

St. Patrick Regional Secondary School

(Established 1923)



School Handbook 2016-2017

TBA

ARCHBISHOP'S REPRESENTATIVE

Ms. Helena Sullivan

EDUCATION COMMITTEE CHAIRPERSON

Mr. R. Gabriele

PRINCIPAL

Ms. M. Ignacio Mr. J. Adams

Mr. G. Donnici

VICE-PRINCIPALS

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WHO'S WHO AT ST. PAT'S

SUPPORT STAFF

Ms. Jackie Quiroz, Office Manager
Ms. Carolyn Wong Levesque, Bookkeeper
Ms. Una Kerin, Administrative Assistant
Mr. Jacek Kwiatkowski, Maintenance
Ms. Gerda Blok-Wilson (Artist in Residence)
(SEAs) Ms. Sarah Patko, Ms. Justine Quiroz, Ms. Trisha Dickinson, Mr. Alex Nigro

TEACHING STAFF

Mr. R. Aberin - Mathematics & Religion
Mr. J. Adams – Vice-Principal, Religion, Physical Education
Ms. V. Anderson – Social Studies Department Head, Peer Tutoring
Mr. T. Araujo - Fine Arts, Campus Minister and Choral Activities Director
Mr. J. Au – Physical Education Department Head, Mathematics, IT
Ms. U. Babuin – Science, Mathematics Department Head, LSS
Ms. M. Banting- Integrated Studies, Physical Education, French, Applied Skills
Ms. O. Bidzinski – ESL
Ms. E. Cervi – Campus Ministry, Religion, Foods
Ms. C. de Faye – English, Counsellor, Counselling Dept. Head
Mr. G. Donnici – Vice-Principal, Social Studies
Ms. C. Ferreira – Languages
Mr. R. Gabriele – Principal, Law
Ms. L. Graham – English, Religion
Ms. S. Greene – Planning Department Head, Mathematics, Work Experience
Mr. S. Grou - TOC
Ms. A. Guglielmini – Social Studies, PE, Academic Advisor, Integrated Studies DH
Mr. D. Hancock - Fine Arts Department Head
Mr. P. Holowka – Information Technology Head, Religion
Ms. M. Ignacio – Vice Principal, English, Post-Secondary Advisor
Ms. P. Inguanez- Integrated Studies, Science, Academic Advisor
Ms. M. Lappan- Science, Integrated Studies
Ms. K. Mah – Learning Support Services Education Coordinator
Mr. D. Marino – Learning Support Services Funding Coordinator, Work Experience
Ms. A.M. McGrath – Religion, Department Head, English
Mr. M. Mongeon - Physical Education, Science
Mr. J. Oswald – French, Integrated Studies, International program
Ms. A. Perez – English, Resource Teacher
Ms. A. Renzullo - Work Experience, Graduation Transition, Languages, Graduation
Mr. C. Renzullo - Athletic Director, P. E.
Ms. S. Salgadoe – Integrated Studies, English, Religion, Entrepreneurship
Mr. P. Siu – Sciences, Math
Ms. T. Tinaburri – Integrated Studies, Modern Languages Department Head
Mr. J. Vernier - Media Resource Centre, Counsellor, Integrated Studies, Religion
Mr. D. Wicks - Social Studies, Integrated Studies, Math
Ms. C. Wong – Science Department Head, Mathematics, Religion
Mr. R. Zahar – English Department Head, Modern Languages, ESL
Ms. I. Zakrzewska – Integrated Studies, Social Studies, Foods, Psychology
Ms. G. Zimny – Mathematics, Religion

PHILOSOPHICAL POSITIONS

MISSION STATEMENT

St. Patrick Regional Secondary School is a Roman Catholic High School, established by the Catholic Independent School Society of Vancouver Archdiocese, to serve the educational needs of its regional designated parishes. The school follows and is inspired by the teachings of Jesus Christ transmitted through Holy Scripture as well as the traditions and teachings of the Roman Catholic Church.

PHILOSOPHY “*Jesus Christ is the Reason for Our School.*”

We are the children of God made in God's image. We are pilgrims learning and teaching in St. Patrick Regional Secondary School. Together we will work to serve God and our fellow human beings. *In cooperation with parents and students we will foster a climate of understanding, caring and learning that promotes an environment of safety, acceptance and respect for all students.* This philosophy will be applied so that the students may grow in their totality and will be prepared to accept and live their Christian commitment to God and the world.

RELIGIOUS LIFE

School Masses - The importance of Holy Mass is recognized at St. Patrick both as a way of increasing the faith of the individual and helping in the building of Christian community. Throughout the school year, Masses are offered regularly for the whole school. Students are given an opportunity to share in the preparation of these Masses and are expected to attend. Weekly liturgies and a wide variety of prayer opportunities are provided for students and staff. The entire school community is encouraged to attend and participate in weekly liturgy and daily prayer.

Religious Education Classes - Participation in Religious Education classes is an integral and vital part of the education and formation of each student in this school. **All students enrolled at St. Patrick Regional are expected to meet Religious Education expectations at each grade level and to participate in all school religious activities including an annual retreat.**

STATEMENT OF EXPECTATIONS

The school expects that the Saint Patrick community will cooperate in a spirit of mutual respect – Respect for God, Respect for self and Respect for others. Saint Patrick is committed to maintaining a **safe** learning and working environment.

ACADEMIC PROGRAM

Learning at St. Patrick

ACADEMIC EXPECTATIONS

It is expected that all students come to school ready and willing to learn. Students are expected to respect the learning environment and take full advantage of the learning opportunities in all of their classes. Students who disrespect the learning will be sent to an administrator.

HOMEWORK

Homework provides the practice necessary for learning. To support this learning, it is expected that students at St. Patrick will engage in effective meaningful homework. Students will sometimes utilize time at home to polish and complete assignments. These assignments must be authentic (the student's own work). Students will also be required to research, review and study at home. If parents notice that their children are overwhelmed with homework, it is recommended that they contact their children's grade academic advisor or a vice principal.

TECHNOLOGY IN SUPPORT OF LEARNING (Revised)

At St. Patrick Regional Secondary, the use of information technology is integral to teaching and learning. All students and teachers are expected to regularly use information technology in their courses. It is therefore an expectation that students bring with them to their classes personal electronic devices that are capable of producing substantial academic work. A phone screen will not be sufficient for typing longer assignments, and therefore students are required to have a personal electronic device in the form of a laptop, tablet with physical keyboard, Chromebook, etc.

As paper, pencils, calculators, and pens have traditionally been viewed as essential tools of learning, the personal electronic device is now similarly essential to participation in contemporary learning activities. While the cost of such devices can range from \$300-\$1500+, a \$300 device will be sufficient (i.e., a Google Chromebook) for your child's needs.

The school has made considerable investments into its network, providing unlimited wireless connectivity to all students and staff. The school also has network safeguards in place to prevent the access of inappropriate material. Moreover, the school has purchased a bank of Chromebooks to support students who may be temporarily without their personal electronic device (e.g., their laptop is being repaired, they are awaiting shipment of a replacement device, etc.). These emergency library Chromebooks can be borrowed on a day-to-day basis.

The use of cell phones in classrooms will be solely for the purpose of supplementing and complementing learning activities and **at the discretion of the teacher.**

For a broader clarification on acceptable technology use in schools, please refer to the CISVA Policy 430 ("Student Acceptable Use of PED and School Based Technology Agreement").

The school assumes no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property. Students who lose or damage a Chromebook are responsible for the device's full replacement cost or repair.

ASSESSMENT

The best practice of teachers is supported by internal and external professional development opportunities. Teachers use a variety of assessment tools in order to evaluate learning. Quizzes, tests and examinations are used as data for teachers to help improve, enrich and report on student learning.

SERVICES TO SUPPORT STUDENT LEARNING

The administration and staff at St. Patrick adhere to a Pyramid of Intervention to support students in their learning. This includes a Student Service Program which is comprised of Administrators, Learning Assistant Director, Academic Advisors, Personal Counsellor, Academic Counselor and the privilege of attending practice/ homework support after school. Subject teachers will contact parents when they have concerns about student progress. Parents are asked to contact the appropriate Academic Advisor if they have further concerns.

Grade 8 and 9 Academic Advisor:	Ms. Inguanez
Grade 10 and 11 Academic Advisor :	Ms. Guglielmini
Grade 12 Career Advisor:	Ms. Ignacio

EXAMINATIONS

The school has a linear timetable and all final assessments take place in June. Grade 8 and 9 students will write a literacy and numeracy assessment.

Grade 10, 11 and 12 students will complete final school assessments. Grade 12 students must write the English Provincial Exam in order to meet graduation requirements in May or June.

Exceptional circumstances leading to absence from a final assessment must be approved by the school.

FULL-TIME ENROLLMENT POLICY

St. Patrick Regional Secondary School registers and enrolls full-time students and requires them to maintain their full-time status while at the school.

This requirement is based upon our commitment to the education of the whole child. Education encompasses more than a student's academic timetable and includes a breadth of curricular, co-curricular, and extracurricular opportunities consistent with the mission, vision, and philosophy of the school.

The St. Patrick Regional Secondary School Course Selection book published annually, states the specific requirements at each grade level for students to maintain their status as full-time students. Student timetables, that meet the school requirement for full time status and provide students with the best opportunity of successfully meeting the criteria for graduation, receive administrative approval.

EXTERNAL COURSES

Students who enroll in courses outside of Saint Patrick require approval from the schools administration.

REPORT CARDS

Report cards will be issued four times a year: November (interim report), January, April and June (Final). As per Ministry of Education guidelines the following grades will be used:

GRADES 8 and 9:

Anecdotal comments in November, January and April.
Letter grade and anecdotal comments in June.

GRADES 10, 11 and 12:

Anecdotal comments in November.
Letter grades, percentages and anecdotal comments in January, April and June.

A (86-100%, 4.0 Grade Points)	C (60-66%, 2.0 Grade Points)
B (73- 85%, 3.0 Grade Points)	C- (50-59%, 1.0 Grade Points)
C+ (67-72%, 2.5 Grade Points)	I/F (0 - 49%, 0 Grade Points)

Students who are **not meeting** course expectations will receive an "I" (Incomplete) until course expectations are met. If a student fails to meet course expectations **by June** he/she will receive an F.

HONOUR ROLL

Honour Roll is calculated following the June Reporting Period. Certificates for students who achieve a G.P.A. of 3.00 and above will be placed in students' final report cards.

APPLICATION - RE-APPLICATION

Any new student accepted for grade 9-12 will be considered to be on one-year probation. It is expected that, during this time, such students will demonstrate a willingness to integrate into the community.

Completed application forms for enrolment of new and returning students must be received within the set deadline that is published in application/re-application form each year. Admissions are determined by a policy set by the C.I.S.V.A. that is included in the application package each year. Application of this admission policy is administered by a committee composed of the Archbishop's Representative and the regional pastors in consultation with school administration. Prompt payment of all financial obligations to the school is expected before new applications are accepted. Students may be refused admission based on previous academic achievement, non-payment, or late payment of fees.

PROMOTION

Students are promoted when they meet the expectations of all core courses. Any student failing one or two required subjects will be required to repeat those subjects in summer school. Credit is given to all summer school and on-line courses. Students need to be aware that they can only make up two courses in summer school. Students who do not pass core subjects (Religious Education, Physical Education, English, Social Studies, Planning 8, 9 or 10, Math or Science) in June or in summer school may not be able to be programmed into these subjects for the following year. This may force the student to transfer to another school.

ATTENDANCE INFORMATION

Twenty-first century learning dictates that significant learning, especially collaborative learning, occurs in the classroom; therefore, it is essential that students maintain excellent attendance. We expect those students who cannot attend school to communicate their absence to the office and their teachers. Also, they must be prepared to make up any missed learning. A school based team meeting (which will include parents) will be called for those students who are demonstrating a chronic lack of attendance. **Any student who has been absent for a school day may not participate in or attend any intra-school or extra-curricular activities that same day.**

Notes from Parents – Notification by email and/or voicemail (absences@stpats.bc.ca) from parents is required for any absence,

extraordinary lateness, and early dismissal and when a student is not in school uniform. Written absent notes should be handed in to the office upon returning to school. **Ministry funding for students is dependent on these notes.**

Unexcused Absences – Any student who skips a class will be dealt with by the school's administration. Skipping class is a gross violation of our school's policy and expectations and may lead to suspension. Habitual skipping may lead to expulsion.

Arriving late/Leaving early - Students who need to arrive late and/or leave school early are required to have written permission from a parent, a teacher or a coach. **Any permission to arrive late or leave early must be communicated to the office.**

Vacations - Family vacations during the school year are strongly discouraged. In the event that a vacation is planned it is important that the parent(s) realize that missing school impacts students' learning and creates unnecessary stress. **It is also important that such vacations be communicated to and approved by the principal.**

Tardiness - Students are expected to respect the importance of being on time for school. They are expected to be in Home Room at 8:25 am on the regular schedule and at 9:10 am on late start Wednesdays. The school values punctuality as an important life skill. Unexcused tardiness will result in automatic, supervised detention from 3:00 pm to 3:30 pm from Monday to Thursday.

Students who arrive at school late and do not report to the office will serve **two** detentions. (This behavior demonstrates a lack of respect for the time of our office administrators)

Emergency Closures and Snow Closure Days - In the event of snowfall, students must assume that there will be school. In case of a large snowfall or other emergency closure of the school an announcement will be broadcast on our school website (Twitter and Facebook) and on CKNW radio (AM 980).

Special School Days – It is expected that all students attend school on Special Activity days. Examples of these days include Walkathon, Retreats, or class field trips. Absences on these days will require a note.

UNIFORM POLICY

At Saint Patrick we expect student to dress for success. Students must learn the importance of dressing appropriately and respectfully.

PERSONAL GROOMING

Students are expected to wear the full school uniform respectfully. The school uniform policy applies to students both on the way to school and on the way home.

SCHOOL UNIFORM

Requirements for Male and Female Students

- Shoes – black shoes with closed toe. No running shoes please!
- Sweater (Mandatory for all Assemblies and Masses) – St. Patrick's school sweaters (sold through the school's uniform supplier).
- Shirts – St. Patrick's school shirt (plain white shirt) with emblem (sold through the school's uniform supplier). Tucked in please.
- Gym Uniform – St. Patrick's school shorts and T-shirt and appropriate Celtic athletic wear (sold through the school's uniform supplier) with appropriate footwear.

Additional Requirements for Female Students

- Leotards (tights) (grey or black) or knee socks black or grey colour.
- School Kilt (sold through the school's uniform supplier) – expected to be worn with pride and modesty.

Additional Requirements for Male Students

- Grey dress pants (sold through the school's uniform supplier) and socks in grey, white or black (solid colours)

Special Optional Uniforms and Other Items

- Celtic Athletic Wear (sold through the uniform supplier)
- The Principal and Regional Education Committee may approve the conditional and short-term use of special optional uniforms by identified school groups such as Peer Counselors, Teams, etc.

NON-UNIFORM DAYS AND SCHOOL EVENTS

Neat, clean and appropriate clothing reflecting the values of St. Patrick School is expected at all times and during all school events.

NON-ACADEMIC ACTIVITIES

EXTRA CURRICULAR ACTIVITIES

The importance of getting involved – To ensure a well-rounded education students are encouraged to participate in extra-curricular activities. Extra-curricular activities serve to develop a sense of belonging and community.

Commitment and Balance

Students must keep a balance between curricular and extracurricular involvement, giving priority to their academic studies. School administrators, advisors and counsellors will support and advise students in an effort to maintain that balance.

Audience/Fan Support - The student body and parents of St. Patrick are strongly encouraged to support teams and other school groups whenever possible. This includes events at home or away. It is expected that all players and fans will support the strong Saint Patrick tradition of fair play, sportsmanship and respect.

School Trips

School trips are an integral part of our educational program. Saint Patrick will provide students with a variety of school trips including local, national and international. Each trip will follow the policies and guidelines dictated by the CISVA. Parents will be provided with the necessary information regarding prospective trips. The school will seek from the parents and/or guardian informed consent for any trip. For more detailed information, please visit the CISVA website at www.cisva.bc.ca .

GRADUATION ACTIVITIES

Graduation activities are carried out under the supervision of the school's grad sponsors and administration, assisted by a graduation committee made up of Grade 12 students. Activities include a Graduation dinner-dance, dry after-grad, Graduation Mass and Commencement Ceremonies.

FUNDRAISING

All fundraising should be approved in principle by the administration and/or the Education Committee before any activity takes place. In most cases, the approval of the Education Committee is also necessary.

MAINTAINING A SAFE SCHOOL

Saint Patrick Regional Secondary School is committed to maintaining a **safe** school by fostering an atmosphere of respect throughout our community. Students must respect that "Jesus is the reason for our school" ...they must strive to respect themselves, each other, their teachers and administrators, their learning and school property. *Once a Celtic always a Celtic...* students are expected to live out the long cherished traditions and values of the Saint Patrick Regional Secondary School.

LACK OF RESPECT

There are times when a student's behaviour will require intervention and education, modification and appropriate discipline:

Alcohol and Drugs (One self) – Any student who possesses or is under the influence of alcohol or drugs, while at school or a school function, will

be suspended and possibly expelled. Parents will be notified immediately. Any student who traffics (purchases or sells or attempts to purchase or sell drugs) or is convicted of trafficking a drug (including outside of school events) will be expelled. Any student who traffics alcohol (purchases or sells or attempts to purchase or sell alcohol) on school grounds or at a school event will be immediately suspended and expulsion will be seriously considered. Students trafficking in alcohol and/or drugs will also be reported to the police.

Smoking

In accordance with British Columbia provincial law, smoking in the school building or on the school grounds is prohibited. By law, Saint Patrick is a Tobacco Free school. Violators of the smoking policy will receive immediate consequences.

Bullying (Others)- As clearly indicated in Catholic Independent Schools of the Vancouver Archdiocese [policy](#) and in our student code of conduct, bullying and other forms of intimidation and harassment are unacceptable at St. Patrick Regional Secondary School.

Bullying is defined as 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 including physical actions such as punching, kicking, and initiating unwanted sexual touching; verbal actions such as threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments. It can also include 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; or social exclusion such as spreading rumours, ignoring, gossiping and excluding.

Consequences for such behaviour may include one or more of the following: formal apology to the victim, mandatory counseling and/or psychological assessment, restitution to the victim, involvement of the police, suspension, expulsion and any other consequence as deemed necessary by the school principal in order to maintain a safe, orderly and caring school environment. Repeated bullying will result in expulsion. Other aspects of bullying, such as violent behaviour, are covered by other school policies.

School expectations with respect to bullying, harassment and other forms of intimidation are applied both inside and outside the school building. For example, inappropriate communications over social media are covered by the schools bullying policy.

Fighting or other violent behavior is not acceptable and students will be taken to the administration for disciplinary action.

Weapons – Possession of any type of weapon (as defined in the Criminal Code of Canada) in a locker, bag, or vehicle is prohibited. Immediate suspension will occur upon such an infraction and expulsion of the student will be seriously considered. The students will also be reported to the police.

Gang Affiliation - The Principal is authorised to suspend a student who is identified as being involved with a youth gang. Proven gang affiliation will result in expulsion. The student involved will also be reported to the police.

Disrespect of adults - St. Patrick students are expected to exhibit good manners and respect to administration, teachers, staff, visitors and neighbours. Students who abuse or are disrespectful to any adults at Saint Patrick will be suspended and may be expelled.

Academic Dishonesty (Learning) – It expected that students will respect their learning and produce their own authentic work. The school will provide appropriate instruction for students around plagiarism academic honesty. Students who repeatedly participate in academic dishonesty may be suspended and/or expelled.

Theft and Damage (Property) –

Lost and Found - Valuables such as money, watches, jewellery and/or wallets should be left in the student's school locker. Money, jewellery or other valuables found in any part of the school or on any part of school property must be handed into the office.

Stolen Property – Students in possession of stolen property may be suspended or expelled.

Theft - Any student who steals from other students or the school may be suspended or expelled. The police will be informed.

Damage of property –Students must treat their own property, the property of others and the property and equipment of the school with respect. Any student who steals or damages must provide funds to replace or repair what has been stolen and/or damaged. Damage to property may result in suspension and/or expulsion.

SAFETY: BEFORE AND AFTER SCHOOL

In order to maintain a safe environment, students are forbidden to meet their friends who do not attend Saint Patrick Regional Secondary School before, during and/or after school.

Visitors - Students who are responsible for guests are requested to make school expectations known to their guests. Guests are required to check in at the school office upon entering the building. Guests may be required to wear a name tag identifying them as guests.

Cars - Senior students are permitted to drive to school. Students may not leave school at lunchtime or during the teaching day in a car. Students are not permitted to park in the Staff Parking Lot.

After-School Pick-up - **Students may only receive rides after school from parents, adult relatives or other St. Patrick students.** This policy will be strictly enforced. Non-compliance will result in suspension.

SCHOOL SANCTIONS

When student behaviour threatens the safety of the community, the following sanctions may be required:

For **minor infractions** administrators will meet with the student in order to modify his/her behavior and the parent is contacted by phone and/or letter.

For **more serious infractions** student is placed on an in-school suspension and parent is contacted by phone and letter.

For **more serious and repeated infractions** student is suspended, parent is contacted and student is sent home with a letter from the administration. After a suspension, some students are placed on a contract, which will prescribe a variety of further interventions. A student on contract is considered to be on probation.

Probation

Any student who continues to break school regulations while on probation will be considered by the school to have violated the terms of probation, and, therefore, may not be invited back to the school, the subsequent year.

For **major infractions** the student is suspended indefinitely with the recommendation for expulsion. The principal will communicate his/her recommendation to the REC. After reviewing the recommendation, a decision will be made. The principal will communicate the decision to the

parents... A written notification, including information regarding school and C.I.S.V.A. appeal procedures, will be given to the parents or guardians within 24 hours of the expulsion.

A student who is expelled from St. Patrick may not be on school property; and may not participate in any school activity or function in the school or outside the school without the expressed permission of the school's administration. All expulsions are placed on file in the school. The reasons for some expulsions may be placed on the permanent record of the student who is expelled

Appeal - Expulsion from the school can be appealed by parents to the Regional Education Committee. The Education Committee and not the Principal will deal with the appeal process. The Education Committee reserves the right to select a subcommittee, rather than the entire committee, to review the appeal.

A further appeal can be made to the CISVA Board of Directors. 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.

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.

******Some sanctions will require the input and intervention of our School Police Liaison Officer******

STUDENT SAFETY & WELL BEING

Fire and Earthquake Procedures

Fire - When the alarm sounds, all occupants of the school are expected to leave the school quickly and quietly by the route posted in each room.

Earthquake - At the point of tremors being felt, teachers will indicate to students to duck under their desk, ensure the head is covered first, and remain there until any and all tremors have ceased and the teacher indicates that it is safe to return to the students' seats.

Health Services - St. Pat's is committed to taking all reasonable measures to promote, monitor and ensure the health and safety of its staff and students within its premises and during the school related activities off

premises. This includes providing prompt and adequate first aid services to staff and students in case of accidents, natural catastrophe, or sudden illness. The school has implemented a health and safety program in accordance with Workers' Compensation Board requirements. A detailed list of community services for students and families is available at the school office. Any accidents occurring in the school should be immediately reported to the main office. If necessary, parents will be notified. If a student becomes ill during the school day that student must contact the main office. Arrangements will be made for the student either to go home or rest in the main office.

Counseling Services – The school has two teachers on staff with experience and Master's level academic backgrounds in personal counseling. Parents, teachers, counselors and students make referrals. Our counselors also make counseling referrals to agencies outside of the school including Catholic Family Services.

USE OF SCHOOL BUILDING AND EQUIPMENT

ACCESS TO FACILITIES

Off-limit times - Students should not be on school property before 7:30 am or after 4:30 PM unless the student is there by special arrangement with a teacher or administrator. Attendance at practices, rehearsals, concerts, plays, dances, or games is understood to be a special arrangement. No student is allowed in the school on weekends or during vacation unless there is a teacher present. Even though the school may be open for use by other groups, students are not allowed access during these times.

Off-limit areas - Boiler and maintenance room, staff room, teachers' desks, storage and book rooms, and roofs are off limits. Students are permitted into the following areas only when a teacher is present – gymnasium, workout room, computer rooms, media resource centre, kitchen, offices and the home economics classroom.

GENERAL GUIDELINES

Where to eat - Grade 11 and 12 students may leave the school grounds for lunch. All other students must remain on campus and must eat in the cafeteria designated areas.

GUIDELINES FOR SPECIAL AREAS

Chapel - St. Patrick Secondary School is fortunate to have a school chapel and the Holy Eucharist present throughout the school year. The Chapel is used for Masses, prayer services, worship, and meditation. Students in the chapel or the immediate area should maintain an atmosphere that

facilitates prayer, reverence and respect. **This area is a sacred space and is the heart and core of our school.**

Monsignor Forget Gymnasium - Our gymnasium serves the school both as a gym and an auditorium. Students should act appropriately in accordance with the event being held and be courteous to others. During pep rallies and athletic contests, students are expected to always show good sportsmanship and respect. Booing, deliberately antagonising players or open criticism of officials before, during or after a game is always in bad taste and out of place and may result in the offender being asked to leave the gym.

Use of the gym during school hours must be co-ordinated through the PE Department Head and the principal. The Athletic Director co-ordinates use of the gymnasium (after and before school) for 12 months of the year. The gym may be used for activities only when a teacher is present and supervising.

Training (Weight) Room - This room is available to students only with a teacher supervisor. Students must not be in this room without supervision.

Home Economics Room - No student should be in the kitchen without permission of the teacher in charge.

Cafeteria - Appropriate use of the cafeteria is expected. Food is a gift from God and should be treated as such. All waste, leftover food and drink must be placed in the appropriate recycling bins. Empty pop cans are to be placed in the recycling bins.

Lockers - Students are expected to come to class with the necessary texts and supplies. **Students may go to their lockers before class in the morning, at recess, lunch and after school. This guideline requires students to anticipate their needs in classes and to carry supplies two periods in succession. Students may not go to their lockers when classes are in session.** Students must keep lockers secured at all times. Combination codes must be registered with the office. Lockers should be kept clean with no marks, pictures, etc. stuck to the doors or walls. Lockers are private and sharing combinations will be regarded as a serious offence. However, with due cause, the school administration may open a locker at any time. Large sums of money or valuables should not be brought to school and any important items should be stored in lockers. Lockers must be kept free of food overnight.

GUIDELINES FOR USE OF EQUIPMENT

General - Specialised equipment from a department in the school should be used only as outlined by that department. Only authorised students may operate specialised equipment, including audio-visual equipment, and only

under a teacher's supervision. Students must report broken or damaged equipment immediately.

Photocopiers – Students may use the Resource Center copier only.

OTHER USES OF SCHOOL FACILITIES

Under certain acceptable conditions, including approval of the education committee and the archbishop's Representative, the school buildings and facilities may be rented to individuals or groups to assist in raising funds and to promote goodwill with member parishes and the community. However, school activities take precedence over any rental agreement. The purpose of the rental must be in agreement with the philosophy and policies of the school.

Grade 12 Graduation Program Examinations Scholarships

Students who write provincial exams in Grade 12 might qualify to win scholarships worth **\$1,000** or **\$2,500**. The awards are based on Provincial Exam results. The money can only be used for tuition at designated post-secondary institutions.

To view selection criteria check www.bced.gov.bc.ca/awards

District Awards

\$1000 is awarded to students who demonstrate superior achievement in a variety of areas such as Fine Arts, Applied Skills, Physical Activity, Second Language, Community Service and Technical and Trades Training. To view selection criteria check www.itabc.ca.

External Scholarships

Many **Scholarships and Bursaries offered by the community**

Award websites: www.studentawards.com

<http://bcawardsonline.sd61.bc.ca>

Parents' work places often offer employee's children scholarships.

Students who intend to apply for any of these scholarships need to build a

Scholarship Portfolio, which would include:

- Letters of reference
- Updated resume
- 500-word essay on themselves as scholars
- We pass on any scholarship information that comes our way

BLOCK ORDER ROTATION

DAY	DAY 1A	DAY 1B	DAY 1C	DAY 2E	DAY 2F	DAY 2G
Block 1	A	B	C	E	F	G
Block 2	B	C	A	F	G	E
Block 3	C	A	B	G	E	F
Frozen Block 4	D	D	D	H	H	H

2016-2017 SCHOOL TIMETABLE

Regular Schedule		Late Start Schedule	
HOMEROOM	8:25 – 8:40	HOMEROOM	9:00 – 9:10
BLOCK 1	8:45 – 10:00	BLOCK 1	9:15 – 10:20
BLOCK 2	10:05 – 11:20	BLOCK 2	10:25 – 11:30
BREAK	11:20 – 11:35	BREAK	11:30 – 11:45
BLOCK 3	11:35 – 12:50	BLOCK 3	11:45 – 12:50
LUNCH	12:50 – 1:25	LUNCH	12:50 – 1:35
BLOCK 4	1:25 – 2:40	BLOCK 4	1:35 – 2:40

Friday Schedule		School Mass Schedule	
HOMEROOM	8:25 – 8:40	HOMEROOM	8:25 – 8:35
BLOCK 1	8:45 – 9:45	BLOCK 1	8:40 – 9:35
MASS	9:50 – 10:30	BLOCK 2	9:40 – 10:35
BREAK	10:30 – 10:45	BREAK	10:35 – 10:50
BLOCK 2	10:45 – 11:45	MASS	10:50 – 12:05
BLOCK 3	11:50 – 12:50	LUNCH	12:05 – 12:45
LUNCH	12:50 – 1:30	BLOCK 3	12:45 – 1:40
BLOCK 4	1:30 – 2:30	BLOCK 4	1:45 – 2:40

2016 - 2017 Key Dates

September 2016

- 6: School opens
- 13: Opening School Mass and Pastor Day
- 20: Parent/Teacher Meetings – **No School**
- 23: Photo Day
- 30: Walkathon

October 2016

- 6: Thanksgiving Mass
- 10: **Thanksgiving Day - No School**
- 20: Photo Retakes
- 21: Provincial Pro-Development Day – **No School**
- 26: Grade 9 Immunization

November 2016

- 1: All Saints Mass
- 4: Report Cards Issued
- 11: **Remembrance Day - No School**
- 17: Post-Secondary Liaison Day

December 2016

- 1: Advent Mass
- 16: Talent Show – *Noon Dismissal*
- 17: **Christmas Break Begins**

January 2017

- 4: School re-opens
- 10: Open House evening
- 12: School Mass
- 17-20: Assessment Week
- 27: Report Cards Issued

February 2017

- 9-10: Catholic Educators Conference – **No School**
- 13: **Family Day - No School**

March 2017

- 1: Ash Wednesday Mass
- 7: Parent/Teacher Meetings – **No School**
- 13: **School Closed for Spring Break**
- 17: St. Patrick's Feast Day
- 27: School re-opens

April 2017

- 7: Report Cards Issued
- 13: Holy Thursday – *Noon Dismissal for Easter Break*
- 18: School Re-Opens from Easter Break

May 2017

- 5: Marian Mass and Mother's Tea
- 11: English 12 Provincial Exam
- 19: Staff Pro-D – **No School**
- 20: Graduation Dinner and Dance
- 22: **Victoria Day – No School**
- 24: Athletic Banquet
- 31: Grade 9 Inquiry Show Case

June 2017

- 1: Grade 8 Inquiry Show Case
- 9: Final School Mass and Year End Assembly
- 9: Final School Day for Grade 12's
- 10: Graduation Mass and Ceremony
- 16: Year End Awards Evening
- 12-13: Student prep-days for final Assessments
- 14: Final Assessment Day for **A** and **B** Blocks
- 15: Final Assessment Day for **C** and **D** Blocks
- 16: Final Assessment Day for **E** and **F** Blocks
- 19: Final Assessment Day for **G** and **H** Blocks
- 29: Report Cards Issued at Homeroom at **9:00 am**
- 30: Year End - **No School**

July 2017

- 15: Office Closed for Summer

August 2017

- 21: Office Open

Please visit our website for our full and comprehensive live calendar. Please check frequently for any changes that may come throughout the year. <https://stpats.bc.ca/calendar/>