

# ST. FRANCIS XAVIER SCHOOL

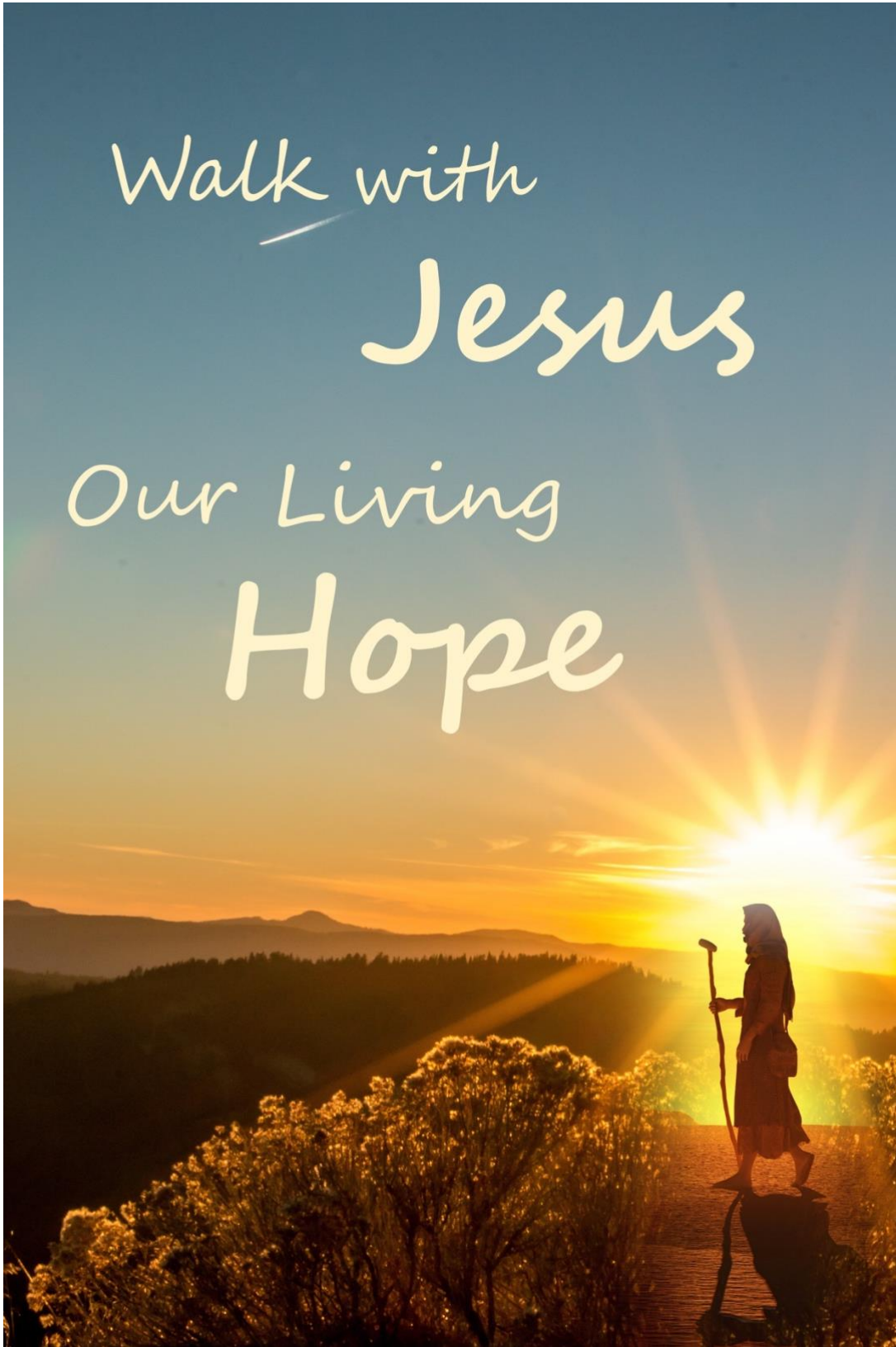


## 2020 - 2021 PARENT HANDBOOK

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

2020-2021 CISVA SCHOOL THEME

Walk with  
Jesus  
Our Living  
Hope



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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 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 five elected members and two 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 9:00-10:20  
..... Period 2 10:35-11:55  
..... Period 3 12:50-3:30

Wednesday

..... Period 1 9:00-10:20  
..... Period 2 10:35-11:55  
..... Period 3 12:50-2:30

#### **After-School Chinese Class**

Mon, Tues, Thurs, Fri..... Grade K-7 3:45 – 5:00  
Wed..... Grade K-7 2:45 – 5:00

#### **Lunch (K-7)**

..... 12:25 – 12:50 Lunch

#### **Recess**

Monday, Tuesday, Thursday, Friday

..... 10:20 – 10:35  
..... 11:55 – 12:25  
..... 3:30 – 3:45

Wednesday

..... 10:20 – 10:35  
..... 11:55 – 12:25  
..... 2:30 – 2:45

### **4. SCHOOL ADDRESS**

428 Great Northern Way, Vancouver, B.C. V5T 4S5

Tel: 604-254-2714

Fax:604-254-2514

[www.sfxschool.ca](http://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 direct deposit using a Pre-Authorized Debit (PAD) system on the 1<sup>st</sup> day of each month. Fees for school supplies are paid on the first day of school and are also non-refundable. (See Appendix 1)

See the Office for information on how to enroll in the Pre-Authorized Debit (PAD).

### **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 from the parent or guardian stating the reason for absence is required when the child returns to school. Sick leave of three days or more should be verified by a doctor's note. Absence due to medical reasons 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 of school property.
3. Do not use your body to intentionally injure others (Example: Biting, elbowing, kneeling, 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 Consequences 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 by temporarily suspending recesses.

### **Rules for Reckless and Disrespectful Behaviour:**

1. No defiance of an adult (Example: talking back, refusing to follow directions, lying).
2. No swear words, coarse language, 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: P.E.).
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. Students must respect the privacy of others in all areas of the school.

### **Consequences (3 warnings):**

1. Firm warning (depending on the behaviour, a behaviour warning letter might be necessary immediately). Parents will be notified by the classroom teacher or administration.



2. Behaviour Warning Letter sent home to parents by teacher or Administration.
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. Student's hair must be their 'natural' colour; no dying or streaking of hair is permitted. 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 hallways 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 or Smart phones, iPads, or other toys from home are not allowed at school.
5. Students must keep their classrooms 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, Library books, computers 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 warnings):**

1. Warning.
2. Behaviour 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 AND VAPOUR PRODUCTS CONTROL ACT POLICY**

In accordance with the Tobacco and Vapour Products Control Act, there is to be no tobacco or vapour products 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 and vapour 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, e-cigarettes, and all vapour products, and do not 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. runners (non-marking). 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, hats, sweaters, or scarves are not permitted. Grade seven students may wear their Graduation “hoodies” as a school sweater except during mass.
- 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 or white SFX golf shirt, navy crested pullover, navy knee socks, black shoes.

**Boys** – Twill navy pants, Oxford white shirt or white SFX golf 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 necklaces 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. If it is designated as an ‘outdoor day,’ all students will be sent outside.

## **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. Students are to be picked up promptly between 3:30pm-4:00pm Monday, Tuesday, Thursday and Friday, and Wednesday

between 2:30pm-3:00pm. Parents are expected to notify the school in writing about any alternative arrangements.

Kindergarten students 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**

At the time of registration, parents should inform the school of any allergies or chronic illnesses their child may have. Parents and their child’s physician will be required to complete a care plan which will be filed in the office, and circulated among teachers. See the Office for Care Plans. 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 a note from the parents detailing the nature of the medication, the schedule for administration, and the dosage, together with a note from the family physician. See the Office for the Administering Medication Form.

If a child becomes ill or is injured at school, the secretary or Principal will notify the parents or guardian who should then 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 on a "Lost and Found" shelf. 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. SCHOOL VISITORS**

Parents or guests visiting the school and all parent volunteers should report to the school Office. For security reasons, all visitors are to sign in and receive a visitor's tag before proceeding to the classroom.

### **15. TELEPHONE USE**

The school telephone is a business phone. Students may only use the school telephone for important circumstances, and after politely asking for permission. Students are not to 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 kept their bag during the day. After school, they may be used to contact their parents only.

### **16. LUNCH/SNACKS**

Students eat lunch in their classrooms from 12:25 – 12:50. 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 and healthy diet for lunch. Candies, sweet snacks and soft drinks are to be avoided. Parents are 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.

We will continue to implement the school-wide policy regarding leftover food. Students will be required to bring their snack and lunch in returnable, re-sealable containers from home. When 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, earthquake, and lockdown drills during the school year to increase the students' awareness of safety and orderly emergency procedures.

In case of an emergency disaster,

- 1) No student will be dismissed unless a parent or designated guardian with 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. Parents are 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**

As 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 subcommittee's decision only if there is a serious flaw in the procedures of the appeal process. At that time, the Superintendent must be notified, and a decision will be delayed until the Education Committee receives direction from the Board of Directors.
- 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 the 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:

Christian Education	English Language Arts
Social Studies	Career Education
Core French	Mandarin

#### Science:

Science	Mathematics
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#### Arts Education:

Music	Visual Arts
Drama	Dance

#### Practical Arts:

Physical and Health Education  
Applied Design, Skills and Technology

#### Core Competencies:

“Core Competencies are sets of intellectual, personal, and social and emotional proficiencies that all students need to develop in order to engage in deep learning and life-long learning.”

Communication	Creative Thinking
Critical Thinking	Positive Personal and Cultural Identity
Social Responsibility	Personal Awareness and Responsibility

Refer to [curriculum.gov.bc.ca](http://curriculum.gov.bc.ca) for The BC'S New Curriculum.

## **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 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 reflection in their own learning. These are vital learning opportunities for the future leaders of 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:**

<b>Grade</b>	<b>The Maximum Homework Time Allotment</b>
Kindergarten	10 minutes of reading homework with parents per night.
Grade 1	20-30 minutes of homework. This includes 10 minutes of reading to or with parents per night.
Grade 2 – Grade 3	30 – 40 minutes of homework. This includes 20 minutes of reading to or with parents per night.
Grade 4 – Grade 5	45 – 60 minutes of homework. This includes 20 minutes of reading per night.
Grade 6 – Grade 7	60 – 90 minutes of homework. 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 Christmas break/ Spring break/ and long weekends 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 December, 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 on our website at the beginning of each month to keep parents informed of school events, policies, routines, etc.

### **2. SCHOOL WEBSITE**

Parents are encouraged to visit to our website [www.sfxschool.ca](http://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 the books and return them promptly. Students are charged for damaged or lost books.

### **2. LEARNING ASSISTANCE**

Our learning assistance teachers provide additional intensive remedial instruction 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 to achieve success.

### **3. AFTERSCHOOL CHINESE LANGUAGE PROGRAM**

The Parish 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 in 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. PUBLIC HEALTH NURSE**

The School is designated a Public Health Nurse (PHN) from Vancouver Coastal Health Authority, Public Health Department.

- The PHN oversees the students' immunization records for the purpose of public health; the PHN provides immunizations for children against vaccine-preventable diseases at the appropriate age and gives booster doses as needed; Responds to outbreaks of illness or disease in schools;
- The PHN provides consultation and referral service for individual students with an identified health issue; the PHN acts as a support and resource to help students, families, and school staff access appropriate health services;
- The PHN supports school staff to teach health based curricula on a wide range of topics; The PHN provides staff training in responding to emergency situations for students with: anaphylaxis, seizures, and diabetes (administering glucagon);
- The PHN supports schools to address an identified school health issue using a comprehensive school health approach;

### **2. MOBILE HEARING CLINIC**

The Mobile Hearing Clinic visits the School once a year to conduct hearing screening for all students in Kindergarten, and all other 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 (PPP)**

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

#### **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. Each family is required to fulfill 3 days of parking patrol/yard supervision duties. 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. Grade 7 families will select their dates in June of the previous school year to cover September to early October. All other families will select their dates in September. For any missed duties, there will be a penalty fee charged per shift (total of 5 shifts per day).

#### **In-School Activities and Fundraising**

In the interest of fairness, each family is required to complete a minimum of 20 hours assisting in the school, and 3 hours by participating in either the Walkathon or the Bazaar and Singathon. PPP hours are counted from June 1 to May 31 of the school year. PPP hours completed in June will count towards the next school year and cannot be applied to the current school year. Parents can choose from a wide variety of different volunteer opportunities, including some that occurs outside of the school day. Some areas where you can complete PPP hours include the following: teacher assistance, class field trips (maximum of 6 hours for whole day trips), library assistance, sports program, Sunday breakfast, hot lunch and concession, additional parking patrol/yard supervision assistance, and after school Chinese teacher assistance. All activities are scheduled on a first come first serve basis in OnVolunteers portal, <http://sfx.onvolunteers.com>. Parents can check their progress throughout the year in the OnVolunteers portal.

If your family chooses not to participate in the In-School Activities and Fundraising an opt-out fee can be submitted for September 1 of the current school year. All collected funds will be used for subsidizing school activities.

The Grade 7 farewell celebration organized by the grade 6 classes do not count towards PPP hours.



## **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 and a Driver Form. Forms are available in the main office.

## **3. PARENT TEACHER ASSOCIATION (PTA)**

### **Parent Teacher Association (PTA)**

The PTA is an important group comprised of Parent and Teacher Representatives and is chaired by a PEC member to facilitate the PPP and fundraising in the school. PTA members consist of PTA chairperson (PEC member), 1 parent representative from each class (Kindergarten to Grade 7), additional parent representatives appointed with specific duties within the PTA, School Principal and teacher representative.

Their duties are outlined below:

- Attend monthly meetings from August to June (minimum 10 hours)
- Participate in at least one PPP committee
- Participate and assist with all fundraising events
- Maintain regular contact with homeroom teacher
- Maintain regular contact with class parents and give updates
- Maintain records of hours by each family
- Contact class parents as require

### **Parent Participation Program Committees**

- Teacher Assistance
- Fundraising
- Hot Lunch and Concession
- Library Assistance
- Parking Patrol and Yard Supervision
- Sports
- Sunday Breakfast

## **4. PARENT SUPPORT GROUP (PSG)**

The Parent Support Group is a liaison between the school and the BC Gaming Commission with 3 elected parent representatives and a teacher representative. Each year the group applies for funding from the government, manages and oversees the distributions of the fund to enhance student learning in the classroom.

## 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 2020-2021

#### Kindergarten – Grade 7

##### a. Parishioners (Category 1)

- |      |                                 |             |
|------|---------------------------------|-------------|
| i.   | Youngest Child                  | \$317/month |
| ii.  | 2 <sup>nd</sup> or Eldest Child | \$217/month |
| iii. | 3 <sup>rd</sup> and up          | \$117/month |

##### b. Catholics (Category 2)

- |      |                                 |             |
|------|---------------------------------|-------------|
| i.   | Youngest Child                  | \$412/month |
| ii.  | 2 <sup>nd</sup> or Eldest Child | \$312/month |
| iii. | 3 <sup>rd</sup> and up          | \$212/month |

##### c. Non-Parishioner (Category 3)

- |      |                                 |             |
|------|---------------------------------|-------------|
| i.   | Youngest Child                  | \$477/month |
| ii.  | 2 <sup>nd</sup> or Eldest Child | \$477/month |
| iii. | 3 <sup>rd</sup> and up          | \$477/month |

Supplies & Emergency Preparedness fee: \$165/ year (payable on the 1st day of school) per child

Parent Participation fee: \$575/year (post-dated) per family

Parking Patrol Deposit: \$750/year (post-dated) per family

Application Fee: \$50 one-time fee per new child

## APPENDIX 2

### STAFF ASSIGNMENT 2020– 2021

Rev. Joseph Ly	Pastor
Rev. Dominic Hoang	Assistant Pastor
Mr. Brian Fader	Principal
Mr. Mieszko Krol	Vice-Principal/Librarian
Miss Alexandra Davis	Kindergarten KD
Ms. Melissa Pereira	Kindergarten KP
Ms. Selina Deluz	Grade 1D
Ms. Vianne Wong	Grade 1W
Ms. Daryl Bartman	Grade 2B
Ms. Elyce Choi	Grade 2C
Miss Cathy Gorman	Grade 3G
Miss Vina Nelson	Grade 3N
Mr. Donal Deasy	Grade 4D
Ms. Sarah LeRose	Grade 4L
Mr. Douglas Pham	Grade 5P
Ms. Mary-Anne Willimott	Grade 5W
Ms. Anna Bonvino	Grade 6B
Mrs. Rainbow Li	Grade 6B/Information Technology
Ms. Eleni Gardikiotis	Grade 6G
Miss Alison Lee	Grade 7L
Ms. Delia Molina Batres	Grade 7M
Miss Gabriela Olaiivar	Physical Education
Ms. Maureen Fountain	Librarian
Mr. Edward Dela Luna	Music
Mr. Rosendo Balintona Jr.	French
Ms. Izabela Piekut	LAC
Ms. Mary Ellen Hanlon	LAC
Mrs. Lauren Angelucci	LAC
Mrs. Sandra Nozet	Social Thinking Skills Facilitator
Mrs. Winnie Yip	Mandarin Chinese - Primary
Mrs. Angela Hsu	Mandarin Chinese - Intermediate
Ms. Angeline Ang	Educational Assistant - 1D
Ms. Nelia Arruda	Educational Assistant - 3N
Mr. Justin Nguyen	Educational Assistant - 4D/5P
Mr. Stefano Pozzolo	Educational Assistant - 4L
Ms. Gordana Durica	Educational Assistant - KD

Miss Sunny Lee	Educational Assistant - 1D
Ms. Maria C Lustiyani	Educational Assistant - 6G
Ms. Mary Phan	Educational Assistant - KP
Mr. Taigan Mathias Borges	Educational Assistant - KD
Ms. Taylor McVey	Educational Assistant - 2C
Miss Minju Mun	Educational Assistant - 1W
Mr. Massimo Pozzolo	Educational Assistant - 2B
Mrs. Dina Sumera	Educational Assistant - 3G
Ms. Cecelia Tang	Educational Assistant - 7M
Ms. Tamara Vincent	Educational Assistant - 6B/6G
Mrs. Nicole Xie	Educational Assistant - Mandarin
Mr. Scott Williams	Educational Assistant - 5W
Miss Beverly Ngo	Educational Assistant - 6G
Mr. Norman Cheung	Custodian
Ms. Christine Lui	Secretary
Ms. Maria D'addabbo	Secretary
Ms. Dorothy Kwan	Bookkeeper

## APPENDIX 3

### ST. FRANCIS XAVIER SCHOOL CALENDAR 2020-2021

Note 1. The dates below are subject to change.

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

#### 2020

September 7	(Monday)	<b>Labour Day Holiday</b>
September 8-9	(Tues-Wed)	Staff Training
September 10-11	(Thurs-Fri)	Gradual Entry - Learning Groups
September 14	(Monday)	First Full Day of School
		Parent Participation Program (PPP) Night
September 17	(Thursday)	Meet the Teacher Night
September 20	(Sunday)	SFX Commissioning Mass
October 8	(Thursday)	Student Individual Pictures
October 9	(Friday)	Mass – <b>Noon Dismissal</b>
October 12	(Monday)	Thanksgiving Day - <b>SCHOOL HOLIDAY</b>
October 21	(Wednesday)	Communicating Student Learning - Interim Learning Report
October 22	(Thursday)	Communicating Student Learning (Parent Teacher Conferences) – <b>NO CLASSES</b>
October 23	(Friday)	Province-wide Professional Development Day - <b>NO CLASSES</b>
October 30	(Friday)	Halloween Costume Parade – 1:00 pm
November 4	(Wednesday)	Individual Picture Retakes
November 10	(Tuesday)	Remembrance Day Service – 10:45 am
November 11	(Wednesday)	Remembrance Day - <b>SCHOOL HOLIDAY</b>
November 20	(Friday)	CISVA Professional Networking Day - <b>NO CLASSES</b>
December 3	(Thursday)	SFX Feast Day Mass
December 18	(Friday)	Mass followed by Christmas Celebration 9:05 am <b>11:00am Dismissal</b> for Christmas Break

#### 2021

January 4	(Monday)	School Reopens after Christmas Break
January 13	(Wednesday)	Open House New Registration forms distributed
January 21	(Thursday)	Whistler Ski Trip - Day 1 - TBD
February 1	(Monday)	Re-registration forms distributed

February 4	(Thursday)	Whistler Ski Trip - Day 2 - TBD
February 10	(Wednesday)	Chinese New Year School Celebration - <b>Noon dismissal</b>
February 11-12	(Thurs-Fri)	Catholic Educator's Conference - <b>NO CLASSES</b> Chinese New Year
February 15	(Monday)	Family Day Holiday - <b>NO SCHOOL</b>
February 17	(Wednesday)	Ash Wednesday
February 19	(Friday)	Re-registration forms due to office
March 4	(Thursday)	Communicating Student Learning Report 1 Distributed
March 12	(Friday)	Last Day before Spring Break - <b>Noon dismissal</b>
March 29	(Monday)	School Reopens after Spring Break
April 1	(Thursday)	Holy Thursday Retreat – <b>Noon dismissal</b>
April 2	(Friday)	Good Friday – <b>SCHOOL HOLIDAY</b>
April 4	(Sunday)	Easter Sunday
April 5	(Monday)	Easter Monday – <b>SCHOOL HOLIDAY</b>
April 19-21	(Mon-Wed)	Grade Seven Camp - TBD
April 30	(Friday)	Student Led Conferences - <b>NO CLASSES</b>
May 9	(Sunday)	Mother's Day
May 11	(Tuesday)	Group and Panoramic Pictures
May 24	(Monday)	Victoria Day - <b>SCHOOL HOLIDAY</b>
May 28	(Friday)	SFX Bazaar Set-up – <b>NO SCHOOL</b>
May 29	(Saturday)	SFX Bazaar – 10:00 am - 8:00 pm
June 4	(Friday)	Fun Day 12:00 - <b>Noon dismissal</b>
June 11	(Friday)	Teacher Planning Day - <b>NO CLASSES</b>
June 18	(Friday)	Grade Seven Farewell - <b>Noon dismissal</b>
June 20	(Sunday)	Father's Day
June 28	(Monday)	K-6 awards in the am, Praise and Worship in the pm
June 29	(Tuesday)	Last Day for students – <b>11:00 dismissal</b> Communicating Student Learning Report 2 Distributed
June 30	(Wednesday)	Last Day for Staff

## 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.
- 6) Effective risk management involves:
  - a) Rapid reporting of incidents to supervisors and insurance representatives
  - b) Maintaining physical evidence
  - c) Recording pertinent information
  - d) Assisting and supporting the individual(s) experiencing loss
  - e) Refraining from expressing personal judgment regarding liability
  - f) Maintaining required confidentiality
  - g) Referring claims inquiries to the appropriate school authorities and insurance representative.
  - h) 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 quality of men rests essentially on their dignity as persons and the rights that flow from it.”<sup>1</sup> For this reason all persons must be protected from all forms of abuse, neglect, bullying, harm or threat of harm. CISVA is committed to providing and promoting a learning environment that enables every student to feel safe, accepted and respected.

CISVA works continuously to develop strategies that make students feel valued, respected and connected within their school community, while remaining consistent with the teaching of the Catholic Church. 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.

##### **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 evoke fear of physical harm or emotional distress in the person being targeted.

Bullying encompasses a wide range of behaviours in 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:
  - a) 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;
  - b) verbal actions such as threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments; this 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;
  - c) 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 physically to threaten, verbally harass or socially exclude an individual or group.

**Policy**

All CISVA schools will have in place protocols that outline roles, responsibilities and procedures for staff, students and other adults (including parents) that address bullying.

**Procedures**

Working with administrators, teachers, support staff, parents and student body, schools will develop a written bullying prevention protocol that includes the following elements:

**Education, Awareness and Prevention**

- education and awareness on bullying including ways to recognize its pattern and characteristics versus normal peer conflict
- instruction to students that emphasizes respect and compassion for others and age appropriate behaviours to prevent or respond to bullying
- instruction to students on their responsibility to report and take an active stand against acts of bullying including reference to the school's code of conduct as it relates to bullying

**Reporting**

- steps students and staff will take to respond to allegations of bullying
- efforts that track incidents of bullying at schools (bullying, cyber-bullying, harassment including student-to-student sexual harassment, intimidation, threatening or violent behaviour)
- how reported incidents will be dealt with and monitored

**Responding to Bullying**

- efforts that outline clear and logical consequences for those who bully, that provides support for those being bullied and intervention with students who bully
- informing the parents/ guardians of children involved in a bullying incident, engaging their support and collaboration to seek a resolution
- in deciding a course of action the school weighs the consequences by age and maturity of the individuals involved, the degree of harm done, incidences of past or continuing pattern(s) of behaviour, the relationship between the parties involved and the context in which the incident(s) occurred

CISVA remains committed to taking all reasonable steps to prevent retaliation by a person(s) against a student who has made a complaint of a breach in policy.

## APPENDIX 6

### GENERAL SCHOOL ADMINISTRATION

#### ANAPHYLAXIS CISVA Policy 434

##### Preamble

The administration of the Catholic Independent Schools Vancouver Archdiocese (“CISVA”) recognizes that it and its schools have a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The CISVA also recognizes that this responsibility is shared among the students, parents, the school system and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving severely allergic students of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

##### Policy

While the CISVA cannot guarantee an allergen-free environment, all CISVA schools will take reasonable steps to provide an allergy-aware environment for students with life-threatening allergies.

All CISVA schools must develop a plan to implement the steps outlined in the CISVA Anaphylaxis Policy. This plan must include:

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

##### 1. Description of Anaphylaxis

Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken.

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure, but in rarer cases can develop hours

later. Specific warning signs as well as the severity and intensity of symptoms can vary from person to person and sometimes from reaction to reaction in the same persons.

The following chart lists common allergens and their sources:

The following chart lists common allergens and their sources: **Foods which are common sources of anaphylactic reaction**

- Peanuts/peanut butter/peanut oil: **the most prevalent among students**
- Tree nuts: hazelnuts, walnuts, pecans, almonds, cashews
- Sesame seeds & sesame oil.
- Cow’s milk and dairy products
- Eggs
- Fish
- Shellfish
- Wheat
- Soy
- Bananas, avocados, kiwis and chestnuts for children with latex allergies

**Other possible sources in prepared foods**

- Cookies
- Cakes
- Cereals
- Granola bars
- Candies

**Non-food sources**

- Play dough (may contain peanut butter)
- Scented crayons and cosmetics
- Peanut-shell stuffing in “bean bags” and stuffed toys
- Wild bird seed, sesame
- Insect venom (bees, wasps, hornets, yellow-jackets)
- Rubber latex (gloves, balloons, erasers, rubber spatulas, craft supplies, balls)
- Vigorous exercise
- Plants such as poinsettias for children with latex allergies
- Perfumes and scented products

It has been estimated that more than 600,000 or 1% to 2% of Canadians are at risk of anaphylaxis (from food and insect allergy), and that up to 6% of young children less than three years of age are at risk. In the school age population, it is estimated that between 2-4% of children are at risk of anaphylactic reactions to foods.

An anaphylactic reaction can involve **any** of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- **Skin:** hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhoea
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock
- **Other:** anxiety, feeling of “impending doom”, headache, uterine cramps in females

Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past.

If an allergic student expresses any concern that a reaction might be starting, the student should always be taken seriously. When a reaction begins, it is important to respond immediately, following instructions in the student's Student Emergency Procedure Plan. The cause of the reaction can be investigated later.

The following symptoms may lead to death if untreated:

- breathing difficulties caused by swelling of the airways; and/or
- a drop in blood pressure indicated by dizziness, light-headedness or feeling faint/weak.

## **2. Identifying Individuals at Risk**

At the time of registration, using space provided on the school's registration form, parents are asked to report on their child's medical conditions, including whether their child has a medical diagnosis of anaphylaxis. Parents will be provided with medical forms and a Student Emergency Procedure Plan. If they have identified that their child has a medical diagnosis of anaphylaxis, they will be required to fill out this form in the manner described below.

It is the responsibility of the parent/guardian to:

- Inform the school principal when their child is diagnosed as being at risk for anaphylaxis.
- At the time of registration (yearly), complete medical forms and the Student Emergency Procedure Plan which includes a description of the child's allergy, emergency procedures, contact information, and consent to administer medication. This form should be completed in consultation with the child's physician.
- Provide the school with updated medical information whenever there is a significant change related to their child.
- Inform service providers of programs delivered on school property by non-school personnel of their child's anaphylaxis and care plan, as these programs are not the responsibility of the school.

The school will contact anaphylactic students and their parents to encourage the use of medical identifying information (e.g. MedicAlert® bracelet). The identifying information could alert others to the student's allergies and indicate that the student carries an epinephrine auto-injector. Information accessed through a special number on the identifying information can also assist first responders, such as paramedics, to access important information quickly.

## **3. Record Keeping – Monitoring and Reporting**

For each identified student, the school principal will keep the Student Emergency Procedure Plan on file.

It is the school principal's responsibility to collect and manage the information on students' life threatening health conditions and to review that information annually.

The school principal will also monitor and report information about anaphylactic incidents to the CISVA administration in aggregate form (to include number of at-risk anaphylactic students and number of anaphylactic incidents) at a frequency and in a form as directed by the superintendent.

## **4. Emergency Procedure Plans**

- Student Level Emergency Procedure Plan

As noted above, the Student Emergency Procedure Plan must be completed by a student's parents and physicians on a yearly basis.

The Student Emergency Procedure Plan will include at minimum:

- the diagnosis;
- the current treatment regimen;
- who within the school community is to be informed about the plan – e.g. teachers, volunteers, classmates;
- current emergency contact information for the student's parents/guardian;
- a requirement for those exposed to the plan to maintain the confidentiality of the student's personal health information;
- information regarding the parent's responsibility for advising the school about any change/s in the student's condition; and
- information regarding the school's responsibility for updating records.

With parental permission, a copy of the plan will be placed in readily accessible, designated areas such as the classroom and office.

- School Level Emergency Procedure Plan

Each school must develop a School Level Emergency Procedure Plan describing the steps to take in the event of a reaction. This plan must include the following elements:

1. Administer the student's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
2. Call emergency medical care (911 – where available)
3. Contact the child's parent/guardian
4. A second auto-injector may be administered within 5 to 15 minutes after the first dose is given if symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
5. If an auto-injector has been administered, the student must be transported to a hospital (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction).
6. One person stays with the child at all times.
7. One person goes for help or calls for help.

The school principal, or designated staff, must ensure that emergency plan measures are in place for scenarios where students are off-site (e.g. bringing additional single dose auto-injectors on field trips).

## **5. Provision and Storage of Medication**

Children at risk of anaphylaxis who have demonstrated maturity should carry one auto-injector with them at all times and have a back-up auto-injector stored at the school in a central, easily accessible,

unlocked location. For children who have not demonstrated maturity, their auto-injector(s) will be stored in a designated school location(s).

The location(s) of student auto-injectors must be known to all staff members and caregivers. Parents will be informed that it is the parents' responsibility:

- to provide the appropriate medication (e.g. single dose epinephrine auto-injectors) for their anaphylactic child;
- to inform the school where the anaphylactic child's medication will be kept (i.e. with the student, in the student's classroom, and/or other locations);
- to inform the school when they deem the child competent to carry their own medication/s (children who have demonstrated maturity, usually Grade 1 or Grade 2, should carry their own auto-injector), and it is their duty to ensure their child understands they must carry their medication on their person at all times;
- to provide a second auto-injector to be stored in a central, accessible, safe but unlocked location;
- to ensure anaphylaxis medications have not expired; and
- to ensure that they replace expired medications.

## **6. Allergy Awareness, Prevention and Avoidance Strategies**

### **a) Awareness**

The school principal should develop a Communication Plan that includes the following key elements:

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

The school principal should ensure:

- That all school staff and persons reasonably expected to have supervisory responsibility of school-age students receive training annually in the recognition of a severe allergic reaction and the use of single dose auto-injectors and standard emergency procedure plans.
- That all members of the school community including substitute employees, employees on call, student teachers and volunteers have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures.
- With the consent of the parent, the principal and the classroom teacher must ensure that the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students, and that strategies to reduce teasing and bullying are incorporated into this information.

Posters which describe signs and symptoms of anaphylaxis and how to administer a single dose auto-injector should be placed in relevant areas. These areas may include classrooms, office, staff room, lunch room and/or the cafeteria.



## **b) Avoidance/Prevention**

While parents may ask that allergens be banned from the school as part of a prevention plan, such a request cannot be reliably implemented. There is no legal responsibility in any jurisdiction to reduce the risk of exposure to allergens to zero, and the CISVA cannot assume responsibility for providing an “allergen-free” environment.

Our world is contaminated with potential allergens. Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must participate in creating an “allergy-aware” environment. The CIVSA’s approach is to regularly educate the parent community and solicit the co-operation of families, and to set in place procedures that are designed to safeguard the anaphylactic student.

In classrooms of anaphylactic students, special care is taken to avoid exposure to allergy-causing substances. Parents are asked to consult with the teacher before sending in food, toys, balloons, or craft materials to these classrooms.

The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures, although it can never be completely eliminated.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, students with food allergies must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labelled and approved by their parents
- Wash hands before and after eating
- Not share food, utensils or containers
- Wipe off the desk table area to ensure a clean food space
- Place food on a napkin or wax paper rather than in direct contact with a desk or table
- Do not leave food unattended

## **c) Roles and Responsibilities**

The safety of children with anaphylaxis depends on the shared responsibility of:

- Anaphylactic student and his/her parents
- School administrators and staff
- Other parents, students, parent groups, coaches, etc.
- Public health nurse

Given the severe consequences of anaphylaxis, it is very important for all parties to accept their roles and responsibilities and work together to provide a safe environment in schools, as described below:

### School Principal

- Works closely with the parents of an anaphylactic student
- Ensures that parents/guardians and students are asked to complete the Student Emergency Procedure Plan upon registration

- Maintains a file for each anaphylactic student of current treatment and other information, including a copy of prescriptions and instructions from the student's physician and a current emergency contact list
- Develops a communication plan for the dissemination of information on life-threatening allergies to parents, students and employees
- Requests that the school community not bring or send allergens to school
- Notifies all appropriate school personnel of medical concern, treatment and established procedure
- Reviews procedures with entire staff each September and provides regular training to staff on emergency response measures for anaphylactic event
- Conducts food safety discussions with all students at the beginning of the year and at regular intervals throughout the year

#### Teacher

- Displays Student Emergency Procedure Plan and Anaphylaxis Emergency Guide/Guidelines/911 Protocol in the classroom, with parental approval when appropriate based on the age, maturity and responsibility level of the anaphylactic student
- Discusses anaphylaxis with the class, in age-appropriate terms
- Encourages students not to share lunches or trade snacks
- Encourages/organizes celebrations and activities that are not focused on food, or if this is not possible, choose allergen-free foods for classroom events (where necessary and appropriate, in consultation with the parents of the anaphylactic students)
- Establishes procedures to ensure that the anaphylactic student only eats what he/she brings from home
- Reinforces with all students the importance of hand washing before and after eating
- Facilitates communication with other parents
- Enforces school rules about bullying and threats
- Leaves information in an organized, prominent and accessible format for occasional/substitute teachers
- Ensures that epinephrine is taken on field trips
- Ensures that they are up to date on all training and are comfortable administering an auto-injector as necessary

#### Parents of Anaphylactic Child

- Inform the school of their child's allergies and completes Student Emergency Procedure Plan
  - Ensure that their child's file is up to date
  - Provide a MedicAlert® bracelet for their child
  - Provide the school with two up-to-date auto-injection kits, clearly labeled with the child's name and prescription details; and ensures that the child carries with him or her at least one auto-injector at all times
  - Provide their child with safe foods, including for special occasions
  - Teach their child about the allergen and its triggers
- o How to recognize the first symptoms of an anaphylactic reaction
  - o To know where medication is kept and who can get it
  - o To communicate clearly when he or she feels a reaction starting
  - o To carry his or her own auto-injector

- o Not to share snacks, lunches or drinks
- o To understand the importance of hand-washing
- o To cope with teasing and being left out
- o To report bullying and threats to an adult in authority

#### Anaphylactic Student

- Has an age-appropriate understanding of his/her allergy and its triggers
- Learns how to inform others of the allergy and its consequences
- Complies with taking medication as arranged and approved by school principal
- Takes as much responsibility as possible for avoiding allergens
- As age-appropriate, takes responsibility for checking food labels and monitoring food intake
- Washes hands before and after eating
- Learns to recognize symptoms of an anaphylactic reaction and promptly inform an adult as soon as accidental exposure occurs or symptoms appear
- Keeps an auto-injector on their person or close by at all times (where age-appropriate)
- Knows how to use an auto-injector (where age appropriate; staff must recognize that anaphylactic students will likely not be able to self-administer during an anaphylactic reaction)
- Has an increased responsibility for being vigilant around potential allergens, as he/she ages

#### Public Health Nurse

- Acts in an advisory capacity to school principal and staff, collaborating and facilitating access to information, training and other resources
- Provides annual training to staff

#### All Parents

- Respond cooperatively to requests from school to eliminate allergens from packed lunches and snacks, and to avoid bringing shared food into schools that may contain allergens
- Participate in parent information sessions
- Encourage students to respect anaphylactic student and school prevention plans

#### All Students

- Learn to recognize symptoms of anaphylactic reactions
- Avoid sharing food, especially with anaphylactic students
- Follow school rules about keeping allergens out of the classroom and washing hands
- Refrain from bullying or teasing a student with a food allergy

### **7. Training Strategy**

A yearly training session on anaphylaxis and anaphylactic shock will be held for all school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (e.g. food service staff, volunteers, bus drivers, custodians).

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

The training sessions will include:

- signs and symptoms of anaphylaxis;
- common allergens;
- avoidance strategies;
- emergency protocols;
- use of single dose epinephrine auto-injectors;
- identification of at-risk students (as outlined in the individual Student Emergency Procedure Plan);
- emergency plans; and
- method of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis.

Participants will have an opportunity to practice using an auto-injector trainer (i.e. device used for training purposes) and are encouraged to practice with the auto-injector trainers throughout the year, especially if they have a student at risk in their care.

Approved CISVA Board of Directors 6 February 2018

**SAINT FRANCIS XAVIER SCHOOL**  
**PERSONAL INFORMATION PRIVACY POLICY**  
**FOR PARENTS AND STUDENTS**

**The School's Commitment to You**

Safeguarding your confidentiality and protecting your personal information is a fundamental concern of St. Francis Xavier's School. The school is committed to meeting or exceeding the privacy standards established by the BC Personal Information Protection Act (PIPA)

This personal information privacy policy is intended to explain to you the current legislation which is designed to protect your privacy, to regulate the use and collection of information, and to state the steps the school has taken to ensure your personal and financial information is handled appropriately and securely.

**Privacy Protection in British Columbia**

The Act requires an organization to obtain informed consent from an individual before collecting personal information about that individual, with certain exemptions. The organization must state why it is collecting the information, and how it will use the information collected. The Act also requires the organization to keep the information it has collected in a secure and safe manner, protecting the individual's right to have his or her information protected. The Act also describes with whom the personal information may be shared.

Note: St. Francis Xavier School does not fall under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, which applies only to provincial government and its bodies; neither does it fall under the *Protection of Personal Information and Electronic Documents Act (PIPEDA)*, a federal statute.

**Ten Privacy Principles**

As part of St. Francis Xavier School's commitment, the following *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. These principles have been built upon the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and British Columbia's *Personal Information Protection Act (PIPA)*.

***Principle 1 – Accountability***

St. Francis Xavier School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual(s) who is(are) accountable for the school's compliance with the *Ten Privacy Principles*. This individual is the *Privacy Officer* of the school.

***Principle 2 – Identifying Purposes***

St. Francis Xavier School will identify the purposes for which personal information is collected before or at the time the information is collected.

***Principle 3 – Consent***

St. Francis Xavier School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

***Principle 4 – Limiting Collection***

St. Francis Xavier School will limit the personal information collected to those details necessary for the purposes identified by the school.

***Principle 5 – Use, Disclosure and Retention***

St. Francis Xavier School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

***Principle 6 – Accuracy***

St. Francis Xavier School will maintain personal information as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

***Principle 7 – Safeguarding Personal Information***

St. Francis Xavier School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

***Principle 8 – Openness***

St. Francis Xavier School will make information available to individuals concerning the policies and practices that apply to the management of their information.

***Principle 9 – Individual Access***

St. Francis Xavier School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's information, and shall give the individual access to it in accordance with the law. Individuals may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

***Principle 10 – Complaint Process***

Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of St. Francis Xavier School.

### **What Information is Collected?**

St. Francis Xavier School gathers and uses personal information to provide your child with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from you, and only with your consent. When you apply to register your child, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs.

### **How is Information Used?**

St. Francis Xavier School, uses

- personal information to communicate with you, process applications and ultimately to provide you and your child with the educational services and co-curricular programs you expect.
- personal information to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- anonymous/personal information to constantly improve our school, e.g., surveys.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill a different purpose, the school will notify you and ask you for your consent before the school proceeds.

### **When May Information be Disclosed?**

St. Francis Xavier School keeps personal information strictly confidential and treats it with care and respect. However, some of an individual's personal information may be shared with others as noted below.

#### ***When Authorized by You***

- Other educational institutions routinely contact the school for personal information about students. For example, if your child moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when you register your child and authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of your child.
- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases, such as when you communicate through e-mail, your consent will be obtained electronically.

***When Required by Law***

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

***When Permitted by Law***

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities etc. Only pertinent information is disclosed.

The school does not sell, lease or trade information about you to other parties.

***The School's Employees***

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about your child but not your account with the school.

All employees of St. Francis Xavier School are required to abide by the privacy standards governed under PIPA. They are also required to work within the principles of ethical behavior as set out in employment contracts and must follow all applicable laws and regulations. Employees are well informed about the importance of privacy and they are required to sign either a code of conduct or a confidentiality agreement that prohibits the disclosure of any personal information to unauthorized individuals or parties. To reinforce their understanding and commitment to upholding client privacy and confidentiality, employees periodically receive up-to-date literature about our privacy policy, principles and standards.

***Outside Service Suppliers***

At St. Francis Xavier School, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. For example, the school gives its yearbook publisher the information required to produce the annual yearbook. Suppliers of specialized services are given only the information necessary to perform those services.

***Restricting Sharing Information***

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to



limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

### **How Does The School Safeguard Information?**

St. Francis Xavier School maintains current security standards to ensure that your personal and financial information is protected against unauthorized access, disclosure, inappropriate alteration or misuse.

#### ***Student Files***

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them.

#### ***Electronic Security***

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of your information is not compromised.

#### ***Record Management***

Personal information is destroyed one year after the school no longer needs the information or one year after legal minimum retention requirements have been met.

#### **Accessing and Amending Information**

St. Francis Xavier School makes decisions based on the information it has. The school makes every effort to ensure information is accurate and complete.

#### ***Accessing Your Information***

You may access and verify any of your personal information with appropriate notice so that the office is able to supply you with the information you require. Most of this information is available in the registration forms and other forms that you filled out.

#### ***Accessing Student Information***

You may access and verify school records of your children, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of children as determined by judicial review. (High schools may wish to develop policy on access by students to their own records.)

#### ***Amending Your Information***

To help the school keep your personal information up-to-date, the school encourages you to request the school to amend inaccuracies and make corrections. Where appropriate, the school will communicate these changes to other parties who may have unintentionally received incorrect information from the school.

**Questions, Concerns and Complaints**

The school may add, modify or remove portions of this policy when it is considered appropriate to do so. You may ask for the most recent update of this policy at the school office.

Questions, concerns, and complaints about privacy, confidentiality and information handling of the school may be addressed to the school's Privacy Officer by calling the school office. If necessary, you will be referred to use the school's complaint procedure and appeals policies.