PARENT HANDBOOK

St. Anthony's School

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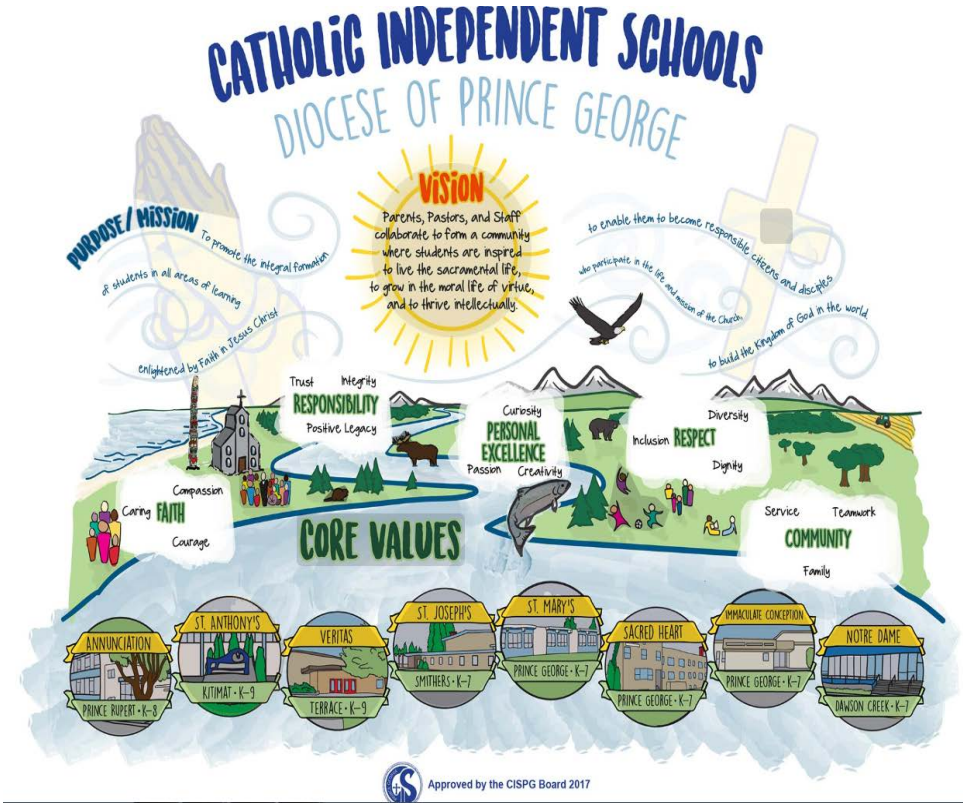
1.0 School History

St. Anthony's was founded in 1957 in Kitimat, British Columbia by the Roman Catholic Diocese of Prince George (CISPG) and belongs to Christ the King Parish. Built by generous donations and a large volunteer work force (over 300 people logged over 4,000 hours) St. Anthony's opened for registrations in the Kitimat community in September, 1957, under the direction of the Sisters of St. Joseph of Toronto, along with two local teachers and a Frontier Apostle, all of whom worked without salaries. Many of the first 170 to register were ESL students. In 1958 the parish added a large gymnasium. By the mid sixties, senior grades 8 and 9 were dropped; in the early 90's kindergarten was added, along with extensive renovations and most recently Senior Academy was established with grades 7, 8 and 9.

1.1 Catholic Independent Schools Prince George (CISPG) Mission Statement

To promote the integral formation of students in all areas of learning enlightened by Faith in Jesus Christ to enable them to become responsible citizens and disciples who participate in the life and mission of the church, to build the Kingdom of God in the world.

1.2 Vision Map



2.0 School Philosophy

Our school endeavors to develop confident, conscientious and successful students who are respectful of the dignity of all people. They are stewards of creation who continuously grow in their faith. Students are young, energetic disciples who are guided faithfully to practice gospel values as they celebrate what is good within the world. Encouraged to be life-long learners, they grow in mind, body and spirit – striving spiritually, academically, physically, behaviorally and socially. Our school fosters empathy and critical thinking skills, inviting students to be creative, responsible, hardworking and caring member of society.

Staff, students and parents will find our school, a nurturing community atmosphere that enable our students to grow and develop to the best of his/her ability. Our philosophy supports educating the whole child to develop God-given talents as completely as possible, so each child will become a productive member of our society. We are committed to creating an educational program which strives to provide academic excellence while at the same time enriching it with our Catholic Faith.

At St. Anthony's Catholic School, parents are recognized as the primary educators and spiritual leaders of their children. Working together through to assist the parents in providing the skills, knowledge and values our students need to face today's many challenges. St. Anthony's celebrates diversity of ethnic backgrounds and welcomes all denominations of faith; providing an environment where we can learn from one another.

At St. Anthony's School Reverence, Respect and Responsibility are values that are expected of all parties within the total community: children, parents and staff. St. Anthony's School is committed to fostering an environment that is safe, respectful and an accepting place for all students.
(CISPG Policies 507, Discrimination Protection and 510, Safe School Environment)

2.1 School Structure

St. Anthony's School is a Catholic School under the direction of the Catholic Independent Schools of Prince George. This Parent Handbook is in compliance with and is subordinate to the Policy & Procedures of the CISPG. Please consult the CISPG website for designated policies that govern our schools. ***(CISPG Policy - http://www.cispg.ca)***

The Pastor of Parish and School Council work together with the Principal at the local level to implement the policies of the CIS Board of Directors and develop local policies as needed.
The supervision and evaluation of the educational program, staff and administration of the school are the responsibility of the Principal and the Superintendent. ***(CISPG Local School Council Operating Guide)***

St. Anthony's is classified as a Group 1 Independent School with the Ministry of Education. That means that we are partially funded by the government by 50%. Tuition is charged to make up 33% of our operating costs and the remainder is funded by our school fundraisers and donations.

Our teachers are BC certified and follow the BC curriculum in all subject areas. We have an excellent staff with both seasoned and new teachers who are committed to providing the best possible education and learning environment for your child. We are known for our high standards of academic excellence and fostering the growth of a well-rounded child.

2.2 Mission Statement

St. Anthony's School mission is to provide a good quality education for the whole child while fostering acceptance, respect and responsibility toward self and others. This is done in the Spirit of faith, hope and charity to further God's Kingdom of Justice and peace in the world.

2.3 Vision

Our school endeavors to develop confident, conscientious and successful students who are respectful of the dignity of all people. They are stewards of creation who continually grow in their faith. Students are young energetic disciples who are guided faithfully to practice the gospel values as they celebrate what is good within the world. Encouraged to be lifelong learners, they grown in mind, body and spirit - striving spiritually, academically, physically, behaviorally and socially. Our school fosters empathy and critical thinking skills inviting students to be creative, responsible, hardworking and care members of society.

2.4 Objectives

- To foster the growth of each child in the light of the Gospel through prayer, example and participation in the liturgy.
- To provide a safe, secure and supportive environment with allows children to become active, confident, risk taking learners.
- To ensure that faculty is made up people who are committed to education the whole child through the core curriculum and a variety of extra-curricular activities.
- To provide a sound basis in reading and writing skills through a variety of learning experiences designed to encourage creativity, understanding and the ability to think.
- To recognize individual differences in each student and through regular assessment in a variety of settings, to provide opportunities for each student to achieve success at their own pace.
- To provide Christian families with an education system within their religious beliefs and values will be supported and upheld.

3.0 Admissions

(CISPG Policy #501 Admissions)

The Catholic Independent Schools Diocese of Prince George (CISPG) recognizes that each person is created in the image and likeness of God. As such, everyone must be treated with respect. Students, staff and families of CISPG Schools are integral members of a safe, caring, respectful, Catholic environment.

CISPG Schools recognize that students may come from family situations that do not conform to the moral teachings of the Catholic Church. The personal family background of a student is not an absolute obstacle to enrollment at St. Anthony's School. If parents choose a lifestyle directly opposed to the Church's deeply held moral teachings, they should recognize that the school is not the right place for their child, since the home and school would be giving contradictory teaching.

The mission of CISPG Schools is the education of young people in a faith-filled environment in order to promote academic, personal and spiritual growth. Parents and guardians must understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. A coherent witness to Catholic moral teaching is expected at all times from every member of the community, especially in the public forum.

Priorities for admission into St. Anthony's School are as follows:

1. Children whose families are practicing Catholics (children must be baptized).

2. Siblings of children already in the school, whose families meet the expectations of the school.

3. Non-Catholics. Siblings of non-Catholics cannot be given priority over Catholics.

4.0 School Fees

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

Payment terms:

All payments for tuition must be made by cheque, money order, or Credit Card only. All payments must include proper names of students on each cheque or money order.

A family chooses one of the following tuition payment plans:

1. Pre-authorized debit dated September 1st to June 1st;
2. Credit card payment in full or monthly
3. Post dated cheques, dated for 1st or 15th of each month

Insufficient Funds:
If an NSF cheque is returned to the school by the bank, an additional charge of $25.00 will be levied to the family.

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

4.1 Early Withdrawals

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

4.2 Financial Assistance

If your family is experiencing financial hardship, you should contact the Principal to discuss financial assistance in helping you meet your tuition payments. The Principal, on an individual case basis, will determine the assistance needed to ensure that the attendance at St. Anthony's school.

4.3 Re-registration

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

1. Re-Registration forms are sent out in February.

2. All required forms **must be returned** to the school office **by the deadline on the form.**

3. All delinquent fees must be paid with the return of registration forms.

4. Post-dated tuition cheques for the forthcoming school year must be received at the time of the presentation of the completed registration forms.

If siblings of enrolled students do not submit their form at the time, they lose their priority status.

* Siblings of Non-Catholics cannot be given priority over Catholics.

Application Fees:
An application fee per "Application for Admission" is charged. This processing fee is non-refundable.

The application process involves a few steps:

1. Completed Admissions application with a $25 non refundable application fee.

2. A meeting with the Principal to discuss application.

In the spring of each year the school shall review all the applications for registration and re-registration for the following school year. Our priority of registration, including the acceptance of siblings, will be given to a child or children of parents who meet the criteria.

4.4 Outstanding Fees or Materials

Any and all outstanding fees owed to St. Anthony's School must be paid in full by June 1st of the current school year. We reserve the right to withhold acceptance of registration for the coming school year until these matters are settled, i.e. tuition, outstanding fees, and loss or replacement of damaged goods.

5.0 School Procedures

5.1 Absence and Lateness

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

Countinued lateness is seen as a breach of student conduct and will be administratively addressed by the Principal. Notes are required on the day of appointment or earlier to advise the teacher of a child's absence due to any medical or dental appointments. Parents must come to the school office to have their child excused from class.

5.2 What to do if your child is absent or late

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

1. Phone call (which must be followed up by written note or email)
2. Email

5.3 Visitors

During school hours, parents and visitors must report to the school office. If you are volunteering in the school you will need to sign in at the office. When you leave you will need to sign out. Lunches, uniforms, forgotten work or supplies must be left at the office.

The main children's washrooms are out of bounds for parents and visitors during school hours and events.

5.4 Holidays during School Time

Absences for reasons other than illness must be kept to a minimum. (Please try to schedule holidays during school breaks.) Loss of school time may jeopardize the child's year and usually results in missing new concepts taught during his/her absence.

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

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

5.5 Snow Days

In the event of school closure due to severe weather, please listen to **CKTK-FM 97.7, CFNR 98.1 or visit our school facebook page (St. Anthony's School News and Events) for details.**

5.6 Unexpected School Closures

If the school needs to be closed, before or during school hours, due to any unforeseen circumstances (e.g., lack of power/heat/flooding, etc.), parents will be contacted. Posting will also be made on our school facebook page and via email.

6.0 Schedules

6.1 School Bell Schedule

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

8:40am - School Bell - Students are expected to prepare to enter the school and classrooms by discontinuing play on the playgrounds and assembling in an orderly lineup.

8:45am	Morning session begins
10:35-10:50am	Morning recess
12:00-12:35pm	Noon recess
12:35-12:55pm	Lunch break
1:00pm	Afternoon session begins
3:00pm	Classes dismissed

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

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

7.0 Student Supervision

7.1 Before School

Supervision begins at 8:20 a.m. Students will not be permitted in the school before that time unless prior permission was given by school staff. Please do not jeopardize your child's safety by dropping them off sooner. Arrangements for before school care is the responsibility of parents.

On rainy days students are permitted to enter the school at 8:20 am for indoor supervision in the classrooms.

7.2 Recess

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

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

7.3 Lunch Routines

Children are expected to bring a nutritious snacks and lunches. Parents delivering lunches must leave them at the office prior to the lunch bell. Lunches are eaten in the student's respective classroom while supervised by their classroom teacher. Senior Academy students may eat in their classroom or student lounges

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

7.4 Student Sign-In / Sign-Out Procedures

If a student arrives late or departs early from the school between 8:45am and 3:00pm the following procedure is to be followed:

Sign In:
Students must stop at the office to receive a "Late" slip to be given to the teacher upon arrival at class.

Sign Out:
1. Parents must arrive at the office to sign out his/her child.
2. The office will contact the classroom teacher to dismiss the student.
3. The student will proceed to the office to meet the parent.
    3.1. Students will not be dismissed unless the parent signs his/her child out at the office.
    3.2. Students will not be dismissed to any other person other than the parent, unless the parent gives permission. In this instance, the office must receive prior written/verbal consent.

7.5 After School

Parents are asked to wait for their children outside the main entrance of the school. For the safety of our student, play is not permitted in the parking lot. Parents must meet their children at the main entrance of the school. Students will not be allowed to leave this area unaccompanied by an adult.

Students are to follow the directions of the parent/teacher supervisors.

Student and traffic supervision will take place until 3:10 p.m. After 3:10 p.m. students who have not been picked up are to sit quietly and remain in the main lobby of the school.

**** The school office must be advised of students that are permitted to walk home on their own.**

7.6 Non-Instruction Times

St. Anthony's School Staff seek professional development through non-instructional days (NID and non-instructional afternoons (NIA during the school year. Check the Nalabila Monthly newsletter and school calendar for non-instructional times.

8.0 Health & Welfare

(CISPG Policy #555 Injury/Illness at School)

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

8.1 Illness or Injury While at School

The school maintains a small "medical room" in the administrative office. This in no way implies that the school maintains any expertise in care of the injured or sick. This room is provided predominantly as a quiet room where a student may rest until the notified parent arrives at the school to transport the child home.

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

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

All accidents resulting in significant injury must be properly documented.

8.2 Other Notifications

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

8.3 Communicable Diseases

When children work and play together in groups, this environment provides an opportunity for the spread of a number of childhood diseases that can be passed on from one child to the next. It is important that these diseases be prevented or, if they do occur, that they are recognized quickly and steps taken to stop them from spreading. ***(CISPG Policy #560 Communicable Diseases)***

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

Students will only be permitted back to school with a doctor's note.

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

8.4 Medications

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

Students with EpiPens are expected to wear them on their person at all times throughout the school. Provisions will be made for gym activities and other activities that will be impeded if they are worn. Parents must supply their child's EpiPen and it is the parent's responsibility to ensure that the EpiPen is current. Students with EpiPens will have their pictures posted in the Staff room for emergency identification purposes.

Students with inhalers will be permitted to keep their medication with them during the school day. All other medication must be reported to the teacher and secured in the office.

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

8.5 Administration of Medications

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

1. The medication is required while the child is attending school.
2. The parent has requested the school's assistance and has signed a release concerning administration by the school.
3. The staff has received adequate instructions from the parent concerning the administration of the medication.

In the interests of the health and safety of the child as well as the legal responsibilities of the school, complicated medicine administration schedules should be avoided even if this may require the child to be absent from school for a short period of time.
In the case where it is anticipated that a child may require a medication schedule for a prolonged period, both teachers and parents should be aware of this policy to allow adequate time to ensure compliance with this policy and proper instruction to supervisory personnel.

8.6 Anaphylaxis Policy

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 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 fulfill their responsibilities.

Responsibilities of the Parents of an Anaphylactic Child

- Inform the school of their child's allergies.
- Provide a medic alert bracelet for their child.
- Provide the school with physician's instructions for administrating medication.
- Provide the school with up-to-date injection kits, and keep them current.
- 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.

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 his/her own safety.
- welcome other parents' calls with questions about safe foods.

Responsibilities of the School Administration Team

- Work as closely 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.

9.0 Parking/Traffic Flow

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

The parking lot up top is for STAFF PARKING only. Students are NOT to be dropped off or picked up from this area.

9.1 Parking Lot Procedure

- Parent parking lot is between Church and school main doors.
- No parent drop off in teacher parking lot or at the Church rectory.
- Max speed is 5km in the school parking lot
- Park in a marked parking stall in front of the main office doors.
- No drop offs/pickups unless in a designated parking stall.
- No drop off/pickups on Nalabila Blvd.
- Avoid parking across from the fire lane (bike rack lane), crossing the parking lot could potentially cause serious injury.
- All students should walk up to the stairs near the office to the playground.

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

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9.2 Bicycle Safety

Students must wear a CSA approved bicycle helmet at all times while riding a bicycle to and from the school, while on school property, and during school-related activities.

10.0 School Uniform

School Council Policy
adopted September 2018

Our uniform supplier for primary grades (Kindergarten - 6) is :

Neat Uniforms, Telephone: (604) 205-7560 Toll Free (888) 909-6328. Website: www.neatuniforms.com.

Our uniform supplier for Senior Academy is:

Cambridge Uniforms, Telephone: (604) 924-9069 Toll Free (800) 924-9069

Website: www.cambridgeuniforms.com

All uniform articles **must** be purchased at this supplier's store to keep the uniform consistent. The uniform requirements are as follows:

Boys - Grades K-6

- Navy dress pant or short. No cords, cotton pants, or jeans.
- White polo shirt with school logo, (long or short sleeve).
- All white, black or navy socks with no visible logos.
- School sweater with school logo: choices are pullover, cardigan or sweater vest

Girls - Grades K-6

- Navy tunic, skirt or skort, not more than 3" above or 1" below the knee.
- Navy dress pant or short.
- White polo shirt with school logo.
- All white, black or navy socks or tights.
- School sweater with school logo: choices are pullover, cardigan or sweater vest
- Hair accessories to be in school colours (navy or white).

Boys - Senior Academy

Formal Uniform - to be worn to all school sponsored events.

- Navy dress pant or short. No cords, cotton pants, or jeans.
- White short sleeve dress shirt.
- Tartan Tie
- All white, black or navy socks with no visible logos.
- Senior Academy Jacket

Optional Uniform

- Navy dress pant or short. No cords, cotton pants, or jeans.
- Burgundy polo shirt with school logo.
- All white, black or navy socks with no visible logos.

Girls - Senior Academy

Formal Uniform - to be worn to all school sponsored events.

- Navy dress pant or short. No cords, cotton pants, or jeans.
- White short sleeve dress shirt.
- Tartan Tie
- All white, black or navy socks with no visible logos.
- Senior Academy Jacket

Optional Uniform

- Navy dress pant, dress short or skort. No cords, cotton pants, or jeans.
- Burgundy polo shirt with school logo.
- All white, black or navy socks with no visible logos.

10.1 Accessories

It is expected that all students will maintain modest and proper grooming with respect to hair. Students are not to dramatically change their hair color or dye their hair unnatural colors. Hair accessories must be modest and in school colors; navy or white.
Jewelry must be in good taste and subdued in nature. Earrings, while permitted, must be either a stud or a small ring. No facial and/or body piercings are permitted. Final decisions on this matter are at the discretion of the administration.
Makeup and nail polish are not to be worn by students in grades Kindergarten thru to Grade 6. Senior Academy may wear natural make up and light colored nail polish.

10.2 Enforcement

By choosing to attend St. Anthony's School, students and their parents have made a serious long term commitment to Catholic Education. St. Anthony's school seeks to promote inclusion and participation in faith community. In making this decision, parents and students accept the school uniform as an integral part of the school community life. Though we recognize our individuality, the uniform at St. Anthony's is part of what unites us as one community. We believe, when it comes to dress code, we (staff, students, and parents) must work together to ensure consistency.
Students are expected to wear their uniform in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement.

St. Anthony's School Uniform policy is as follows:

1. The St. Anthony School Uniform is mandatory and shall be in effect on the first day of the school year.

2. The St. Anthony School Uniform Policy will be strictly enforced.

3. Failure to comply with the uniform policy could result in students not being able to participate in any activities that require the proper uniform; this includes community events and/or school assemblies, concerts, plays etc.

4. The principal of the school has the discretion to determine whether a student is in violation of the uniform policy and will consider modifying circumstances that would prevent a student from complying.

5. Appendix A references the approved St. Anthony School uniform. Uniforms must be purchased by the approved supplier only.

6. The following are not permitted: graphics, ruffles, piping, embellishments of any kind, skinny, low rise or cargo pant, footless tights or leggings, pleated skorts, non-school hoodies or Sweaters, flip flops or Sandals, hats or ball caps indoors.

7. Parents must contact the classroom teacher by written note if, for any reason, the child cannot wear the entire uniform.

8. The principal has the option to implement "non-uniform" days or casual attire for class outings. Casual clothes may be worn in modest and in good taste, at the discretion of staff and principal.

All students will be given opportunities to correct any violations with respect to uniform policy compliance so as to avoid any unnecessary consequences. Depending on the violation, consequences may not always follow a set order.

If and when students are in violation of the uniform policy, they will receive one or more of the following consequences;

1. Verbal reminder along with a written notification to parents by principal or staff
2. First Violation:
    a. Principal and Student meeting
    b. First written warning on student file
3. Second Violation:
    a. Mandatory meeting with parents, student and principal
    b. Second written warning on student file
4. Third and Final Violation;
    a. Parent is called to pick up and/or deliver students correct attire.
    b. Meeting with parent, principal and School Council to determine any further disciplinary action.

Some examples of the disciplinary actions include but are not limited to:

- Verbal reminders of expectations
- Consultation with parent/guardian
- Written notification (notes, agendas) to parent/guardian by the principal or designate outlining consequences for further non-compliance
- Loss of privileges
- Age appropriate discipline assignment
- Suspension of student

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

10.3 Labelling Of Personal Belongings

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

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

11.0 Curriculum

11.1 Academics

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

11.2 Religious Curriculum

St. Anthony's School follows the catechism resource “Alive in Christ”, which is recommended by the Diocese of Prince George. The Religious Education program is approximately 150 minutes per week. Additional programs on Human Growth and Development Education are also provided. The Diocesan developed child abuse prevention program, "I Am A Gift from God", which is taught in Grades Kindergarten to 3 both at home and in the classroom.

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

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

11.3 Sacramental Programs

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

11.4 School Masses

The importance of the Mass is recognized as a way of increasing the faith of the children and helping in the building of a Christian community. Attendance at, and participation in the Parish Sunday Masses is taken to be an essential feature of our school families' lives. Masses are regularly offered for the whole school. Students are given an opportunity to share in the preparation of the Masses scheduled for the first Friday of every month at 9am and parents are invited to attend. Non-Catholic students will receive a special blessing at communion.

11.5 Report Cards & Parent/Teacher Communication

Report cards are issued three times a year; November, March and June. Parent/Teacher conferences are scheduled in November/December and student-led conferences are scheduled in March after the report cards are issued. These meetings serve to allow the students the opportunity to share his/her learning with parents.

Informal communication between parents and teachers is encouraged throughout the school year. Teachers will respond to emails between 9:00 am and 5:00 pm Monday to Friday.

11.6 Homework Expectations

Homework is assigned through out the week. Check student planner – homework should be recorded.

The definition of homework will include:

1. Ongoing independent study.
2. Long term projects.

The definition of homework will not include work not completed during class **when reasonable class time has been provided**.

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

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

Parents will be notified by letter or in the student planner for homework not completed.

12.0 Special Education (Policy #573)

12.1 Rationale

Special education programs and services enable students with special needs to have equitable access to learning and opportunities to pursue and achieve the goals of their education. Our commitment is rooted in the fact that we are all God's children.

12.2 Policy

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

The CIS Board of Directors promotes an inclusive education system in which students with special needs are fully participating members of a community of learners. Inclusion describes the principle that all students are entitled to equitable access to learning, achievement and the pursuit of excellence in all aspects of their education.

The CISPG is committed to the education of the whole child in the spiritual, emotional/social, intellectual, artistic/aesthetic and physical realms. CISPG schools' special education policies should reflect our commitment to inclusion and integration of student with special needs.

Consistent with this policy is an effort (within financial feasibility) to make our facilities accessible for students with special needs.

Definitions:

Inclusion: describes the principle that all students with special needs are entitled to equitable access to learning, achievement and the pursuit of excellence in all aspects of their education. The practice of inclusion is notnecessarily synonymous with integration and goes beyond placement to include meaningful participation and the promotion of interaction with others.

Integration: is one of the major strategies used to achieve inclusion, with integration students with special needs are included in educational settings with their peers who do not have special needs, and provided with the necessary accommodations determined on an individual basis, to enable them to be successful there. The principle of "placement in the most enabling environment" applies when decisions are made about the extent to which an individual student is placed in regular classrooms or assigned to an alternate placement.

13.0 Field Trips

CISPG Policy Ref. # 635 Field Trips, Instructional Tours and Remote Field Trips

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

Field trips will:

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

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

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

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

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

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

13.1 Regulations

The Board of Directors recognizes the value of educational field trips, tours, and projects, which involve travel away from the classroom and further supports such trips when they are a planned extension of the school's instructional program. Such field trips are permitted provided the following regulations are strictly applied.

1. Principals have the authority to approve travel for day field trips.

2. The Superintendent has the authority to approve travel for overnight trips.

3. The Principal has the authority to approve travel to established camps within the Diocese e.g. Camp Emmaus, Camp Emile, Camp Morice, Knights of Columbus Sponsored events.

14.0 Extracurricular Activities

Interested students may participate in the extracurricular activities.

14.1 Sports

- Hockey Club
- Basketball
- Volleyball
- Sports Club

14.2 Arts & Cultural Activities

- Japan Club
- French Club
- Ukulele Club
- School Choir
- Speech Arts
- Musical Theatre
- Chess Club
- Robotics Club

15.0 Disciplinary Procedures

Discipline may be considered within these main categories:

15.1 Minor Misconduct

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

15.2 Major Misconduct

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

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

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

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

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

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

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

15.3 Gross Misconduct

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

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

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

16.0 Communications

16.1 Notices Home

The Nalabila Monthly newsletters are sent via email, it provides news and notice of events the first Friday of each month and posted on our website. Parents are encouraged to provide the office your email address to ensure newsletters are received. Additional notices will be sent home with the oldest or with the grade specific child.

16.2 Personal Information Privacy Act (PIPA) Policy

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

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

St. Anthony`s School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will securely store electronic and hard copy parent and student personal information.

16.3 Changes to Contact/Personal Information

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

16.4 School Telephone

There is a great demand on the use of our school telephone and we try to keep it open for emergencies and access by parents. The children are allowed to use the phone for emergencies and to return messages from parents. If you need to reach your child at school we will ensure that your child receives the message. Your child should arrange all after school plans ahead of time and will only be allowed to use the phone if a practice is canceled or something unforseen happens at school. Learning to be responsible, to plan ahead is a step towards independence and we ask your support in controlling the use of the school phone by the children. We can also foster independence by encouraging your child to remind you of early dismissals or after school practices and games.

16.5 Mobile Phones & Electronic Devices

(CISPG Policy #511 Students Information and Work)

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

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

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

The school office is open from 8:30 am to 4:00 pm and students needing use of a phone are able to inquire at the office.

16.6 Computer Use

School Computer use is to be supervised at all times. Students must ask permission from supervising teacher before accessing the Internet. Improper use of the Internet is prohibited (see Disciplinary Procedures). An Internet Use Policy will be signed by parents and students. Students are not to have food or drink while using computers.

17.0 Emergency Procedures

17.1 Fire Safety and Drill

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

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

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

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

17.2 Fire Drill Procedure

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

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

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

Students outside the classroom, but still in the building, shall go to the nearest hallway and join with any class, or, if close to an exit shall leave the building reporting to their particular class outside the building. The teacher shall check the number of students and the names against the register and if any missing, shall report same to the Principal or person in charge, or to a member of the fire department; giving the name of the child, the classroom number and the location.

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

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

17.3 Earthquake Safety and Drill

St. Anthony' s School follows the outline of earthquake drill as published by the **Ministry of Education, Province of British Columbia, September 2012.**

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

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

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

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

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

17.4 Parent Roles and Responsibilities

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

- DO NOT attempt to phone the school. If the phone lines are open, they may be needed for emergencies.
- When you (or an alternate care giver) arrive at the school to pick up children, you will find them assembled in the playground or in the school.
- If on the playground, you must report to the Release Station.
- If we have re-entered the school, report to the Release Station.

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

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

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

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

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

18.0 Student Responsibilities

18.1 Student Code of Conduct

Students are expected to:

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

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

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

Behaviour Expectations in the Hallways:

- Walk, respectfully and responsibly.
- Main entrance is reserved for adults and general public between 8:30 a.m. and 3:30 p.m.

Behaviour Expectations In the Classroom:

- Active student participation in school activities is expected.
- Students must care for their personal belongings. Label personal items with your name.
- Students will assist with maintaining a tidy workspace and classroom.

Behaviour Expectations In the Washrooms:

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

Behaviour Expectations on the Playground:

- Verbal/physical harassment of any kind is prohibited.
- No skateboards, roller blades or heeleys allowed on school grounds.
- No electronics (mobile phones, mp3 players, etc.)
- Approved helmet must be worn while riding bicycle to and from school.
- Out of fence = out of bounds, must stay on designated school grounds.
    - No play in or on the steps to the parking lot
    - No play in ditches or bush at the edge of fields
    - No play on the front lawn or around the Church office
    - No play in the covered breezeway
    - No play in staff parking lot
- No foul language.

- No fighting
- No objects to be thrown, kicked or bounced against the school walls or windows

Behaviour Expectations in the Gym:

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

Behaviour Expectations in the Music Room:

- Students must not enter the Music Room without a supervisor.

In addition to all other school expectations
Behaviour Expectations for Senior Academy:

- No Cell Phones use.
- No gum chewing.
- No hats or toques to be worn in class.
- Appropriate and respectful language to be used at all times.
- To keep Senior Academy area tidy
- Respect others property and locker space.
- Lounge access prior to morning bell, during recess and lunch. Students are encouraged to take breaks outdoors.

18.2 Peer Maltreatment

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

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

1. The concern will be promptly investigated by the staff member who has been approached. Serious or recurrent incidents will be documented in written form and reported to the Principal in a timely manner.

2. It is the responsibility of the Principal to further investigate all complaints of maltreatment in a confidential, impartial, and timely manner.

3. Appropriate action will be initiated by the Principal. If required, the Principal will assign consequences and create an Action Plan for corrective, educational, and/or disciplinary purposes. All parties will be informed if action has been taken. The Action Plan will be time bound and subsequently reviewed. Upon review, the Principal's discretion will determine whether continued time or further action is needed, or if the offending student's continuing enrollment in the school is to be evaluated by the Parish Education Committee.

4. If the principal's resolution is not accepted by one or more of the parties involved, the matter may be appealed to the Parish Education Committee.

5. Decisions of non re-enrollment and expulsion ultimately made by the Parish Education Committee can be appealed to the Superintendent of the Catholic Independent Schools of the Vancouver Archdiocese.

18.3 Playground

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

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

Students are not to walk through the BIG FIELD after school and are required to use the designated walk ways to reach the Church parking lot.

18.4 Playground Conduct

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

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

18.6 After School Boundaries

The forested area that runs along the school grounds is **OUT OF BOUNDS AT ALL TIMES**.

18.7 Care of Books and Property

Proper care of all books, whether the property of the school or of the pupil, is an important part of every child's education. We ask your cooperation in seeing that all books are treated with respect while in the possession of your child. All texts should be returned to school each day. Compensation will be expected for any lost or destroyed text or library book. Please see that your child has a book bag in which to carry his/her books.

18.8 Acceptable Use of Personal Electronic Devices and School-based Technologies

Rationale

Personal electronic devices (PEDs) and school-based technology have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. The use of PEDs and school-based technology should in no way interfere with the safety, security and privacy of students and/or staff. In addition, the use of PEDs and school-based technology should not interfere in any way with student learning and school operations. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology will be regulated by the school. Currently the use of PEDs are not permitted nor used as part of mainstream classroom programming. The use of school-based technology and PEDs in a school is a privilege, not a right. The use of PEDs at school is to be approved by the administration. This privilege may be revoked when it is shown to have been willfully abused.

Policy

This policy applies to all electronic devices whether owned or leased by the school or the user. This policy also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, and volunteers.

CISPG Policy 511: Student Information and Work

19.0 Parent Responsibilities

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

It is the responsibility of parents to:

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

19.2 Cold and Rainy Days

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

19.3 Nutrition Breaks and Schedules

Children are expected to bring their own lunches from home. The nutritional supervision of students' lunches remains with the parents; however, candy, pop, and gum are not permitted. Hot Lunch Days are offered monthly and, at the discretion of parents, the students may purchase their hot lunches at school rather than bring their own lunches.

19.4 Conflict Resolution Procedure

CISPG Policy #470 Major Complaints

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

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

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

3. If the matter cannot be resolved at the Principal's level, document your concerns and efforts toward resolution to the **Catholic Independent Schools office.**

4. If the matter cannot be resolved at the Catholic Independent Schools office, an appeal can be made in writing to the Catholic Independent School of Prince George Board of Directors.

5. The Board of Directors will arrange for an investigation of the appeal.

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

20.0 Parent Participation

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

20.1 Parent Support Group.

St. Anthony's has a Parent Support Group that meets monthly. The Parent Support Group is dynamically involved in fundraising and providing organized activities such as lunch program, recycling, beautification, and giving much appreciated support to the school. Most meetings are held at the school. Please watch for meeting minutes, upcoming events and reports of past events posted on the Parent Bulletin Board just outside the main doors of the school and on the website.

20.2 Criminal Record Check

Each person that will be working with children in/outside of our school is required to complete a Criminal Record Check through the Ministry of Justice at the beginning of each school year (good for 5 years).

Applications can be picked up from the school office.

21.0 School Council

21.1 School Council

CISPG Policy #201 Local School Councils

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

22.0 School Awards

Note: These awards will only be given when there are deserving candidates.

Sheila Silva Award

Established to remember one of our young students who loved to sing. Sheila was in grade 5 when she tragically lost her life in a house fire, many years ago. Sheila was a happy, bubbly ten year old who sang in the church and school choir. She would sing while doing her work, walking in the hallways and on the playground.

Ouellet Award

Is in recognition of two brothers, Steven and Patrick Ouellet who exemplified everything St. Anthony's Students should be. They were polite, happy, well-mannered children and always listened to their teachers. Sadly, they lost their lives in a tragic car accident. (Given to Grade 5-6)

Citizenship Award

Presented to a senior student who exemplifies what a student of St. Anthony's School should be; kind, respectful, determined, persevering and hardworking. The staff vote on this award and it is given to someone in Senior Academy.

French award for K-6

French award for Senior Academy

Sports Award for K-6

Sports Award for Senior Academy

Arts Award for Senior Academy

Principal's award (Top Academic Grade 9)

22.1 Scholarships

St. Anthony's School Council offers up to four scholarships of $500 each to eligible Grage 12 students of Mount Elizabeth Middle Secondary School who has attended St. Anthony's School, and who will be continuing their education at a recognized pose-secondary institution.

The award will be made in consideration of :

- Excellence in Academics, Trades, Athletics or Arts
- Consistent effort and attendance at school
- Positive attitude and consideration of others
- Community Service

This award will be presented at the discretion of the St. Anthony's Council with guidance of the Kitimat Scholarship Association.

All scholarship recipients are asked to provide evidence of registration in an educational program at a recognized post-secondary institution, as well as attend the St. Anthony's Year End Assembly.

23.0 General Policies & Information

23.1 Abuse Disclosure

CISPG Policy #570 Responding to Student Abuse/Neglect

Every student has a right to a life free of abuse, neglect and violence.

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

This is not a responsibility that may be discharged by the educator reporting to any other person other than an appropriate delegate of the **Ministry for Children and Familiy Development.** These responsibilities cannot be assumed by school or School Council.

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

23.2 Tobacco & Smoking Ban

CISPG Policy # 436 Smoke Free Environment

In 2007, the renamed Tobacco Control Act (bill 10) came into force. The legislation prohibits all persons from smoking or using tobacco, or holding lighted tobacco in, or on school property. The non-smoking ban in and around school buildings is in effect 24 hours a day.

St. Anthony's School strives to promote and safeguard, through all reasonable means, the physical, emotional and mental health of its students and employees. In compliance with the TOBACCO AND VAPOUR PRODUCTS CONTROL ACT (Provincial Legislation), the school building, all vehicles and grounds shall be smoke and vapour product free. A person must not smoke or use tobacco, or hold lighted tobacco, in or on school property. A person must not use an e-cigarette, or hold an activated e-cigarette, in or on school property.

23.3 Party Invitations

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

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

23.4 School Supplies

At the end of each school year, parents will receive a school supply list for their child for the following year. Please ensure all supplies and personal belongings are labeled. From time to time, supplies may need to be replenished by parents, depending on student's care and use.

23.5 Weapons

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

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

1. Call Surrey R.C.M.P. immediately
2. Notify the student's parent/guardian
3. Begin suspension procedures

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

23.6 Bus

St. Anthony's School bus provides transport for most school field trips and continues to operate and serve the students within the city limits with an morning and afternoon run.

For its commuter runs, the bus travels only on the main roads. Routes have been developed with the hope of providing a safe and efficient service to all users. The published schedule sometimes varies depending on traffic and weather. The driver's aim is to stay on route and on schedule and not to leave a pick-up point early. Please ensure that students are at their pick up locations in advance of the scheduled time to avoid any misses.

Bus Regulations

Student behavior on the bus is an important safety issue. Below are the expectations for traveling on the bus:

1. No foul or rude language.
2. No yelling.
3. No standing or walking when the bus is in motion.
4. No fighting or play-fighting.
5. No throwing objects in the bus or through the bus windows.
6. No food or drink on the bus.

The bus driver expects total cooperation from all passengers and will report to the Principal anyone who violates these rules.
Anyone in violation will be issued a

First Warning - Bus driver will assign a specific seat on the bus to the student.

Second Violation - Suspension from riding the bus for up to 2 days.

Third Violation - Complete Suspension from riding the bus (to be determined by the Principal).

School Bus Passes/punch cards are mandatory for daily travel on the bus. These can be purchased from the school office. Students who lose their pass must report to the office as soon as possible.
Bus passes will not be issued to anyone with fees outstanding.