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# St. Matthew's Elementary School

## Parent Handbook

16065 88th Avenue, Surrey, BC V4N 1G3

Phone: 604.589.7545 ♦ Fax: 604.589.7113

Email: [office@stmatthewselementary.ca](mailto:office@stmatthewselementary.ca) ♦ Web: [www.stmatthewselementary.ca](http://www.stmatthewselementary.ca)

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# 1.0 School History

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It had been the cherished dream of past Pastors and the many parents of St. Matthew's Parish to create a parish school to ensure a Christian education for the children of our Parish. Founded in 1984, St. Matthew's Parish has grown with its community over the years. It is with a great sense of pride and accomplishment that the parish continues to grow with the addition of St. Matthew's Elementary School. This school will provide the community with Christian leaders, responsible citizens and life-long learners for years to come.

## 1.1 Catholic Independent Schools Vancouver Archdiocese (CISVA) Mission Statement

The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God. The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential. The Catholic School strives to develop Christian leaders, responsible citizens and life-long learners.





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## 2.0 Philosophy

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St. Matthew's Elementary School serves to promote the growth and development of the spiritual, intellectual, physical, emotional and social attributes of each individual. This growth and development is in turn closely linked with the thought that all students will eventually become responsible members of the Christian community, sharing the knowledge and love of God.

As outlined in the Policy and Reference Manual of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA), the formal task of a school is defined as being not only an institution for education, but also as a place to outline the ethical dimensions for the precise purpose of arousing the individual's inner spiritual dynamism and aiding in the achievement of moral freedom which alone can give meaning to the value of human life.

It is then our task to provide a synthesis of culture and faith, and a synthesis of faith and life. We recognize this integration as a lifelong process of conversion and St. Matthew's Elementary School must remain an active force during the systematic formation of our students' developmental stages.

### 2.1 School Purpose Statement

St. Matthew's Elementary School provides an excellent academic program in a Christ centered environment. Parents, educators and the entire community collaboratively work together to foster spiritual, intellectual, emotional, social and physical growth in each student.

### 2.2 Core Values

REVERENCE RESPECT RESPONSIBILITY

At St. Matthew's Elementary School Reverence, Respect and Responsibility are core values that are expected of all parties within the total community: children, parents and staff.

## 2.3 School Structure

St. Matthew's Elementary School is a Roman Catholic School under the direction of the Catholic Independent Schools of the Vancouver Archdiocese.

The St. Matthew's Elementary School Parent Handbook is in compliance with and is subordinate to the Policy & Procedures of the CISVA. Please consult the CISVA website (<http://www.cisva.bc.ca>) for designated policies that govern CISVA schools. St. Matthew's Elementary School serves the educational needs of the children of St. Matthew's Parish.

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

The Pastor of St. Matthew's Parish is the Spiritual and Executive Director of St. Matthew's Elementary School. He is supported in this mission by an elected Education Committee as provided under "The Guidelines for Structure of our School Administration under the Catholic Independent Schools of the Vancouver Archdiocese". These guidelines assign the responsibility of the day-to-day administration of the school to the Principal, who is the organizer of the school community.

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# 3.0 Admissions

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## CISVA Policy #401 Admissions

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it (Declaration on Christian Education, Vatican Council 11, No.3).

1. Families shall read and sign the Statement of Commitment prior to being accepted into St. Matthew's Elementary School.
2. For the purposes of admission to the school, "practicing Catholics" shall mean those individuals who are registered at St. Matthew's Parish and attend Sunday Mass regularly. "Active in the Parish" shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

### Priorities for admission into St. Matthew's Elementary School

3. Children presently enrolled in the school if they and their families meet the expectations of the school.
4. Siblings of children already in the school, whose families are practicing Catholics active in the parish.
5. Children whose families are practicing Catholics active in the parish.
6. Siblings of children already in the school whose families are practicing Catholics active in other parishes.
7. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere.

8. Children whose families are practicing Catholics active in other parishes.
9. Children whose families are either not practicing Catholics or not active in their parishes.
10. Non-Catholics. Enrollment of more than 15% non-Catholics in Grades K-3, and/or Grades 4-7 must be reported to the Superintendent's Office by October 1st. Reasons why the 15% has been exceeded will be outlined by the school administration to the Superintendent's Office. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

In the spring of each year the school shall review all the applications for registration and re-registration for the following school year. Our priority of registration, including the acceptance of siblings, will be given to a child or children of parents who meet the criteria of "practicing and active parishioners" in the parish of St. Matthew's.

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## 4.0 School Fees

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

It is in the spirit of community building that all parents are expected to be participating members of the parish. Participation not only includes weekly use of offertory envelopes, but also participation in the various ministries of the parish.

School fees are paid on a parishioner, non-parishioner or other basis. Families who are not using offertory envelopes on a regular basis and have not spoken to the pastor will be assessed non-parishioner or other fees. All information concerning contributions is held in confidence by the pastor.

### Definitions

#### Category 1 (Parishioner)

- Member of the Parish.
- Authorized by the pastor to attend the school.

#### Category 2 (Non-Parishioner)

- Not a member of the parish. Member of another Catholic parish.
- Authorized by your own pastor to attend this school.

#### Category 3 (Other)

- Not a member of any Catholic parish.

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

Parish schools within the Archdiocese serve the parish to which the school is affiliated. Each year, the parish subsidizes the school financially to balance the school's budget.

### Payment Terms

A family chooses one of the following tuition payment plans:

11. Pre-authorized debit dated September 1st to June 1st.
12. One advance payment by cheque, dated September 1st with a 2.5% discount of total tuition.

### Insufficient Funds

If a NSF cheque is returned to the school by the bank, an additional charge of \$25 will be levied to the family.

All payments for tuition must be made by cheque or money order. All payments must include proper names of students on each cheque or money order. Parents are responsible for paying the government grant if the school does not receive the grant due to the child being enrolled in another government recognized school (e.g. Montessori Kindergarten).

Tax receipts will be issued for a portion of the tuition fee paid.

### Other fees that will be paid over the course of the year

|  |        |
|--|--------|
| Uniforms   | May    |
| School Supplies (Edu-Pac)  | June   |
| Parent Participation Fee   | July   |
| Activity Fees, Workbooks & Equipment, Bibles,<br>Recorders and Earthquake Kits | August |

## 4.1 Early Withdrawals

Written notification is required one month prior to date of termination of student attendance. If written notification is not received one month prior to date of termination of student attendance, tuition for that month will not be refunded. Please note that registration fees are non-refundable.

## 4.2 Financial Assistance

If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance to help you meet your tuition payments. The pastor, on a case-by-case basis, will determine the assistance to a family in need.

## 4.3 Re-registration

Re-registration of current students (and their sibling's even if new to the school) occurs within the following guidelines:

13. Registration forms are sent out in February/March.
14. All required forms must be returned to the school office within two weeks of the forms being sent.
15. All outstanding fees must be paid with the return of the forms.
16. A non-refundable registration fee for the new school year must be paid at the same time as the forms are returned.
17. Post-dated tuition cheques for the forthcoming school year must be submitted along with the completed forms.

If siblings of enrolled students do not submit their applications at the time, they lose their priority status. Siblings of non-Catholics cannot be given priority over Catholics.

### Application/Re-registration Fees

A \$50 Application Fee per application is charged and is non-refundable.

A \$75 Registration/Re-registration Fee per family for every Registration/Re-registration submitted is charged and is non-refundable.

Note: Upon acceptance into the school, application fees are applied against registration fees.

## 4.4 Outstanding Fees or Materials

Any and all outstanding fees owed to St. Matthew's Elementary School must be paid in full. We reserve the right to withhold acceptance of registration for the coming school year until these matters are settled, i.e. outstanding fees, equipment, school and library books, Parent Participation fees and loss or replacement of damaged goods.

## 4.5 Registration

Following the re-registration of current students in March of each year, applications from new students will be received. When an Application for Admission is received an interview with the Principal, Pastor and a PEC member will be arranged. At the conclusion of the interview process, the Principal, Pastor and PEC member will make decisions regarding acceptance and non-acceptance.

Successful applicants will have one week from the date of notification of acceptance to complete the registration.

Completion of registration requires that:

18. All registration forms be returned.
19. Registration fees be paid.
20. Post-dated tuition cheques for the upcoming school year be received by the school secretary.

Completion of all documentation for new registrants will be acknowledged by mail or phone. Unsuccessful applicants will be notified by mail as soon as possible.



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# 5.0 School Procedures

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## 5.1 Absence and Lateness

Parents should make a sincere effort to have their children attend classes regularly to avoid interruption of teaching programs and to ensure that their children are on time for school in the morning. It is the parents' responsibility to ensure that children arrive at school on time. Perpetually late students are in breach of the student Code of Conduct and parents are in breach of their Family Statement of Commitment. If there are issues that arise which create chronic tardiness, parents must contact the Principal to discuss the matter further.

Notes are required on the day of appointment or earlier to advise the teacher of a child's absence due to any medical or dental appointments. Parents must come to the school office to have their child excused from class.

## 5.2 What to do if your child is absent or late

The office must be notified before 9:00 AM by phone, written note or email if your child(ren) will be absent or arriving late for any reason. Children are considered late if they are not in their line-up by the 8:40 AM bell. You have two options for notifying school authorities of the reason for the absence:

- Phone call (which must be followed up by written note or email)
- Email or absentee link on the school website

If a notification is not received, the secretary will begin calling the homes of all students not at school. This Early Alert System will ensure the safety of the children and cooperation of the parents is requested.

## 5.3 Visitors

During school hours, parents and visitors must report to the school office. If you are volunteering in the school you will need to sign in at the office and pick up a Parent Volunteer tag to wear. When you leave you will need to sign out and return the tag. Lunches, uniforms, forgotten work or supplies must be left at the office with the child's name and grade.

The main children's washrooms are out of bounds for parents and visitors during school hours and events. After reporting to the office, parents and visitors will be directed to an available alternate washroom upon request.

## 5.4 Holidays During School Time

Absences for reasons other than illness must be kept to a minimum, so please try to schedule holidays during school breaks. Loss of school time may jeopardize the child's year and usually results in missing new concepts taught during his/her absence. Formal permission to take a child out of school should be sought from the Principal before arrangements are made.

It is the responsibility of the parents to ensure that any class assignments missed during your absence are attended to upon your return. Further, it should not be expected that the teacher provide you with materials prior to your holiday.

In order to receive the government grant a child must be in attendance for a specified number of days during the year. If a child were to miss too many days due to holidays this could jeopardize reception of the grant, in which case the parents will be held responsible to pay the balance.

## 5.5 Snow Days

In the event of school closure due to severe weather, please listen to CKNW (980 AM), or visit our school website ([www.stmatthewselementary.ca](http://www.stmatthewselementary.ca)) for details. If the school will be closed, an announcement will be made between 6:00 AM and 7:00 AM and repeated often. Please do not call the school.

## 5.6 Unexpected School Closures

If the school needs to be closed, before or during school hours, due to any unforeseen circumstances (e.g. lack of power/heat/flooding, etc.) you will be contacted through an email blast. Postings will also be made on our school website.

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# 6.0 Schedules

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## 6.1 School Bell Schedule

The organization of the school day is marked by the ringing of the school bells with the schedule as follows:

|               |                       |
|---------------|-----------------------|
| 8:40          | School day begins     |
| 10:15 - 10:30 | Morning recess        |
| 12:05 - 12:35 | Noon recess           |
| 12:35 - 12:55 | Lunch break           |
| 2:45          | Prepare for dismissal |
| 2:50          | Dismissal             |

Classroom timetables are developed by, and remain the responsibility of individual teachers. Subject requirements for each grade and the amount of time required for study are dictated by BC Ministry of Education policies.

At the beginning of each school year, individual teachers determine their timetables and submit them to the Principal for approval. Changes may occur at the discretion of the teacher under the supervision of the Principal.

## 6.2 School Calendar 2018-2019 (subject to minor changes)

| <b>September 2018</b> |                                      |
|-----------------------|--------------------------------------|
| Tuesday, September 4  | School Opens 8:40 am - 12:15 pm      |
| Friday, September 21  | Feast of St. Matthew                 |
|                       |                                      |
| <b>October 2018</b>   |                                      |
| Monday, October 8     | No School - Thanksgiving Holiday     |
| Friday, October 19    | No School - Professional Development |
|                       |                                      |
|                       |                                      |
| <b>November 2018</b>  |                                      |
| Thursday, November 1  | All Saints Mass - 9:00 am            |
| Friday, November 9    | No School - Professional Development |
| Monday, November 12   | No School - Remembrance Day Holiday  |
|                       |                                      |
| <b>December 2018</b>  |                                      |
| Sunday, December 2    | Advent Begins                        |

|   |  |
|---|--|
| Tuesday, December 4                           | Communicating Student Learning Progress Reports Term 1 Go Home           |
| Thursday, December 20                         | Christmas Presentation   |
| Friday, December 21                           | Last Day of School before Christmas Break<br><i>School Ends 12:15 pm</i> |
| <b>January 2019</b>                           |  |
| Tuesday, January 8                            | School Resumes after Christmas Break                                     |
|   |  |
| <b>February 2019</b>                          |  |
| Friday, February 8                            | Student Led Conferences  |
| Thursday, February 14 and Friday, February 15 | No School - Catholic Educators' Conference                               |
| Monday, February 18                           | No School - Family Day Holiday   |
|   |  |
| <b>March 2019</b>                             |  |
| Wednesday, March 6                            | Ash Wednesday Mass - 9:00 am   |
| Friday, March 15                              | Last Day before Spring Break   |
|   |  |
| <b>April 2019</b>                             |  |
| Monday, April 1                               | School Reopens   |

|                    |  |
|--------------------|--|
| Tuesday, April 9   | Communicating Student Learning Progress Reports Term 2 Go Home |
| Friday, April 19   | No School - Good Friday Holiday                                |
| Monday, April 22   | No School - Easter Monday Holiday                              |
| Thursday, April 25 | Spring Presentation  |
|                    |  |
| <b>May 2019</b>    |  |
| Friday, May 3      | Walkathon (School ends 12:15 pm)                               |
| Sunday, May 15     | Mother's Day   |
| Friday, May 17     | No School - Professional Development                           |
| Monday, May 20     | No School - Victoria Day Holiday                               |
|                    |  |
| <b>June 2019</b>   |  |
| Friday, June 7     | No School - Staff Planning Day                                 |
| Friday, June 14    | Fun Day - School Ends at 12:15 pm                              |
| Friday, June 21    | Talent Show  |
| Tuesday, June 25   | Grade 7 Farewell Mass and Celebration                          |
| Thursday, June 27  | Last Day of School - School Ends at 12:15 pm                   |

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# 7.0 Student Supervision

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## 7.1 Student Drop Off and Pick-up Policy

### Morning Drop-Off

Adult (parent volunteer) supervision of St. Matthew's students begins at 8:10 am each morning. From 8:10 am until the bell rings at 8:40 am students are to remain outside the school building under the supervision of the volunteer supervisor(s). Students are permitted to wait in 1 area:

- (1) The coned-off parking lot area close to the grass field

Students are not allowed to be on the "Big Toy" structure before school due to safety concerns.

Students dropped off or arriving earlier than 8:10 am are not permitted inside the school and no supervision will be provided to those students dropped off before 8:10 am.

Students are only permitted inside the school before 8:40 am for the following reasons:

- (1) If they are part of a sports team and/or club that holds morning practices or,
- (2) In the event of **heavy rain or other extreme weather conditions** (to be determined by the principal or a designate). Students **will** remain outside in moderate or light rain. Students are asked to dress appropriately for the weather (hoods, jackets, umbrellas are recommended during inclement weather).

### After School Pick Up

All St. Matthew's students are expected to be picked up on time when the school bell rings at 2:50 pm.



If students are not picked up by 3:05 pm the following will occur:

For the first time:

(1) A call will be made to the parent(s)/guardian(s).

If this occurs a second time then:

(2) A call will be made to the parent(s)/guardian(s) **and,**

- A letter will be sent home with the child notifying the parent(s)/guardian(s) of the correct pick up time and,
- **for every 5 minutes that the student is not picked up \$5.00 will be charged to the parent(s)/guardian(s)**

## 7.2 Recess

During outdoor recess students must go outside. Parents should ensure that their child(ren) are dressed appropriately for the weather. Students must ask for a hall pass from the teacher supervisor in order to enter the school building before recess is over (e.g. washroom).

Recess will be held indoors when there is extreme weather or for other special circumstances.

## 7.3 Lunch Routines

Children are expected to bring nutritious snacks and lunches. Parents delivering lunches must leave them at the office prior to the lunch bell.

If a child is to go home for lunch, parents must send a note to the teacher. Parents are to report to the office to meet their child and sign out their child.

## 7.4 Student Sign In/Sign-out Procedures

If a student arrives late or departs early from school between 8:40 AM and 2:50 PM they must sign in and out:

### Sign In

Students must stop at the office to receive an admittance slip to be given to the teacher upon arrival at class.

### Sign Out

21. Parents must arrive at the office to sign out his/her child.
22. The office will contact the classroom teacher to dismiss the student.
23. The student will proceed to the office to meet the parent.
  - 23.1. Students will not be dismissed unless the parent signs his/her child out at the office.
  - 23.2. Students will not be dismissed to any other person other than the parent, unless the parent gives permission. In this instance, the office must receive prior written/verbal consent.

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## 8.0 Health & Welfare

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The Ministry of Health provides access to a consultant school nurse (nurse does not remain on school property) whose role is essentially that of a community health nurse. The school nurse may serve as a resource for teachers and other school authorities for questions that arise pertaining to the individual health of a student or the health of the school community.

### 8.1 Pet Policy

Due to the risk for infection, and injury as well as allergy concerns, and to ensure the safety of our children and all members of the school community: all animals and pets of all shapes and sizes are not permitted on school property and during all school related events, without the written permission from the school principal. Service animals are, of course, permitted as needed.

### 8.2 Illness or Injury While at School

The school maintains a “Health Room” in the administrative office. This in no way implies that the school maintains any expertise in the care of the injured or sick. This room is provided

predominantly as a quiet room where a student may rest until the notified parent arrives to take the child home.

In an emergency situation, school staff will act in the child's best interests and the parents will be notified as soon as possible. It is very important to have telephone numbers of two contact people, other than parents, in case of emergency.

All head injuries will be reported to the parents or designated contact immediately.

All accidents resulting in significant injury must be properly documented on an Accident Report Form.

## 8.3 Other Notifications

Please make sure you inform the school immediately if your child has been treated for lice so that we can check the other children in the class and school if necessary.

## 8.4 Communicable Diseases

When children work and play together in groups, it provides an opportunity for the spread of a number of childhood diseases such as pink eye, chicken pox etc. that can be passed on from one child to the next. It is important that these diseases be prevented or, if they do occur, that they are recognized quickly and steps taken to stop them from spreading (Fraser Health website, 2006). The school should be notified immediately parents are aware of any of these communicable diseases.

School staff will consult accordingly with the local Public Health Unit in regards to appropriate measures to prevent disease and control disease outbreaks.

In the event that a student at St. Matthew's Elementary is identified with a potentially serious communicable disease, specific direction will be sought from Public Health, and the resultant information will be shared with parents in a timely manner.

## 8.5 Medications

If a child needs to receive medication at school it should be put in a plastic bag (with the child's spoon, if required) and left with the secretary at the office where she supervises the child's self-administration at the appropriate time with the parent's written consent.

It is the parents' responsibility to inform the school of any changes to the medication needs of their child. If necessary, parents must update information contained on emergency forms kept on file in the school. As well, parents are responsible for ensuring that when their child is on a field trip, that they provide medication and review medication needs with the supervising teacher.

## 8.6 Administration of Medications

CISVA Policy #406 Student Health

Except in emergency situations, the office staff will supervise the self-administration of medications to students only if the following conditions are met:

24. The medication is required while the child is attending school.
25. The parent has requested the school's assistance and has signed a release concerning administration by the school.
26. Written authorization has been received from an attending physician.
27. The public health nurse has been informed so that she may complete a Medic-Alert Card.
28. The staff has received adequate instructions from the public health nurse and parent concerning the administration of the medication.

In the interests of the health and safety of the child as well as the legal responsibilities of the school, complicated medicine administration schedules should be avoided even if this may require the child to be absent from school for a short period of time.

In the case where it is anticipated that a child may require a medication schedule for a prolonged period, both teachers and parents should be aware of this policy to allow adequate time to ensure compliance with this policy and proper instruction to supervisory personnel.

## 8.7 Testing Lead Content in Drinking Water

### *Ministry of Education Policy Statement*

Independent school authorities are responsible for ensuring the overall safety of their facilities, including, the quality of drinking water within their systems and plumbing. Independent school facilities must comply with the enactments of British Columbia, including those relating to health, safety, and water quality.

In accordance with the B.C. Ministry of Education guidelines for Independent schools, St. Matthew's Elementary will test for lead content in drinking water in our school facilities, by using a fully qualified and licensed third party agency, on an annual basis, to ensure it meets provincial requirements established by the Ministry of Health, such as the Guidelines for Canadian Drinking Water Quality for lead.

## 8.8 Anaphylaxis Policy

### 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 followings items as mandated in the CISVA's Anaphylaxis Policy:

23.1.a process for identifying anaphylactic students;

23.2.a process for keeping a record with information relating to the specific allergies for each identified anaphylactic student;

23.3.a process for establishing a student emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student's record;

23.4.procedures for storing and administering medications, including procedures for obtaining preauthorization for employees to administer medication to an anaphylactic student; and

23.5.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:

| <b>Foods which are common sources of anaphylactic reaction</b>  | <b>Other possible sources in prepared foods</b>  | <b>Non-food sources</b>   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Peanuts/peanut butter/peanut oil: <b>the most prevalent among students</b></li> <li>• Tree nuts: hazelnuts, walnuts, pecans, almonds, cashews</li> <li>• Sesame seeds &amp; sesame oil</li> <li>• Cow’s milk and dairy products</li> <li>• Eggs</li> <li>• Fish</li> <li>• Shellfish</li> <li>• Wheat</li> </ul> | <ul style="list-style-type: none"> <li>• Cookies</li> <li>• Cakes</li> <li>• Cereals</li> <li>• Granola bars</li> <li>• Candies</li> </ul> | <ul style="list-style-type: none"> <li>• Play dough (may contain peanut butter)</li> <li>• Scented crayons and cosmetics</li> <li>• Peanut-shell stuffing in “bean bags” and stuffed toys</li> <li>• Wild bird seed, sesame</li> <li>• Insect venom (bees, wasps, hornets, yellow-jackets)</li> <li>• Rubber latex (gloves, balloons, erasers, rubber spatulas, craft supplies, balls)</li> </ul> |

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Soy</li> <li>• Bananas, avocados, kiwis and chestnuts for children with latex allergies</li> </ul> |  | <ul style="list-style-type: none"> <li>• Vigorous exercise</li> <li>• Plants such as poinsettias for children with latex allergies</li> <li>• Perfumes and scented products</li> </ul> |
|---|--|--|

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 complete the Student Emergency Response Plan which 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 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 will carry one auto-injector with them **at all times** and have a back-up available in the school. Children should carry their auto-injector with them **while they are in their classroom, in gym/music classes, at the church, outside at recess, at a sporting/club event or offsite at a field trip.** Parents of students who do not have their auto-injector with them **at all times** will be phoned for the auto-injector to be brought to school.

Students without their auto-injector **will not** be permitted to attend field trips and/or sporting events.

The school will keep the back-up auto-injector stored in the school office.

Posters that describe the signs and symptoms of anaphylaxis and how to administer an auto-injector will be placed in relevant areas (classrooms, office, staff room, lunch room) 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 (or designate) 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 a yearly training session on anaphylaxis and anaphylactic shock will be held for all school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (e.g. food service staff, volunteers, bus drivers, custodians).

Experts (e.g. public health nurses, trained occupational health & safety staff) will be consulted in the development of training policies and the implementation of training. Training will be provided by individuals trained to teach anaphylaxis management.

Specifically, this training will include the following elements:

- Symptoms of anaphylaxis
- Procedures when a reaction is occurring, namely:
  - Administer the Epi-Pen without hesitation
  - Have someone call 911
  - The student should rest quietly and should not be sent to the office
  - Help the student to remain calm and breathe normally. An adult must stay with the student.
  - Call the parents/emergency contact
  - Observe and monitor the student until the ambulance arrives
  - 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.

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# 9.0 Parking/Traffic Flow

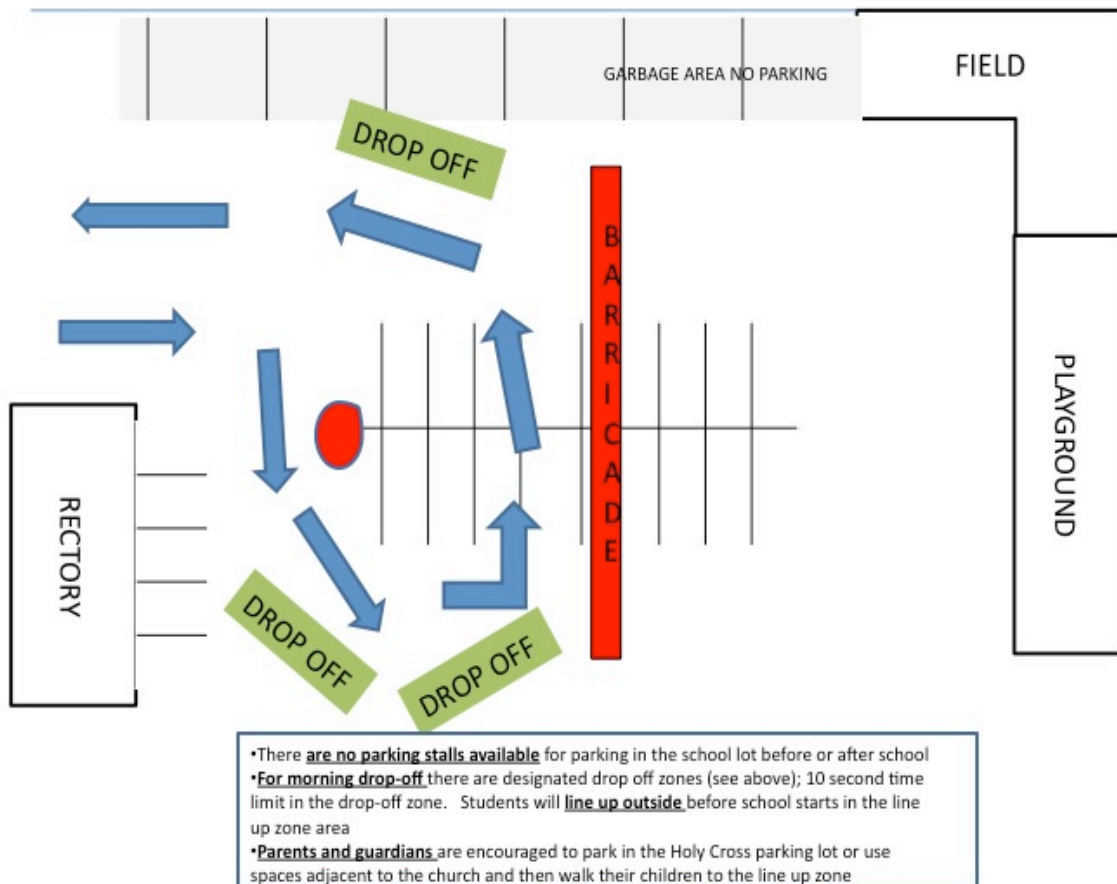
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Please study the parking lot procedures carefully and ensure that anyone who is responsible for dropping off and picking up your child (ren) is aware of the procedures. It is essential, indeed crucial, that the procedures are followed in order to ensure maximum safety for everyone.

## 9.1 Parking Lot Procedure

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

- Enter premises through main entrance to St. Matthews Church.
- Right turn only at exit.
- Obey all posted traffic signs and speed limits.
- Obey parents on traffic control duty.
- Parking is not permitted in drop off zone in front of the school Entry (drop off or pick up only)
- Please do not idle your vehicle in the school parking lot. (Your lungs at risk)
- Traffic flow is further illustrated in map shown below ( This is subject to change)



## 9.2 Bicycle Safety

All St. Matthew's students must wear a CSA approved bicycle helmet at all times while riding a bicycle to and from school, while on school property and during school related activities. Students arriving on bicycles without helmets will not be permitted to ride a bicycle on or away from school property. The bicycle will be safely secured until it is retrieved by an adult or the student obtains an approved helmet.

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# 10.0 School Uniform

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The uniform requirements are as follows:

## Boys

- Navy dress pants (double knee). No cords, cotton pants or jeans.
- White polo shirt.
- Navy socks with black dress shoes. No runners.
  - Pull-over sweater or V-neck vest (mandatory).
  - Summer Uniform (optional): Blue walking shorts

(Walking shorts can be used during the following times of the school year: September – October 15 and then again from May 15 to the end of June)

## Girls

- Tartan tunic, not more than 3” above the knee or 1” below the knee.
- Kilts (Intermediate) not more than 3” above the knee or 1” below the knee.
- White polo shirt.
- Navy knee-high socks or navy tights or leotards.
- Black dress shoes (heels no higher than 1 inch and no ankle boots).
- School cardigan sweater (mandatory).

## Gym Strip

- Crested mesh navy shorts.
- Grey crested t-shirt and indoor runners (non- scuff).
- White athletic socks (optional, for PE only).

## Outdoor Recess

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

In order to keep the uniform consistent, all uniform articles must be purchased from Neat Uniforms, 1050 Boundary Road, Burnaby, BC, Phone: (604) 205-7560, Fax: (604) 205-7556.

Thank you for ensuring that your child has the correct uniform. The school uniform is worn at all school sponsored events.

## 10.1 Accessories

Only navy, green, white or discreet hair colored hair bands, barrettes and accessories are acceptable. No jewelry except for simple watches and small earrings (girls only) and small simple chain necklaces are permitted. Nail polish and make-up are not permitted. Hair colour must be natural. Girls' and boys' hair must be neat and tidy. Boys' hair must be kept short and neat, above the collar and eyes and ears must be visible. Extreme styles are not acceptable.

## 10.2 Enforcement

There are clear consequences for chronic and significant non-compliance with present policy concerning the uniform, cosmetics use and hair presentation. Specifically, a note will be sent home by the Principal to the parents of non-compliers, indicating the nature of the infraction(s) and the expected date for remediation. If this responsibility is not met, or there are repeated incidents of non-compliance, the student will be required to stay home from school until the appropriate corrective action is taken.

If your child is out of uniform you will be sent a note asking that you correct the problem. We ask you to return the note signed so that we know you have received it.

## 10.3 Labeling of Personal Belongings

Please ensure that every item your child wears or brings to school is carefully labeled. We suggest you stitch your child's name into the sweater label as ink wears off with use and washing. If you allow your child to bring toys to school they must be labeled.

No trading of toys is permitted.

Unlabeled items that remain in the Lost and Found will be donated at the end of each term.



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# 11.0 Curriculum

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## 11.1 Academics

The academic programs of each grade are determined by the BC Ministry of Education in conjunction with the guidelines established by the Archdiocese of Vancouver. This involves instruction in the areas of Religion, Social Studies, Science, Language Arts, Mathematics, French, Health and Career Education, Information Technology, Physical Education and Fine Arts.

## 11.2 Religious Curriculum

St. Matthew's Elementary School follows a structured catechism program recommended by the Archdiocese of Vancouver. This program, titled "Call to Faith", is scheduled for 150 minutes per week. Additional programs endorsed by the Archbishop of Vancouver include a Child Abuse Prevention Program, "I'm a Gift from God", and is taught in Grades Kindergarten to 3 both at home and in the classroom. Human Growth and Development is taught in Grades 4, 6 and 7, this programs deals with sexuality education.

The catechism program is structured along the liturgical year and feast days are incorporated into the curriculum. Certain specific milestones such as First Communion and Reconciliation (Grade Two) and Confirmation (Grade Seven) are scheduled in concert with the Parish Religious Education Program (PREP).

Non-Catholic students enrolled at St. Matthew's are required to participate in the religious curriculum. Students are encouraged to follow the precepts of their own faith according to their denominational standards and attend church services regularly.

## 11.3 Sacramental Programs

Students in Grade Two prepare for their First Reconciliation and First Eucharist and Grade Seven students prepare for Confirmation. Preparation for these Sacraments is run in conjunction with our Parish Religious Education Program. This involves scheduled meetings as well as celebrations for the children and their families. Parents are called to meetings so that they will be able to participate more fully in this process of faith development. Since parents have the option to decide whether their child is to be prepared for the sacraments, they may make a commitment to a program presented by the parish.

## 11.4 School Masses

The importance of the Mass is recognized as a way of increasing the faith of the children and helping in the building of a Christian community. Attendance at, and participation in, the Parish Sunday Masses is taken to be an essential feature of our school families' lives. Masses are regularly offered for the whole school. Students are given an opportunity to share in the preparation of the Masses and parents are invited to attend. Non-Catholic students will receive special blessing at communion.

## 11.5 Communicating Student Learning Progress Reports & Parent/Teacher Communication

3 Way conferences are scheduled in fall and Student-Led conferences are scheduled in late January. These meetings serve to allow the student an opportunity to share his/her learning with their parents.

Informal communication between parents and teachers is encouraged throughout the school year. Teachers will respond to emails between 8:15 AM and 4:00 PM Monday to Friday.

## 11.6 Homework Expectations

Homework can be assigned Monday through Friday. If, however, an assignment is given with lengthy notice of due date, a student may choose to do work during the weekend.

The definition of homework includes:

- Ongoing independent study
- Long term projects

The definition of homework does not include work not completed during class when reasonable class time has been provided. Completion of this work is expected to be returned the next school day.

Primary students may be assigned practice work to be done at home. Reading is a cornerstone of learning and it is expected that students read a minimum of 15 minutes every evening. Parents of kindergarten students are encouraged to read to their children 15 minutes every evening.

Parents concerned about the time their child spends on home study should contact the classroom teacher for clarification of assignments.

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# 12.0 Special Education

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## 12.1 Special Education Funding Criteria

The Ministry of Education provides Special Education funding to Independent Schools. Schools may apply for students who fall into the following categories:

- Level 1 – Dependent Handicapped
- Level 2 – Moderate to Profound Intellectual Disability
- Level 3 – Intensive Behavior Interventions/Serious Mental Illness

All other Special Education funding is included in the regular per student grant. Under the current (2004) Special Education Grant Criteria for Independent Schools the following services do not qualify for additional funding:

- ESL
- Learning Assistance
- Speech and Language Service
- Learning Disabilities
- Mild Intellectual Disabilities

Students requiring any services that are not covered by Special Education Grants will be assessed and evaluated by the school based Special Education team comprised of the classroom teacher, the LAC specialist and the Principal. An action plan and Individual Education Plan (IEP) will be developed, in conjunction with the parents, to support the students' educational needs.

## 12.2 Student Support Services

As educators, we strive to meet the educational needs of all Learners.

### Identifying the Potential Learning Disability Student

The identification of a student with a potential learning disability generally occurs in the setting of a regular classroom. Upon identification of the student, further testing and correction of the learning disability requires a close and cooperative communicative dialogue with learning resource teacher, teacher, Principal and the parents of the particular student.

### Diagnostic Services (Procedures and Resources)

Upon referral to the learning assistant, the student's learning difficulties are assessed using informal tests. If further more formal testing is necessary, then the student is referred to appropriate resource agencies outside the school.

In consultation with parents, teachers, Principal, Learning support team and any involved resource personnel, a plan for remediation is developed. This plan, or IEP, records the program and progress of each student with special needs.

### Referral Services (Procedure and Available Agencies)

The learning support team will contact resource personnel such as reading consultants, mental health agencies, psychologists, audiologists, speech therapists, health nurse (Fraser Health Unit) and social workers (MCF) if further information is needed.

If the student needs a specialist, then the parents are consulted and in cooperation with the learning assistant, a referral is made.

### Counseling and Guidance

Counseling and guidance are offered through community agencies including mental health, Ministry of Children & Families and Catholic Family Services. All fees for services performed by other than St. Matthew's staff are the responsibility of the parents.

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# 13.0 Field Trips

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## CISVA Policy #409 Field Trips/Off-site Experiences

A field trip is a curricular or extracurricular program, which may refer to a course of study, or activity that is provided or organized by, supervised by or sponsored by an authority of St. Matthew's Elementary School.

Field trips will:

- Generally tie into the school curriculum.
- Be adequately planned in advance.
- Have followed the normal procedures for notification of field trips to parents and receipt of completed forms from parents prior to scheduled field trip date.
- Have adequate number of supervisors accompanying students on the field trip.

Where privately owned motor vehicles are used to transport students to and from the field trip, it should be ensured that such vehicles have a minimum third party liability of \$1 million dollars and that the private motor vehicles meet all the current requirements of the Motor Vehicle Act and Regulations.

With respect to transportation of students, all parents driving vehicles in which students are passengers have an automatic \$10 million individual driver's liability insurance provided by school insurance carriers.

All persons transporting students, other than their own children, must have completed a 'Driver Authorization Form' yearly, which is held on file at the school office.

Car seats are required by law. If your child does not come to school with their car seat, they will not be permitted to attend the field trip.

Be sure to return field trip consent forms or your child will be denied a trip.

The Society of the Catholic Independent Schools has provided in their yearly budget an Excess Third Party Liability policy to cover privately owned vehicles that are used in the course of a school activity. “This policy is with the Insurance Corporation of BC and gives protection to each teacher, parent, office or other volunteer (or their spouses) while driving their own vehicle in the course of a school activity and with the authority or approval of the school board. A coverage of \$2,000,000 is in excess of the limit specified on the Owner’s Certificate of Insurance.”

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

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# 14.0 Extracurricular Activities

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2018-2019

Interested students may participate in the following extracurricular activities.

## 14.1 Sports

- Cross Country - boys and girls, Grades two and up.
- Track and Field - boys and girls, Grades three and up.
- Basketball
- Volleyball

## 14.2 Arts & Cultural Activities

- Spelling Bee
- Choir
- RC Challenge
- Art Club
- Photography Club
- Yearbook Club



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# 15.0 Disciplinary Procedures

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## CISVA Policy #426 Suspensions & Expulsions

Discipline may be considered within these main categories.

### 15.1 Minor Misconduct

Many common sense rules must be established to maintain an orderly environment for the children. Obviously, the children must be in class on time, move quietly about when classes are in session, put things away in an orderly fashion. Occasional infractions in this area are not viewed with great alarm. Usually only a mild reminder about appropriate behavior or a brief reprimand is all that is required. Where a child shows a pattern of consistent disregard for these common sense regulations, his or her conduct may be viewed with concern and considered in the category of "Major Misconduct", even though each incident may not be severe in nature.

### 15.2 Major Misconduct

Behavior that endangers or is potentially harmful to self or other children cannot be tolerated. Parents have a right to expect that their children will be safeguarded from malicious damage to their person and to private or public property.

Rude and abusive behavior and defiant refusal to perform assigned learning tasks requires immediate and firm attention. Such conduct is considered very serious. The consequences for some major misconduct are listed below. Since every possible violation cannot be anticipated, the list is not to be considered exhaustive, but rather illustrative, of the general manner in which disciplinary action is undertaken. In serious cases, a copy of a disciplinary letter to the parent will be filed immediately. Following a third disciplinary notice the student will be suspended from school.

Re-admission to school will be requested by the student at a meeting with the principal, parents and student.

After a second suspension, the student and parents must come before a sub-committee of the Parish Education Committee. At this time the parent and student will be notified that an additional suspension will result in probable expulsion from the school.

In case of vandalism resulting in property damage, reparation in full will be expected and required.

In incidents resulting in physical harm to another student, the students involved will be suspended from the play field for the remainder of the day on which the infraction occurred, as well as one day following the infraction.

All incidents resulting in formal disciplinary action must be documented in an appropriate Disciplinary Notice and placed in the student's file for the remainder of the school year.

## 15.3 Gross Misconduct

Where a child is responsible for serious misconduct, appropriate disciplinary action will be taken, designed to impress upon the child the seriousness of the infraction.

Any student who steals, is flagrantly disrespectful to teachers, willfully injures another or acts in a way that would be considered a serious misconduct will appear before the Principal. The Principal will take the appropriate remedial or disciplinary action, and may, if this is deemed necessary, acting on behalf of the Parish Education Committee, impose a suspension or expulsion.

If the magnitude of the misconduct is such as to warrant suspension or expulsion, the Principal must communicate to the Chairperson or designate, the pertinent details leading to the administrative action. This formal communication is required in recognition that such an administrative action is an executive privilege carried out by the Principal on behalf of the Committee, but essentially remaining a responsibility and obligation of the Parish Education Committee. In all cases of serious misconduct, school authorities will communicate with the parents.

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# 16.0 Communications

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## 16.1 Notices Home

Newsletters are sent home weekly with the eldest child. They are also available on the school website and is emailed out to all parents.

## 16.2 Personal Information Privacy Act (PIPA) Policy

St. Matthew's Elementary School is committed to meeting or exceeding the privacy standards established by the BC Personal Information Act (PIPA). Safeguarding your confidentiality and protecting your personal information is of primary importance to St. Matthew's Elementary School.

St. Matthew's Elementary School will collect personal information that may include student identification information, birth certificate, baptismal certificate, immunization record, legal guardianship, court orders if applicable, student behavioral and academic record, health insurance number and parents' occupation, religion, parish and envelope number, work numbers, email address, home address and any similar information needed for registration. This information is required in order to register your child at the school and will assist the school in making an informed decision for your child's appropriate placement in the school. Student information is also available to the Fraser Health Authority. The school may prepare a family phone list for each class, to be distributed to school administrative personnel, teachers, and one or more parents of your child's class, for the purpose of contacting you in emergency and non-emergency school or parish related issues.

St. Matthew's Elementary 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 securely store electronic and hard copy parent and student personal information.

#### PIPA Complaint Procedure

If you have a concern or complaint about how your personal information is collected, stored or used, pass your concern on to the “Privacy Manager” (school Principal) verbally or in writing. Review a copy of the “Personal Information Privacy Policy” (a copy is located in the office). The Principal will review the policy with you and will investigate your concern in a timely, fair and impartial manner. If you are not satisfied, you may forward your concern to the Privacy Commissioner at the CISVA Superintendent’s Office at (604) 683-9331.

## 16.3 Changes to Contact/Personal Information

It is extremely important that the school be notified of changes of address, place of work or emergency contact numbers. If you change banks before the pre-authorized debits are to be cleared on the 1st of the month, please provide an updated pre-authorized debit form with a new void Cheque to the school office.

## 16.4 School Telephone

There is a great demand on the use of our school telephone and we try to keep it open for emergencies and access by parents. The children are allowed to use the phone for emergencies and to return messages from parents. The children are not permitted to have mobile communication devices on their person. If you need to reach your child at school we will ensure that your child receives the message. Your child should arrange all after school plans ahead of time and will only be allowed to use the phone if a practice is canceled or something unforeseen happens at school. Learning to be responsible, to plan ahead is a step towards independence and we ask your support in controlling the use of the school phone by the children. We can also foster independence by encouraging your child to remind you of early dismissals or after school practices and games.

## 16.5 Mobile Phones & Electronic Devices

### CISVA Policy #430 Personal Electronic Devices

The increasing prevalence of mobile communication and entertainment devices has created interesting challenges and dilemmas for the school environment. Many jurisdictions have dealt with this issue by declaring outright bans on their presence at school. Specific concerns include unsupervised phone, text-messaging and web access, potential violations of privacy (e.g. camera phones) and general disruptiveness to the learning environment.

On the other hand, mobile phone access for children traveling to and from school can provide a measure of safety.

At St. Matthew's, it is preferred that such devices not be brought to school if possible. However, if it is critical that a child be in possession of a mobile phone or other portable electronic device at school, it must be powered off at all times during school hours and while under school supervision. Failure to do so will result in disciplinary action and confiscation of the device for the day.

The school office is open from 8:00 AM to 4:00 PM and students needing use of a phone are able to inquire at the office.

## 16.6 Computer Use

School computer use will be supervised at all times. Students must ask permission from the supervising teacher before accessing the Internet. Improper use of the Internet is prohibited (see Disciplinary Procedures). An Internet Use Policy will be signed by parents and students.

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# 17.0 Emergency Procedures

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## 17.1 Fire Safety and Drill

St. Matthew's Elementary School follows the fire drill protocol as dictated by the Office of the Fire Commissioner, Ministry of Attorney General, Section 31 (h) of the Fire Services Act.

The Principal instructs all employees in fire drill procedure and in turn each teacher instructs the students in their class of the approved fire drill procedure.

The Principal shall check all exit ways daily to ascertain that doors are free to open and that no obstructions exist.

The Principal must notify the fire department immediately should a fire occur in the school, regardless of how small the fire may appear to be.

## 17.2 Fire Drill Procedure

When the fire alarm is sounded all instruction and activity shall cease, machinery should be shut down and the students remain still and quiet to await further instructions.

The teacher shall give the command "Stand". Students will stand in the aisles facing the door, remaining silent. The teacher shall then take the class record of attendance, to keep in possession until the end of the drill.

The teacher will open the classroom door, determine the route to be taken and supervise the class out of the building in an orderly manner to a predetermined point of safety. Students will remain in formation until dismissed by the Principal or person in charge.

Students outside the classroom, but still in the building, shall go to the nearest corridor and join with any class, or, if close to an exit shall leave the building reporting to their particular class outside the building. The teacher shall check the number of students and the names against the

register and if any are missing, shall report same to the Principal or person in charge, or to a member of the fire department; giving the name of the child, the classroom number and the location.

The Principal or person in charge shall make every effort to see that no student remains in the school.

In the event of a fire, all teachers having knowledge of the presence in, or about, the building of hazardous commodities or chemicals, shall notify the Principal or person in charge and the fire department of the nature of the hazardous commodity or chemical and the location of its storage.

## 17.3 Earthquake Safety and Drill

St. Matthew's Elementary School follows the outline for earthquake drills as published by the Ministry of Education, Province of British Columbia, September 1987.

A comprehensive Handbook on Emergency Preparedness has been issued through the CISVA Administrators' Association and a copy of this guidebook is available in the Administration Office and should be consulted for further detailed information.

All teachers shall familiarize themselves with this handbook which outlines precautions and drill procedures before and after the occurrence of an earthquake.

Much of the evacuation procedure is similar to that of a fire drill except certain precautions which must be taken during the actual earthquake itself.

Most of these instructions refer to the "crash position", described as "on knees, head down and hands clasped on back of neck or head, covered with book or jacket, to avoid any debris that may be flying about the room."

After the earthquake, itself usually lasting less than sixty seconds, the drill procedure is followed with re-assembly outside the school structure.

Much of the discussion in the guideline manual refers to the evaluation of risk areas about the school premises and organization of communication with parents following the earthquake in what will obviously be a much disrupted community.

## 17.4 Parents' Roles and Responsibilities

After an earthquake, fire, or any emergency requiring evacuation of the school, these procedures should be followed:

- DO NOT attempt to phone the school. If the phone lines are open, they may be needed for emergencies.
- When you (or an alternate caregiver) arrive at the school to pick up your children, they will be assembled either in the playground or in the school.
- If on the playground, you must report to the Release Station at the small gate in the corner of the playground in the Church Parking lot.
- If we have re-entered the school, report to the Release Station at the gathering area in the gym.

BE PATIENT AND CALM - RELEASING STUDENTS WILL TAKE TIME. WE WILL ALL BE ANXIOUS AND IF WE WORK TOGETHER EVERYONE WILL BE SAFE.

When you get to the Release Station, report (one at a time) to the designated and identified staff member. They will send a runner to bring your child(ren) to you.

PARENTS WILL NOT ENTER THE PLAYGROUND UNLESS THEIR CHILD IS INJURED.

In the case of an injured child, the parent will be taken to that child. Your other children will stay in their team assembly area until you are ready to leave.

When your child is brought to the Release Station, a designated and identified staff member will have you sign a Master Release Form before you will be allowed to leave.



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# 18.0 Student Responsibilities

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## 18.1 Student Code of Conduct

Students are expected to:

- Look for the presence of Jesus in everyone by treating others with kindness, understanding, dignity and respect.
- Be attentive and involved in all learning opportunities and respect the learning environment of others.
- Respect others and treat them fairly and equally.
- Respect and value the personal property of self and others, and the school.
- Practice empathy and self-control.

Students should come to school with a sense of purpose and an expectancy of achievement.

Students are expected to:

- Adhere to all school rules and regulations.
- Arrive at school punctually each day.
- Be prepared with all necessary books and materials (e.g. gym strip) and homework.
- Wear the required school uniform with pride.

Behavior Expectations in the Hallways:

- Walk, respectfully and responsibly.
- Main entrance is reserved for adults and the general public between 8:30 AM and 3:30 PM.

Behavior Expectations in the Classroom:

- Active student participation in school activities is expected.
- Students must care for their personal belongings. Label personal items with your name.

- Students will assist with maintaining a tidy workspace and classroom.

Behavior Expectations in the Washrooms:

- Students should use facilities during regular classroom breaks.
- Students should keep facilities tidy.

Behavior Expectations on the Playground:

- Verbal/physical harassment of any kind is prohibited.
- Out of fence = out of bounds.
- No skateboards, roller blades or Heelys allowed on school grounds.
- No electronics (mobile phones, MP3 players, etc.)
- Approved helmet must be worn while riding bicycle to and from school.

Behavior Expectations in the Gym:

- Students must not enter the gym without a supervisor.
- Gym shoes and gym strip are required.

## 18.2 Peer Maltreatment

We endeavor to provide at all times a safe and positive learning environment, within which the dignity, respect and self-esteem of all individuals is upheld. Each student has the right to a school environment free of harassment, bullying, abuse and violence.

In order to deal with concerns of peer maltreatment in a timely and effective manner, students and/or parents are encouraged to notify school personnel (teachers/Principal/support staff) about any issue of concern that is affecting them or others. The following principles and procedures will be applied:

29. The concern will be promptly investigated by the staff member who has been approached. Serious or recurrent incidents will be documented in written form and reported to the Principal in a timely manner.
30. It is the responsibility of the Principal to further investigate all complaints of maltreatment in a confidential, impartial and timely manner.

31. Appropriate action will be initiated by the Principal. If required the Principal will assign consequences and create an Action Plan for corrective, educational and/or disciplinary purposes. All parties will be informed if action has been taken. The Action Plan will be time bound and subsequently reviewed. Upon review, the Principal's discretion will determine whether continued time or further action is needed, or if the offending student's continuing enrollment in the school is to be evaluated by the Parish Education Committee.
32. If the Principal's resolution is not accepted by one or more of the parties involved, the matter may be appealed to the Parish Education Committee.
33. Decisions of non-re-enrollment and expulsion ultimately made by the Parish Education Committee can be appealed to the Superintendent of the Catholic Independent Schools of the Vancouver Archdiocese.

## ANTI-BULLYING AND HARASSMENT POLICY

### Rationale

St. Matthew's recognizes that every student has a right to be in a school environment free from bullying, discrimination, harassment, abuse and violence; one in which the dignity of every individual is upheld. Every child has a right to be in a community that strives to provide a safe, caring and orderly environment. Bullying/harassment/personal grudges will not be tolerated on or off school premises.

### Definition of Bullying

Bullying is a repeated act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion, using digital media and exclusion. It is an abuse of power. It can be planned and organized, or it may be unintentional. It may be perpetrated by individuals or by groups of students.

### Principles

- Students have a right to learn free from intimidation and fear
- The needs of the victim are paramount
- St. Matthew's Elementary School will not tolerate bullying behaviour
- Bullied students will be listened to by staff members or a peer mediator

- Reported incidents will be taken seriously and thoroughly investigated

Forms of Bullying include:

- Physical violence such as: hitting, pushing, hair pulling, spitting, unwanted touching
- Interfering with another student's property, by stealing, hiding or damaging it
- Using offensive names when addressing another student
- Using racial or cultural slurs, threats, inappropriate jokes
- Teasing or spreading rumours about another student or his/her family
- Belittling another student's abilities and achievements
- Writing offensive notes or graffiti about another student
- Excluding another student from a group activity
- Ridiculing another student's appearance, way of speaking or personal mannerisms
- Misusing technology (internet or digital devices) to hurt or humiliate another person

Responsibilities of Stakeholders

Our staff will:

- Foster in our students: self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our students
- Discuss bullying with all classes, so that every student learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens
- Be alert to signs of distress and other possible indications of bullying
- Listen to children who have been bullied, and take what they say seriously
- Report suspected cases of bullying to administration (principal/head teacher)
- Follow up any complaint by a parent about bullying
- Deal with observed instances of bullying promptly and effectively

The Responsibilities of Students

We expect our students to:

- Adhere to the student code of conduct
- Refrain from becoming involved
- Intervene to protect the student who is being bullied, unless it is unsafe

- Report to a staff member any witnessed or suspected instances of bullying
- Anyone who becomes the target of bullies should:
- Speak to a staff member immediately

#### The Responsibilities of Parents

We ask our parents to support their children and the school by:

- Adhering to the Parent Code of Conduct
- Watching for signs of distress or unusual behaviour in their children
- Advising their children not to retaliate but to instead report any bullying to a staff member
- Co-operating with the school, if their children are accused of bullying

#### Procedures for dealing with Incidents of Bullying Behaviour

- All instances of reported bullying will be investigated and documented by school administration
- The parents/guardians of all parties concerned in the bullying incident will be contacted by administration
- If, after the investigation, bullying has been confirmed then the Principal will assign consequences and create an Action Plan for corrective, educational and/or disciplinary purposes.
- All parties will be informed of the Action Plan
- At the Principal's discretion, the Action Plan may be reviewed.
- Relevant professionals (counsellors, behaviour consultants) may be recommended to the individuals involved

## 18.3 Playground

Children are expected to play outdoors and enter the school only with the supervisor's permission. Exceptions will be made if a child brings a written note from the parents noting the reasons for excuse from outdoor play. In the event of inclement weather, children will play indoors in their respective classrooms. Games may be provided and play must be appropriate.

Children are not permitted to leave the playground area for any reason without permission.

## 18.4 Playground Conduct

Consideration and respect for others is the key to generating a responsible society. Conduct on the playground is accordingly expected to reflect these qualities.

When the bell ending the period of play sounds, all play should cease. Children should proceed to their respective lines and enter the school, quietly and in an orderly fashion. To avoid injuries, running in the hallways and classrooms is not permitted. All children are expected to respect staff, program supervisors, visitors and each other on the playground as well as in the school.

Students are to stay within the playground boundaries – including marked play areas on the parking lot. Venturing into the parking lot or beyond the fenced areas is prohibited.

## 18.5 Playground Structure Rules

All play on structures must be in the presence of a supervising adult.

The Big Toy is closed in the mornings for several reasons, but most importantly for safety. The school's protocol is to have our GRIP morning parent do a thorough check of the BIG TOY area after the students have entered into the building after the First Bell. This is to ensure that if 'visitors' were using the playground the night before; any objects or garbage left behind could be cleared away. Secondly, the BIG TOY surfaces can be wet first thing in the morning and thus slippery. The school organizes the play schedule for the Big Toy and is subject to change. Thank you for your understanding and cooperation.

## 18.6 Care of Books and Property

Proper care of all books, whether the property of the school or of the pupil, is an important part of every child's education. We ask your cooperation in seeing that all books are treated with respect while in the possession of your child. All texts should be returned to school each day.

Compensation will be expected for any lost or destroyed text or library book. Please see that your child has a book bag in which to carry his/her books.

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# 19.0 Parent Responsibilities

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Since parents are the primary educators of their children, it is important that a spirit of co-operation and trust exist between parents and teachers.

It is the responsibility of parents to:

- See that Christian attitudes and religious practices are continued in the home.
- See that the child attends school regularly and is on time.
- See that the child is prepared with the proper school supplies.
- Ensure that the school uniform and gym strip meet the uniform policy.
- Assist the child with homework or extra work needed to catch up.
- Check and sign their child's planner each night.
- Check and sign their child's report cards.
- Participate in school functions and attend scheduled meetings.

## 19.1 Parents Code of Conduct

Parents are expected to (but not limited to):

- Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass (proclaiming and building the kingdom of God – see Family Statement of Commitment).
- Be respectful of the Mission of the Catholic Church and respectful of the religious educational programs of the school.
- Respect those in positions of rightful authority.
- Respect the rights and dignity of all persons in the school community particularly in times of heightened disagreement.



- Refrain from participating in or promoting any behavior that would threaten, intimidate, verbally assault (use of abusive language) or cause harm to any person.
- Refrain from using any technology/media device to defame the character or cause harm to the character of a school community member.
- Show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meetings, Human Growth and Development Meetings, student progress interviews/conferences etc.).
- Ensure that their child attends school regularly, is on time and prepared.
- Work cooperatively with teachers in all areas of their child's school life including disciplinary issues. Work towards the common good of all children.
- Be familiar with their school's codes of conduct and regulations (i.e. uniforms, internet use, traffic safety on school grounds etc.)
- Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA policy.
- Avoid involvement in rumors and dissemination of rumors.
- Build bridges of acceptance and understanding among the different cultures represented in the school community.

*The Pastor/Archbishop's Representative has the right and duty to provide for the spiritual welfare of the students and families within the school and the parish. They work towards this end with parental cooperation. Parents who do not practice the faith regularly cannot expect parish subsidy support.*

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

*The Education Committee, in consultation with the principal, reserves the right to determine consequences for non-compliance.*

## 19.2 Behavior and Demeanor

The moral obligation of instructing children in a Christian lifestyle rests first with the parents. The responsibility of St. Matthew's Elementary is to provide an extension and training ground to parental training in the practice of these life skills. The teachers and staff of the school will be dedicated to finding the best means of guiding and teaching the children and in this way reinforce the example set by the parents of our enrolled students.

In order to carry through this directive into the school and classroom, it is extremely important that the child be thoroughly convinced that the parents stand behind the school and that they will demand an accounting of behavior in the school. Without such an understanding, the child can come to think that home and school are unrelated areas of authority. For this reason, parents and teachers are encouraged to communicate their common goals to the children and encourage the child's respect for his or her peers within the school and in the community as a whole.

## 19.3 Cold and Rainy Days

Please make sure that your child comes dressed appropriately when it is cold or rainy weather. (Boots, raincoat, mittens, etc.) The children need fresh air and will play outside if it is drizzling or if there is snow on the ground.

## 19.4 Nutrition Breaks and Schedules

Children are expected to bring their own lunches from home. The nutritional supervision of students' lunches remains with the parents; however, candy, pop and gum are not permitted.

## 19.5 Conflict Resolution

CISVA Policy #302 Major Complaints

If a parent/guardian has a concern regarding any aspect of a child's life at St. Matthew's Elementary School, the following procedures should be implemented as soon as possible:

34. Make an appointment to meet the child's teacher. Many problems, concerns and misunderstandings can be resolved by effective communication at this level. Do not hesitate to contact the teachers; they are dedicated and willing to assist you and your child.

35. If the matter cannot be resolved with the teacher alone, make an appointment to meet with the teacher and the Principal together.

36. If the matter cannot be resolved at the Principal's level, document your concerns and efforts toward resolution to the Parish Education Committee.

It is important that we remember that, as parents, you are the primary educators of your children. The school staff is here to assist you in this awesome responsibility. We do not want to approach our interaction in opposition but, rather, in cooperation and Christian fellowship. While we will not always agree, we must be willing to face each other openly and respectfully. With Christ as our Centre and Mary as our Model, our challenge to lead our youth to become saints and scholars will be an easier one.

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# 20.0 General Policies & Information

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## 20.1 Abuse Disclosure

CISVA Policy #405 Responding to Student Abuse/Neglect

As dictated by the BC Ministry of Education, the school and its educators have a legal duty and responsibility to report the reasonable grounds or circumstances of suspected child abuse.

This is not a responsibility that may be discharged by the educator reporting to any other person other than an appropriate delegate of the Ministry for Children and Families. These responsibilities cannot be assumed by school or Parish Education Committee personnel.

For purposes of this procedural manual, any such reporting should involve the Principal and the Chairperson of the Parish Education Committee. Due to the seriousness of such action, it is imperative that action be expedited immediately to ensure the safety and welfare of the child involved.

## 20.2 Tobacco & Smoking Ban/Vapor Products Ban

CISVA Policy #406 Student Health On September 2, 2007, the renamed Tobacco Control Act (Bill 10) came into force. The legislation prohibits all persons from smoking or using tobacco, or holding lighted tobacco in, or on school property. The non-smoking ban in and around school buildings is in effect 24 hours a day.

As of October 2016, The Ministry of Education has asked that the use of Vapor Products (e-cigarettes) not be allowed on school premises 24 hours a day.

## 20.3 Party Invitations

To remain sensitive to all children in the class, please distribute birthday or other party invitations only by phone or email.

In the event that all children in a given class are to be invited, a request can be made for the classroom teacher to send home the invitations with the student planner.

## 20.4 School Supplies

At the end of each school year, prepackaged kits for each of the school grades are ordered for the next school year. Parents pay for these kits in June. These prepackaged kits contain the necessary supplies to begin the new school year.

From time to time, supplies may need to be replenished by parents, depending on student's care and use.

## 20.5 Weapons

Possession of anything that is used or designed to hurt someone or to put someone in a state of fear, on school property is strictly forbidden and will be considered Gross Misconduct in each case.

When the Principal has reasonable and probable grounds to believe that a student has a firearm, knife, explosive substance, facsimile of any weapon or any similar device, on his/her person, or in his/her desk or locker and has displayed it in a threatening manner or assaulted another person with such weapon, he/she shall:

37. Call the Surrey R.C.M.P. immediately
38. Notify the student's parent/guardian
39. Begin suspension procedures

In addition to potential criminal sanctions, substantiation of the above will lead to expulsion from the school.

## 20.6 Library

Students have the privilege of using our school library for enhancing their reading pleasure and to gain further knowledge. In order for our library to be maintained in an orderly fashion the following guidelines are to be followed:

- Library items are expected to be returned on a weekly basis
- **Currently**, two books are allowed out of the library at a time
- If a student does not return their library book on time, they **will not be permitted to take out another library item until the book is returned**
- If items are not returned within a month, a letter will go home and a fine will be levied
- If books are damaged, students/parents will also be asked to pay for the cost to replace the book

## 20.7 Photography/ Videography During School Presentations

For the annual Christmas, Spring and Talent Show Presentations St. Matthew's Elementary School will have an official photographer and videographer to take pictures and videos. Photographs and videos of these presentations will be made available to St. Matthew's Elementary School's families either for purchase or through the St. Matthew's YouTube channel. Your courtesy and consideration will allow audience members on either side of you to be able to sit back, relax and fully enjoy the shows.

For those audience members who still wish to take pictures and/or videos of the presentations an area of the gym will be sectioned off for that purpose. Audience members **are not** permitted to take pictures and/or videos of the performance outside of the "photography/video zone" (i.e.: not from their seats or where the official photographer/videographer is stationed). Audience members not adhering to the above guidelines will be asked to refrain from taking pictures and/or videos.

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# 21.0 Parent Participation Program

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Our school would not exist without the active participation of parents. The involvement of parents in all aspects of the school's operation ensures that many of our labour costs are reduced. Most importantly, parent participation makes enrollment at St. Matthew's Elementary School a 'family affair'. At St. Matthew's, we believe that education is very much a family responsibility. When parents show an active interest in various Parent Participation projects, the children notice. We therefore encourage all parents to actively participate in our school and parish community. We understand that some families may not be able to participate with hours and therefore, have pay in lieu options to assist. It should be noted that your involvement in the Parent Participation Program should not be confused with volunteer activities, in which you will also be encouraged to contribute your time and talents. These include school and parish activities such as field trip chaperoning, some fund-raising activities, and other events (e.g. Fun Day). Such volunteerism is a fundamental value of St. Matthew's Elementary School and contributes greatly to Catholic solidarity and community spirit. It can be an intrinsically rewarding experience for those involved.

## 21.1 Participating Families

As active school community members, parents/caregivers are required to participate in one or more areas as needed by the school (see below). Further details are provided with the annual (re)registration package. A minimum of 40 hours per year (as defined by a yearly cycle beginning on July 1 preceding the school year in question) is required from each family for fulfillment of the Parent Participation Program responsibility. Completed hours are to be recorded on a regular basis via the OnVolunteer management system. Please note that regardless

if the minimum required hours have been completed, each family PPP assignment is designated to be fulfilled for an entire school year.

• **If 40 hours are still not complete by the end of the school year then, one’s account will be debited for hours not fulfilled.**

• **Payment in full of any outstanding Parent Participation Program penalty will be a necessary condition for re-enrollment in the upcoming school year.** Furthermore, your child(ren) will not receive classroom placement(s) in August until this obligation has been met.

## 21.2 Areas of Participation

|                         |                                   |
|-------------------------|-----------------------------------|
| Hot Lunch Program       | Parish Education Committee        |
| Supervision             | PREP (Teaching religion)          |
| Office Help             | Recycling                         |
| Head Checks             | Multi-Media                       |
| Sports                  | Pancake Breakfast                 |
| Flower Sales            | International Brunch/Spring Dance |
| Walkathon/Golf          | Special Events/Non-Fundraising    |
| Soup Kitchen Assistance |                                   |

Once you are assigned to an area you will be contacted by the Area Coordinator to work out a schedule and to answer any questions you may have. It is important to understand that once a schedule has been made up and work areas assigned, you are expected to remain committed to that area. You are responsible to find your own replacements. Should you find the need to change your area of participation during the year, you must contact your Area Coordinator immediately. We cannot guarantee that a position in another area will be available. Failure to meet your obligation will result in reassignment to the ‘pay in lieu’ category requiring an



additional \$800 fee. A comprehensive Parent Participation Registration Form will be distributed at the time of registration/ (re) registration.

Forty hours of participation per family is required, but this is used as a guideline only (additional hours are much appreciated). If you find you are short hours, it is your responsibility to make up those hours if you do not wish to be pay the balance of hours in lieu at a rate of \$20 per hour. Contact the Area Coordinator for assistance.

**Please note that in order to ensure the safety of our students and their families it is now required that families do 4 mandatory supervisory shifts per year (either before or after school).**

## 21.3 Pay In Lieu Options

We understand that some families may not be able to participate through hours. As a result the following options are available.

- Pay In Lieu Option: An \$800 payment (either one Checque dated September 1st or two Checques for \$400 each, dated September 1st and March 1st).
- Goods & Services in Lieu Option: Families can propose to offer the school and/or parish goods and/or services in lieu. For this option, please contact the PEC chairperson or the school principal.

## 21.4 Criminal Record Check

Each person that will be working with children in/outside of our school for their Parent Participation hours or otherwise, is required to complete a Criminal Record Check through their local RCMP detachment every five years. A volunteer letter and the appropriate forms are available on the school website and at the school office.

## 21.5 Annual General Meeting

It is mandatory for all parents/guardians to attend the St. Matthew's Elementary School Annual General Meeting, usually held in February/March. At this meeting important information about the progress of the school is given. This is also an opportunity to ask questions or to offer constructive input. Lastly, at this meeting the re-registration packages are given out. Those parent(s)/guardian(s) who are not able to attend the Annual General Meeting will need to make an appointment with the Principal.

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# 22.0 Parish Education Committee

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2018-2019

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|--------------------|------------------------------|
| Father Tien Tran   | Pastor                       |
| Deborah Welsh      | Principal                    |
| Katrina Bellosillo | Chairperson                  |
| Bola Fagbamiye     | Vice Chairperson             |
| Josephine Copon    | Events and Fundraising       |
| Nahla Palmer       | Treasurer                    |
| Cheryl Andres      | Secretary                    |
| Tim McKinnon       | IT & Maintenance             |
| Tania Di Liello    | Parent Participation Program |

## 22.1 Parish Education Committee

### CISVA Policy #110 Education Committee Responsibilities

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