

# St. Francis of Assisi Elementary School



## **Parent Handbook ~ Policies and Procedures ~ (Revised August 2023)**

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# ST. FRANCIS OF ASSISI ELEMENTARY

## STAFF 2023-2024

<b>Pastor</b>	Father Juan Lucca
<b>Principal</b>	Ms. B. Krivuzoff
<b>Secretary</b>	Mrs. M. Lemaire
<b>Bookkeeper</b>	Mr. R. Balce

### ***Classroom Teachers***

<b>Kindergarten</b>	Mrs. C. Busto
<b>Grade 1</b>	Miss A. Hewitt/Miss A. Murray
<b>Grade 2</b>	Mrs. L. Farina
<b>Grade 3</b>	Miss M. Gaughan
<b>Grade 4</b>	Mrs. J. Pauletto/Mrs. Sudar
<b>Grade 5</b>	Miss S. McBride
<b>Grade 6</b>	Mr. J. Sudar/Mr. F. King
<b>Grade 7</b>	Mr. P. Teodosio

### ***Specialty Teachers***

<b>Learning Resource</b>	Ms. C. Nguyen
<b>LSC Support</b>	Mr. F. King/Mrs. N. Werner/A. Murray/A. Colford
<b>Music</b>	Mr. J. Sudar
<b>Physical Education</b>	Miss T. Pratley
<b>Library</b>	Mrs. N. Werner
<b>French &amp; ADST</b>	Mr. A. Colford
<b>IT Support</b>	Mr. J. Leung

### ***Support Staff***

<b>Education Assistants</b>	Mrs. L. Boelens
	Ms. A. Massé
	Mrs. A. Visintin
	Mrs. M. Chavez
	Mrs. R. Tort
	Ms. M. Lok
	Mrs. O. Bell
	Miss M. Gaughan

<b>Bus Driver</b>	Mr. R. Dente
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### ***PARISH EDUCATION COMMITTEE***

<b>CHAIRPERSON</b>	Mr. Paul Kingsbury
<b>VICE CHAIRPERSON</b>	Mr. Matthew Langford
<b>TREASURER</b>	Mr. Andrew McDonell
<b>OTHERS:</b>	Mr. Daniel Pires (Maintenance)
	Mrs. Kathryn Percy (Parents' Participation)
	Ms. Annie Kaderly (Secretary)
	Mrs. Michelle Burns (Special Events)
<b>MEMBER AT LARGE</b>	Mr. David Koppe, Ms. Niamh Small

## **SECTION 1 – PHILOSOPHY AND EDUCATIONAL OBJECTIVES**

### **MISSION STATEMENT OF THE CATHOLIC INDEPENDENT SCHOOLS OF THE VANCOUVER ARCHDIOCESE**

The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God.

The Catholic School, is 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.

### **ST. FRANCIS OF ASSISI PHILOSOPHY**

As individual, believing Christian Catholic educators accepting one another in a loving and sharing community of faith in cooperation with the parent, we are dedicated to encourage and inspire the personal, spiritual, and intellectual development of ourselves and the children so that we may be living witnesses of Christ and worthwhile contributing members of the whole community.

### **RELIGIOUS EDUCATION**

St. Francis of Assisi is committed to offering the best environment for the educational, physical, and spiritual growth of all our students.

The staff and pastor are dedicated to teaching the Catholic faith. We build on the foundations established at home and provide a Christian setting where students can grow in the richness of the Catholic faith. This important privilege and responsibility is fulfilled through daily prayer, religion classes of formal learning, monthly Masses, and a number of liturgical celebrations throughout the year.

Parents are encouraged to join us at our Masses and other religious celebrations.

All families are meant to feel included in our prayer life. We expect full participation in the Christian life and therefore consider that instruction in Catholic and spiritual values are an integral part of our teaching each day of the year. The religion

program at St. Francis of Assisi is *Christ Our Life*, a program prescribed by the Archdiocese of Vancouver. The program follows the liturgical year and incorporates special feast days into the curriculum.

### **CURRICULUM AND STUDENT PROGRAMS**

St. Francis of Assisi School follows the curriculum guidelines set out by the B.C. Ministry of Education and the Archdiocese of Vancouver. We are committed to seeing that the needs of all students are met. Instruction is provided in the following areas of learning: Religion, Language Arts, Socials, French, Fine Arts (Music, Art, and Drama), Math, Science, Physical & Health Education, Applied Design Skills & Technology, and Career Education. Field trips and outdoor education are offered within the curricular areas.

#### **Learning Support Centre**

Our Learning Support Centre, consisting of a Learning Support Teacher and Educational Assistants, supports student learning. A Learning Assistance Program provides students with remedial help, confidence building and encouragement. Our Learning Support teachers work closely with individual classroom teachers to modify and adapt work so that all students can develop in relation to the Core Competencies and the specified curricular competencies outlined in the curriculum.

#### **Extra-Curricular Programs**

Extra-curricular activities are also an important part of our school, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. These activities serve to build community and support the basic goals of our school. The current activities include:

#### **Athletics**

The St. Francis of Assisi “Wolves” participate in the following sports: Cross-country (Grades 2-7), Volleyball (Grade 4-7), Basketball (Grades 4-7), and Track and Field (Grades 2-7). Teams compete against other Catholic Schools.

#### **Choir**

Students in Grades 1 to 7 are invited to join the primary or intermediate choir. They perform at events in the school and parish, as well as performances in the community.

## Service Club

Students in Grades 4 to 7 have the opportunity to perform service in the school. Currently some of the activities include: peer helpers, classroom monitors, altar servers, phone monitors, Catholic Outreach, and “green team”.

## SECTION 2 – ORGANIZATION AND STRUCTURE

### CATHOLIC INDEPENDENT SCHOOLS OF THE VANCOUVER ARCHDIOCESE (CISVA)

St. Francis of Assisi School operates as a part of St. Francis of Assisi Parish. The policy and procedures of the school are determined by the CISVA. The CISVA is the governing body for Catholic Schools in the Archdiocese and sets policies such as tuition fee ranges and priorities for admittance into the school. *For further information on these policies, please refer to the CISVA website: <http://cisva.bc.ca/policy-manual/>*

### THE PARISH EDUCATION COMMITTEE (PEC)

The PEC is composed of seven members (5 elected by the parish and 2 appointed by the pastor). The PEC assists the Pastor in ensuring that educational policies are followed. It also handles issues related to the physical structure of the school, and the business and finances pertaining to it.

### Responsibilities of the PEC

The PEC will assist the Pastor in the following responsibilities as per CISVA Policy Manual:

1. To see that the policies of the Society, the CISVA are carried out in our School.
2. To help prepare and maintain the budget for the operation and maintenance of our school.
3. To ensure that proper records are kept for the purposes of claiming Government grants and for submitting reports to the Executive Committee.
4. To adhere to the hiring policies of the Society in hiring teachers/principals.
5. To oversee the day-to-day running of our school, in such areas as collection of tuition fees, payment of operating expenses, maintenance, etc.
6. To ensure that secure places are provided for confidential and sensitive material.

7. To assume other duties as are assigned from time to time by the Society.

## SECTION 3 – PARENT INVOLVEMENT

### ROLE OF PARENTS

Parents are recognized as the primary educators of their children. It is essential that a spirit of trust and cooperation exist between parents and the school. Parents should keep in close contact with teachers and should not hesitate to contact them regarding their children. They should also keep the school advised of any changes to the information on the registration form such as address, work or other phone numbers, and emergency contacts.

CISVA Policy 412 “Parent Code of Conduct” states expected conduct based on the principles of respect for rights and dignity of all persons in order to promote a safe and respectful environment within the school community.

Parents are expected to (but not limited to):

- Be supportive of the Mission of the Catholic Church and supportive of the religious education programs of the school.
- Be familiar with the information contained in the Handbook and to do their part to ensure that St. Francis of Assisi’s policies, procedures, and objectives are met.

Parents assist in the academic growth of their child and should check the student’s agenda daily to ensure that homework and other assignments are completed.

Parents are also encouraged to take an active part in the operation of the school by participating in school functions and fund-raising projects. Parents are expected to attend meetings as required.

### ST. FRANCIS OF ASSISI’S PARENT PARTICIPATION PROGRAM

Catholic education exists to assist parents in their task of educating their children in the faith. We need the entire school community to share in the responsibility of educating the children and to help implement our vision, mission, and goals. The Parent Participation Program is an opportunity for building community, giving financial support, and

offering support to each other as we work together for the benefit of the children. We encourage parents to take an active role in our school and parish, and we appreciate their support.

St. Francis of Assisi School is part of the wider parish community. Once a child has been admitted to the school, as active school community members, parents will be required to participate in various activities of the school. The Parent Participation Program also keeps down the operational costs of running the school. A family who participates in the program completes the work in lieu of a fee. Completing the participation hours, therefore, is not true volunteer work. Other jobs exist in the school that are of a true volunteer nature, and this type of participation is encouraged and most welcome.

The Parent Participation Program is under the direction of the Parish Education Committee. The Participation Coordinator is responsible for the monitoring and compliance with the program and is a member of the PEC.

### Parent Participation Program Responsibilities

Families who participate in the Parent Participation Program commit to a **minimum of 45 hours of service per school year**. Exceptions will only be made for special events or projects arranged with the Parent Participation Coordinator in advance. The required hours are used as a **minimum guideline only** and fulfillment of specified work commitment areas may require **more** than the minimum requirement

It is the parents' responsibility to fulfill their hours of participation and to contact their category manager should they require additional hours. **Any parent that fails to work a scheduled Participation shift will be fined (one of your undated cheques of \$50.00 will be cashed). Parents must understand that if they cannot work a particular shift, it is their responsibility to arrange for a suitable replacement or switch a shift.** Unless a special arrangement is made with the Parent Participation Coordinator in advance, parents may not ask other adults or children under the age of 16 to complete their participation hours for them.

*At the time of registration, parents will issue the following cheques:*

- one cheque of \$800.00 – dated June 1<sup>st</sup> if not participating
- two cheques in the amount of \$400 each, undated.
- \$50 will be debited from your account if you do not attend the three yearly mandatory parent meetings.

These cheques will be held as a deposit. These cheques will not be cashed unless parents fail to complete their participation commitment. Cheques will be shredded upon completion of the required hours.

All parents (including Category Managers) are responsible for keeping a personal record of their hours. A Parent Participation “sign in” binder is located at the school office. Parents should sign in once their shift is complete. The “sign in” sheets will then be passed on to the PEC Participation Coordinator.

The general descriptions for the positions are listed on the *Parent Participation Form* included in the registration package. Areas may need to be combined to make up the required hours. Before hours are made up in other categories, this must be communicated to the Category Manager or Participation Coordinator.

Please note the following:

1. Parish activities are normally excluded from the Participation Program unless otherwise stated by the PEC.
2. Work involved in classroom celebrations (e.g. baking for class events, etc.) is considered volunteer work and cannot be credited towards Parent Participation hours.
3. Category Managers are responsible for ensuring that their category is running smoothly by monitoring the attendance of the participation workers and the work being done. Category Managers are also asked to report any problems or anyone who is not fulfilling their obligations to the Participation Program Coordinator.
4. If hours have not been completed for the first half of the year, and parents are behind on hours for the second half of the year, the registration package for the following year may be withheld.
5. Should a situation arise where a family is not able to fulfill their Participation commitment, a



“compassionate appeal” may be made in writing to the PEC, for consideration.

### **Non-Participation Fee**

A family unable to commit to the required hours may elect to pay a Non-Participation Fee of \$800.00, which is over and above the tuition fees. This option is to be indicated on the Parent Participation Form, at the time of registration. The fee must also be paid at the time of registration. The cheque will be cashed on **September 1**.

## **SECTION 4 – ADMISSIONS AND REGISTRATION**

### **ADMISSION POLICY (CISVA POLICY)**

As part of the process of admitting student, the Pastor, Principal and, when practical, a member of the PEC shall meet with each new family. From the interview and the information available to them the Pastor, member of the PEC and the Principal will decide if the school can meet the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities.

#### **Priorities for Admittance into Elementary Schools**

For purposes of this policy, “practicing Catholics” shall mean those individuals who are registered in a parish and attend Sunday Mass regularly, “active in parish” shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

In accordance with CISVA policy, applications for enrolment will be given preference in the following order:

1. Children presently enrolled at St. Francis of Assisi provided they and their families meet the expectations of the school.
2. Siblings of children already attending St. Francis of Assisi whose families are practicing Catholics who are active in the parish.
3. Children whose parents are practicing Catholics who are active in the parish.
4. Siblings of children already attending St. Francis of Assisi whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or are not active in their parish.
8. Non-Catholics. Enrolment of more than 15% non-Catholics in any grade requires approval of the board of directors. Once acceptance into the school, non-Catholics need meet only the criteria expected of other students to be readmitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

#### **Special Needs Students**

The Catholic Schools of the Vancouver Archdiocese are committed to the education of the whole child in the spiritual, emotional/social, intellectual, artistic/aesthetic and physical realms. It is, therefore, the responsibility of each Catholic school community to implement a program and curriculum enabling it to accept and meet the needs of all Catholic students in their community. Consistent with this goal is an effort to make our facilities more accessible for students with special needs.

The Catholic school is a Christian community committed to the goal of being an inclusive community of learners. In our commitment to students of special needs we recall the words of Pope John Paul II at B.C. Place in 1984, “*the value and dignity of the human person does not arise from the physical or mental qualities, from efficiency, productivity, or speed in one’s actions. It comes rather from the fundamental fact that everyone is created by God.*”

Our commitment is rooted in the fact that we are all God’s children.

#### **Student Registration**

Students must re-register each year. Application packages are available in February at our AGM. Completed packages are accepted in March. **A non-refundable registration fee of \$100 for one child, or \$150 for a family of two or more students must be submitted each year at the**

**time of registration.** *Registration will not be accepted until the fees and all necessary supporting documents have been submitted.*

### **New Student Registration**

A completed application form and **non-refundable registration fee** should be submitted for the processing of the application and photocopies of the following documents are expected to be submitted with a **new student's application form**:

- Birth Certificate
- Baptismal certificates (for Catholics)
- Completed immunization forms
- Report cards (for children entering Gr. 1 to 7)
- Family statement of commitment form
- Parent/Legal Guardian proof of residency (proof of Citizenship or Landed Immigrant Status)
- Signed Legal Residency form Legal Guardian proof.

Children entering Kindergarten must be 5 years old by the end of December.

## **SECTION 5 – COMMUNICATION BETWEEN PARENTS AND SCHOOL**

### **INTRODUCTION**

Communication between home and school is essential. The home and school must work together to provide the best possible learning situation for the child. Concerns regarding any aspect of a child's development should be discussed immediately to ensure continued process. Open communication is always important as it is easier to handle a concern before it becomes a problem. Parents wishing to speak with a staff member should contact the office in advance.

*Meet the Teacher Night* is held in September. Parents are invited to meet their child's classroom teacher and learn about the academic program and expectations for that grade.

Parents with children in Grades 2 and 7 are to attend all parent evenings and activities associated with the Sacramental programs taught in those grades.

A yearly calendar is distributed at the beginning of

each school year. Weekly updates are emailed to each family. Please read these emails carefully as important information and dates are communicated. The school website also includes calendars and other information important to parents.

### **REPORTING POLICY**

#### **Communicating Student Learning - Formal Reports and Conferences**

Effective communication between home and school is essential for student success. We provide and maintain on-going, regular communication about your child's progress. To do this most effectively, Student-Teacher-Parent conferences will be held in October, February (Specialists) and March, followed by a Demonstration of Learning in the final term. Additionally, parents will receive a formal written communication (report) in December and at the end of year in June. Faculty will be sharing evidence of student learning through the student portfolio, through parent presentations and other events during the year. At any time, teachers are available to meet with parents.

#### **Individual Education Plan (I.E.P.)**

All children learn at different rates and at times may have different learning needs. For such students, an I.E.P. is written to help individualize and focus a student's learning activities.

School "team-based" meetings are held during the first term with parents of a child who has a particular learning style. Participants in these meetings have included parent(s), classroom teacher(s), Learning Resource teacher, students, and Principal.

A second meeting then takes place in the spring, in order to review the child's learning and plan for the next school year.

#### **PERSONAL INFORMATION PRIVACY ACT (PIPA) POLICY**

St. Francis of Assisi 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 all electronic and hard copy parent and student personal information.

## **COMPLAINTS/CONCERNS POLICY**

The Pastor, Education Committee and staff of St. Francis of Assisi School are committed to providing the best possible education for your children and to building a community of faith. We want to do all of this in partnership with you, the primary educators. In order to achieve these goals, we must work together and we must talk with each other.

It is reasonable that within a large organization such as ours, there will be misunderstandings, disagreements, and different opinions. Different opinions are welcome; misunderstandings and disagreements are usually the result of a lack of understanding and as such, can be corrected.

If you have a question, concern, or complaint, please follow the procedure outlined below. Following the proper steps will help us maintain an atmosphere of trust and cooperation, so essential to building a Christian community.

1. Speak to the person most directly involved (i.e. the person who made the decision, sent the letter, made the statement, etc.).
2. If you feel nothing was accomplished as a result of the discussion, go to the next person on the list, as outlined below:
  - a) Teacher
  - b) Principal
  - c) Parish Education Committee and Pastor
3. The Pastor holds the ultimate responsibility and therefore is the ultimate authority.

## **CISVA POLICY DEALING WITH MAJOR COMPLAINTS**

The CISVA Board recognizes that in a Catholic school parents, students, teachers, and support staff form an integral part of the Christian school community. From time to time, issues may arise where members of the community may differ in their perspectives.

Within the CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate

complaint procedure as described below. All parties must maintain confidentiality with respect to all aspects of this procedure.

1. The issue must be dealt with first by the persons directly involved.
2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.
3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.
4. Determine what policy/policies of the school of CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson and a representative from the Superintendent's Office etc., to help provide a resolution to the issue.
5. The Principal having made a judgement to resolve the issue shall promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.
6. If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.
7. Upon receiving the complaint, the Education Committee will form a subcommittee with authority to make a decision regarding the appeal. This committee must always include the school's Pastor/Archbishop Representative. The subcommittee will study the documentation and then call a meeting to hear presentation from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond.
8. After this, the subcommittee shall, in camera, present its decision to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement the decision. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action.

The Education Committee may reject the subcommittee's decision only if there is a serious flaw in the procedures of the appeal process. At that time, the Superintendent must be notified, and a decision will be delayed until

the Education Committee receives direction from the Board of Directors.

9. The Education Committee shall notify the appellant, and the Principal, of its decision within seven days of the meeting. The decision shall be communicated in written form.
10. The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision.
11. If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudsperson shall be obtained from the Superintendent of the CISVA.
12. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
13. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
14. The Board of Directors will communicate its final decision to all parties involved.
15. Requests for extensions of the timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.

#### **PERSONAL INFORMATION PRIVACY ACT (PIPA) COMPLAINT PROCEDURE AND APPEALS POLICY**

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" (parent 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.

### **SECTION 6 – FUNDING, FEES, AND TUITION**

St. Francis of Assisi School has three sources of funding:

- Provincial Government Grant equal to 50% of the operating grant per child received by the Vancouver School Board (public schools)
- Tuition fees
- St. Francis of Assisi Parish subsidy

As tuition fees and government grants do not cover the cost of operating the school, participation in parish fundraising is vital.

#### **REGISTRATION FEE**

A non-refundable registration fee of \$100 for one student or \$150 for a family of two or more students must be paid each year at the time of registration.

#### **ACTIVITY FEE**

This is an annual fee that applies to all students and will replace individual student payments for Edupac (school supplies), enrichment and athletic field trips and the yearbook. The per student fee is \$110 for students in Kindergarten – Grade 2 and \$160 for students in Grades 3 - 7).

#### **TUITION FEES**

Tuition fees are set by the PEC according to C.I.S.V.A. policy and are reviewed each year. Tuition fees vary for active, contributing parishioners (Category 1), Non-parishioners (Category 2), and Non-Catholics (Category 3). The table below summarizes the school's monthly tuition fee schedule for the 2023-2024 school year.

**Category 1: St. Francis of Assisi Active Parishioners** – This category applies to families who:

- Are registered parishioners of St. Francis of Assisi Parish
- Regularly attend the Parish liturgical celebrations (Mass/Sacraments)
- Use regularly, the Parish Sunday Envelope program in supporting the Parish prior to September 1<sup>st</sup> of the previous year

### Category 2: Other Catholic Parishes

This fee applies to all other Catholic families who have children in SFA School but are not active parishioners of SFA Parish.

### Category 3: Non-Catholics

This fee applies to families who are not members of any Catholic Parish

## TUITION FEES FOR 2023-2024

Category 1 (SFA Parishioners)	\$415 – 1 child \$660 – 2 children \$840– 3 or more children
Category 2 (Non-Parishioners)	\$495 – 1 child \$710 – 2 children \$930 – 3 or more children
Category 3 (Non-Catholic)	\$575 – 1 child \$810 – 2 children \$1070 – 3 or more children

## PAYMENT TERMS

1. One Pre-Authorized Debit dated September 1<sup>st</sup> or cash for the full year's tuition amount. A 5% reduction in the year's tuition will apply.
2. Pre-Authorized Debit for tuition may also be used. We will require a "VOID" cheque. Payments are scheduled for August 1<sup>st</sup> to May 1<sup>st</sup>.

## INSUFFICIENT FUNDS

If a N.S.F. cheque is returned to the school by the bank an additional charge of \$25.00 will be levied to the family.

## FINANCIAL ASSISTANCE

Families in our parish experiencing extreme financial hardship should contact the pastor to arrange an appointment to discuss financial assistance to meet tuition payments. The pastor, on an individual case basis, will determine the assistance needed. The most recent Revenue Canada (Income Tax) Notice of Assessment must be included along with the application.

## SECTION 7 – SCHOOL PROCEDURES

### SCHOOL AND OFFICE HOURS

School hours are:

8:45 a.m.	Morning bell
10:15 - 10:30 a.m.	Recess
12:00 p.m.	Lunch begins
12:15 - 12:45 p.m.	Lunch recess break

3:00 p.m.	Dismissal (Mon. to Thurs.)
2:00 p.m.	Dismissal on Friday

Students are expected to be on time for class.

The school office is open from 8:00 a.m. until 4:00 p.m. (Monday to Thursday) and 8:00 a.m. to 3:00 p.m. (Friday).

## VISITORS AND CLASSROOM DELIVERIES

All parents/visitors are asked to introduce themselves to the office staff upon arrival at the school. Lunches or other items brought to the school after the 8:45 a.m. morning bell are to be marked with the child's name and grade and left at the office. Parents may not go to their child's classroom during instructional times unless permission has been obtained from the office.

## SUPERVISION OF STUDENTS

Supervision is provided before, during, and after school, and during all school sponsored extra-curricular activities to ensure the safety of students. Staff members and/or parent helpers provide supervision.

### Supervision Hours:

Morning	8:15 - 8:45 a.m.
Recess	10:15 - 10:30 a.m.
Lunch	12:00 - 12:45 p.m.
After school	3:00 - 3:30 p.m. (Fridays 2:00-2:30 p.m.)

Students should not come to school before 8:15 a.m. After school, there is no ball playing (Frisbees etc.) allowed on the school grounds. Students must stay on the west side of the building while waiting for their rides. Students are encouraged to leave the school grounds immediately after school. *To ensure the safety of your child/ren, please ensure that you have secured care for them outside the supervision times.*

## PARKING

There is no parking available on the school grounds. For the safety of all students, parents and/or others bringing/taking students home need to be aware of and following the traffic safety procedures:

1. There is a **drop off/pick up zone** on the **north side of Venables Street**. This parking area is for "quick" drop off (up to 2 min.) to allow students to safely exit/enter their vehicle.

Drivers are not to leave their vehicles and walk students to/from the school.

2. The **south side of Venables Street** is a **no stopping/parking zone**.
3. The **pedestrian crossing light zone, crossing Victoria Drive** allows parents to park on the west side of Victoria Drive.
4. **U-turns or use of driveways to turn around are not permitted on Venables Street.**
5. **Left hand turns or proceeding straight through the light are not permitted by law onto Victoria Drive.**
6. **Drivers are not permitted by law to enter the lane on the north side of the school.**
7. **All pedestrians must use the cross walk when crossing Venables Street.**

To ensure student safety, these procedures will be enforced by the traffic safety parents and the Vancouver Police Department.

## **SCHOOL CLOSURES**

### **When School is Closed**

The decision to close the school is made by the Pastor and the Principal. Several factors including, the current weather, the predicted weather, the main road conditions, and the decision of the majority of Catholic schools and other school districts are considered. The safety of both staff and students is of utmost concern.

If the decision is to close the school, information may be emailed to all families and posted on the school website. The following radio station will be contacted:

CKNW (Radio - AM 980) [www.cknw.com](http://www.cknw.com)

The radio station often announces the school closures in the morning (any evening closure for the next day will appear on their websites). All closures are also listed on their websites.

If St. Francis of Assisi School does not appear on one of these stations before **7:30 a.m.**, the school will be opened. Calling the school to see if it is closed should be used as a last resort, as if the school is closed, there will be no one to answer your phone call. **You may also refer to the school website for closures at [www.sfaschool.ca](http://www.sfaschool.ca)**

*Please note that if the school remains open, individual families are encouraged to make their*

*own decision regarding safety getting to school.*

### **Morning Practices in the Event of a School Closure**

Where school is opened but morning practices are cancelled, those students will be notified at school the day before or phoned the evening before.

\*Check email & website for this announcement.

### **Bus Procedures in the Event of Snow**

If the school is open, but the bus service is altered, this will appear on the school website ([www.sfaschool.ca](http://www.sfaschool.ca)) as: "St. Francis of Assisi School is open – bus using snow routes"

Again, if nothing is stated, the school is open, and the bus will be running as usual. *Individual families will not be contacted.* "Bus families" should refer to their snow route maps.

### **School Closure during the School Day**

In the event of a school closure during the day (weather, emergency), parents/guardians will be contacted to pick up their children. If a parent/guardian is not able to pick up a student, the student will only be released to the "emergency contact person." The school will remain open until all students have been released.

## **STUDENT ATTENDANCE POLICY**

Every student must attend school every day that he or she is able to do so. The government grant is only allocated to a student who attends 600 hours of class prior to May 15<sup>th</sup> (unless an absence is the result of illness and explained in a note). Parents or guardians must reimburse the school if provincial funding is withheld due to student absences.

Removing children for vacations means that classroom instruction is lost and cannot be entirely regained. Make-up work is the responsibility of the parents and student, not the teacher. Teachers are not required to assign or prepare homework for students going on vacation. Parents must complete a form, from the office, before they temporarily withdraw a child from school for reasons other than illness.

## **REPORTING A STUDENT ABSENCE**

As part of our "Early Warning Safety Program", the school must be notified by email or phone (604-253-7311), between 8:00-8:45 a.m. if a student is going to be absent or late that day.

## **NOTES FROM HOME**

The B.C. Ministry of Education's Auditor requires absentee notes from parents for all student absences. Upon returning to school after an absence, an email or written note from home must be sent to the classroom teacher indicating the date and reason for the absence and bearing the parent's signature. An email or note must be sent for each absence.

## **STUDENT ILLNESS**

For the health of all students and staff, sick students should be kept at home.

In dealing with a contagious disease, the school will follow the directives given by the Vancouver Coastal Health Unit.

If a student becomes ill during the school day, the parent/designated adult will be notified. A parent/designated adult is expected to pick up the student who is ill as soon as possible.

## **EARLY DISMISSALS**

Written permission is required when a student must leave the school grounds for any reason other than dismissal. If early dismissal of a child is required, a note must be given to the office prior to the dismissal. When coming to school to pick up a child for an early dismissal, parents are to report to the office first and sign the child out. Please try to schedule doctor and dentist appointments after school hours whenever possible.

## **STUDENT RELEASE**

Parents are to notify the school whenever unusual arrangements are made for picking up their child/ren. Children will not be released to anyone other than the usual caregiver unless the parents notify the school.

## **PUNCTUALITY**

Students are expected to arrive on time for class. If a student is late, he/she is to report to the office for a late slip to be given to the student's teacher.

## **TELEPHONE CALLS**

Students are permitted to use the school phone only in cases of emergencies. Arrangements for rides following school and/or extra-curricular activities are to be made before school. Students should also ensure they have all the necessary items for the day before leaving home. Teachers and students will not be called to the phone during class time.

## **FIELD TRIPS/EXTRA-CURRICULAR SPORTS AND ACTIVITIES**

We recognize the importance of field trips/extra-curricular sports/activities as an integral part of the curriculum and an extension of what is being taught in the classroom. All activities out of the school/parish site are selected, planned, organized, and conducted in the context of the spiritual, intellectual, social, emotional, or physical development of students and the safety and security of all participants.

Parents will be given the particulars of a field trip/extra-curricular sports/activity in an information/consent form sent home. Information will be given about the cost, safety, and method of transportation, clothing needed, supervision, and any known risks associated with a trip.

For a student to participate, the consent form with the parent's/guardian's signature must be returned to the classroom teacher. Handwritten, faxed, general consent, or verbal consent does not constitute consent or replace the school's official signed consent form.

## **PERSONAL ELECTRONIC DEVICES**

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

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

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

PEDs are wireless and/or portable electronic handheld equipment that include, but are not limited to, cell phones, smartphones, portable internet devices, handheld entertainment systems (video games, MP3 players, iPods®, etc.), cameras, and any other convergent communication technologies. Fitness trackers

and watches that do not have Wi-Fi or internet capability are acceptable.

Students and parents are strongly encouraged to respect the age limits set by the creators of social media sites. Student use of social media during the school day is not tolerated.

## SECTION 8 – SCHOOL UNIFORM

Students are expected to be always in the approved St. Francis of Assisi School uniform unless special concessions are made. The uniform is to be kept clean, neat, and presentable, shirts must be tucked in, and shoes fastened. Sweaters are to be mended.

Uniform items below which are marked with an asterisk\* must be purchased from the approved school uniform supplier.

If, for any reason, a student cannot wear the complete school uniform, parents must send a note to the teacher explaining why. The Principal monitors the uniforms, if the uniform code is not followed, a note will be sent home with the student. The note must be signed by the student's parent and returned. Upon subsequent breaches, the parents will be asked to take the student home.

### WINTER UNIFORM

*Worn October 3<sup>rd</sup> to April 26<sup>th</sup>*

Girls Uniform	Boys Uniform
White school dress or golf shirt*	
Burgundy school sweater* (cardigan, pull over, or vest)	
All Black shoes (no runners or boots)	
Burgundy/navy plaid kilt or tunic*	Navy blue dress pants*
Navy blue knee-high socks/tights	Navy blue socks

### SUMMER UNIFORM (optional)

*May be worn from September 5<sup>th</sup> to September 29<sup>th</sup> & April 29<sup>th</sup> to June 26<sup>th</sup>*

Girls Uniform	Boys Uniform
White school golf shirt*	
Burgundy school sweater* (vest)	
All Black shoes (no runners or boots)	
Navy blue skort*	Navy blue shorts*
Navy blue or white knee-high or ankle socks	Navy or white socks

### GYM STRIP

Boys and Girls have the same uniform. Gym strip items below which are marked with an asterisk\* must be purchased from the approved school uniform supplier.

- ▶ St. Francis of Assisi black shorts\*
- ▶ St. Francis of Assisi burgundy t-shirt\*
- ▶ St. Francis of Assisi (sweatshirt or hoody, or sweatpants) \* these items are optional.
- ▶ Runners and white socks

### ADDITIONAL UNIFORM INFORMATION

#### Gym/Practice Days

Students will wear their gym strip to school if they have P.E. class or a sports practice. Students will be notified if they to bring their uniform to change for a special event.

#### “Dress down” Days

Once per month a colour or theme day is held. Specific guidelines are sent home for each occasion. Students are encouraged to participate, by supporting a chosen charity and dressing for the occasion. Students who do not choose to participate must wear their school uniform.

#### Grade 7

Grade 7 students may wear the “class” sweatshirt instead of the school sweater, except when attending Mass, field trips, school presentations where parents or other visitors are present, choir presentations or any other function where they are representing St. Francis of Assisi School. No other type of sweatshirt may be substituted.

#### School Sweater

The sweater is the same for the summer and winter uniform. Students must always have their sweater at school, even if they are not wearing it. Unless, otherwise stated, students must wear the school sweater at assemblies and Masses. The vest is an optional sweater but cannot be worn in school photos or other formal days.

#### Dress or Golf Shirts

All shirts must have the St. Francis of Assisi School logo and must be worn tucked in.

#### Kilts, Tunics and Skorts

These may be purchased ready made from the uniform supplier. Kilts, tunics and skorts must be



hemmed mid-knee to a maximum of 2" above the knee.

### **Pants**

They are navy blue and **must be purchased from the uniform supplier.**

### **Shoes**

Black dress shoes are required when in school uniform, including leather and leather substitute. If dress shoes are worn, students may change into their gym shoes for recess and lunch. No open toes, open heels, or sandals are allowed. Heels must be less than 4cm (1 ½ inches). Socks must show above the shoe. Students are to wear dress shoes for Mass and field trips unless otherwise instructed.

### **Hair**

Hair must be neat and tidy. No dyed, streaked or bleached hair is permitted. Hair accessories must be burgundy, black, navy blue, white, or school plaid. Boys must have their hair trimmed to collar's length.

### **Jewellery and Accessories**

Girls may wear a single small stud or small hoop earring per ear. Students may also wear watches, holy medals, or crucifixes. No other jewellery or accessories are permitted. The school is not responsible for lost jewellery items. For safety reasons, a teacher or coach may require that jewellery be removed.

Girls may wear only clear nail polish or lip-gloss. No other nail polish or make-up is permitted.

### **Labelling Uniform Items/Personal Belongings**

All uniform items should be clearly labelled on the inside using a permanent marker. Please check your child/ren's items regularly for mix-ups.

### **Lost and Found**

A lost and found box is located in the downstairs basement of the school. Please check this box regularly if items are missing.

### **Care of the Uniform**

The uniform must be clean and neat and pressed. Uniform items that are too big or too small, or are torn, soiled, worn or damaged must be replaced or repaired promptly.

### **UNIFORM SUPPLIER**

Neat Uniforms

1050 Boundary Road

Vancouver, BC.

Telephone: 604-205-7556

Website: <https://www.neatuniforms.ca/>

## **SECTION 9 – SAFE, CARING, AND ORDERLY SCHOOL ENVIRONMENT**

### **INTRODUCTION**

In a Catholic school, the parents, students, teachers, and support staff form an integral part of the Christian community. The staff and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to be familiar with and accept and support the philosophy and policies of St. Francis of Assisi School. Parents indicate this by signing the *Statement of Commitment*. Occasionally, issues may arise where the parties involved differ in their perspectives. When this happens, all parties are expected to work toward a resolution in a Christian manner, respecting each other's point of view. To facilitate an amicable resolution of conflict issues, St. Francis of Assisi School has developed discipline procedures, in accordance with CISVA policy. Our goal is to enhance our students' Christian formation by teaching, guiding, and helping them understand and appreciate their role and responsibility as students. In so doing, they find their place in the human family and help build the Kingdom of God.

Our school will continuously develop strategies to make students feel valued, respected, accepted, and connected within the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying regardless of their gender, race, culture, religion, sexual orientation, or gender identity. Students who feel respected, accepted, and connected tend to be physically and mentally healthier, and perform better academically. All students will experience a learning environment that enables every child to feel safe, accepted, and respected.

### **STUDENT DISCIPLINE**

#### **HARASSMENT AND BULLYING PREVENTION**

The staff of St. Francis of Assisi School is committed to ensuring that our school environment is safe and non-threatening for every student. We believe that all students should be valued and treated with respect and dignity. We

believe that all students should be able to learn in an atmosphere free from fear, hatred, bullying, cyberbullying, intimidation, harassment, bullying and intolerance.

St. Francis of Assisi School has four basic rules for ensuring that our school is a safe, caring, and respectful environment for all students.

1. **Treat others in a respectful and Christ like manner.**
2. **Respect the property of others.**
3. **Follow school rules and play safely.**
4. **Take responsibility for your actions and learning.**

These rules are broad by design and are supported by specific recommendations. The classroom teacher has primary responsibility for correcting unacceptable behaviour and dealing with minor incidents. In common areas such as playgrounds and hallways, the classroom teacher and supervising adults share this responsibility. Considering the student's age, maturity & special circumstances, if a child chooses to break a school rule, to not accept his/her responsibilities or to infringe on the rights of others, a sequence of consequences will result:

1. Verbal warning
2. Verbal warning with consequences
3. Conference with the Principal/Teacher/Child
4. Teacher/Parent conference
5. Conference with the Principal/Teacher/Parent/Child

Teachers and school administrators have authority to search students' personal items such as backpacks or cell phones if they have reasonable suspicion that a student is violating school rules or policies. This might include suspected possession of items, drugs, weapons, or materials that could disrupt a safe and conducive learning environment.

### **GROSS MISCONDUCT**

Discipline problems of a serious nature will be the ultimate responsibility of the principal. The most serious consequences would be suspension or expulsion from the school.

Disrespect, misbehaviour on school grounds or at school sponsored events, physical harm to another person, or the attempt to physically harm another person, theft, the destruction of property, are examples of serious inappropriate behaviour

and such behaviour may result in a student being suspended or expelled. As well, if a student is found to have committed either theft or vandalism, the student who committed the act will make retribution to the victim.

The principal may also suspend or expel a child who is persistently disrespectful, disobedient and/or fails repeatedly to obey school regulations. In serious cases of enforcement of discipline, the principal will consult with the Pastor and/or the Parish Education Committee.

The school does not tolerate aggressive or violent behaviour. This includes deliberate acts intended to harm, intimidate, bully, alienate or injure another person. Aggressive retaliation falls into this category. The school will make every possible effort to see that no child is harassed or bullied. If a student is involved in such behaviour, the facts are carefully reviewed and assessed to determine if a suspension or expulsion from school is warranted.

The possession of, use of, and/or threat of the use of a weapon\*, the use, possession or sale of explosive devices, alcoholic substances, drugs, or other noxious substances, will be considered gross misconduct and severe disciplinary action will result. The suspension process will be initiated, and expulsion from the school may result. The principal will consult with the Pastor and Parish Education Committee. The matter may also be referred to the police.

*(\*A weapon is anything that is used, or designed to be used, to inflict bodily harm, or to intimidate another).*

### **ANTI-BULLYING**

Bullying in its truest form is comprised of a series of repeated, intentionally cruel incidents involving students. Bullying includes acts of physical violence as well as verbal assaults, is not tolerated in the classroom, school grounds or at school sponsored events. Students are encouraged to report all acts of bullying to an adult, teacher, parent, or principal. The school will inform parents of the actions to be taken. Along with the appropriate consequences students will be assigned a learning package to be completed and kept on file. Continued bullying by a student will result in suspension and may lead to expulsion.

## **CISVA POLICIES DEALING WITH SUSPENSIONS AND EXPULSIONS**

In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, schools are required to act for the protection of all members of the school community.

An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour, which, if continued, would ultimately result in an expulsion.

The Principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident, and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

The Principal decides upon a suspension only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the Principal and the Pastor and/or the Chairperson of the Parish Education Committee. A written notification of suspension must be given to the parents/guardians. The letter must contain the school's expectation of the student if re-admission to the school is granted.

If the Principal has determined that the incident is serious enough to warrant expulsion, the Principal must immediately consult the Pastor and the Parish Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the Principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone. Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

Parents may appeal a suspension or expulsion decision (see "Policy for dealing with Major Complaints").

## **CHILD ABUSE AND NEGLECT POLICY**

The CISVA Board prohibits and will not condone any form of child abuse, neglect or violence. All school personnel in the CISVA will comply with the requirements of the Ministry of Children and Family Development and be familiar with the procedures for reporting suspected child abuse as outlined in the *"Child, Family, and Community Service Act"* and *"Supporting our Students: A guide for Independent School Personnel Responding to Child Abuse"*.

## **TOBACCO AND VAPOUR PRODUCTS CONTROL ACT**

In accordance with the newly updated (September 2016) *Tobacco and Vapour Products Control Act*, "a person is not permitted to smoke or use vapour products in or on St. Francis of Assisi School property".

This means that from the moment that students, staff, or visitors enter school grounds, they can no longer smoke or use vapour products (e-cigarettes), at any time, day or night, whether or not school is in session. Anyone who breaches this legislative provision will face a fine.

## **SECTION 10 – EMERGENCY INFORMATION**

### **MEDICATION POLICY**

It is the responsibility of the parent/guardian to inform the school about a student's medical condition or problem that could require emergency action by the school staff. It is also the responsibility of the parent/guardian to inform the school if the student takes medication at school regularly.

Parents are responsible for administering medication to their children. Whenever possible, arrangements should be made for medication to be administered outside school hours. If this is not possible, parents should come to the school and administer it.

In extreme circumstances, where neither of the above alternatives are possible, medication can be administered only when a *"formal request for the administration of medication"* form is completed and signed by the parents and the prescribing physician. The request form must specify the kind of medication, the dosage, the date and time, and the directions for use. The request must specify that neither the school nor its

personnel will in any way be held responsible for any ill effects of the medication.

## **ALLERGIES AND ANAPHYLAXIS**

Several children in our school community have severe, life-threatening allergies, to food items such as, nuts, peanuts, fish and eggs (anaphylaxis). Anaphylaxis is a medical condition that causes a severe reaction to specific foods and can result in death in minutes. *The school is designated as an allergen aware environment.* To keep the school safe, we ask all children to refrain from bringing peanut butter or nuts to school for snacks or lunch.

Ensuring the safety of anaphylactic children in a school setting depends on the cooperation of the entire school community. To minimize risk of exposure, and to ensure rapid response to emergency, parents, students, and school personnel must all understand and fulfill their responsibilities.

It is expected that all parents will respond cooperatively to requests from the school to eliminate allergens from packed lunches and snacks. Parents will encourage children to respect anaphylactic children and this policy. Students will avoid sharing food especially with anaphylactic children and follow school rules about washing hands and keeping allergens out of the classroom.

Our school follows the CISVA Anaphylaxis Policy, No. 434 which can be found using the following link:

<https://cisva.bc.ca/home/policy-manual/#toggle-id-5>

Parents may refer to the following link for further information regarding lunches and snacks: <http://vch.eduhealth.ca/PDFs/BB/BB.203.L86.pdf>

Parents of children who are anaphylactic are expected to:

- Notify the school during the Registration or Re-registration process if their child has been diagnosed by a doctor as having anaphylaxis or in the case of a new diagnosis as soon as possible.
- Fill out an information form, sent home by the office upon notification of an allergy.

- Supply the child with an Epipen to be carried on the child's person at all times (including P.E., field trips, etc.).
- School staff will be trained at the beginning of each school year in the use of the Epipen by the school nurse.
- School staff will be informed of those students who have allergies/anaphylaxis.

## **STUDENT EMERGENCIES/INJURIES**

In the event that a child is injured, and school staff recommends that the child obtain medical attention, the school will attempt (when possible) to contact the parent/guardian to take charge of the child. If a parent/guardian cannot be reached or is unable to come, an ambulance will be called. The parent will absorb the cost of the ambulance.

The school maintains records of home, work, and contact numbers of parents and phone numbers of emergency contact persons. It is the responsibility of the parent to ensure that the school has current phone numbers and emergency release names.

## **EMERGENCY SUPPLIES**

Our Emergency Preparedness Committee has prepared emergency supplies for every student and staff member. These supplies include health and safety items, and basic food products. We will store emergency supplies securely outside the building.

## **EMERGENCY PROCEDURES**

Fire drills are conducted regularly to practice emergency procedures. In the occurrence of a fire, students will be evacuated from the school to a specified area on the playground. In the event of civil or natural emergency students will only be released from school into the care of a parent/guardian, or other person indicated by the parent on the registration/re-registration forms.

### **PARENTS RESPONSIBILITIES:**

- ▶ do not call the school, as the phone lines must be open for outgoing emergency calls.
- ▶ turn to radio station *CKNW 980AM* for information and directions
- ▶ to come to the school if they are able to offer assistance
- ▶ to refrain from driving to the school, as the school's access routes and street entrances

MUST remain clear for emergency vehicles.  
Either walk or park away from the school.

- ▶ go to the STUDENT RELEASE STATION, once it is safe to travel, to pick-up their child or any other child they are assuming responsibility. Adults taking a child from the school grounds will be required to sign a release form.
- ▶ Please note that, if possible, our students will proceed to the church property on 2025 Napier Street and this will be our designated "Student Release Station".

## **SECTION 11 – HOMEWORK**

### **HOMEWORK AND ASSIGNMENTS**

#### **Guidelines**

The purpose of homework is an extension of the learning experienced in the classroom. Thus, homework is designed to enhance the educational growth of the student. Emphasis is placed on foundational skills of reading, writing and numeracy. There will be no new material in homework assignments, that is, students will have been taught in class how to complete each homework assignment. Each homework assignment should also take into account individual student needs and abilities.

Students will benefit most when homework is designed to accomplish specific goals which are clearly understood by students and parents.

Homework is more effective when it is actively supported at home. To this end, homework assignments will be noted daily in the students' agenda book. The agenda book will also be used for communication between teacher and parent regarding any problems or issues that arise with homework.

All homework will be checked for completion by the teacher.

Maximum time per school day:

Kindergarten	10 minutes
Grades 1-3	15 minutes

\* daily reading with parents in Kindergarten to Grade 3 is recommended

Grades 4 & 5	30 minutes
Grade 6, 7	45 minutes

\* daily reading by the student is recommended from Grades 4 to 7