

# St. Francis of Assisi Elementary School



## **Parent Handbook** **~ Policies and Procedures ~** **(Revised December 2024)**

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# ST. FRANCIS OF ASSISI ELEMENTARY STAFF 2024-2025

|                   |                   |
|-------------------|-------------------|
| <b>Pastor</b>     | Father Juan Lucca |
| <b>Principal</b>  | Ms. D. Welsh      |
| <b>Secretary</b>  | Mrs. M. Lemaire   |
| <b>Bookkeeper</b> | Mrs. L. Louis     |

## ***Classroom Teachers***

|                     |                          |
|---------------------|--------------------------|
| <b>Kindergarten</b> | Mrs. C. Busto            |
| <b>Grade 1</b>      | Miss A. Hewitt           |
| <b>Grade 2</b>      | Ms. S. Montcalm          |
| <b>Grade 3</b>      | Ms. A. Lorenz            |
| <b>Grade 4</b>      | Mrs. Sudar/Mr. Colford   |
| <b>Grade 5</b>      | Miss R. Simoes           |
| <b>Grade 6</b>      | Mr. J. Sudar/Mr. F. King |
| <b>Grade 7</b>      | Mr. P. Teodosio          |

## ***Specialty Teachers***

|                           |   |
|---------------------------|---|
| <b>Learning Resource</b>  | Mrs. M. Raymond                           |
| <b>LSC Support</b>        | Mr. F. King/Mrs. N. Werner/Mr. 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. O. Bell      |
|                             | Mrs. L. Boelens   |
|                             | Mrs. M. Chavez    |
|                             | Mr. T. Fung       |
|                             | Ms. M. Lok        |
|                             | Ms. A. Massé      |
|                             | Miss M. Michayluk |
|                             | Mr. A. Miral      |
|                             | Mrs. A. Visintin  |

|                   |              |
|-------------------|--------------|
| <b>Bus Driver</b> | Mr. R. Dente |
|-------------------|--------------|

## ***PARISH EDUCATION COMMITTEE***

|                         |   |
|-------------------------|---|
| <b>CHAIRPERSON</b>      | Mr. Matthew Langford                        |
| <b>VICE CHAIRPERSON</b> | Ms. Annie Kaderly                           |
| <b>TREASURER</b>        | Mr. Andrew McDonell                         |
| <b>OTHERS:</b>          | Mr. Daniel Pires (Maintenance)              |
|                         | Mrs. Kathryn Percy (Parents' Participation) |
|                         | Ms. Niamh Small (Secretary)                 |
|                         | Ms. Heather McIver (Special Events)         |
|                         | Mr. David Koppe (Marketing)                 |

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

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

Our Catholic School provide each student with an education rooted in the Gospel of Jesus Christ. Guided by the Holy Spirit and Catholic teaching, in partnership with home and parish, our schools foster the growth of responsible citizens who will live, celebrate, and proclaim their faith.

### **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 are 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 Resource Centre**

Our Learning Resource Centre, consisting of a Learning Resource Teacher and Educational Assistants, supports student learning. A Learning Assistance Program provides students with remedial help, confidence building and encouragement. Our Learning Resource 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 5-7), Basketball (Grades 5-7), and Track and Field (Grades 3-7). Teams compete against other Catholic Schools.

#### **Choir**

Students in Grades 4 to 7 are invited to join the 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, peer readers, altar servers and Catholic Outreach.

## **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 Board of Directors. 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 CISVA policies 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 CISVA hiring Principals, Teachers, Education Assistants and Support Staff.
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 Board of Directors.

## **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 Special Event Coordinators should they require additional hours. **Any parent that fails to work a scheduled Participation shift will be debited \$50.00. 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.

For new participating families, two undated signed cheques in the amount of \$400.00 each will be collected at registration. These cheques will only be cashed if you have not completed your hours.

\*\$50.00 will be debited for any missed mandatory meetings, classroom event and parent participation shift.

All parents are responsible for keeping a personal record of their hours and logging them in the online portal, ON VOLUNTEER.

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 Special Event Coordinators or Participation Coordinator.

Please note the following:

1. Special Event Coordinators are responsible for ensuring that their event is running smoothly by monitoring the attendance of the participation workers and the work being done. Special Event Coordinators are also asked to report any problems or anyone who is not fulfilling their obligations to the Parent Participation Coordinator.
2. 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. A one-time fee of \$800.00 will be debited from your account on September 1<sup>st</sup>.

## **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. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be readmitted in subsequent years.

### **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 handed out at the AGM in February. Completed packages are to be returned 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 with the classroom teacher. 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 them through email. Sensitive topics should be communicated in person. Teachers will respond to emails/phone calls within two school days.

*Meet the Teacher Night* is held in September. This is a mandatory meeting where 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 posted on the school website 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 and Student-Led in March. Additionally, parents will receive a formal written communication (Learning

Update) in December, March and at the end of year in June. Faculty will be sharing evidence of student learning through the student-led conference, and through 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 sub-committee'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 (Event 1), Non-parishioners (Event 2), and Non-Catholics (Event 3). The table below summarizes the school's monthly tuition fee schedule for the 2024-2025 school year.

**Category 1: St. Francis of Assisi Active Parishioners** – This event 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 2024-2025**

|                               |   |
|-------------------------------|---|
| Category 1 (SFA Parishioners) | \$416 – 1 child<br>\$661 – 2 children<br>\$842– 3 or more children  |
| Category 2 (Non-Parishioners) | \$496 – 1 child<br>\$711 – 2 children<br>\$932 – 3 or more children |
| Category 3 (Non-Catholic)     | \$576 – 1 child<br>\$811 – 2 children                               |

|  |                             |
|--|-----------------------------|
|  | \$1072 – 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 2.5% 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:

|                  |                            |
|------------------|----------------------------|
| 8:40 am          | Morning bell               |
| 10:15 - 10:30 am | Recess                     |
| 12:00 pm         | Lunch begins               |
| 12:15 - 12:45 pm | Lunch recess break         |
| 3:00 pm          | Dismissal (Mon. to Thurs.) |
| 2:00 pm          | Dismissal on Friday        |

Students are expected to be on time for class. The school office is open from 8:00 am until 4:00 pm (Monday to Thursday) and 8:00 am to 3:00 pm (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 8:40 am 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 - 8:40 am         |
| Recess       | 10:15 - 10:30 am       |
| Lunch        | 12:00 - 12:45 pm       |
| After school | 3:00 - 3:15 pm         |
|              | (Fridays 2:00-2:15 pm) |

Students should not come to school before 8:15 am. Any student that arrives before 8:15 am will be directed to the Before School Club and you will be charged for this service. 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. Students not picked up by 3:15 pm (Monday to Thursday) and 2:15 pm (Friday) will be sent to the After School Club and you will be charged for this service. *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 crosswalk 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 parents will be notified by email before 6:30 am.

*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 by email.

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

If the school is open, but the bus service is altered, parents will be notified by email.

### **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. Teachers are not required to assign or prepare homework for students going on vacation. Parents need to email the office and classroom teacher when their child be absent.

## **REPORTING A STUDENT ABSENCE**

Email the school office and classroom teacher before 8:40 am 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. 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**

An email is required when a student must leave the school grounds for any reason other than dismissal. If early dismissal of a child is required, an email must be sent 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.

### 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.

Parents/Caregivers who volunteer to drive students to field trips or extracurricular activities are required to have a cleared Criminal Records Check on file at the school office.

### 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, smart watches w/wifi capability, 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 an email to the teacher explaining why. The Principal and Vice-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.

### WINTER UNIFORM

*Worn October 1<sup>st</sup> to April 25<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 9<sup>th</sup> to September 27<sup>th</sup> & April 28<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 are to bring their uniform to change for a special event.

**“Dress down” Days**

Specific guidelines are sent home for coloured days or theme days. 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 must be purchased 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 footwear is 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 4 cm (1 ½ inches). Boots must be no higher than the ankle. Socks must show above the shoe.

**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.

**Jewellery and Accessories**

Students 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 balm. 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.



### **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.

### **Consignment**

Uniform items may be purchased from the SFA Consignment managed by our parent volunteer. All inquiries can be made to:  
[SFAconsignment@gmail.com](mailto:SFAconsignment@gmail.com)

### **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**

### **STUDENT CODE OF CONDUCT**

The staff at St. Francis of Assisi School is committed to ensuring that our school environment is safe and non-threatening. All students are valued and treated with respect and dignity. All students should be able to learn in an atmosphere free from fear, hatred, harassment, bullying and intolerance.

Students are expected to follow four basic principles to help ensure that our school is a safe, caring and respectful environment:

- 1. Treat others in a respectful and Christ-like manner.**  
Jesus was the greatest teacher of kindness and tolerance towards others.
- 2. Respect the property of others.**  
Personal and shared property needs to be treated with care and respect.
- 3. Follow school rules and play safely.**  
The school must be a place where all students feel safe.
- 4. Take responsibility for your actions and your learning.**

Throughout life, we all make daily decisions and must take responsibility for those decisions. Therefore, we expect St. Francis of Assisi School students will do the right thing, even if a teacher or parent is not present. This is called acting responsibly.

### **CODE OF CONDUCT**

Provincial Standards for Codes of Conduct Order, School Act, sections 85(1.1)168(2) (5.1) CISVA General School Administration Student Code of Conduct # 407

#### **1. Safety**

All students and staff have the right to a safe school environment. Students are expected to:

- behave in a safe manner. (Play without harming or threatening others.)
  - inform an adult, in a timely manner, of incidents of bullying, cyber bullying, harassment or intimidation.
  - arrive at school no earlier than 8:15 am unless involved in an extracurricular activity.
  - remain on the school grounds, in the designated areas, at recess and lunch.
  - provide written permission from a parent or guardian to leave the school grounds during the school day.
  - bicycles, scooters, skateboards, etc. are not to be used on the school grounds (bicycles must be walked onto the school grounds).
  - use all playground equipment as it is meant to be used.
  - play in designated playground areas as per the playground schedule.
  - walk in the hallways.
- **Respect**  
All students and staff have a right to be respected. Students are expected to:

- demonstrate empathy towards others.
- be considerate of everyone's feelings.
- listen to the ideas and opinions of others.
- behave in a non-disruptive manner.
- follow staff directions co-operatively.
- when transitioning between classrooms, walk quietly in the hallway.
- come to school wearing the school uniform properly.
- care for the property of others.
- care for the school and community environment.

Every act of physical, verbal, emotional, or psychological abuse is unacceptable. Any act of violence against property is not acceptable. This includes, but is not limited to, fighting, bullying, cyber bullying, profanity, belittling, name-calling, intimidating, stealing, threatening, retribution for reporting and damaging property. Failure to respect the authority of St. Francis of Assisi staff members is also unacceptable.

#### ● **Responsibility**

All students have a right to learn. Students are expected to:

- be on time.
- be attentive.
- be ready to work and engage in purposeful learning.
- complete school and home assignments to the best of their ability.
- seek help when needed.
- use problem-solving skills to settle differences.
- eat in their classroom, sitting quietly. Demonstrate responsible behaviour during lunch to ensure a safe and respectful environment for everyone.
- support others and be positive role models.
- be accountable for personal property.

- increase personal responsibility and self-discipline as they become older and move through successive grades.
- Not use personal electronic devices (PED) at school. If brought to school they must be powered off at all times and kept in their bag.

Inappropriate clothing on non-uniform days (i.e. clothing with offensive words/graphics/logos, bare shoulders, bare midriff (front and back must be covered at all times, even with arms raised), shorts or skirts that are too short (i.e. length must reach or exceed the fingertips when arms are fully extended beside the leg) is not to be worn.

Prohibited items include, but are not limited to knives, fireworks, items which are weapon like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. A meeting with the parents, administrator, and when required the Vancouver Police Department will take place.

**Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school or at any school-sponsored function.**

**Inappropriate behaviour may consist of, but is not limited to:**

- rudeness, swearing
- fighting (or play fighting)
- lack of respect for others; taunting
- throwing objects (rocks, sticks, snowballs, etc.)
- defiant behavior; insolence
- running in the halls
- unauthorized leaving of school grounds
- littering

#### **Consequences**

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age and maturity; and be restorative rather than punitive in nature. The staff will recognize students who

consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. The classroom teacher has primary responsibility for correcting and documenting unacceptable behaviour and minor incidents. In common areas such as playgrounds and hallways, the classroom teacher and supervising adults share this responsibility.

#### **Level 1**

For behaviours that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following consequences may be used to encourage more positive behaviour:

- Reminder/informal discussion
- Use of problem-solving techniques
- Verbal or written warning
- Contact with parents/guardian by the classroom teacher
- Separation from peers
- Written or verbal apology
- Restitution for damage

#### **Level 2**

For behaviours that are repeated or are more serious, a staff member will speak directly to the student. An incident report may be sent home to parents with a request to review the Code of Conduct and to return the signed sheet back to the school. The following consequences may be used to encourage more positive behaviour:

- Any from Level 1
- Verbal or written warning
- Contact with parents/guardian by the teacher and/or administration
- Creation of behaviour contract or positive behaviour support plan
- Removal from the classroom/situation

#### **Level 3**

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when

determining the level of consequence. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following consequences may be used to encourage more positive behaviour:

- Any from Level 1 and/or Level 2
- Administration involved in discussion/planning consequences
- Official written documentation of the incident
- Directly supervised recess/lunchtime activity
- Lunchtime suspensions
- In school suspensions

#### **Level 4**

In accordance with the School Act, the CISVA authorizes the principal to suspend a student. Students may be suspended because their behaviour has a harmful effect on the character or persons of other students, e.g. physical fighting or name calling, or because of vandalism to the school, student or staff property. The Parent or Guardian will be asked to return with their child to meet with the administration and make a commitment to improve behaviour. Some of the consequences from Level 3 may apply.

Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter.

It is hoped that this system will encourage students to monitor their behaviour, know what is expected of them, and strive toward maintaining and/or improving their academic and social skills.

St. Francis of Assisi Code of Conduct has been structured to align with and adhere to the standards outlined in:

- The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- *B.C. Human Rights Code*, (SD 36 Policy No. 10900 and Regulation No. 10900.1) *CISVA Policy Manual* –

*General School Administration Student Code of Conduct #407*

- *CISVA Policy Manual – General School Administration Harassment and Bullying Prevention #408*
- B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007)*, both found at <http://www.bced.gov.bc.ca/sco/>

Approved: Parish Education Committee

Date Approved: November 14, 2024

## **HARASSMENT AND BULLYING PREVENTION**

*Provincial Standards for Codes of Conduct Order, School Act, sections 85(1.1)168(2) (5.1) CISVA Policy Manual – General School Administration – Harassment and Bullying Prevention #408*

*Safe schools make a BIG DEAL about SMALL incidents.*

St. Francis of Assisi School follows the BC Ministry's guide: *Safe, Caring and Orderly Schools* which provides provincial standards for codes of conduct and identifies the attributes for a safe and caring school environment. This includes the protection of a student's 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 and expression. The school will make every possible effort to see that no student is harassed or bullied. Classroom teachers will actively engage students in discussions about bullying and solutions to stop bullying when it occurs.

Bullying is the willful, conscious desire to hurt, threaten, or frighten someone. It is intentional and repeated aggressive behaviour meant to inflict injury or discomfort on another person

and involves a power imbalance. There are three types of bullying behaviour – physical aggression, verbal aggression and social alienation. Harassment is defined as directing derogatory or mean-spirited comments or acting in an unchristian manner towards another. Cyber bullying is bullying behaviour which is carried out online through email, chat rooms, blogs, discussion groups, instant messaging and social media platforms. It can also include bullying through cell phone technologies and emerging internet technologies.

Incidents of harassment or bullying/cyber bullying behaviour will always be taken seriously. When an incident happens, the school will make every effort to speak with the victim and his or her parent on the day of the incident, separate from the bully. The safety and security of the victim is always a primary concern. Any student who assaults, displays aggressive or violent behaviour toward, or bullies or harasses another person is subject to suspension or expulsion. The principal will review all the circumstances and determine the appropriate consequence which may include contacting the VPD.

It is critical that parents be alert to signs that their child is being bullied or may be bullying others and inform the school immediately. Adult intervention and support are key to stopping bullying behaviour. *Call It Safe*, a parent guide for dealing with bullying in elementary schools, can be obtained from the office or on-line at [CALL IT SAFE](#).

## **CISVA POLICIES DEALING WITH SUSPENSIONS**

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 from the school. When dealing with such matters, schools are required to act for the

protection of all members of the school community.

If a suspension is warranted, the student is denied the privilege of participating in school-related activities. Suspension from school is a serious penalty for behaviour.

The Principal is required to fully investigate 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 the student.

A suspension is decided upon by the Principal or Vice-Principal only after a thorough investigation. The investigation should include but not be limited to consultation with all parties involved, namely teacher(s), parent(s), other staff involved, other students involved. 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 or Vice-Principal and the Pastor/Archbishop's Representative and/or the Chairperson of the Education Committee. A written notification of suspension must be given to the parents or guardians of the suspended student. The letter must contain the school's expectations of the student if readmission to the school is granted.

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

## **SAFETY AND STUDENTS WITH DISABILITIES OR DIVERSE ABILITIES**

*Provincial Standards for Codes of Conduct, School Act, Section 85(1.1) 168(2) (5.1)*

Some students with disabilities or diverse abilities present particular challenges because of the nature of their disabilities. Students with severe needs may be unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. Careful planning for the safety of staff and students is part of the

development of these students' Individual Education Plans.

## **MEDICAL EXCLUSION FOR BEHAVIOUR**

*Provincial Standards for Codes of Conduct Order, School Act, section 91(2) (4) (5)*

In accordance with section 91(2), (4) and (5) of the *School Act*, when a student is suspected to be suffering from a health condition, communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students or employees, the student may be excluded from school for medical reasons. The school will follow procedures in accordance to section 91 (2), (4) and (5) of the *School Act*.

## **SERIOUS INCIDENTS**

*Provincial Standards for Codes of Conduct Order, School Act*

Serious or persistently repeated discipline problems are the ultimate responsibility of the principal, who must act for the protection of all members of the school community. Disciplinary action is at the principal's discretion. The most serious consequence would be suspension or expulsion from the school.

Disrespect, misbehaviour on school grounds or at school sponsored events, physical harm or attempted physical harm to another person, theft, and the destruction of property, are examples of serious inappropriate behaviour that may result in a student being suspended or expelled. The principal may also suspend or expel a child who is persistently disrespectful, disobedient or repeatedly fails to obey school rules. In serious discipline cases, the principal will consult with the Pastor, the PEC, and where appropriate, the police.

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. Other examples of serious misconduct include the possession, use, or threatened use of a weapon\*, and the use, possession or sale of explosive devices, alcohol, drugs or other noxious substances. (\*A weapon is anything that is used, or designed to be used, to inflict bodily harm or to intimidate another.)

## SUSPENSIONS AND EXPULSIONS

*CISVA Policy Manual – General School Administration Suspensions and Expulsions #426*

Except in extreme cases, an expulsion is usually preceded by a suspension. During a suspension, the student is denied the privilege of attending school and any school-related activities. A suspension is a serious penalty for behaviour which, if repeated or continued, would result in an expulsion.

The principal fully investigates every serious incident and records the incident, the investigation, and the follow up. This documentation is used to support the school's decision to suspend and/or expel.

The length of the suspension must fit the severity of the incident. No student will be suspended for more than one school day without prior consultation between the principal and the pastor or the PEC. The school will provide the parents with written notification of the suspension. The notice will outline the school's expectations of the student if granted re-admission to the school.

If the incident is serious enough to warrant expulsion, the principal will consult with the pastor and the PEC. During this consultation period, the student will be suspended. After the consultation, the principal will immediately

inform the parent, either in person or by telephone, of the school's decision and the parent must make appropriate arrangements for the student to leave the school. The principal will follow up within 24 hours with written notification of the expulsion.

## APPEALS OF DISCIPLINARY DECISIONS

*CISVA Policy Manual – General School Administration Suspensions and Expulsions #426*

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

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

communicating its decision. The Board's decision shall be final.

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

### **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 *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 cannot 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 are encouraged not to share food with others and are to 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 and concussions through an on-line program.
- School staff will be informed of those students who have allergies/anaphylaxis.

### **STUDENT EMERGENCIES/INJURIES**

If 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 all students and staff members. 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. 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.

#### *PARENT RESPONSIBILITY:*

- ▶ do not call the school, as the phone lines must be open for outgoing emergency calls.
- ▶ turn to radio station *CKNW 980AM* or Global News BC for information and directions
- ▶ 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 we may relocate to the church property on 2025 Napier Street if necessary 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. 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. Homework assignments will consider individual student needs and abilities.

Homework is most effective when it is actively supported at home. Homework assignments will be noted daily in the students' agenda book (grade 2 to grade 7).

## **SECTION 12 – OTHER POLICIES**

### **CASH PAYMENT POLICY**

The purpose of this policy is to mitigate the risks associated with accepting cash as payment for tuition and other related fees, goods, and services, and to align with anti-money laundering requirements under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act.

The School is committed to detecting and preventing any money laundering activities and to ensuring that it does not become involved in any arrangements involving criminal or terrorist property. In order to fulfill this commitment, St. Francis of Assisi has established procedures for assessing the risk of financial crime, for internal reporting of suspicious activities and for making suspicious transaction reports to the relevant agencies if necessary.

#### **Scope of this Policy**

This Policy applies to all employees and contractors of St. Francis of Assisi Elementary School (the "School").

The School will ensure that adequate cash handling and record keeping practices are followed. Where risk factors are identified, the School will ensure that the identities of parents, guardians or other persons making any substantial cash payment to the School are satisfactorily verified.

### **Procedures**

The School may accept the following payment types for tuition payments, deposits, and fees:

- cheque
- pre-authorized debit
- wire transfer
- money order or bank drafts
- online banking payment
- cash (up to a maximum amount of \$2,000.00)

The School will accept payment from the following financial institutions:

- The Bank of Montreal (BMO)
- Canadian Imperial Bank of Commerce (CIBC)
- The Bank of Nova Scotia (Scotiabank)
- Royal Bank of Canada (RBC)
- TD Canada Trust (TD)
- All cooperative credit societies, savings and credit unions incorporated under the British Columbia Credit Union Incorporation Act
- All banks incorporated, formed, or authorized under the Bank Act of Canada.

### **Receiving Cash Payments**

The School will not accept cash payments in excess of \$2,000.00 in a single transaction for any purpose.

Additionally, any cash payment in excess of \$1,000.00 will require the School to verify the identity of the individual making the payment and the source of the payment. All parents and guardians should be encouraged to pay tuition, deposits, and supplemental fees through an alternative payment method such as pre-authorized debit or cheque.

If any employee is offered funds that he or she knows or suspects are criminal property or may represent terrorist finance, or if he or she receives any unusual request to receive or transfer money, it will be reported immediately, in accordance with the Reporting Section of this Policy, to the PEC Treasurer (the "Reporting Officer") who will, if appropriate, contact the Financial Transactions and Reports Analysis

Centre of Canada (“FINTRAC”), police or other relevant agency.

### **Verification Steps**

Before entering into any transaction with a person which involves the payment of cash in excess of \$1,000.00, the School needs to take reasonable steps to ascertain and verify the identity of that person and the source of the cash.

In the case of individuals, the following information will be collected:

- Full legal name
- Residential address
- Date of birth
- Nature of principal business or occupation
- Contact information
- Relationship to the student
- Amount and currency of funds received.

The School will also seek independent verification identity, for example by requiring production of originals of official documents confirming identity. Suitable documents will include passports, driver’s license, birth certificate, health insurance card or other similar record. An employee of the School will verify the individual’s identity in the individual’s physical presence, while viewing the original identification. When checking such documents, employees will ensure that the documents are current and be alert to any signs that they might have been forged or stolen. A copy of the identification will be taken, and the date of verification recorded.

The School will also seek to verify the source of the cash. The payer will provide independent confirmation of the full name and address of all financial institutions or other entities through which the payer processed the cash, such as a withdrawal receipt from financial institutions. An employee will record the date on which the money was received by the School from the payer and the date the verification was completed.

1 For the purposes of this Policy, a single transaction includes multiple payments within a 24-hour period.

### **Refund procedures**

Refunds will be issued only in accordance with the School’s refund policy.

Cash payments will be refunded by cheque or pre-authorized debit made payable to the parent or guardian of the student. All other refunds will be made to the original form of payment unless otherwise approved by the PEC Treasurer.

All requests for a refund in cash following a payment by wire transfer, cheque, etc., will be reported to the Reporting Officer.

### **Suspicious Transactions**

Employees will evaluate the source of funds that are paid to the School and be alert to unusual patterns of behaviour or activities that may indicate the possibility of money laundering or other terrorist financial crimes. It is not possible to produce an exhaustive list of the matters that might give rise to a suspicion of money laundering or other terrorist financial crime. It is therefore important that employees use their own judgment when looking at any business relationship or transaction. Facts, context and money laundering/terrorist financing indicators need to be assessed to determine whether there are reasonable grounds to suspect that the transaction is related to the commission or attempted commission of a money laundering/terrorist financing offense.

### **Reporting**

Employees and contractors of the School will make a report to the Reporting Officer, as soon as reasonably possible, where they have knowledge or suspicion, or where there are reasonable grounds for having knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists (Suspicious Transaction Report)

Your report should include as much detail as possible including:

- Full available details of the people, and organizations involved including yourself and other members of staff if relevant.
- Full details of transaction and nature of each person's involvement in the transaction
- Suspected type of money laundering activity or use of proceeds of crime with reasons for your suspicion.
- The dates of any transactions, where they were undertaken, how they were undertaken, and the likely amount of money or assets involved.
- Information on any investigation undertaken to date, including whether the suspicions have been discussed with anyone and if so on what basis.
- Whether any aspect of the transactions is outstanding and requires action to progress.
- Any other information that may help the Reporting Officer judge the case for knowledge or suspicion of money laundering and to facilitate any external report.

Once you have reported your suspicions to the Reporting Officer, you will follow any instructions provided. You will not make any further enquiries unless instructed to do so by the Reporting Officer.

Any further transactions or activity in respect of the person in question, whether or not it is related to the matter that gave rise to the original suspicion, should be reported to the Reporting Officer as they happen, unless and until the Reporting Officer has confirmed that no report to the FINTRAC is to be made.

The Reporting Officer will consider all Suspicious Transaction Reports and will make an external report to the FINTRAC (who will undertake any necessary investigation) as soon as is practical if he/she considers that there is knowledge, suspicion or reasonable grounds for knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists, even if no transaction takes place

("FINTRAC Report"). All FINTRAC Reports will comply with FINTRAC reporting requirements.

