

St. Patrick Regional Secondary School

(Established 1923)



School Handbook 2018-2019

Rev. James Hughes
ARCHBISHOP'S REPRESENTATIVE

Ms. Penny Harris
EDUCATION COMMITTEE CHAIRPERSON

Mr. R. Gabriele
PRINCIPAL

Ms. M. Ignacio Mr. L. Hurtubise
VICE-PRINCIPALS

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Telephone: (604) 874-6422 Fax: (604) 874-5176
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OFFICE REMINDERS:

Hours: School Days 8:00 A.M. – 4:00 P.M.

Non-School Days 9:00 A.M. – 3:00 P.M.

Absences: Please call or email the office if a student is absent from school.

Phone: 604-874-6422

Email: absences@stpats.bc.ca

This parent handbook is supplied by your Regional Education Committee for the purpose of providing you with the information necessary to function successfully at St. Patrick Regional Secondary School. It is expected that we all work together within the school policies in this handbook.

This agenda belongs to:

Name:

WHO'S WHO AT ST. PAT'S

SUPPORT STAFF

Ms. Jackie Quiroz, Office Manager
Ms. Carolyn Wong Levesque, Bookkeeper
Ms. Lisa Rugge, Administrative Assistant
Mr. Jacek Kwiatkowski, Maintenance
Ms. Gerda Blok-Wilson, Artist in Residence
SEAs Ms. Sarah Patko, Ms. Trisha Dickinson, Ms. Natalie Castro, Ms. Layla Truong, Ms. Christine Ciresi, Ms. Sabrina Riccardi, Ms. Dorothy Yeung, Mr. Matthew Mainland, Ms. Beverly Ngo, Mr. Alex Nigro, Ms. Judy To

TEACHING STAFF

Mr. R. Aberin – Mathematics
Ms. V. Anderson – Social Studies Teacher Leader, Academic Advisor
Mr. T. Araujo – Fine Arts, Campus Minister and Choral Activities Director
Mr. C. Arena – Integrated Studies, Science
Mr. J. Au – Physical Health Education, Work Experience, Entrepreneurship
Ms. U. Babuin – Science, Mathematics Teacher Leader, LSS
Ms. O. Bidzinski – ELL, Photography, English
Mr. A. Casiano – English, Religion, Social Studies, ELL
Ms. E. Cervi – Campus Ministry, Religion, Foods
Mr. H. Choy – Integrated Studies, ELL, International Exchange Coordinator
Ms. J. Dickson – Foods, Physical Health Education Teacher Leader, Modern Languages
Ms. C. Ferreira – Modern Languages, Campus Ministry
Mr. J. Francia – English, Religion, Computer Information Systems, Career Education
Mr. R. Gabriele – Principal, Law Studies
Ms. L. Graham – English Teacher Leader, Religion, Campus Ministry
Ms. S. Greene – Career Education Coordinator
Mr. D. Hancock - Fine Arts Teacher Leader, Newsletter
Mr. L. Hurtubise – Vice Principal, Physical Health Education
Ms. M. Ignacio – Vice Principal, English, Post-Secondary Advisor
Ms. M. James – Science, Mathematics, Modern Languages
Ms. A. Kroondyk – Religion, English
Ms. J. Kwan - Mathematics
Ms. M. Lappan – Integrated Studies, Mathematics
Ms. K. Mah – Learning Support Services Education Coordinator
Mr. D. Marino – Learning Support Services Funding Coordinator
Ms. A.M. McGrath – Religion Teacher Leader, English, Integrated Studies
Mr. M. Mongeon – Physical Health Education, Science
Ms. J. Quiroz – Integrated Studies, Law Studies, SLC Coordinator
Ms. A. Renzullo – Modern Languages, Graduation Events Coordinator, Athletic Director
Ms. E. Rezai – Counselling Teacher Leader
Ms. S. Salgadoe – Integrated Studies Coordinator, English
Mr. P. Siu – Science Teacher Leader
Ms. T. Tinaburri – Modern Languages Teacher Leader
Ms. J. Toljanich – Integrated Studies, Physical Health Education, Mathematics
Ms. J. Van Elk – Theatre Arts, Integrated Studies
Ms. J. Vandergugten – Integrated Studies, Mathematics
Mr. D. Wicks – Integrated Studies, Economics, Academic Advisor
Ms. C. Wong – Science, Mathematics, Peer Tutors
Mr. R. Zahar – English Teacher Leader, Modern Languages, ELL
Ms. I. Zakrzewska – Counsellor, Social Studies

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 learning practice at home. Students may sometimes need to utilize time at home to polish and complete assignments. These assignments must be authentic (the student's own work). Students may 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

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 Support Coordinators, Academic Advisors, Personal Counsellors, and the privilege of attending practice/ homework support after school. Individual teachers will complete a **Student Improvement Plan** (SIP) with the learner before contacting the parent. Subject teachers will provide the SIP to parents. Parents are asked to contact the appropriate Academic Advisor if they have further concerns.

| | |
|------------------------------------|--------------|
| Grade 8 and 9 Academic Advisor: | Mr. Wicks |
| Grade 10 and 11 Academic Advisor : | Ms. Anderson |
| Grade 12 Post-Secondary Advisor: | Ms. Ignacio |

EXAMINATIONS AND FINAL ASSESSMENTS

The school has a linear timetable. Grade 11 students will write a Provincial Numeracy Assessment in June. Grade 12 students will write an English Language Arts Provincial exam in April. ALL final assessments take place in May and June. All learners will complete final assessments.

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. It is the students responsibility to inform the school of courses taken outside St. Patrick and to provide their final mark to the office before April of the current school year.

COMMUNICATING STUDENT LEARNING

Teachers will communicate learning formally four times a year: November (interim report), February, April and June (Final).

GRADES 8 and 9:

Anecdotal comments in November, February and April.

Letter grade and anecdotal comments in June.

GRADES 10, 11 and 12:

Anecdotal comments in November.

Percentages and anecdotal comments in February, April and June.

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

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 Health Education, English, Social Studies, Career Education 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.

FINANCIAL COMMITMENT POLICY

(Effective as of September 1, 2016)

It is the intention of the school to work with families who may be incurring financial challenges and require assistance in maintaining the agreed upon payment of tuitions and other fees

Each family will review, agree sign and return one (1) CISVA Family Statement of Commitment form that will be included in each registration package & retain the other copy. This form is the basis of commitment that CISVA prescribes of each family enrolled in CISVA schools.

In the event of non-payment or notification of any Non-Sufficient Funds (NSF) cheques to the school for the payment of tuitions or any other fees levied by the school the following actions will be taken:

| OCCURENCE | ACTION TAKEN BY SCHOOL |
|--|--|
| First notification of NSF non-payment for tuition or any other fees levied by the school. | The school will immediately forward an invoice advising of NSF non-payment accompanied by a letter* requesting payment plus service charges within 30 days of receipt. |
| Non-compliance of payment request within 30 days. | A second letter accompanied by an invoice (Fees plus service charges plus interest) demanding payment within 15 days. In the event that the family believes that non-payment will continue due to hardship, the family must request a meeting with parish Pastor to discuss parish support of payment to the school. The school reserves the right to contact the Pastor to confirm that this meeting has taken place and there is financial support forthcoming. An agreement then is created with the parish and family to confirm future payment schedules. |
| Non-compliance or no response to 2 nd request for payment. | A meeting will be arranged with the family, Archbishop's Representative, senior school administration, and the REC designate to discuss payment plan. The school reserves the right to include the family's parish Pastor in this meeting if required. The family may be placed on a cash only basis for all future payments and no other payment for extra-curricular fees will be accepted until payments in arrears are fully paid. |
| No resolution to debt re-payment by the time of the annual registration or re-registration for upcoming school year. | The family will not be allowed to re-register in the school until full payment for fees in arrears are paid. In the case of a family with a student in grade 12, they will not be allowed to participate in graduation ceremonies. |

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.** A letter will be sent out to each student if they will be away from school for more than 4 days.

Tardiness - Students are expected to respect the importance of being on time for school. They are expected to be in school at 8:25 am everyday. The school values punctuality as an important life skill. Repeated unexcused tardiness will result in a meeting with the administration. Students who arrive at school late and do not report to the office will have an automatic meeting with the administration. (This behavior demonstrates a lack of respect for the time of our office administrators.)

Emergency Closures and Snow Closure Days - In the event of heavy 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, social media (Twitter and Facebook), emails home and on CKWX radio (AM 1130).

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 – All 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 polo 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 online store) with appropriate footwear.

Additional Requirements for Female Students

- Leotards (tights) 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 or black (solid colours)

Summer Uniform option

The school administration will inform the school community when the summer uniform will be in effect (usually during September, October, May and June).

Summer Uniform Requirements for Male and Female Students

- Shoes – Black or white running shoe only.
- Sweater (Mandatory for all Assemblies and Masses) – St. Patrick's school sweaters (sold through the school's uniform supplier).
- Shirts – St. Patrick's school polo shirt with emblem (sold through the school's uniform supplier). Tucked in please.
- Socks – Black or white athletic socks.

Additional Summer Uniform Requirements for Female Students

- Skort – Black school skort (sold through the school's uniform supplier). To be worn with pride and modesty.

Additional Summer Uniform Requirements for Male Students

- Shorts – Grey shorts (sold through the school's uniform supplier)

Special Optional Uniforms and Other Items

- Celtic Athletic Wear
- 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.

CELTIC SPIRIT DAYS AND NON-UNIFORM SCHOOL EVENTS

On Celtic Spirit Days, Celtic gear pants or non-uniform pants may be worn with any Celtic Gear; this includes team jerseys or t-shirts, PE Strip, Walkathon hoodies or sweatshirts and any Celtic gear purchased from our online store.

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. Parents are expected to sign a Spectator Code of Conduct. **Foul language and abusive behavior towards players, officials, spectators and volunteers will not be tolerated. Persons who display these behaviours will be asked to leave.**

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 – 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, Vaping and E-cigarettes

In accordance with British Columbia provincial law, smoking, vaping and e-cigarettes in the school building or on the school grounds are prohibited. By law,

Saint Patrick is a Tobacco Free school. Violators of the smoking policy will receive immediate consequences.

Bullying - 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 (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.

St. Patrick is a Bully-Free School



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

Theft and Damage

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

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.

Surveillance Cameras

Surveillance cameras have been installed at St. Patrick for security purposes. Students are expected to continue to keep all valuable property in their lockers and to have their lockers locked at all times.

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 or adult relatives. 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**, the student is placed on an in-school suspension and parent is contacted by phone and letter.

For **more serious and repeated infractions**, the 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

Critical Incident Procedures

For all Critical Incidents, students must not use their cell phones unless otherwise instructed to.

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 and meet in the designated areas.

Earthquake – When the EEWS (Earthquake Early Warning System) alarm sounds, teachers will instruct students to drop, cover and hold, ensure the head is covered first, and remain there until any and all tremors have ceased and wait for instructions from the school authority.

Lockdown Procedures – When a lockdown is called, students must go into the nearest classroom and follow the instructions from the teacher. All doors and windows will be locked. Students and staff will await further instruction from the school administration.

Health Services - St. Patrick 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 school related activities off campus. 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 to either go home or rest in the main office.

Family Law – The school requires that you keep the school office and administration updated regarding any changes to separation agreements, court orders or verbal agreements as they relate to the care of children and parent's right to access information. Please contact the school office for a more detailed information.

Counseling Services – The school employs two staff members 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..

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.

Where to eat – St. Patrick has an onsite cafeteria which provides break and lunch food for our students on a cash only basis. 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 or designated areas. No student should order food to be delivered to the school or the school grounds (e.g. Skip the dishes, uber eats, etc.). In addition, lunches will no longer be accepted in the school office.

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 and Cardio Area – These areas are 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 SLC 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.

SCHOLARSHIPS

Internal Scholarships

There are a number of internal scholarships available. Please visit our school website for more information.

Dogwood District Authority Awards

\$1250 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 are 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 |

2018-2019 SCHOOL TIMETABLE

| Regular Schedule | |
|------------------|---------------|
| House | 8:30 – 9:00 |
| Block 1 | 9:05 – 10:15 |
| Break | 10:15 – 10:30 |
| Block 2 | 10:35 – 11:45 |
| Block 3 | 11:50 – 1:00 |
| Lunch | 1:00 – 1:35 |
| Block 4 | 1:40 – 2:50 |

| Friday Mass Schedule | |
|----------------------|---------------|
| House | 8:30 – 8:40 |
| Block 1 | 8:45 – 9:45 |
| Mass | 9:50 – 10:35 |
| Break | 10:35 – 10:50 |
| Block 2 | 10:55 – 11:55 |
| Block 3 | 12:00 – 1:00 |
| Lunch | 1:00 – 1:35 |
| Block 4 | 1:40 – 2:40 |

SPECIAL SCHEDULES

| School Mass Schedule | |
|----------------------|---------------|
| House | 8:30 – 8:40 |
| Block 1 | 8:45 – 9:40 |
| Break | 9:40 – 9:55 |
| Block 2 | 10:00 – 10:55 |
| Mass | 11:10 – 12:25 |
| Lunch | 12:25 – 12:55 |
| Block 3 | 1:00 – 1:55 |
| Block 4 | 2:00 – 2:55 |

| Assembly Schedule | |
|-------------------|---------------|
| House | 8:30 – 9:00 |
| Block 1 | 9:05 – 10:05 |
| Block 2 | 10:10 – 11:10 |
| Break | 11:10 – 11:25 |
| Block 3 | 11:30 – 12:30 |
| Assembly | 12:35 – 1:00 |
| Lunch | 1:00 – 1:35 |
| Block 4 | 1:40 – 2:50 |

| Early Dismissal Schedule | |
|--------------------------|---------------|
| House | 8:30 – 8:40 |
| Block 1 | 8:45 – 9:30 |
| Block 2 | 9:35 – 10:20 |
| Break | 10:20 – 10:35 |
| Block 3 | 10:40 – 11:25 |
| Block 4 | 11:30 – 12:15 |

2018-2019 Key Dates

August 2018

20 School Opens

September 2018

4 First Day of School
11 Mandatory Parent Meeting 7:00 pm
18 Opening School Mass and Pastor Day
19 Photo Day
28 Walkathon

October 2018

5 Thanksgiving Prayer Service
8 **Thanksgiving Day – No School**
18 Grade 9 Immunizations
19 **Provincial Pro-D – No School**
23 Photo Retakes
30 Post-Secondary Liason Day

November 2018

1 All Souls Day Mass
12 Day in lieu of Remembrance Day – **No School**
16 CSL Reports Issued

December 2018

12 Advent Reconciliation
19 Advent Mass
21 Talent Show – *Early Dismissal*
22 **Christmas Break Begins**

January 2019

8 School Re-opens
14 Open House Evening – *Early Dismissal*
16 School Mass
21 Grade 11 Numeracy Assessment
22 – 25 Demonstration of Learning Week
28 **Pro-D – No School**

February 2019

8 CSL Reports Issued
12 Parent/Teacher Conference – **No School**
13 St. Valentine's Day Prayer Service
14 - 15 Catholic Educators' Conference – **No School**
18 **Family Day – No School**
21 - 23 School Play Production

March 2019

- 6 Ash Wednesday Mass
- 15 St. Patrick's Day Prayer Service
- 16 – 31 **Spring Break**
- 17 St. Patrick's Feast Day

April 2019

- 1 School Opens
- 3 Lent Reconciliation
- 10 AGM
- 17 CSL Reports Issued
- 18 Holy Thursday – *Early Dismissal*
- 19 **Good Friday – No School**
- 22 **Easter Monday – No School**
- 25 English 12 Provincial Exam
- 26 Communications 12 Provincial Exam

May 2019

- 10 Marian Mass and Mother's Day Tea
- 16 Spirit Alive Concert
- 17 Day in Lieu – **No School**
- 20 **Victoria Day – No School**
- 25 Graduation Dinner and Dance
- 27 Day in Lieu – **No School**

June 2018

- 10 Year End Awards Evening
- 15 Commencement Mass and Tea
- 17 - 20 Celebration of Learning Grade 8 – 11
- 17 Grade 9 Inquiry Showcase
- 18 Grade 8 Inquiry Showcase
- 21 Final School Mass
- 27 CSL Reports Issued in House 9:00 am to 9:30 am
- 28 Year End – **No School**

July 2019

- 12 Office Closed for Summer

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