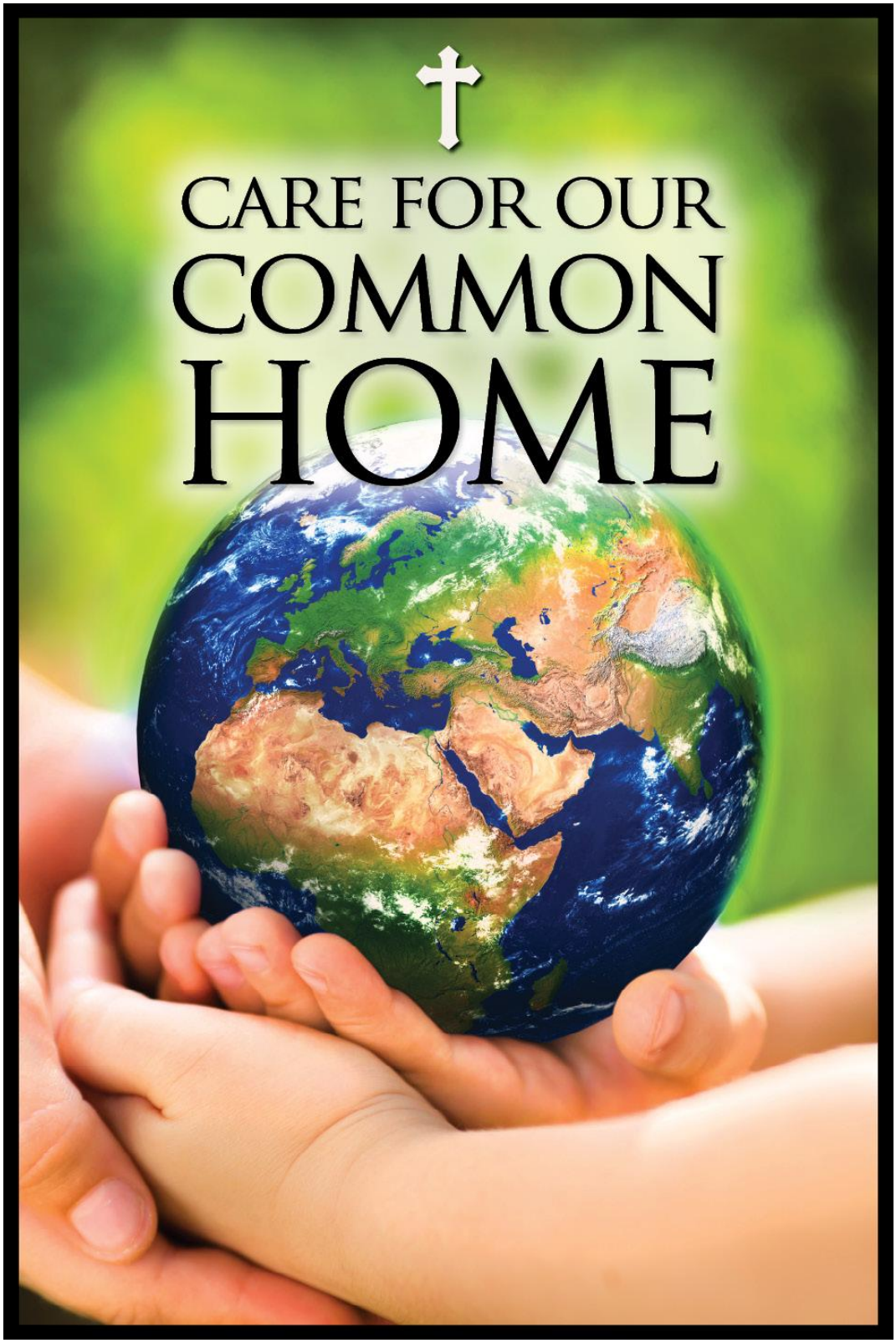
# ST. FRANCIS XAVIER SCHOOL

## 2016 - 2017
## PARENT HANDBOOK

Parents are requested to update this handbook as needed. Updated pages will be updated on the school website from time to time.

# 2016-2017 CISVA SCHOOL THEME



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# A. GENERAL INFORMATION

## 1. MISSION STATEMENT

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

**Parents, as the first educators of their children, must work together with and give their full support to the staff to provide an environment where children can grow in academics and faith.**

Our main objectives are:

- to provide an environment conducive to the development of the student's entire person
- to educate the students to realize the importance of obedience and to show respect for authority
- to help the students integrate into the Canadian society and encourage them to retain and appreciate their native culture
- to increase the students' desire to learn and to strive for excellence within their reach.

## 2. STRUCTURE AND OPERATION

St. Francis Xavier School is a Catholic Independent School of the Vancouver Archdiocese. An elementary school, established by St. Francis Xavier Parish, it follows the policies and procedures recommended by the Catholic Independent School Board.

A Parish Education Committee, composed of 5 elected members and 2 appointed members, assists the Pastor in carrying out such responsibilities as preparing an annual budget for the operation of the school, hiring of teachers, renewal of teacher contracts, keeping financial records, looking after the maintenance of the school building and formulating policies regarding school fees, student admission, etc.

Under the guidance of the Pastor, whose role in the school flows from his canonical role in the Parish, the Education Committee delegates its authority to the Principal who oversees the day to day operation of the school and the areas pertaining to the academics.

## 3. CLASS SCHEDULE

**School Hours**

Monday, Tuesday, Thursday, Friday

| | | |
|---|---|---|
| ..... | Period 1 | 8:45 - 10:30 |
| ..... | Period 2 | 10:45 - 12:00 |
| ..... | Period 3 | 1:00 - 3:30 |

Wednesday

| | | |
|---|---|---|
| ..... | Period 1 | 8:45 - 10:30 |
| ..... | Period 2 | 10:45 - 12:00 |
| ..... | Period 3 | 1:00 - 2:30 |

**After-School Chinese Class**

| | | |
|---|---|---|
| Mon, Tues, Thurs, Fri..... | Grade K-7 | 4:00 – 5:00 |
| Wed..... | Grade K-7 | 3:00 – 5:00 |

**Lunch (K-7)**

| | | |
|---|---|---|
| ..... | 12:00 – 12:30 | Play First Recess |
| ..... | 12:30 – 1:00 | Lunch |

**Recess**

Monday, Tuesday, Thursday, Friday

..... 10:30 – 10:45

..... 12:00 – 12:30

..... 3:30 – 4:00

Wednesday

..... 10:30 – 10:45

..... 12:00 – 12:30

..... 2:30 – 3:00

## 4. SCHOOL ADDRESS

428 Great Northern Way, Vancouver, B.C. V5T 4S5
Tel: 604-254-2714 Fax: 604-254-2514 www.sfxschool.ca

# B. GENERAL POLICIES AND PROCEDURES

## 1. ADMISSION POLICY

Admission of students is granted with the following priorities:

a) Catholic children of supporting parishioners of St. Francis Xavier Church with a sibling in the school.
b) Catholic children of supporting parishioners of St. Francis Xavier Church without a sibling in the school.
c) Catholic children from other parishes with a sibling in the school.
d) Catholic children from other parishes without a sibling in the school.
e) Non-Catholic children with a sibling in the school.
f) Non-Catholic children without a sibling in the school.

## 2. WITHDRAWAL

Any request for withdrawal must be made in writing.

## 3. REGISTRATION AND SCHOOL FEES

School fees for the month of September are paid at the time of (re-)enrolment, normally in March, and are non-refundable. School fees for the months of October to June are paid by post-dated cheques dated the 1st day of each month. A set of post-dated cheques is to be submitted to the office before September 30. Fees for school supplies are paid on the first day of school and are also non-refundable. (See Appendix 1)
This year, the school will be giving parents the option to use a Pre-Authorized Debit (PAD) system for parents. Information on how to enroll is available from the Office.

## 4. ATTENDANCE

Parents are responsible for ensuring that their children attend school regularly. In order to receive full government funding, a student is required to attend school for 675 hours up to and including May 15. If the minimum of 675 hours attendance is not reached because of reasons other than illness, and the Provincial Government grant is lost, in part or in whole, the parents will be requested to reimburse the school for the amount lost.
[Reimbursement = Provincial Grant/675 × number of hours missed]

If a child cannot come to school for any reason, parents should inform the school in advance, or by phone before 9:30 a.m. on the same day. A letter stating the reason for absence from the parent or guardian is required when the child returns to school. Sick leave of three days or

more should be verified by a doctor's certificate. Absence due to medical reason will not be counted against the required minimum of 675 hours attendance as long as there is a note from the parent or guardian verifying the reason for the absence.

## 5. EXPECTATIONS FOR STUDENTS & CODE OF CONDUCT

**SFX Bottom Lines:**

1. No weapons or using objects as weapons. (Such as knives, matches, lighters, fireworks)
2. No damaging school property.
3. Do not use your body to intentionally injure others. (Example: Biting, elbowing, kneeing, pushing, shoving, kicking, punching.)
4. No "play fighting".
5. No social or physical bullying. (Definition: A pattern of repeated aggressive behavior, with negative intent, directed from one child to another where there is a power imbalance. Dr. Dan Olweus)
6. No verbal threats to injure others or to damage school property.
7. No stealing.
8. Do not leave the school or school playground at recess or lunch break without the permission of the teacher on supervision duty or the Principal.

Possible Consequence for breaking a bottom line:

→As soon as a student has broken a bottom line, the principal will be informed, the student will be removed from the situation, his or her parent(s) will be notified (by phone or in writing) and he or she may be asked to leave the school that day. This may be followed by a suspension or recesses may be suspended temporarily.

**Rules for Reckless and Disrespectful Behavior:**

1. No defiance of an adult. (Example: talking back, refusing to follow directions, lying)
2. No swear words or gestures.
3. No teasing, name-calling or ostracizing.
4. No dangerous behavior in the classroom. (Such as running, throwing things, playing in the closets)
5. No irresponsible or inconsiderate actions during recess time. (Such as throwing water, sand, sticks, snowballs, or other hard objects, playing in the washrooms)
6. No running in the school, except for at appropriate times and places. (Example: PE.)
7. Do not enter the building during outdoor recess without the permission of the teacher on supervision duty. Students must get a pass from a supervising teacher to enter the school building.
8. Washrooms must be kept clean and tidy. Toilets, sinks, paper towels, soap, and water fountains must be used properly.

**Consequences (3 strikes):**

1. Firm warning. (depending on the behavior, a behavior warning letter might be necessary immediately)
2. Behavior Warning Letter
3. 4 Way meeting with student, teacher, principal and parent
4. In-school suspension

**Appearance and Work Habit Rules:**

1. Students are expected to come to school on time.
2. Students are expected to appear neat and tidy at all times. (Cosmetics, including nail polish, hair tinting, etc., are not allowed. Boys are not permitted to wear earrings. Hair accessories must be white, navy, black or the school tartan pattern. During P.E. or sport activities jewelry and watches must be removed and long hair must be tied back.)
3. Students are expected to enter and leave the classroom and building quietly and avoid unnecessary talking in the hallway and stairs. They should walk in an orderly manner and keep to the right.
4. Students may not bring spending money or wear expensive jewelry to school. Also, things such as trading cards, laser pointers, toy guns, water pistols, electronic games, MP3 players, cellular, Smart phones, iPads or other toys from home, are not allowed at school.
5. Students must keep their classroom and other parts of the school clean. They should keep their own desk clean (inside and outside) and tidy.
6. Students must take care of school resources such as books, toys, math materials, PE equipment, etc. Lost or damaged resources must be compensated for.
7. All class assignments and homework are to be completed and handed in on time. Students are expected to pursue excellence in all academic areas.

**Consequences (3 strikes):**

1. Warning.
2. Behavior Letter
3. 4 Way meeting with student, teacher, principal and parent

**Possible Restitutions to accompany consequences:** (how they can give back to the school)

1. Clean-up Duty: wall cleaning, sink cleaning, courtyard cleaning.
2. Letter of apology signed by a parent
3. Intermediate students can volunteer in a primary class
4. Primary students can help a classmate in their own class. (example: help someone clean their desk)

∗ Exceptions may be made for medical or safety concerns if the school is notified by parents in writing.

## 6. TOBACCO SALES ACT POLICY

In accordance with the Tobacco Sales Act Bill 10, 2007 as of September 2, 2007 there is to be no tobacco sold or used on school property.

This law applies to:

- Students
- School employees
- Parents
- School visitors, on-site workers & guests
- Anyone attending non-school activities in schools or on school grounds
- Anyone in school vehicles
- Anyone in private vehicles parked on school property
- All tobacco products, not just cigarettes

Please support tobacco free schools….

- Support your school's efforts to promote a healthy learning environment
- Ensure that you comply with the new law by not using any tobacco products while on school grounds
- Encourage and support student awareness of the new law.
- Support school officials when penalties are imposed
- Be a positive role model for your children, whether you're a smoker or not. Encourage and help them say no to cigarettes, and don't give them, or provide easy access to, tobacco products

## 7. UNIFORM POLICY

The uniform policy at St. Francis Xavier is in place to create a sense of community and foster respect. It is important that all students abide by the dress code. Regular uniform inspections will occur throughout the year and notices will be sent home if students are not following the uniform guidelines.

**Guidelines:**

a) Students should come to school in full uniform.
b) Students are required to have **two** sets of shoes at school – black dress shoes (non-marking), and P.E. (non-marking) runners. Boots are not acceptable.
c) On the days when Primary students have P.E. they will be allowed to wear their P.E. strip all day. Students must wear sweatpants over their shorts on Mass days.
d) Intermediate (Gr. 4-7) students must change into their gym uniform in the Gym washrooms.
e) Students must only wear school uniform pieces. Non-uniform sweatshirts, vests, sweaters, or scarves are not permitted. Grade seven students may wear their Graduation "hoodies" as a school sweater.
f) Students may wear a white T-shirt or their P.E. shirt under their long sleeve shirt. Other coloured shirts are not permitted. Outerwear is not permitted to be worn on top of the uniform inside the school building.
g) Girls must wear knee socks. Ankle socks are not permitted. Boys must wear plain socks without logos.

Note: All uniforms can be purchased through Neat Uniforms
1050 Boundary Rd., Burnaby, B.C. Tel: 604-205-7555

**Girls** – Plaid kilt, Oxford white shirt, navy crested pullover, navy knee socks, black shoes.
**Boys** – Twill navy pants, Oxford white shirt, navy crested pullover, navy socks, black shoes.

**P.E.** – Uniform shorts, T-shirts and NON-MARKING running shoes are required for all P.E. classes. Uniform sweat suits are required for cooler days (and Mass days). For safety reasons no necklace should be worn during P.E. lessons.

## 8. OUTDOOR CLOTHING

Parents are expected to ensure that their children dress appropriately for the weather. Since the students are involved frequently in outdoor activities, they should come to school in a warm water-repellent hooded jacket or coat. Gloves or mittens and boots are essential in cooler weather.

## 9. SUPERVISION OF STUDENTS

Supervision before school is provided on the school premises from 8:30 a.m. Parents who send their children to school earlier than 8:30 a.m. should arrange for early supervision provided in the neighbourhood of the school.

## 10. PICK-UP PROCEDURES

Students may only be picked up by their parents or guardians. Parents are expected to notify the school in writing about any alternative arrangements.
Students of Kindergarten should be picked up when school finishes at 3:30 p.m. or 2:30 p.m. (Wednesday). A Chinese teacher will provide supervision for Kindergarten students whose parents are unable to make the 3:30/2:30 p.m. pick up time. If you wish to make use of this service please contact the school.

**After Chinese Class:**

a. After the school bell rings, parents should wait on the playground until the teachers bring the students outside.
b. Students may only be picked up by their parents or guardians. Parents are expected to notify the school in writing about any alternative arrangements. (Standard form can be obtained from the office)
c. After parents pick up their children, please dismiss ASAP without staying or chatting with other parents in the gym.
d. Students will be directed to the late supervision room (Library) for pick up at 5:00 p.m. All classrooms will be locked.

## 11. ILLNESS/ACCIDENTS

Parents should inform the school of any allergies or chronic illnesses their child may have at the time of registration. Children who are ill should be kept at home instead of being sent to school. The teachers do not have the time to give needed care to sick children.

Teachers do not normally administer medication to a child unless they have received from the parents a note giving details of the nature of the medication, the schedule for administration and the dosage, together with a note from the family physician.

If a child becomes ill or is injured at school, the secretary or Principal will notify the parents or guardian who should come and pick up the child **at once**. In the event of a serious injury, the Principal or a person designated by the Principal will call an ambulance and notify the parents immediately. It is up to the parent's discretion to decide if the child gets picked up immediately or waits to be picked up later.

## 12. IDENTIFICATION OF PERSONAL ITEMS

For identification purposes, all personal items such as uniforms, sweaters, sweat suits, T-shirts, shorts, shirts, blouses, bags and lunch kits **must** be clearly labeled with the name and class of the owner.

## 13. LOST AND FOUND

All clothing and other items found in the school are placed in a "Lost and Found" box. Students may retrieve the lost articles at recess, lunch break, or after school. Unclaimed items will be donated to a charitable organization or, in the case of uniform items, sold at the school bazaar.

## 14. VISITORS TO SCHOL

Parents or guests visiting the school and all parent volunteers should report to the school office, and get a name tag before proceeding to the classroom.

## 15. USE OF TELEPHONE

The school telephone is a business phone. Students may not use the school telephone to make or receive phone calls. In emergency cases, messages may be left with the school secretary. Parents who wish to speak to a teacher on the phone should call during non-instructional times or leave a message with the secretary requesting the teacher to call them back after class. Students may have cellular phones but they must be turned off and in their bag during the day. After school, they may be used to contact their parents only.

## 16. LUNCH/SNACKS

Students eat their lunch in the classroom from 12:30 – 1:00. They are required to clean their desks after lunch. Since schoolwork requires a great amount of concentration and energy, it is important that children are provided with a balanced healthy diet for lunch. Candies, sweet snacks and soft drinks are to be avoided. Parents are also discouraged from bringing ‘fast food’ lunches, such as McDonald’s or Burger King. If for any reason a child has to leave the school premises during lunch break, the parents should notify the school and sign the leave record book.

This year, the school is instituting a school wide policy regarding leftover food. Students will be required to bring their snack and lunch in returnable re-sealable containers from home. When the students are finished eating, all items are to be returned home in the same container.

Our Kindergarten students have been using this system for years and should be familiar with how to follow this system.

## 17. FIRE, EARTHQUAKE AND OTHER DISASTERS

The school conducts regular fire and earthquake drills during the school year to increase the students' awareness of safety and orderly emergency procedures.

In case of a fire or earthquake,

1) No student will be dismissed unless a parent or designated guardian with a written permission from the parent comes for him/her.
2) Do not call the school as we must have the lines open for emergency calls.
3) Tune your radio to CKNW on AM980 for information and directions.
4) The parent volunteers on the emergency phone list will come to the teachers' assistance and get in touch with you as soon as possible.

## 18. EMERGENCY SCHOOL CLOSURE

Severe weather or other emergency situations such as loss of hydro power, interrupted water supply or heating system breakdown may force school closure. If a decision to close the school is made prior to 8:30 a.m., it will be broadcast over the local radio station CKNW AM980 as early as possible. Parent Representatives will be contacted and instructed to call all families in their classes. In case of heavy snow, the school will be closed when other Catholic schools in Vancouver are closed.

**Snow Day Procedures:**

1. In the case of heavy snow, the Principal decides whether to close the school before 6:00 a.m. and informs the PEC chairperson.
2. The Principal informs the staff of the school closure. Classroom teachers are asked to contact their PTA parent representatives so that they may notify the families on their phone list.
3. The Principal contacts the local radio station CKNW 980 AM. The office manager will contact the Chinese radio stations WBFC 1470 AM and WJGR 1320 AM. These media outlets will be contacted before 6:30 a.m. with the announcement.
4. If parents do not receive a call and/or do not hear that St. Francis Xavier School is closed & announced on the radio, then school is open. Teachers will be expected to be at school and students will be expected to come to school as well. Please do not call the school asking if the school is open. Teachers and office staff are busy enough with their morning duties to continually answer the telephone to answer the same question dozens of times.

## 19. ADDRESS AND TELEPHONE NUMBER

Parents are expected to provide the School with their accurate home/correspondence address and home/work telephone number as well as the number of a readily available emergency contact. They are also expected to notify the school immediately of any change in address or telephone number.

## 20. PARENT HELPERS
## PLAYGROUND / FIELD TRIP SUPERVISION

Parents on duty in the playground are requested to supervise all students in their care and not to focus on their own child. They are to follow the schedule closely and to assist the teacher in ensuring that the students are well-behaved – courteous, considerate and respectful. Since their full attention is required, they are to turn off their cell-phones and all other electronic devices. Parents are strongly encouraged to move around and interact with students ensuring they are behaving according to playground expectations. Parent helpers on field trips are requested NOT to provide the children with treats from home or bought on site. They are also requested not to carry the students' belongings for them or allow them to switch groups.

## 21. COMPLAINTS PROCEDURE

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 involved must maintain confidentiality with respect to all aspects of this procedure.

**Procedure:**

a) The issue must be dealt with first by the persons directly involved.
b) If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.
c) The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.
d) Determine what policy/policies of the school or CISVA can be applied to resolve the issue.
e) The Principal, having made a judgment to resolve the issue, shall promptly notify both parties of the resolution in writing.

f) 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.
g) Upon receiving the complaint, the Education Committee will form a subcommittee with authority to make a decision regarding the appeal.
h) 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. The Education Committee may reject the sub-committees 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.
i) 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.
j) When the complaint is about the Principal, the process should start at #a. However, if there is no resolution at the end of this, the process should skip to #f and following.
k) 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.
l) 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 Ombudspersons shall be obtained from the Superintendent of the CISVA.
m) The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
n) The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
o) The Board of Directors will communicate its final decision to all parties involved.
p) Requests for extensions of the timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.

# C. INSTRUCTIONAL POLICIES

## 1. CURRICULUM

The curriculum of St. Francis Xavier School follows that which is prescribed by the Ministry of Education in Victoria. All texts that are used must be those that are prescribed or authorized by the Ministry or the St. Francis Xavier School authorities. In the case of Religious Education, we follow the recommendations of the Superintendent of the Catholic Schools of the Vancouver Archdiocese and the Office of Religious Education

Our program runs from Kindergarten to Grade 7. It consists of four strands:

**Humanities:**

| | |
|---|---|
| Religious Education | Language Arts |
| Social Studies | Health and Career Education |
| French | Mandarin |

**Science:**

| | |
|---|---|
| Science | Math |

**Fine Arts:**

| | |
|---|---|
| Music | Visual Arts |
| Drama | Dance |

**Practical Arts**:

| | |
|---|---|
| Physical Education | Computer |

## 2. HOMEWORK GUIDELINES

Parents are the primary educators of their children. The St. Francis Xavier homework program supports the parent/child relationship and parent/school communication. The goal of homework is not independence, (that the child should be able to do the homework alone without interference or help) but building relationships. Parents should do homework *with* their children (not for their children), letting the children be 'student teachers,' reinforcing, connecting, applying and learning together.

Students are required to study and work at home. Parents are expected to monitor their child's homework and to make sure that assignments are completed and handed in on time. Homework notebooks and planners are to be signed by parents each evening after the students have completed their assignments satisfactorily.

Students are expected to complete homework assigned by their teacher prior to doing work from any out-of-school institutions or after school lessons.

**The discipline of doing homework every day, with the weekend off as quality family time is important.**

No formal homework will be assigned on the weekend. During the weekend reading and studying for tests is recommended. St. Francis Xavier School encourages families to attend Sunday Mass together. As well, weekends can be spent together reading, playing board games or going on outings.

Paraphrasing Pope Francis, in his 10 tips of happiness he says:

*"Enjoy leisure. So play with your children. Take time off. …*
*Sunday is for families. This is actually one of the Ten Commandments. Honor the Sabbath. (Exodus 20:8) Once a week, give a whole day to meditation, worship, family life, tending the needs of the spirit. This is healthy living"*

http://www.cnn.com/2014/08/04/opinion/parini-pope-10-tips-for-happiness/index.html

**Children should be children.** Therefore allow plenty of opportunities for play and social interaction. This will build children's confidence and allow opportunities for creative thinking and reflections in their own learning. These are vital learning opportunities for the future leaders in our society.

The homework times are for all subjects: religion, language arts, math, science, socials, health and career, French and Mandarin. Homework may not be assigned for all subject areas every night. Reading is an important part of homework; therefore, reading is expected every night.

**Homework Time Allotment:**

| Grade | The Maximum Homework Time Allotment |
|---|---|
| Kindergarten | 10 minutes of reading homework with parents per night. |
| Grade 1 | 20 - 30 minutes of homework.<br>This includes 10 minutes of reading to or with parents per night. |
| Grade 2 – Grade 3 | 30 – 40 minutes of homework.<br>This includes 20 minutes of reading to or with parents per night. |
| Grade 4 – Grade 5 | 45 – 60 minutes of homework.<br>This includes 20 minutes of reading per night. |
| Grade 6 – Grade 7 | 60 – 90 minutes of homework.<br>This includes 20 minutes of reading per night. |

French and Mandarin homework is to be included in the above maximum grade time allotment and not in addition to those times. However for your own reference students should do:

| | |
|---|---|
| French | 10 minutes per week of homework, excluding kindergarten and grade 1. |
| Primary Mandarin | 5 minutes of reading, conversational or written homework per night, excluding kindergarten and grade 1. |
| Intermediate Mandarin | 10 minutes of reading, conversational or written homework per night. |
| Physical Education | No formal homework except to stay healthy and continue the 30 minutes of daily physical activities. |
| Music | No formal homework |

Please remember that these times are only guidelines and you, the parents, know best what your child or children are capable of. Every child is unique, learns and works differently. If you do find that your child is spending more time on their homework than expected from these guidelines, you should speak to your child's teacher as soon as possible.

**Homework over the <u>Christmas break/Spring break/ and long weekends</u> will not be assigned.** There are many opportunities for families to spend time together during these

periods and memories to preserve. Encourage your child to keep a written journal. This is a great time for extra practice and retaining such priceless memories.

**Group Projects** are *only* to be worked on during school hours under the supervision of the homeroom or specialist teacher. Students can work on individual parts at home for the group projects but under no circumstances are they expected to meet with their peers to work on group projects after school hours. Collaboration during group work is an important learning tool for all students and teachers are expected to assist and provide these supervised opportunities for their students.

**Homework Tips For Students:** Homework tips, time management and organizational skills are helpful with high school preparation. Please follow the steps below.

1) Turn off all distractions, (radio, iPad, iPod, toys).
2) Prepare your work area. Have all materials ready (pencils, pens, ruler, eraser, sharpener etc.).
3) Ask the Holy Spirit to help you in your focus and in your studies.
4) Begin first homework task.
5) After you have completed your first task, have a short brain/exercise break. Exercise, stretch or draw a picture for two minutes.
6) Continue to the next homework task. After every homework session, have a quick brain break and then continue until your time limit for homework is reached.
7) Once your homework is completed, thank the Holy Spirit for helping you in your studies and then continue with your evening.

## 3. ASSESSMENT AND EVALUATION

Assessment is carried out for one or more purposes such as:

- to diagnose a weakness; to find out where and for whom additional instruction is necessary;
- to check progress of individual students;
- to check mastery of skills taught;
- to measure general achievement related to skills or content.

A variety of evaluation devices are employed throughout the school year. These range from diagnostic tests, skills tests, oral quizzes, reviews, unit/chapter tests, standardized tests and

observation of day-to-day work. The information gathered through these many sources form the basis for reporting on student progress.

## 4. REPORTING ON STUDENT PROGRESS

Detailed written reports are issued three times each school year - in November, March and June. Other ways of reporting include:

- parent-teacher conferences which are held at least twice yearly and whenever necessary;
- three-way conferences which involve the student as well as the parents and the teacher;
- student-led conferences which provide the students with an opportunity to self-evaluate and report their own progress to parents.

# D. COMMUNICATIONS

## 1. SCHOOL BULLETINS

Parent Bulletins are posted to our website at the beginning of each month to keep parents informed of school events, policies, routines, etc.

## 2. SCHOOL WEBSITE

Parents who have Internet access are encouraged to visit to our website www.sfxschool.ca for school information and events.

## 3. NEWSLETTERS

Teachers will post monthly newsletters on our website to inform parents of events happening in the classroom.

## 4. SCHOOL CALENDAR

A school calendar which lays out the events scheduled for the school year is posted on our website.

## 5. CONFERENCES

Whenever a need arises, the teacher and/or Principal will arrange for a conference with the parents. This may take the form of a telephone conference or a meeting before or after school. Parents are encouraged to initiate a conference if they have a concern or if there is something they wish to share with the teacher

# E. ADDITIONAL SCHOOL SERVICES

## 1. LIBRARY

The school library houses an extensive collection of non-fiction and reference materials. Students have a library period each week and are encouraged to borrow books to read at home. Please encourage your child to take good care of books and return them promptly. Students are charged for damaged or lost books.

## 2. LEARNING ASSISTANCE

Our learning assistance teachers provide additional intensive remedial instructions to students who need help. The Learning Assistance teachers work closely with classroom teachers and Teacher Assistants to design individual education plans to enable each student achieve success.

## 3. AFTERSCHOOL CHINESE LANGUAGE PROGRAM

The School provides a program on Chinese Language/Culture after school on Mondays, Tuesdays, Thursdays and Fridays from 4:00 p.m. to 5:00 p.m. and Wednesday from 3:00 p.m. to 5:00 p.m. for students of Grades K-7.

## 4. EXTRA-CURRICULAR PROGRAMS

The school provides extra-curricular programs for students during the week. A schedule for activities will be posted each term offering a variety of programs. Some programs that may be offered are:

| | | |
|---|---|---|
| Soccer | Volleyball | Basketball |
| Track and Field | Badminton | Cross-Country Running |
| Legion of Mary | Coding Club | Games Club |
| Choir | Leadership | Altar Serving Club |
| Library Club | Green Club | No Bake Bake Club |
| Spelling Bee | Musical Club | Tutoring Club |

# F. HEALTH AND SERVICES

## 1. COMMUNITY HEALTH NURSE

The School is provided with a designated Community Health nurse from Vancouver Health Department.

- The nurse consults with teachers regarding any medical concerns that may affect a child's education;
- The nurse conducts vision tests for students;
- The nurse makes referrals to the school doctor or the specialists such as the pediatrician, the psychiatrist or the psychologist;
- The nurse controls the medical records of the students;
- The nurse conducts health programs for the students.

## 2. MOBILE HEARING CLINIC

The Mobile Hearing Clinic visits the School once a year to conduct hearing screening for all the students in Kindergarten and higher grade students who are referred by their classroom teacher.

## 3. HEPATITUS B/MENINGOCOCCAL IMMUNIZATIONS

Immunizations are arranged in co-operation with the Public Health nurse for Grade six students. Information and consent forms are sent home when appropriate.

## 4. CHICKENPOX (VARICELLA) VACCINE

Students upon entrance to the school must provide a copy of proof of vaccination against chicken pox.

# G. PARENT PARTICIPATION

## 1. PARENT PARTICIPATION PROGRAM

The program is divided into two sections, Parking Patrol/Yard Supervision Duty and In-School Activities.

**Parking Patrol / Yard Supervision Duty:**

St. Francis Xavier School must ensure the safety of all students and therefore parking patrol is mandatory for all families. Parking Patrol is a necessary service due to the location of the school and high volume of traffic on Great Northern Way. Parents are needed to assist the teachers in daily yard supervision because of the extensive area that the teachers have to cover.

**In-School Activities:**

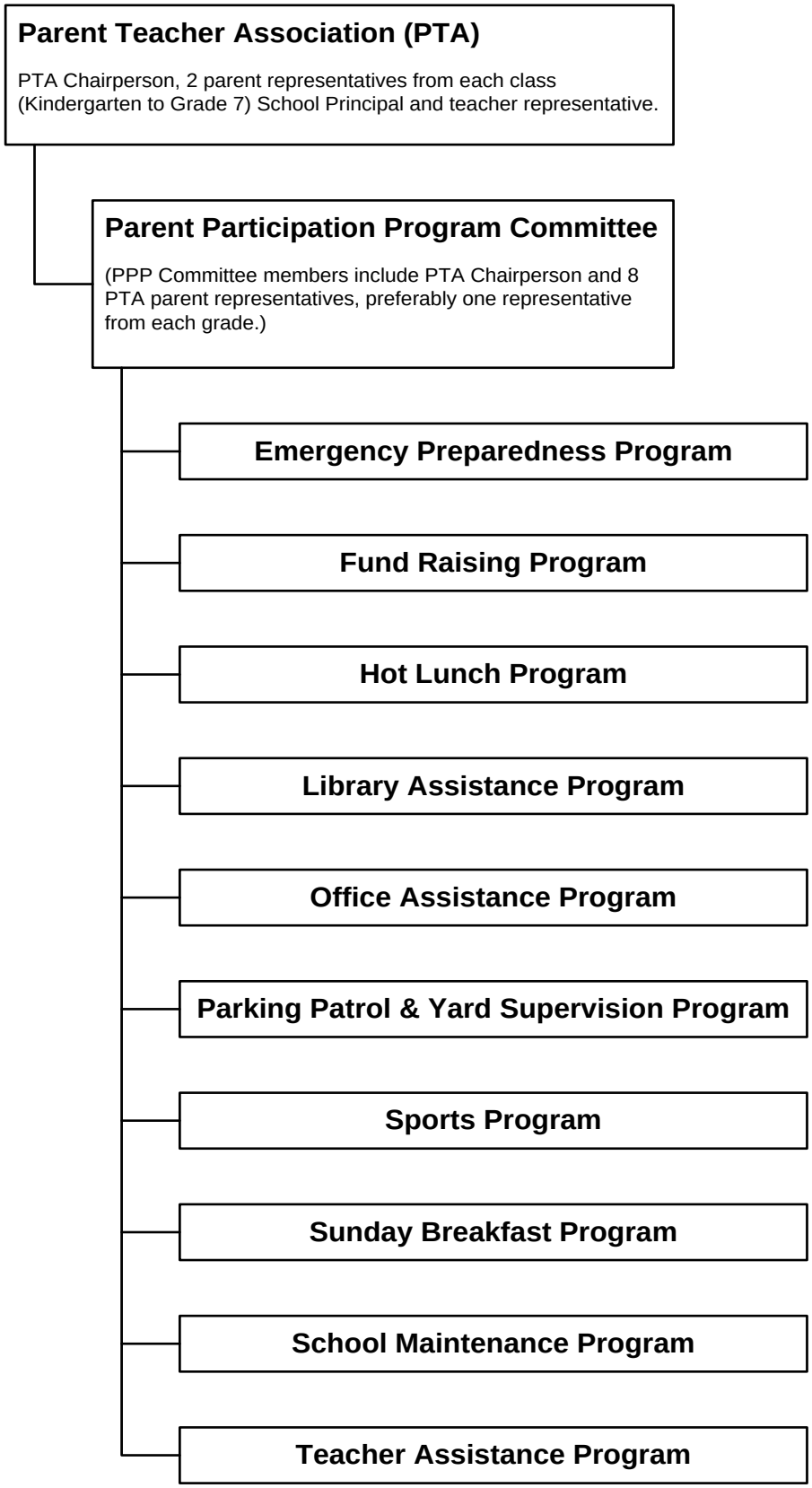
In the interest in fairness, each family is asked to complete a minimum of 20 hours assisting in the school, which **includes 3 hours** in fund-raising activities. Parents can make their own choices from the list of different school activities and participate in at least one of the two major fundraising events - Walkathon and Bazaar. The Parent Teacher Association will try to accommodate all choices as much as possible. All activities are scheduled on a first come first serve basis. ***(Please fill out all the Parent Participation Program (PPP) Forms to let us know of your intention. We are looking forward to working with all of you for the benefit of our children.)***

## 2. INSURANCE COVERAGE

Parents assisting the school on field trips and other school activities are covered by a Comprehensive Liability Policy issued in the name of the Roman Catholic Archbishop of Vancouver and Catholic Independent schools of the Archdiocese of Vancouver.

All parents wishing to drive for and/or accompany classes on field trips must first obtain a Criminal Record Check. Forms are available in the main office.

## 3. STRUCTURE OF THE PARENT TEACHER ASSOCIATION (PTA)



## H. A FINAL WORD

To help your child grow and mature physically, mentally and emotionally, we cannot over-emphasize the importance of DISCIPLINE at home. Unless children are well-disciplined, they cannot learn or work to their full potential. To help your child form good discipline, it is essential that we

- establish clear basic rules;
- be consistent and firm about these rules;
- discuss any consequences to violation of rules beforehand, making sure that your child knows what consequences follow what actions;
- use consequences to teach responsibility and self-control;
- try to make consequences meaningful and appropriate to the offense;
- avoid physical punishment – instead, deny a privilege or limit certain freedoms;
- be a good listener - listen to your child's side of the story.

**Remember you play an extremely important role in your child's future.**

# APPENDIX 1

## SCHOOL FEES 2016-2017

Kindergarten – 7

| | |
|---|---|
| Non-parishioner/Non-Catholic: | $375 monthly |
| For Parishioners only: | |
| The Youngest child | $280 monthly |
| 2nd elder child | $180 monthly |
| The 3rd& up | $80 monthly |
| Supplies & Emergency Preparedness fee: | $160/ year (payable on the 1st day of school) |

# APPENDIX 2

## STAFF ASSIGNMENT 2016– 2017

| | |
|---|---|
| Rev. Joseph Ly | Pastor |
| Rev. Dominic Hoang | Assistant Pastor |
| Mr. Brian Fader | Principal |
| Mrs. Diane Sorochuk | Kindergarten KS/Vice-Principal |
| Mrs. Maylin Fraser | Kindergarten KS |
| Ms. Evelyn Molina | Kindergarten KM |
| Miss Carolyn Dostal (Sept-Nov) | Grade 1D |
| Ms. Selina Deluz (Nov-June) | Grade 1D |
| Ms. Vianne Wong | Grade 1W |
| Ms. Lauren Angelucci/Ms. Stephanie Munro | Grade 2A |
| Ms. Nina Ziemczonek | Grade 2Z |
| Miss. Soo Kim | Grade 3K |
| Ms. Joanna Wong | Grade 3W |
| Ms. Sophie Chong | Grade 4C |
| Ms. Sarah LeRose | Grade 4L |
| Mr. Edward Dela Luna | Grade 5D |
| Ms. Alvina Chiu | Grade 5C |
| Ms. Gabriela Olaivar | Grade 6O |
| Ms. Anna Bonvino | Grade 6B |
| Ms. Delia Molina Batres | Grade 7M |
| Mr. Mieszko Krol | Grade 7K |
| Mr. Zbigniew Pietrusinski | Physical Education |
| Ms. Maureen Fountain | Librarian |
| Mrs. Catherine Moffatt | Librarian |
| Mrs. Charmaine Harris | Music |
| Mr. Rosendo Balintona Jr. | French |
| Ms. Izabela Piekut | LAC |
| Ms. Mary Ellen Hanlon | LAC |
| Ms. Natalie Lake | LAC |
| Mrs. Rainbow Li | Mandarin Chinese - Primary |
| Mrs. Angela Hsu | Mandarin Chinese – Intermediate |
| Mr. Daniel Powell | Information Technology |
| Ms. Melissa Pereira | Classroom Assistant KS |
| Ms. Winnie Yip | Classroom Assistant KM |
| Ms. Angeline Ang | Classroom Assistant 1D |
| Ms. Chelsea Angeles | Classroom Assistant 1W |

| | |
|---|---|
| Ms. Nelia Arruda | Teacher Assistant |
| Ms. Elyce Choi | Teacher Assistant |
| Ms. Ashley Clarke | Teacher Assistant |
| Ms. Stephanie Ko | Teacher Assistant |
| Mrs. Pincie Lam | Teacher Assistant |
| Miss Kimmy Leung | Teacher Assistant |
| Ms. Zoe Liu | Teacher Assistant |
| Ms. Beverly Ngo | Teacher Assistant |
| Miss Charlotte Nguyen | Teacher Assistant |
| Mrs. Sandra Nozet | Teacher Assistant |
| Mrs. Dina Sumera | Teacher Assistant |
| Mrs. Dina Tomei | Teacher Assistant |
| Mrs. Nicole Xie | Teacher Assistant |
| Ms. Fiona Yay | Teacher Assistant |
| Mr. Norman Cheung | Custodian |
| Ms. Christine Liu | Secretary |
| Mrs. Maria Pozzolo | Administrative Assistant |
| Ms. Cecilia Tang | Office Manager/Bookkeeper |

# APPENDIX 3

## ST. FRANCIS XAVIER SCHOOL CALENDAR 2016-2017

Note 1. The dates below are subject to change.

Note 2. Professional Development Days are working days for teachers - all teachers must be present, but there will be no school for students.

**2016**

| | | |
|---|---|---|
| Aug. 29 | (Monday) | Jump Start to Teaching @ St. Matthew's School |
| Aug. 31 | (Wednesday) | Staff Retreat at Beecher Place (Crescent Beach) |
| Sept. 1 | (Thursday) | Faith Development Day @ St. Matthew's School |
| Sept 5 | (Monday) | Labour Day Holiday |
| Sept. 6 | (Tuesday) | School Opens 8:30-12:30 (Registration only); Grades 4 & 6 Parking Signup |
| Sept. 7 | (Wednesday) | First Day of School; Gr K/3 Parking Signup |
| Sept. 8 | (Thursday) | Parent Participation Program (PPP) Night |
| Sept 12 | (Monday) | First PTA Meeting 5:30pm |
| Sept. 12-14 | (Mon-Wed) | Grade Seven Camp |
| Sept. 15 | (Thursday) | Meet the Teacher Night |
| Sept. 23-29 | (Fri-Thurs.) | School Book Fair |
| Sept 25 | (Sunday) | Commissioning Mass |
| Sept. 30 | (Friday) | Professional Day – **NO SCHOOL** |
| Oct. 5 | (Wednesday) | CISVA Cross Country Meet |
| Oct. 7 | (Friday) | Walk-a-thon & Mass – Noon dismissal |
| Oct. 10 | (Monday) | Thanksgiving Day – **SCHOOL HOLIDAY** |
| Oct. 16 | (Sunday) | Grade 6 Mass 11:15 a.m. |
| Oct. 21 | (Friday) | Provincial Pro-D Day – **NO SCHOOL** |
| Oct. 31 | (Monday) | Halloween Costume Parade – 1:00 pm |
| Nov. 6 | (Sunday) | Grade 5 Mass 11:15 a.m. |
| Nov. 10 | (Thursday) | Remembrance Day Service – 11:00 am |
| Nov. 11 | (Friday) | Remembrance Day Holiday – **NO SCHOOL** |
| Nov. 14 | (Monday) | Professional Day – **NO SCHOOL** |
| Dec. 2 | (Friday) | Feast Day Mass 9:05 am |
| Dec. 8 | (Thursday) | First Term Reports go home |
| Dec. 9 | (Friday) | Parent Teacher Interviews |
| Dec. 11 | (Sunday) | Grade 4 Mass 11:15 a.m. |
| Dec. 16 | (Friday) | Christmas Play 11:00 a.m., Noon dismissal for Christmas Break |

**2017**

| | | |
|---|---|---|
| Jan. 3 | (Tuesday) | Professional Day – **NO SCHOOL** |
| Jan. 4 | (Wednesday) | School Re-opens |
| Jan. 8 | (Friday) | Grade 7 Mass 11:15 a.m. |
| Jan. 12 & 19 | (Thursday) | Gr. 6 & 7 Whistler Ski Trip |
| Jan. 18 | (Wednesday) | Open House/Registration |
| Jan. 25 | (Wednesday) | New Registrations due to Office |
| Jan. 27 | (Friday) | Re-registration form sent out |
| | | Chinese New Year Cultural Celebration, Noon dismissal |
| Feb. 7 | (Tuesday) | Intermediate SFX Speech Arts |
| Feb. 8 | (Wednesday) | Primary SFX Speech Arts |
| | | Re-registrations due to the office |
| Feb. 9 & 10 | (Thurs.-Fri.) | Catholic Educators' Conference – **NO SCHOOL** |
| Feb. 13 | (Monday) | Family Day – **SCHOOL HOLIDAY** |
| Feb. 19 | (Sunday) | Grade 3 Mass 11:15 a.m. |
| Mar. 1 | (Wednesday) | Ash Wednesday Mass – 9:05 a.m. |
| Mar. 6 | (Monday) | CISVA Individual Speech Arts @ St. Joseph's |
| Mar. 7 | (Tuesday) | CISVA Group Speech Arts @ SFX |
| Mar. 9 | (Thursday) | Term Two Reports |
| Mar. 10 | (Friday) | Student Led Conferences/Last Day before Spring Break |
| Mar. 27 | (Monday) | School Reopens |
| Apr. 2 | (Sunday) | Grade 1 Mass 11:15 a.m. |
| Apr. 13 | (Thursday) | Holy Thursday – Noon dismissal |
| Apr. 14 | (Friday) | Good Friday – **SCHOOL HOLIDAY** |
| Apr. 17 | (Monday) | Easter Monday – **SCHOOL HOLIDAY** |
| Apr. 28 | (Friday) | Professional Day – **NO SCHOOL** |
| May 7 | (Sunday) | Kindergarten Mass 11:15 a.m. |
| May 23 | (Monday) | Victoria Day – **SCHOOL HOLIDAY** |
| May 26 | (Friday) | SFX Bazaar Set-up – **NO SCHOOL** |
| May 27 | (Saturday) | SFX Bazaar – 10:00am -8:00pm |
| TBD | | CISVA Track Meet |
| TBD | | Grade Seven Confirmation |
| June 9 | (Friday) | Fun Day – Noon dismissal |
| June 16 | (Friday) | Teacher Planning Day – **NO SCHOOL** |
| June 18 | (Sunday) | Grade 2 Sacrament First Holy Eucharist 11:15 a.m. |
| June 23 | (Friday) | Grade 7 Farewell Mass – Noon dismissal |
| | | Farewell Celebration 5 pm |
| June 29 | (Thursday) | Last Day for students |
| | | Term Three Reports – Noon dismissal |
| June 30 | (Friday) | Last Day for Teachers |

# APPENDIX 4

## GENERAL SCHOOL ADMINISTRATION

## RISK MANAGEMENT 417

**Rationale:**
CISVA endeavors at all times to promote safety and prevent harm to all members of the school community.

**Policy:**
CISVA will strive to identify areas of potential risk and will take measures to reduce or eliminate risk to its members. Every reasonable effort will be made to minimize the risk of loss and personal harm resulting from activities in and associated with the schools.

**Procedure:**
The risk management process includes the identification of risks and the creation and attainment of risk management goals.

**Identification of Risk:**
The Superintendent's office, school administrators, and other stakeholders will identify potential risk:

1) within the school environment and
2) at school-related activities.

Potential risks are associated with but are not limited to the following:

- Supervision of Students
- Student Discipline
- Transportation of Students
- School maintenance and facilities
- First Aid
- School based physical activities
- Field Trips and off-site experiences
- Employment and Hiring
- Volunteers
- Human threat
- Natural Disaster
- Delivery of Educational Services

**Response to Risk:**

In an effort to assess and minimize risk, the Superintendent's office, school administrators, and other stakeholders will:

1) Develop standards of best practice.
2) Provide in-service for employees as required.
3) Work closely with the Diocesan Insurance representative to maintain compliance with insurance policies.
4) Avoid exposure to accidental loss by eliminating programs or activities which present a potential for accidental loss greater than the benefit to be derived from such program or activity.
5) Educate employees, staff, students and volunteers concerning risk management.

**Effective risk management involves:**

1) Rapid reporting of incidents to supervisors and insurance representatives
2) Maintaining physical evidence
3) Recording pertinent information
4) Assisting and supporting the individual(s) experiencing loss
5) Refraining from expressing personal judgment regarding liability
6) Maintaining required confidentiality
7) Referring claims inquiries to the appropriate school authorities and insurance representative.
8) Mitigating against future risk

# APPENDIX 5

## GENERAL SCHOOL ADMINISTRATION

## ANTI-BULLYING CISVA POLICY 408

**Rationale:**
The foundation of Catholic teaching about life and relationships is respect for the human person. "The equality of men rests essentially on their dignity as persons and the rights that flow from" (CCC 1935). For this reason a person who self-identifies as lesbian, homosexual, "bi-sexual", "transgendered" or "queer" is to be respected as a person* (CCC 2358).

The CISVA is committed to addressing all issues of bullying.

**Policy:**
All CISVA schools will have a local policy to specifically address bullying in terms of definition and the roles, responsibilities and procedures for staff, students and other adults including parents.

**Procedures:**

**1. Develop an anti-bullying policy in consultation with key stakeholders in the school community which must include the following:**

- Reporting steps for students and staff dealing with incidents of bullying.
- Student involvement in an anti-bullying strategy and in the development of the Student Code of Conduct.
- Parent involvement through education on bullying at school assemblies and discussion of anti-bullying strategies at parent meetings
- Response protocols to address and correct behaviour as follows:

a) Develop a system to track bullying incidents at school, including "cyber-bullying".
b) Deal directly and promptly with bullying behaviour.
c) Stop the hurtful behaviours.
d) Support students who seek help.
e) Recognize the pattern and characteristics of bullying.
f) Inform and obtain parental collaboration and support in responding to the bullying behaviour.
g) Create a written disciplinary philosophy and practice.

h) Teach age appropriate social skills to develop healthy interpersonal relationships.
i) Determine consequences by age and maturity of individuals involved, the degree of harm done, incidences of past or continuing pattern(s) of behaviour, relationship between parties involved and context in which incident(s) occurred.
j) Ensure that a follow-up occurs, and assess whether the response to the bullying incident has led to the desired outcome.
k) Educate students on their responsibility to report, and take an active stand against bullying acts.
l) Increase supervision in identified high risk areas in the school building.

**2. Create positive classroom environments thereby lowering psychological and physical aggression leading to prevention and control of bullying behavior. Such classrooms would have (Roland and Galloway 2002):**

a) Student oriented methods of teaching;
b) Opportunities for achievement and success;
c) Positive teacher/student relationships;
d) Social commitment;
e) Clear expectations of behavior and personal responsibility;
f) Specific classroom lessons devoted to teaching acceptance and tolerance;
g) Positive teacher role models who display consistently appropriate behaviours and attitudes favoring a culture of respect.

**3. Periodically review the Anti-bullying Policy and response protocols of the school based on staff, parent and student input.**

**Definition:**
Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evokes fear of physical harm or emotional distress in the person being targeted.

Bullying encompasses a wide range of behaviours within a relationship between a dominant and a less dominant person or group where:

- An imbalance of the perceived power is manifest through aggressive actions.
- Physical or psychological (verbal and social) abuse occurs.
- Negative interactions occur directly (face-to-face) or indirectly (gossip, exclusion).

- Negative actions occur with intent to harm, which can include some or all of the following:

    i. Physical actions such as punching, kicking, biting and initiating unwanted sexual touching can hurt the person's body, damage belongings or make the person feel badly about himself or herself;
    ii. Verbal actions such as threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments. Also includes sexual harassment that is when a person or group hurts another person by taunting or discussing sensitive sexual issues, creating sexual rumours or messages, and making derogatory comments on a person's perceived sexual identity;
    iii. Social exclusion such as spreading rumours, ignoring, gossiping, excluding.

- Negative actions are repeated and/or the intensity or the duration of the actions establishes the bully's dominance over the person. The person thus becomes a victim of injustice.
- Information and communication technologies are used to physically threaten, verbally harass or socially exclude an individual or group.

∗ The Church's belief in the dignity of persons teaches us to discard labels and address true human needs – to be free from hatred, to be loved, to be supported by the Catholic school community in living the gospel life all are called to live (CISVA *Persons with Same-sex Attraction: Pastoral and Educational Considerations 2008).*

# APPENDIX 6

## ANAPHYLAXIS

Anaphylaxis is a severe, life threatening reaction to an allergen (a substance that causes allergy). Reactions are often rapid, occurring within seconds of exposure, and in some cases to only microscopic amounts of the allergen.

Peanut products are by far the most common allergens causing anaphylaxis. Peanut butter presents particular challenges in terms of cleanliness and cross-contamination. Examples of other life-threatening allergens are;

- Foods, e.g. eggs, fish, milk and nut products
- Insect stings
- Drugs e.g. penicillin
- Latex

Ensuring the safety of anaphylactic children in a school setting depends on the cooperation of the entire school community. To minimize the risk of exposure, and to ensure rapid response to emergency, parents, students, and school personnel must all understand and fulfil their responsibilities. For efficient retrieval, the school requires that each student in Grades 1-7 who necessitates the use of an injection kit **must carry an up-to-date injection kit on his/her body at all times.** This is accomplished through the use of a "fanny pack" or injection kit pack that straps to the child's waist, belt, or belt loop. **A second injection kit** will also be provided to the school office for back up. Kindergarten students who require the use of an injection kit will also provide two injection kits to the school; one to the school office, and one that will be supervised by the classroom teacher. **Kindergarten students are not required to carry their injection kit on their body. It will be supervised and stored by the classroom teacher.**

**<u>Responsibilities of the Parents of an Anaphylactic Child</u>**

- Inform the school of their child's allergen.
- Provide a medic alert bracelet for their child.
- Provide the school with physician's instructions for administrating medication.
- Provide the school with two up-to-date injection kits, and keep them current; one to keep in the office, and one for the child to carry at all times (Gr. 1-7)
- Provide the school with an auto-injector trainer.
- Provide support to school and teachers as requested.
- Where possible, to participate directly in training staff in emergency response and the use of the auto-injector, either as part of a formal in-service, or in a brief one-on-one session with individual staff.

- Provide permission to post photographs and medical information in key locations such as the classroom, staff room, nurse's room, etc.
- Participate in parent support groups.
- Assist in school communication plans.
- Review the school action plan with school personnel.
- Help supply information for school publications such as:
    - Recipes;
    - Foods to avoid;
    - Alternate snack suggestions; and resources

When possible, parents are to provide approval of and permission for all foods eaten outside the home. Alternative treats for occasions when parents are unable to give approval should be supplied by the family of the student to replace foods involved in an event if needed. These items should be labeled with the student's name and class and may be stored in the school.

For Parish/Community/School functions occurring outside of school hours, parents are responsible for the communication related to food if their child/children are attending. Alternative food may need to be provided.

Parents are to teach their child:

- To recognize the first symptoms of an anaphylactic reaction;
- To know where the medication is kept, and who can get it;
- To communicate clearly when he/she feels a reaction starting;
- To carry his/her own auto-injector in a fanny pack;
- Not to share snacks, lunches or drinks
- To cope with teasing and being left out;
- To report bullying and threats to an adult in authority; and
- To take as much responsibility as possible for his/her own safety.
- Welcome other parents' calls with questions about safe foods.

**Responsibilities of the School Principal**

- Work as close as possible with the parents of the anaphylactic child.
- Ensure that the parents have completed all necessary forms.
- Ensure the instructions from the child's physician are on file.
- Notify the school community at the beginning of the school year of the anaphylactic child, the allergens, and the treatment.
- Post allergy-alert forms in the staff room and office.
- Maintain up-to-date emergency contacts and telephone numbers.

- Ensure that all staff and volunteers have annually received instruction with the auto-injector.
- Ensure that all substitute teachers are informed of the presence of an anaphylactic child, and have been adequately trained to deal with an emergency.
- Inform all parents that a child with life-threatening allergies is attending the class/school, and ask their support.
- Arrange for an annual in-service.
- Develop a school policy for reducing risk in classrooms and common areas.
- Establish a disciplinary procedure for dealing with bullying and threats.

**Responsibilities of the Classroom Teacher**

- Display a photo/poster in the classroom, with parent approval.
- Discuss anaphylaxis with the class, in age-appropriate terms.
- Encourage students not to share lunches, trade snacks, utensils, or containers.
- Choose allergy-free foods for classroom events.
- Notify the parents of the anaphylactic child at least 24 hours prior to a school event (when possible/practical) where outside food will be consumed, so that the parent may have the opportunity to come in and approve any outside food.
- When parent approval is not possible/practical, only pre-approved food that is kept at school may be given.
- Encourage the anaphylactic child to take mealtime precautions such as;
    - Placing food on wax paper or napkin rather than on desk or table;
    - Taking only one item at a time from the lunch bag to prevent others from touching food;
    - Packing up their lunch and leaving it with lunch supervisors, if it is necessary to leave the room during lunchtime
- Establish procedures to ensure that the anaphylactic child eats only what he/she brings from home.
- Establish at least one common eating area, or a section, that is “allergen-aware”.
- Refrain from having anaphylactic children involved with garbage disposal, yard clean-ups, or other activities which would bring them into contact with food wrappers, containers, or debris.
- Allow the child to keep the same desk all year.
- Reinforce hand-washing before and after eating.
- Facilitate communication with other parents.
- Follow the school policies for reducing risk in classrooms and common areas.
- Enforce school rules about bullying and threats.

- Leave information in an organized, prominent, accessible and highly visible format for substitute teachers. If it is not posted in the classroom, it should be in the teacher's daybook.
- Ensure that auto-injectors are taken on field-trips.

**Responsibilities of the Public Health/School Nurse**

- Consult with and provide information to parents, students and school personnel.
- Participate in planning school policy.
- Participate in in-service and auto-injector training.
- Assist in developing emergency response plans.
- Refer known cases of anaphylaxis to the school principal.

**Responsibilities of Anaphylactic Students**

- Carry an auto-injector on his/her body at all times. (Gr. 1-7)
- Know how to use the auto-injector.
- Take as much responsibility as possible in avoiding allergens.
- Eat only foods brought from home or approved by parent.
- Take responsibility for checking labels and monitoring intake (older students)
- Wash hands before/after eating.
- Learn to recognize symptoms of an anaphylactic reaction.
- Promptly inform an adult as soon as accidental exposure occurs.
- Promptly inform an adult as soon as symptoms appear.

**Responsibilities of a Parent**

- Do not send peanut or nut containing foods to school for snacks or lunches.
- Homemade items that are brought to school should be prepared without peanut or nut ingredients, and with steps to avoid cross-contamination with peanuts or nuts. This includes baking on clean surfaces with clean baking equipment, and keeping all peanut or nut products stored away from the baking area and baked items.
- Provide a list of all ingredients of foods prepared at home that are brought to the clas of an anaphylactic child.
- Participate in parent information sessions.
- Encourage children to respect anaphylactic children and school policies.
- Bring concerns about controlling the contents of school lunches and snacks to the principal, not to the parents of the anaphylactic child.

**Responsibilities of All Students**

- Learn to recognize symptoms of anaphylactic reaction.
- Avoid sharing food, especially with anaphylactic children.
- Follow school rules about keeping allergens out of the classroom.
- Follow school rules about washing hands.
- Refrain from “bullying” or “teasing” a child with a food allergy.