiritual life of the school. Examples of such contributions include altar serving or volunteer work at a parish level.

Sister Margaret Hickey Award – This award is given in honour of Sister Margaret, the last member of her order to teach at St. Edmund's, who dedicated many years of service to our school. The award is given to a female grade seven student who has been committed to service of the school and parish.

Catholic Women's League Bursary – This academic award is given to one male and one female graduating student who will attend St. Thomas Aquinas High School in the coming year. An amount of \$200 is put towards each winner's fees at St. Thomas Aquinas.

School Wide Citizen Award – This award is given to a grade seven student who, over their years at St. Edmund's school, has demonstrated exemplary citizenship through a positive attitude and dedication to the school community.



School Wide Sportsmanship Award – This award is given to a grade seven student who, over their years at St. Edmund's school, has demonstrated exemplary sportsmanship.

Mind, Body, and Spirit Award – This bursary of \$150 is provided by the St. Edmund's Parent's Association. It is awarded to a student who exemplifies well-roundedness in academics, athletics, and spirituality through their involvement in different aspects of school life.

Doris Kaleks Award – This award is named after the long-time Grade 2 teacher of St. Edmund's Elementary. It is given to a student who exemplifies leadership, friendship, and respect for their peers.

Pat Hamilton Award – This award is named after the former principal of St. Edmund's Elementary. It is given to a student who exemplifies achievement in Mathematics.

3. ORGANIZATION, STRUCTURE and PARENT INVOLVEMENT

3.1. GENERAL

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

The organization that allows parents to have input in the operation of the school is the Parish Education Committee (PEC).

3.2. STRUCTURE OF THE CISVA

The Archbishop is the head of the CISVA organization, and is represented by the Board of Directors.

At the school level, the Parish Education Committee is responsible for implementing CISVA Policy (as well as other duties – please see the PEC section).

The principal is responsible for managing the instructional program, as well as student safety. The pastor serves as an advisor on spiritual matters.

3.3. PARENTS' ROLE AND RESPONSIBILITIES

In a Catholic school, the parents, students, teachers and staff form an integral part of the Christian community. The administration, teachers, and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to support the philosophy and policies of CISVA and St. Edmund's School. Parents indicate this by signing the **Statement of Commitment (Appendix A)** as part of the registration process. One copy is meant to be returned with the registration package, the other is for a family's personal records.



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

Parents assist in their child's academic growth and should check the student agenda daily to see that homework and other assignments are completed. Parents are encouraged to take an active part in the operation of the school by participating in school functions and parish fund-raising projects. Parents are expected to attend meetings as required (e.g. Meet the Teacher Night, AGM, Sacramental Meetings, etc.).

3.4. THE PARISH EDUCATION COMMITTEE (PEC)

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

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

3.5. THE PARENT ASSOCIATION COMMITTEE (PAC)

Parents are invited and encouraged to participate in various aspects of the school through our School Parent Association. All parents of St. Edmund's School students are members. Meetings are held monthly, or as needed. A committee has been formed to oversee the activities and ensure that workloads are distributed evenly.

The executive is elected annually and consists of a chairperson, a vice-chairperson, and a secretary/treasurer. Parents can earn participation hours by becoming a class parent and sitting on the PAC. Two parents are required from each grade. The focus of these meetings is generally on planning class-sponsored events (please see the next section).

The Parent' Association also raises money for items that are outside the school budget. In previous years this fundraising has provided computers, playground equipment, a letterpress, building renovations and many other items. We ask that all parents participate with their time, talents and financial support. Whatever we accomplish is for the good of the school and the success of each student.

3.6. CLASS PARENTS

For each grade, there are two to three class parents who 1) assist in communication between the school and families, 2) coordinate the appointed class-sponsored event, and 3) help the teacher get parent assistance for a field trip or activity.



Typically, a class parent will phone other parents about any of the organization of the class sponsored event, a school event, or a class activity. If you miss this call, it is very important that the call is returned. The Class Parent is often used to pass along important information such as meeting times and last minute reminders. In addition, Class Parents are responsible for coordinating all the parents of their grade for their sponsored event (see the **Parent Association Committee** section for the list of these events). It is through these class-sponsored events that the school holds important community functions, and how parents fulfill their mandated hours.

3.7. PARENT PARTICIPATION PROGRAM

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

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

The tuition schedule permits lower fees because of work provided through parent participation. Parents are expected to commit a minimum of 25 hours a year to the school. Parents can be involved in traffic supervision, gardening, maintenance work, the school library or hot lunch program. There are a number of positions which fulfill a family's 25 hour obligation.

Other suggestions for parent participation are welcomed and should be given to the Parent Participation Coordinator. (See **Important Contacts** in this handbook.) If the full participation commitment is not met, the parents must pay a non-participation fee of \$500 for the balance (see **Fees and Tuition** in this handbook). This \$500 has been split into two payments for each half of the year (\$200 on January 1st, \$300 on June 1st), as well as a \$100 payment for the mandatory Class Event. Parents who do not meet their full participation commitment will have their participation fees deducted and may not be able to register at the same participation rate the following year. Parents having difficulty meeting their participation obligation should contact the PEC.

3.8. THE PARENT SUPPORT GROUP (PSG)

The Parent Support Group (PSG) is a necessary parent liaison group between the school and the BC Gaming Commission. The formation of this group meets the eligibility for receiving gaming funds from the BC Gaming Commission. Policy CISVA schools shall establish a Parent Support Group independent of the Parish Education Committee and any other group in the school. The PSG consists of 3 officers who are elected annually. The PSG in accordance with BC Gaming Commission regulations (Gaming Policy and Enforcement Branch) opens its own banking account to receive funds from BC Gaming. The PSG is to follow all the regulations of the Gaming Policy and Enforcement Branch in making applications for gaming funds and the expenditure of funds benefiting students.

3.9. CLASS EVENTS

The classroom events have a long tradition at St. Edmund's, and have special community and spiritual significance to St. Edmund's School & Parish. All families are expected to work two hours contributing to



these events, whether or not they have opted out from the Parent Participation Program. Non-participation in the two mandatory volunteer hours for the PAC classroom events will result in a fine of \$100.00. Below is the list of class events, as well as the Grade(s) assigned to work the event. To allow everyone a chance to get involved, the events are co-coordinated by different grades. These events and the responsible class parents are listed below.

- Grades 5 & 7 Back to School BBQ in September
- Grades 2 & 4 Santa's Breakfast in December
- Grades K & 3 First Holy Communion Reception in May
- Grades 1 & 6 Confirmation Reception (May or June)
- Grade 6 Farewell for Grade 7 Reception in June.

It is expected that each family will volunteer their time to make these events a success! Preparations for the classroom event begin as soon as June of the previous school year. Both Class Representatives will meet and contact the different families in their particular grades. Parents will be asked to select different duties preparing for the event, running the event, or cleaning up afterwards.

4. COMMUNICATION BETWEEN PARENTS and SCHOOL

4.1. INFORMATION TO PARENTS

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

There are two very important **mandatory** meetings during the school year – a **Meet the Teacher** evening held in September and the school's **Annual General Meeting** usually held in February. At these meetings, we review policies and any changes made from previous years, discuss goals for the coming year, and introduce new staff and the PEC. In addition, individual classroom teachers give an outline of the academic program and expectations for their particular grade. Other meetings may be scheduled during the year to keep parents informed. These meetings are an excellent opportunity to express your feedback on how to better improve our school community.

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

We send home a school Newsletter (via email) once a month that contains various reports, opportunities to earn participation hours, and a regularly updated calendar with important dates to remember. Please read it carefully. Extra copies are available in the office. In addition, it is recommended that parents check the web site weekly for additional updates.

4.2. REPORTING

To communicate your child's progress in a formal, documented manner, St. Edmund's will send home 2 formal reports: one in January and a final report in June. Additionally, student learning will be communicated through mid term reports in October and April as well as a Student-Led Conference in February.



The staff at St. Edmund's uses the reporting policy mandated by the CISVA, which was arrived at after much discussion and deliberation. Each subject is broken down into more specific areas of curricular content, skills, and competencies. Student progress in these areas will be described using the "growth-based" descriptors of the following proficiency scale:

- Extending
- Proficient
- Developing
- Emerging

Overall, there is information about a student's strengths, successes, and achievements, as well as challenges and concerns. Each report ends with a summary of goals and a plan of action.

For the first report, parents are to sign the report card cover and return it to the school. At the end of the school year, the final report card is sent home for parents to keep. Parents will receive a mid-term report in the first term in addition to the Parent-Teacher interview which is conducted in early December. Student-Led Conferences occur in mid-February. Other interviews may be scheduled at the request of either the teacher or the parent.

4.3. STUDENT PROMOTION

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

4.4. STUDENT RECORDS

St. Edmund's School complies with Ministry of Education Policies regarding student records. Each student file contains all the reports from the time that student joined St. Edmund's. A student transferring from another school must provide two previous years' report cards, plus (if they have one) the student's Individual Education Plan. When a student transfers from St. Edmund's to another school, their file is sent to the new school. At the end of grade 7, the student file is sent to the high school the student will be attending.

In the case of a student who has had psycho-educational testing, the psycho-educational test is filed separately. Such a report requires the signed consent of the parent to be sent to another school.

4.5. PERSONAL INFORMATION AND PRIVACY

All personal information will be safeguarded according to provincially legislated standards. The school will not disclose personal information to parties not directly involved in school management or the supervision of students, without written authorization from that student's parents. The school will securely store all personal information whether electronic or hard copy.

Photographs of students may appear on the school web site or other promotional materials. If a parent objects to this use of their contact information or their child's image, they do not have to sign the 'Personal Information and Privacy Statement'. (**Appendix B**)



Any concerns or complaints about how your or your child's personal information is collected, stored or used should be raised verbally or in writing with the principal who is the school's "Privacy Manager".

4.6. FAMILY / GUARDIAN CONTACT INFORMATION

At the time of registration, the school collects all necessary family information and contacts (through the registration form and the emergency release form). It is vitally important that the school has correct and up-to-date family information (both in everyday and emergency circumstances). If there are any changes in phone number, address, place of work, or emergency contact information, it is a parent's responsibility to immediately inform the school office in writing.

Any changes in medical information must also be reported to the school office. If this new information includes administering medication, or certain procedures on the part of staff, parents must see the 'medication' section of this policy manual.

4.7. TEMPORARY CHANGE IN GUARDIANSHIP / CUSTODY

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 for any length of time, please provide us with the appropriate information (an alternate phone number, address, the name of the guardian and any change in pick-up) for that period. If there is a change in a custody arrangement, registered copies of court custody documents must be submitted to the school office.

4.8. SCHOOL LOGO

All official school correspondence is marked with the official church letterhead of St. Edmund's Elementary. No other use of the official school letterhead is permitted. The 'Thunderbird' Logo is also the property of the school. Explicit permission from either the principal or the PEC must be received before school letterhead or any school logo is used.

4.9. COMMUNICATING COMPLAINTS/CONCERNS

Our central governing body, the Catholic Independent Schools of the Vancouver Archdiocese, has developed a policy for dealing with complaints. This policy is outlined below, but full details are available in the office. When such issues do arise, the concerned parties are expected to work towards the 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.

The following summarizes the steps which must be followed:

1. The issue must first be dealt with by the persons involved. Meaningful communication must be established at the outset with both parties clearly identifying the issue in dispute. Parties must be open to discussion and make an honest attempt to resolve the issue (keeping in mind that resolution usually involves compromise).
2. If the issue cannot be resolved, the matter must be brought to the attention of the principal of the



school. The principal will clarify the issue, and determine the appropriate policy to be applied. The policies followed will be school and CISVA guidelines. If the issue at hand is confidential, or relates to school policy, the principal should be contacted first.

3. If the principal's resolution is not accepted, the matter may be appealed to the Education Committee. This appeal must be submitted in writing no more than seven days after the principal's decision has been received. The Education Committee will notify the parents and principal of its decision within seven days of meeting.

4. The Board of Directors may consider an appeal of the Education Committee's decision for reasons which the board considers valid and appropriate.

5. Complete details of the policy are available in the Catholic Independent Schools of the Vancouver Archdiocese Policy Handbook (available online through the [CISVA](#) website or at the school office).

5. ADMISSIONS and REGISTRATION

5.1. ADMISSION POLICY

As per the policy of the CISVA, the following is the priority list for admission to St. Edmund's School:

For the purpose of this policy, "practicing Catholics" means individuals who are registered in a parish and attend Sunday Mass regularly; "active in parish" refers to individuals who support the parish by regularly using envelopes and participating in the work activities required of them.

Applications for enrollment will be given preference in the following order:

- Children presently enrolled at St. Edmund's School provided they and their families meet the school's expectations;
- Siblings of children already attending St. Edmund's whose parents are practicing Catholics and active in the parish;
- Children whose parents are practicing Catholics and active in the parish;
- Siblings of children already attending St. Edmund's whose parents are practicing Catholics active in other parishes;
- Children whose parents are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere;
- Children whose parents are practicing Catholics active in other parishes;
- Children whose parents are either not practicing Catholics or are not active in their parish;
- 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 (Note that enrollment of more than 15% non-Catholics in any grade requires the approval of the CISVA board of directors).

5.2. NEW REGISTRATIONS

Parents who are registering for Kindergarten are to contact the school office and complete a registration form, as well as submit supporting documentation. Registrations for the upcoming school year will be collected from



December through to January 31st. After January 31st, families will be contacted for a meeting with the principal. Entrance will be prioritized based on the CISVA criteria listed in the previous section. A child is considered registered once the school office has a complete registration package, supporting documentation, and the initial (non-refundable) deposit of the \$120 registration fee plus the first month's tuition. Please see the following section for a complete list.

After January 31st, the school will continue to accept applications for Kindergarten, provided there is space available. Families who have submitted applications for other grades will be contacted after existing parents have had the opportunity to register.

Once registration has been completed, families will be placed in parent participation jobs.

5.3. REGISTRATION REQUIREMENTS

Parents who are returning must attend the Annual General Meeting at the end of February / beginning of March each year. In addition to receiving information regarding new school policies, parents will pick up their registration packages that evening. Approximately three weeks later, completed registration packages are due at the school office. Registration packages cannot be accepted until all necessary supporting documents have been submitted. The **Registration Package** is available separately from the school office. Parents should submit the following with their registration:

- Registration Form
- Privacy Form
- Pastor's Authorization Form
- Parent Participation Program (PPP) Job Selection Form
- Statement of Commitment - school copy
- Student Emergency Identification Form
- Medical Alert Information Sheet
- Legal Residency of Parent – Form A
- Non-refundable registration fee of \$120 and September tuition
- Ten Post-Dated Tuition Cheques for the school year (1 for each month, from September 1st through to June 1st); or a void cheque to set up direct deposit
- Three Parent Participation Program Cheques dated January 1st
 - One cheque of \$200 (dated January 1st) & one cheque of \$300 (dated June 1st),
 - One \$100 cheque (dated June 1st) for the mandatory class event
- If you decide to opt out of the community building of the Parent Participation Program**, 1 cheque for \$500.00 (Parent Participation Hours) and one for \$100 (mandatory class event). Note: all families must be involved in their classroom event, even if they decide to opt out of the parent participation program.

New families are asked to submit the following additional documentation:

- Photocopy of Birth certificate of the child
- Photocopy of Child Citizenship cards (if a Canadian Citizen)
- Photocopy of Permanent Resident Card (if the family are Permanent Residents)
- Photocopy of Baptismal certificate (if the child is a Catholic)
- Immunization History
- Copy of report card from previous school (if child is transferring from another school)
- If applicable, copies of medical reports pertaining to school achievement (pediatrics, psychological, audiology, etc.)
- Photocopy of BC Care Card
- Photocopy of a utility bill



5.4. HOME SCHOOLED STUDENTS

In response to the Ministry of Education's requirements that home-schooled students be registered with a public or independent school, St. Edmund's will register a maximum of 10 home-schooled students per year. The families of these students will be provided with the services and facilities required by the Ministry. Applications for home-schooling must be made in person.

If a family intends to return to St. Edmund's after a year of home-schooling, it is expected that the family will discuss arrangements with the principal. However, a discussion with the principal does not guarantee that a place will be held for the home-schooled student.

6. FUNDING, FEES AND TUITION

6.1. FUNDING

St. Edmund's School has three sources of funding:

- A Provincial Government Grant equal to 50 % of the operating grant per student received by the North Vancouver public school system the previous year;
- Tuition fees
- St. Edmund's Parish subsidy

As tuition fees and government grants do not cover the cost of running the school, participation in fund-raising is vital to ensure our school operates successfully.

6.2. REGISTRATION / EMERGENCY FEE

A non-refundable registration fee of \$120 per child must be paid each year at the time of registration. This fee helps offset the administrative costs of the registration process, and also includes an annual emergency fee. This fee is used to add and renew school emergency supplies for each student every year (please see the EMERGENCY SUPPLIES section). Please note that a family must pay their \$120 fee immediately upon registration, no matter when students enter the school.

- Incomplete packages will be returned to you so please check your package carefully before leaving it at the office.
- To guarantee placement for your child/children for the school year, complete packages must be received by the registration deadline (normally two – three weeks after the AGM).

6.3. STUDENT ACTIVITY FEE

This fee helps offset the cost of activities such as field trips and physical education workshops (eg. skating, dance). This activity fee can vary in different grades, depending on the number of activities. In grade 7, there is an additional fee when outdoor school is scheduled.

Activity fee Kinder – Grade 3 \$130.00 per child

Activity fee Grade 4 – Grade 7 \$145.00 per child



6.4. TUITION FEES

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

	One Child	Two or more Children
Category 1 Participating Parishioner	\$347.00	\$638.00
Category 2 Non-Participating Parishioner / Other Parish member	\$420.00	\$774.00
Category 3 Non-Catholic	\$489.00	\$910.00

DEFINITIONS OF TUITION CATEGORIES:

Category 1 (St. Edmund's Parishioner)

For purpose of admission to the school, your family is considered to be a member of this parish if you:

- Are a registered parishioner in St. Edmund's
- Attend the Parish liturgical celebrations (both Mass and Sacraments)
- Use the Parish Sunday Envelopes on a regular basis.

Category 2 (Non-Participating parishioners or member of other parishes)

- Authorized by your own pastor to attend this school.

Category 3 (Non-Catholic)

- Not a member of any Catholic parish.

TUITION ASSISTANCE - Some limited financial assistance may be available for families whose financial situation is such that they are unable to pay full tuition fees. Preference will be given to families who are registered with and actively involved in St. Edmund's parish. If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance in helping you meet your tuition payments.

6.5. TUITION FEE PAYMENT

A family can choose to pay their tuition fees in one of three ways:

1. In one cheque dated September 1st. Paying the full annual tuition up front grants families a 2% reduction in their fees.
2. In 10 equal payments, with each post-dated cheque dated the first of each month from Sept. 1st through to June 1st (from September through June). In the event you change banks before your post-dated cheques are cleared, please send replacement cheques prior to their validation date.
3. Direct withdrawal.



The amount of each family's tuition cheques are determined by the category they are in. If a family is in a subsidized category (e.g. Catholic), they are asked to verify this category by submitting the necessary paperwork at the time of registration (Pastor's form).

Due to the continuing expenses of the school, certain procedures are necessary. In the event that a deposited cheque is returned by the School's bank, families are still responsible for the amount of the returned cheque, plus a \$20 service fee. Any unpaid bills or delinquent fees will result in a letter from the school's Bookkeeper, and be added to a family's balance. To have a place in the school guaranteed the following school year, any outstanding debt must be paid before Registration in March.

If a family is admitted to St. Edmund's after the school year has begun, tuition is to include the month of transfer. In the event a family decides to take an extended leave during the school year, tuition must be paid for the absent months to reserve a place for the child upon return.

6.6. NON-PARTICIPATION FEE

The main goal of the Parent Participation Program is to build a school community together. Ideally, each family would be able to fulfill their assigned time commitment. However, we recognize that not every family will be in a position to fulfill the required 25 participation hours per year. In such circumstances, a family may elect to pay a \$500 per year non-participation fee, which is in addition to the tuition fee. This payment is required with your registration package.

For all other parents, two cheques (\$200 dated Jan 1st & \$300 dated June 1st) should be included in the registration package. One cheque will be for the 10 hours in the first half of the school year, and the other is for the 15 hours in the second half of the school year. If a family fails to fulfill their 10 hour allotment for one half of the year, one of the cheques will be cashed.

In addition, all families must submit a single \$100 cheque for the mandatory class event. Please note that even those families opting out of the parent participation program must include this cheque with their registration package. A family will forfeit this fee if they do not participate in their class event.

6.7. INTERNATIONAL STUDENT FEES

For those students who are not Canadian citizens, there is no government grant provided from the Ministry of Education. In such cases, fees are calculated on the appropriate category plus the government grant. At the time of registration, all regular documentation must be submitted (with the exception of a BC Care Card and proof of Citizenship). For international students to be admitted to St. Edmund's, a parent or guardian must be living with the child.

7. SCHOOL PROCEDURES

7.1. SCHOOL AND OFFICE HOURS

08:25 Playground supervision begins*



08:45	School Bell
10:30	Morning Recess
10:45	Return to Class
12:00	Lunchtime*
12:20	Afternoon Recess
12:50	Classes Resume
3:00	Dismissal
3:20	Playground supervision ends*

* A member of the teaching staff provides playground supervision of students before, during, and after school. For safety reasons, students are not allowed to leave the school grounds without permission from the teacher on duty.

On the first Monday of each month students are dismissed at 12:00 pm so that Professional Learning Committee meetings can take place.

7.2. STUDENT PICK-UP AND DISMISSAL

Students are not to leave the school grounds for any reason (other than dismissal) without permission from a parent (either written or given in person). When coming to pick up your child, please report to the office. Please try to schedule doctor, dentist, and other appointments after school hours whenever possible.

All primary children should be picked up by an adult. In the case where this adult is not the usual caregiver, the school must be informed. If this adult is not someone normally recognized by school personnel, then parents are responsible for introducing this person to the school office beforehand. For the sake of student safety, children will not be released to unauthorized adults.

7.3. VISITORS / CLASSROOM DELIVERIES

For the safety of our students, all visitors to the school must enter through the front door and report to the office. All visitors will be asked to sign in, and some visitors will be asked to wear an identifying badge. It is vitally important for school safety that visitors are regulated. For this reason, parents should not enter through the back door, even if they have a pre-arranged appointment with a teacher.

7.4. VALUABLES / CELL PHONES

Although students are consistently supervised, an elementary school is largely an open environment and valuables are not secure. Therefore, students are strongly discouraged from bringing valuable items to school. Specifically, students should not bring large sums of money to school.

Personal entertainment systems or other electronic devices must not be brought to school. They are not only at risk to be stolen, but also a distraction in a learning environment. If a student is bringing a cell phone to and from school, they must have submitted a signed 'cell phone policy' form to their teacher. Once at school, the student is responsible for giving the cell phone to the teacher. This cell



phone may be collected by the student at the end of the day.

Bringing electronics to school will result in confiscation of the item. The item will be returned once the parent approaches the office and is informed of the infraction. Further violations may result in confiscation of the item until the end of June.

Unfortunately, the school cannot accept responsibility for lost or stolen property.

7.5. PARKING LOT PROCEDURES

For the sake of student safety, and well as allowing smooth traffic flow, it is very important that regulations are followed. The following actions are not permitted:

1. Stopping on either side of the main gate on 6th street. If cars park in this area, then it makes it more difficult for oncoming cars to see children. There are **'no stopping'** and **'no parking'** signs as a reminder.
2. Exceeding the posted speed limit of 30 km/hr. The hours of this limit are 8:00 – 5:00 pm. If you witness any drivers speeding around the school area, please inform the office – they will be reported to the RCMP liaison officer.
3. Double-parking, as the road becomes blocked and it inconveniences other motorists
4. Sounding your horn to attract your child's attention – a child will often run into the street at the sound without looking for cars.
5. Parking along Mahon Avenue in front of the school. This area is meant for Fire vehicles in the event of a fire. In case of an emergency, this area needs to be clear. The street is regularly patrolled and parking in unauthorized areas can result in parking fines.

Repeat offenders to the traffic laws will be documented by the school office and followed up with the North Vancouver Police Department.

7.6. SCHOOL CLOSURES

If weather conditions are hazardous, the principal (in consultation with local principals) will decide whether or not to close the school. In the event of a morning closure there will be an announcement on Radio CKNW 980 AM and an email sent out to parents/guardians.

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

7.7. ATTENDANCE

As outlined in the School Act, children are required to be in attendance at school during normal instructional periods. Removing children for vacation trips other than at school breaks is disruptive to a child's learning. The benefit of regular classroom instruction is lost and cannot be entirely regained. Therefore, such absences are strongly discouraged. Where such absences are unavoidable, please try to provide as much advance notice as possible to both the office and the



classroom teacher.

As a Group 1 Independent School, St. Edmund's receives government grants for each full time student. For a student to be considered full time, he or she must be in attendance 135 class days (or 600 hours of instruction) per year prior to May 15 (unless absences are the result of sickness and explained in a medical note). Failure to attend the required number of days will result in a proportionate loss of government funding for the student. As parents/guardians are responsible for students' attendance at school, they must reimburse the school for any amount lost for this reason. In the case of a medical reason, parents will not be assessed (provided a note is sent).

7.8. NOTES FROM HOME

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

7.9. TARDINESS

Regular attendance and punctuality are very important to every student's success. Parents are asked to cooperate in ensuring that their child attends regularly and on time. Continual tardiness is disruptive to the start of the day, not only for the student, but also for the teachers and the class.

Students assemble in the small hall every morning at 8:45 am. The principal makes any morning announcements, which are then followed by Morning Prayer. This early morning school activity is a very important part of the student's day (which is missed when students are late). Students should arrive at school no later than 8:45 am. Otherwise, they are marked late on the attendance form.

7.10. FIELD TRIPS

Field trips are an integral part of the curriculum and an extension of what is being taught in the classroom. The school requires that all activities outside the school/parish site be selected, planned, organized and conducted in the context of the spiritual, intellectual, social, emotional or physical development of students and the safety and security of all participants. Parents must provide a signed consent form for their child to attend any trip, outing, or extra curricular activity.

This consent form should be the specific permission form sent from the school for that particular activity. Payment for most field trips is collected at the beginning of the school year as the activity fee (see the section under **Student Activity Fee**). However, permission forms are sent home 1 – 2 weeks before the actual date of the event.

7.11. LUNCH PROGRAM

Parents are strongly discouraged from dropping off lunches, as it is disruptive to school routines. Additionally, parents should not take their children home for lunch on a frequent basis. Lunchtime



is one of the few opportunities in the day a child has to interact with their peers in a supervised, unstructured environment. This time is important for social development and relationship-forming.

A lunch program is available for parents to order online. The "Hot Lunch" link can be found on the school website.

7.12. SCHOOL PROPERTY

The school lends out such materials as textbooks, library books, team uniforms, and various other materials so students can participate fully in different curricular and extra-curricular activities. Such materials have a number and are assigned to students. The number and condition of such materials is also recorded. It is expected that students will return what was lent to them (with the correct number, and in similar condition). If these supplies are not returned, or damaged, the family is responsible for the cost of replacement or repair.

If a student damages other equipment or property through carelessness or vandalism, families are also responsible for the cost. In such cases, an invoice is mailed to the family and the cost is added to the family's balance.

7.13. PARTY INVITATIONS

Part of our education in forming Christian community is to teach sensitivity to others' feelings and inclusive behaviour. Almost nothing is more divisive in the classroom community than one or two children being left out when a party is being planned. We ask that you be sensitive to this. Please make party arrangements outside of school (over the phone or by mail).

7.14. HEALTHY EATING

St. Edmund's School tries to encourage a healthy lifestyle through good eating habits and being active. Some examples of how the school promotes such behaviour include:

- The annual Walkathon
- Nutrition in the curriculum
- Physical & Health Education Classes
- Extra-curricular Athletics / Intramurals

However, as in any elementary school, exceptions do arise and may include school events such as the Walkathon / Sports Day. As such days are special occasions for students, the school does provide a treat (such as a hotdog or popsicle).

In addition, parents are asked to provide lunches that are as healthy as possible (please avoid fast food, food with many preservatives, etc.). While not all anaphylaxis triggers can be avoided at all times, at our school we strive to create an **allergy-aware environment** in light of the particular needs of our students with respect to these triggers. Please do not send food items containing nuts in your child's snacks or lunches.



8. SCHOOL UNIFORM

8.1. SCHOOL UNIFORM

At St. Edmund's School, there is a mandatory school uniform. There are several reasons for this policy:

Respect for both the individual and school is manifested by a mind-set of "dressing up" for school. Therefore, the uniform has an impact on a student's attitude as well as their behaviour. A neat personal appearance reflects a positive image of our school to the community. It also helps to reduce differences among children in regard to fashion.

The St. Edmund's uniform is based on modesty, neatness, cleanliness and safety. Students are expected to arrive and leave school in uniform each day. Families are responsible for keeping their child's uniform neat and clean in appearance. If clothes get torn or stained, they must be repaired or replaced.

The uniform applies to all students during school hours or at school sponsored activities. Each month there may be a "dress down day" where students may wear clothes connected to the dress up theme. Notification will be sent home for these "dress down days".

Girls - Grades K – 3

White Blouse, short or long sleeved
(with a dress shirt collar)
Navy blue tartan tunic
Navy blue knee socks/
Navy blue tights
Red Crested St. Edmund's cardigan
Black (low heeled) dress shoes

Boys - Grades K - 7

White dress shirt *(with a proper collar)*, short or long sleeved
Navy blue dress pants
Navy blue socks
Navy blue Crested St. Edmund's sweater
Black dress shoes

Girls - Grades 4-7

White blouse, short or long sleeved
(with a dress shirt collar)
Navy blue tartan skirt
Navy blue knee socks/
Navy blue tights
Red Crested St. Edmund's sweater
Black (low heeled) dress shoes

Gym strip for Girls and Boys

(Available year round through the school)
Yellow Crested St. Edmund's T-shirt
Navy blue St. Edmund's gym shorts
White gym socks
Non-marking gym shoes

The St. Edmund's Crested white short sleeved golf shirt may be worn in May, June and September. (On very hot days, students may also be permitted to wear their gym strip during class. In such circumstances, the principal must give explicit permission for students to wear gym strip instead of their uniform.)



The following rules also apply to the St. Edmund's School uniform policy:

- Jewelry must be subdued in nature. Only stud earrings are permitted.
- Make-up is not to be worn.
- Hair accessories must be subdued in nature. eg) plain navy or black hair ties or the tartan hair band from our uniform supplier.

8.2. UNIFORM SUPPLIERS

St. Edmund's exclusive uniform supplier is **Cambridge & Company**, located at 135 – 1305 Welch Street. North Vancouver, BC. Telephone: (604) 924 – 9309. www.cambridgeuniforms.com

Skirts, tunics, and sweaters must be purchased from the supplier above. Parents should buy pants and dress shirts from Cambridge, but may go to other clothing outlets provided that colour and quality standards are met. School gym strip is to be purchased through the school office (not through Cambridge & Company).

Note that the school sells clean, used uniforms at a reduced rate. Please contact the school office for information on our uniform recycling program. Donations of used uniforms are always much appreciated.

The school uniform should be clean, neat and presentable. **All items should be labeled with the child's name** to help identify them should they end up in the Lost and Found.

8.3. PERSONAL GROOMING

In the best interest of all students, staff and families, it is strongly recommended that students refrain from sharing any personal items i.e. hats, combs, and brushes. We ask that parents regularly reinforce this suggestion. This will greatly assist in maintaining a hygienic environment at our school. Parents can also assist by providing regular checks at home for head lice and other contagious annoyances.

9. DISCIPLINE and SAFETY

9.1. STUDENT CODE OF CONDUCT

St. Edmund's discipline philosophy is based around our Catholicity. Good Christian citizenship is encouraged and should be practiced at all times. Everyone in our school community is expected to conduct themselves based on the principles of respect for the rights of others and dignity of all persons in order to promote a safe, caring and respectful learning environment. St. Edmund's follows CISVA Policy 408 "Harassment and Bullying Prevention" and the BC Ministry's Guide: Safe, Caring and Orderly Schools.

A safe, caring and respectful environment is fostered when:

- Parents, students and staff take an active role in promoting acceptance and tolerance of all persons regardless of gender, race, culture, religion, sexual orientation and/or gender identity.



When disciplinary incidents occur, the teacher or principal and students involved will discuss the following questions:

- What do we believe?
- Do you believe that?
- If you believe it, what do you need to change?

Afterwards, where appropriate, the student is asked to 'make it right' (by word and deed) in a meaningful way. This allows the student to compensate for any offence against the class beliefs. There is normally a consequence in line with compensating for the student's actions which also takes into account the student's age, maturity and special needs, if any. Following these steps not only holds a child accountable for their behaviour, but also develops an understanding of the Christian moral code emphasized at our school.

The classroom teacher has primary responsibility for correcting and documenting unacceptable behaviour and minor incidents. While following the Restitution Framework, disciplinary actions may increase as follows:

- Verbal reminder
- Conference with teacher (with possible consequences to 'make it right')
- Conference with Principal and/or parents
- After school detention, or an extended 'time out' during school
- Sending the child home, with the missed class time made up on a weekend.
- Repeated incidents warrant a behaviour contract, which outlines clear expectations and consequences. The behaviour contract is signed by the student, a parent, the teacher, and the principal.

9.2. SERIOUS INCIDENTS

The aim of the school is to encourage the development of self-discipline on the part of the student. However, when an incident is serious and other students are put at risk, it is more important for the behaviour to be corrected quickly. Parents will be contacted in such cases. As stated in the **Statement of Commitment (Appendix A)**, it is the responsibility of the parents to support the school in discipline matters and to follow-up the plan of action with their children. If together, school administration and parents are unsuccessful in altering the behaviour pattern the family may be asked to withdraw the student from school for a specified period of time.

Such cases may include, but are not limited to: causing physical harm to another, theft, vandalism, substance abuse (smoking/vaping, alcohol/drug use), cheating, leaving school property without permission, defiance/disrespect towards an authority figure, violation of electronic device rules, showing or distributing pornographic materials, and serious intimidation (bullying, cyberbullying, harassment).

The principal will inform the Pastor and the Parent Education Committee chairperson in such cases. The child will not be readmitted to classes without a Parent/Teacher/Principal conference. In order for the child to be readmitted to class, the following must occur:

- Students must accept responsibility for their misconduct(s).
- Students must accept, and follow through with, consequences established by the school.
- Students must demonstrate a firm purpose of amendment.



- Parents/guardians of students must accept and support the disciplinary decision(s) of the Administration.

It is important to note that the school has the definitive authority to investigate infractions and determine consequences for students who refuse to comply with school policies and regulations. This authority to investigate includes, but is not limited to, searching lockers and backpacks.

Appeals of school disciplinary decisions follow the same procedure as other complaints. Please see the Communicating Complaints / Concerns section of this policy manual.

9.3. APPEALS OF DISCIPLINARY DECISIONS

Parents may appeal a student's suspension or expulsion according to the following CISVA policy (302) guidelines:

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

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

9.4. ABUSE DISCLOSURE

In circumstances where abuse against a child is suspected, school personnel will contact the Ministry of Children and Families directly. A social worker will then contact the family or guardian directly. No private information regarding the case will be released by the school (except to proper personnel). The school is obliged to cooperate fully with such an investigation.

10. EMERGENCY INFORMATION

10.1. MEDICATION

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



Parents are responsible for administering medication to their children. When possible, medication should be administered outside school hours. If this is not possible, parents should come to the school and administer it. In extreme circumstances, medication can be administered by the school staff but only when a "Request for the Administration of Medication" form is completed and signed by the parent and the prescribing physician. This form is available from the school office.

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

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

Updated Anaphylaxis Policy in **Appendix D**.

10.2. STUDENT EMERGENCIES / INJURIES

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

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

10.3. EMERGENCY SUPPLIES

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

10.4. EMERGENCY PROCEDURES

Over the years, St. Edmund's School has worked to prepare for a possible emergency, such as an earthquake. School staff have developed emergency response procedures including:

- Designation of staff for response functions
- Regular first aid training of staff
- School-wide emergency response and evacuation drills
- Preparation of student identification cards
- Assembling of class comfort kits and first response materials
- Procedures for the safe release of students after a major emergency
- Provisions for care and shelter for those who must remain on site.

Forms for student ID and emergency release are updated each fall, but can be downloaded from the school website or obtained from the school office. It is vitally important that these forms are completed and returned to the school – please ensure that the school office has a copy on file. In addition, if there have been any changes to your emergency information, please submit an updated copy.



An Emergency Planning Committee consisting of parent volunteers and a staff liaison has been in operation for a number of years. This committee meets three or four times a year for planning purposes and organizes work bees to purchase, prepare, inventory, store and restock emergency response resources as per plans. All parents are invited to join this committee, either as standing members or as auxiliary members to help at planned work bees. Please see the **Parent Participation Guide** for more details on the role of parent volunteers.

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

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

In the event of an emergency, students are expected to follow the direction of school staff. Students will be evacuated from the building according to the Ministry of Education Guidelines and attendance will be taken. Please remember that the emergency release of students is a time consuming process that requires patience, cooperation, and calm behaviour.

Please note that if evacuation is not possible from our school, students will proceed to St. Thomas Aquinas school and will be gathered in the gymnasium.

10.5. CRISIS PROCEDURES

An example of a crisis would be a vehicle accident, an assault, a bomb threat, or the death of a member of the community. In such circumstances, the principal will make the judgment as to how to inform the community. In cases where families should be informed before arriving at school that day, the class moms will phone as many families as possible. The remaining families will be informed when they arrive at school. In less urgent circumstances, parents will be informed via a notice directly from the principal.

In most cases, it may not be necessary to inform parents by a letter from the principal, and the school will deal only with those families directly affected. The school has a Crisis Plan in place, with school personnel supported by members of the Emergency Planning Committee.

When you hear a family is coping with the sudden loss of a parent, or other tragic circumstance, please inform the principal as soon as possible. The school will assist in networking among the community to help organize a support system for the family.

11. IMPORTANT CONTACTS

School Secretary – **Alexis DeFreitas** (office@stedmunds.ca)

Principal – **Diana Silva** (dsilva@stedmunds.ca)



PEC Chairperson – **Iolanda Freschi-Organ** (ec.sed@cisva.bc.ca)

Parent Association Chairperson – **Deborah Krzyczkowski**
(classmoms@stedmunds.ca)

Parent Participation Coordinator – **Rosa Dente** (parentparticipationp@stedmunds.ca)

CLASSROOM PARENTS

Phoning parents are available to answer questions about classroom activities and assist the classroom teacher in coordinating volunteers for different class functions. They also phone parents to remind them of important dates and event activities. For contact information, please contact the office.



APPENDIX I: Personal Information Privacy Policy

SAMPLE COPY

The Collection, Use, Storage and Release of Personal Information

Safeguarding your confidentiality and protecting your personal information is a fundamental concern for Edmund's Elementary. The school is committed to meeting or exceeding the privacy standards established by the BC Personal Information and Protection Act governing the collection, use, disclosure and storage of personal information.

To ensure you are informed we have developed the following form. Please initial on the line beside each statement and sign the bottom of the page.

Student Personal Information

initial I consent to having St. Edmund's Elementary collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents work numbers and e-mail address, behavioural, academic and health information, most recent report card, emergency contact name and number, doctor's and dentists' names and numbers, health insurance number and any similar information needed for registration. *This information is required in order to apply for registration for your child at this school and to assist the school in making an informed decision regarding acceptance. It will also allow the school to respond immediately to an emergency. For more information, the privacy manager for St. Edmund's is the Principal of the school and may be reached at 604.988 7364.*

initial I consent to having photographs and work samples of my child(ren) used by St. Edmund's School in a yearbook, newsletters.

initial I consent to having my children's pictures on our school website. Names will not be attached to pictures.

initial I consent to the use of my information if the school prepares family phone lists or class phone lists for different purposes.

Parent Personal Information

St. Edmund's 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 your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will store all electronic and hard copy parent and student personal information securely.

Parent Name _____

Parent Signature _____

Date _____

Privacy Manager

Principal, Diana Silva

604-988-7364

APPENDIX II: PARENT / GUARDIAN STATEMENT OF COMMITMENT

SAMPLE COPY



Family Name: _____

PHILOSOPHY

“Motivated by a Christ-centred vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God’s plan for creation.” From **PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C.** by Catholic Bishops of B.C.

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading young people to be the best they can be.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. **Read them carefully. They ask you to make a commitment to the values and ideals of our school community.** If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor or the Chairperson of the Parish Education Committee who will gladly discuss them with you.

By returning the signed statement with your completed application, you accept the responsibility of this commitment.

- a) Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese



b) All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.

c) Parent/Guardians are expected to support the Religious Education Program and participate in it as required (i.e.: Grade 7 students will participate in Sunday Mass and write a journal as part of the Grade 7 Confirmation program). **All** students will participate in school Masses.

d) Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential

e) **Each family is expected to support and participate in the fundraising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.**

f) Each student is expected to know and follow school policies on behaviour.

g) Parents/Guardians are expected to know and support school policy and procedures.

h) Parents/Guardians are expected to attend the Meet The Teacher Night and the Annual General Meeting, which will focus on the philosophy and goals of our school. Attendance at both of these meetings is mandatory for at least one parent / guardian.

i) Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.



j) Parents/Guardians agree to pay an amount equivalent to the provincial government grant if their child is ineligible for funding because of extended absence.

k) If any of these conditions are not met the school reserves the right to: refuse admission, or remove the student from the school.

l) Please sign both copies. Keep one and return the other with your application.

Please sign and return with your school registration.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

Parent/Guardian's Signature

Date



St. Edmund's
545 Mahon Avenue North Vancouver BC V7M 2R7
Website – www.stedmunds.ca
Telephone (604) 988-7364
Fax (604) 988-7350

Absentee/Tardiness Form
SAMPLE COPY

Date: _____

St. Edmund's Elementary School

Please excuse _____ Grade _____

For being late / absent on _____

As he/she was _____

Sincerely,

Parent Signature



APPENDIX IV:

St. Edmund's Elementary Anaphylaxis Plan

A. Introduction

Our school anaphylaxis plan is designed to ensure that students at risk of anaphylaxis are identified, that strategies are in place to minimize the potential for accidental exposure, and that staff are trained to respond in emergency situations.

Our school anaphylaxis plan must be read and implemented in conjunction with the CISVA's Anaphylaxis Policy. All members of the school community are required to read and adhere to the CISVA's Anaphylaxis Policy.

Specifically, our plan implements in our school community the following items as mandated in the CISVA's Anaphylaxis Policy:

- (a) a process for identifying anaphylactic students;
- (b) a process for keeping a record with information relating to the specific allergies for each identified anaphylactic student;
- (c) a process for establishing an student emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student's record;
- (d) procedures for storing and administering medications, including procedures for obtaining preauthorization for employees to administer medication to an anaphylactic student; and
- (e) an education and communication plan to inform the whole school community of their roles and responsibilities with respect to creating an allergen-aware environment.

B. Anaphylaxis Triggers

It is important to be aware of the common sources of anaphylaxis triggers in allergic children. These can include:

Foods which are common sources of anaphylactic reaction	Other possible sources in prepared foods	Non-food sources



<ul style="list-style-type: none"> · Peanuts/peanut butter/peanut oil: the most prevalent among students · Tree nuts: hazelnuts, walnuts, pecans, almonds, cashews · Sesame seeds & sesame oil · Cow's milk and dairy products · Eggs · Fish · Shellfish · Wheat · Soy · Bananas, avocados, kiwis and chestnuts for children with latex allergies 	<ul style="list-style-type: none"> · Cookies · Cakes · Cereals · Granola bars · Candies 	<ul style="list-style-type: none"> · Play dough (may contain peanut butter) · Scented crayons and cosmetics · Peanut-shell stuffing in "bean bags" and stuffed toys · Wild bird seed, sesame · Insect venom (bees, wasps, hornets, yellow-jackets) · Rubber latex (gloves, balloons, erasers, rubber spatulas, craft supplies, balls) · Vigorous exercise · Plants such as poinsettias for children with latex allergies · Perfumes and scented products
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While not all anaphylaxis triggers can be avoided at all times, at our school we strive to create an allergy-aware environment in light of the particular needs of our students with respect to these triggers.

C. Student Emergency Response Plan

Through the use of the Student Emergency Response Plan, our school will identify children at risk, keep records with information relating to each student with anaphylactic allergies, and ensure there is a plan in place to support that student in the event of an anaphylactic reaction.

At the time of registration (yearly), all parents will be asked to identify on registration materials whether or not their child has any anaphylactic allergies. Parents of children with anaphylactic allergies will be required to fill out the Student Emergency Response Plan, which will be included with the registration materials (copy attached as Appendix A). Notably, this Student Emergency Response Plan requires the signature of the child's physician.



A copy of this Emergency Response Plan will be kept in the School Principal's office as part of the student's permanent school record. Additional copies will be given to the student's teacher to be kept in the student's classroom for access by all those with supervisory care of the student, including occasional teachers. Finally, copies of each child's Student Emergency Response Plan will be available in the staff room, first aid, and next to any location where auto-injectors are stored in the school.

All parents must advise the School Principal of any changes in their child's health that would impact any of the information provided in the Student Emergency Response Plan, and the Student Emergency Response Plan must then be updated to reflect that new information. It is the parents' responsibility to communicate this information to the School Principal in a timely manner.

D. School Emergency Response Plan

In addition to each individual child's Student Emergency Response Plan, the school has a broader School Emergency Response Plan to ensure an appropriate and timely response in the event of an anaphylactic reaction. That plan includes the following items.

(i) Storage and Provision of Medications

Children at risk of anaphylaxis who have demonstrated maturity should carry one auto-injector with them at all times and have a back-up available in the school. The location of the student's personal auto-injector (i.e. in a fanny pack on the student or in a backpack in the classroom) should be disclosed to the student's teacher and noted on the Student's Emergency Response Plan.

The school will keep auto-injectors stored in the First Aid Room, near the office.

Posters that describe the signs and symptoms of anaphylaxis and how to administer an auto-injector will be placed in relevant areas (first aid room, office, staff room, classroom) and will always be placed next to the auto-injector itself.

Additional auto-injectors will be brought on all field trips, along with copies of students' Student Emergency Response Plans.

Twice-yearly, the School Principal will check all stored auto-injectors on school property to ensure the medication has not expired. The School Principal will keep a record of these twice-yearly checks.

(ii) Training



The School Principal will ensure that yearly training will be provided to all staff that may be in a position of responsibility for students with severe allergies and anaphylaxis. This training will be provided by a Public Health Nurse and will provide a review of the appropriate emergency response protocols in the event of an anaphylactic reaction.

Specifically, this training will include the following elements:

- Symptoms of anaphylaxis
- Procedures when a reaction is occurring, namely:
 - o Administer the Epi-Pen without hesitation
 - o Have someone call 911
 - o The student should rest quietly and should not be sent to the office
 - o Help the student to remain calm and breathe normally. An adult must stay with the student.
 - o Call the parents/emergency contact
 - o Observe and monitor the student until the ambulance arrives
 - o If symptoms persist, administer a second Epi-Pen 10-20 minutes after the first, to a maximum of 3 doses.
- How to administer auto-injector
- Protocol for calling 911

(iii) Incident Debriefing

Following treatment for an anaphylactic response, the staff will debrief and review the school's response. The school will also report to the CISVA Superintendent's office in aggregate form the number of anaphylactic incidents (e.g. the number of students with anaphylaxis, the number of students where epinephrine was administered, and who administered it).

E. School Communication Plan

Our entire school community is responsible for ensuring that we maintain an allergen-aware environment. In order to ensure all members of the school community are aware of the importance of ensuring the safety of all students with allergies, our school has a communication plan.

All letters and notices sent pursuant to this communication plan will include the following elements:

- A request that parents and students make respectful choices



- Information educating parents and students on the potentially lethal outcomes of severe allergies and the specific allergens known to be a concern at the school
- A focus on the importance of hand washing
- A request to discourage teasing.

Our school communication plan may include the following items:

1. Posters/Signage:

- “Allergy-Aware” Posters in the school informing school community members of known anaphylaxis allergies (listing the specific known allergens)
- Classroom-specific “Allergy-Aware” Posters posted in classrooms of children with known anaphylaxis allergies (listing the specific known allergens)
- Posters throughout the school reminding all students to be safe, not share food, wash their hands before eating, only allow their own food on their desks, and clean up their spills.

2. School Principal Messaging:

- The School Principal will send letters/messages home to the parents at regular intervals throughout the school year reminding them of the presence of anaphylactic children in the school and requesting they refrain from sending known allergen items to school with their child.
- These letters/messages will also emphasize the importance of clearing any food brought for special occasions with the School Principal to ensure no allergens are present and/or students with special dietary restrictions are accommodated.
- Prior to school-sponsored special events, the School Principal will work with the parents of students with known allergens to ensure there is minimal exposure to those allergens

3. School assemblies/classroom instruction:

- Students will be educated about anaphylaxis in both classroom and school-wide setting as appropriate.
- Such education will emphasize the importance of washing hands, not sharing food, and showing respect for all students.

F. Roles and Responsibilities



At our school, we acknowledge that anaphylaxis management is a shared responsibility that includes all members of our school community: the allergic children, their parents/guardians, teachers and staff, the school principal, and all students. We strive to fulfill our respective roles and responsibilities as outlined in the CISVA's Anaphylaxis Policy, and together aim to increase awareness of life-threatening allergies with the goal of avoiding any serious incidents so that all children can be safe at school.