

St. Patrick's Elementary School

Parent Handbook

Revised September 2021

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Dear Parents,

This handbook was written to assist you, the parent, with any questions that may arise in regards to the operation of the school. You are asked to carefully read the handbook and familiarize yourself with the information contained within.

We feel it is of the utmost importance for the school to communicate with the home. We attempt to keep you well informed of what is happening at St. Patrick's through our annual school calendar, this handbook, and through regular newsletters which are all placed on our website. At St. Patrick's, we have an open door policy.

If you have a concern or question that is not addressed by one of these three publications, please don't hesitate to contact the administration at 250-592-6713.

Welcome to St. Patrick's school.

Deanne Paulson
Principal
St. Patrick's Elementary School

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BELIEFS AND GOALS

OUR MISSION STATEMENT

As a Catholic school community dedicated to the spirit of Christian education, our mission is to create an educational environment that allows each child to experience spiritual, academic, physical, and emotional growth while acquiring the skills and Christian values necessary to lead a full, rich, and rewarding life.

MOTTO

“Ora et Labora” is the Latin translation for “pray and work”. It is historically associated with Saint Benedict who viewed prayer and work as partners and believed in combining contemplation with action.

GOALS

Our goals are based on the characteristics of a Catholic School. They are as follows:

1. Everyone shall be respected and treated with dignity as equal before God.
2. In an atmosphere of trust and support, St. Patrick's shall work towards the formation of the whole person and the growth of community.
3. St. Patrick's shall seek to nurture a spirit of inquiry within our students. Students shall be invited to be independent and critical in their thinking and to accept responsibility for changing their environment.
4. Students will develop skills in communication, conflict resolution, co-operation, and problem solving.
5. Teachers and students shall practice accepting, appreciating, and respecting differences among each other.
6. St. Patrick's shall promote a positive notion of competition which calls one to participate fully and produce his/her best performance.

PARENTS AS EDUCATORS

“Parents have a particularly important part to play in the educating community, since it is to them that the primary and natural responsibility for their children’s education belongs”.¹ The school exists to complement the work of parents as the first teachers of their children. Parents

¹ Congregation for Catholic Education (1997), *The Catholic School on the Threshold of the Third Millennium*, paragraph #20.

should be involved with the life of the school by participating in school councils, committees, activities and through regular collaboration with teachers.

HISTORY OF ST. PATRICK'S SCHOOL

The school that was to become St Patrick's was founded in 1956 as a coordinated effort among many stakeholders – lay, vowed religious, and clergy. It began as an initiative of the parishioners of Our Lady of Lourdes Parish (St Patrick's Parish since 1960), led by pastor Father Michael McNamara, and involving great contributions from its School Building Committee – chaired by C.N. Montague, a fund-raising committee – led by Des Hoban, the Men's Society, and Catholic Women's League. The architect was parishioner John Di Castri, whose original design was a four-room school, and it was built by contractor E.J. Hunter and Sons. The Men's Society took charge of preparing the grounds, building a bridge across Bowker Creek, and laying a water supply line beneath it. The Catholic Women's League provided all the school's student desks and was instrumental in remodeling a house next door to the school as a teachers' residence for the Sisters of St Ann.

The school opened on 12 January 1956 at a temporary location in the parish hall on Haultain Street with 35 students registered in grades 1-4 during its first two terms. It moved to its current location in late Spring 1956, and in Fall 1956, its first full year of operation, it had 197 pupils enrolled in a building intended to accommodate 200 students. By 1958 it had registered almost 300 students in grades 1-6, which required again using the parish hall – this time to accommodate its grades 5 and 6 classes – and leading Fr McNamara to announce plans for building 6 new classrooms and a gymnasium. Its initial name was Trent Street School, as the parish was still named Our Lady of Lourdes, but the name St Patrick's School was in use by 1957.

The Sisters of St Ann staffed the school at its founding, and for 36 years until 1992. Sisters Mary Mercy and Mary Eugenia taught Grades 1-4, and Sister Mary Edmunda was the first principal. Sister Mildred Lynch succeeded her in 1961, and in 1965 Sister Norah Keane was appointed principal and held that position for 14 years. For the first year and a half the sisters commuted daily from St Ann's Academy, until completion of the teachers' residence in Summer 1957, where they lived until 1991. The teachers' residence was then demolished to make room for an addition to the school. Sister Eileen Curteis was the last Sister of St Ann assigned to St Patrick's school, and her assignment there ended in 1992.

The gymnasium was added to the facilities in 1961. In 1962 the school accepted students up to Grade 9, with the enrolment then being approximately 450 students. During 1991-92 the new wing which houses the Kindergarten class, Grades 1 and 2, Computer Room and the Student Support Room was opened. There were 380 students registered in 1992. During 1993-94, a renovation to the 1956 wing provided refurbished classrooms, the library, and a new administration area complete with an infirmary and staff room. In 2006, a new music hall and primary playing field were constructed. A major renovation in 2016 seismically upgraded the original 1956 wing, including the installation of an Early-Warning System

and Earthquake-proof desks in its classrooms. Finally, in 2018 the primary field surface was upgraded to an artificial turf. The 2021 enrolment is approximately 300 students.

The school has received partial provincial government aid since 1977, with the passing of the *Independent Schools Act*, when the school came under the auspices of the Ministry of Education.

Prepared in collaboration with the Roman Catholic Diocese of Victoria Archives, including information from:

- Mike Hall-Patch's article in *The Torch* (July 1957, pages 3-4)
- *Centennial Yearbook of the Sisters of St. Ann, 1858-1958*
- Sr Norah Keane's and Sister Mary Petronella's entry in *Willows* entitled, "Education: St Patrick's School," pages 26-7

GOVERNANCE AND ADMINISTRATION

Catholic Independent Schools of the Diocese of Victoria

The Catholic Independent Schools of the Diocese of Victoria are committed to Catholic education founded on Gospel-centred values and the teachings & tradition of the Catholic Church.

We will continue to be models of love and hope as we build a new future for our Diocesan community and the wider global community.

The BC Bishops' Pastoral Letter on Catholic Schools includes statements on: the mission of the Catholic school, teaching the whole person, faith and life shared in community, parents, staff and pastors.

(excerpt from the [CISDV website](#))

St. Patrick's School Administration

It is the privilege of Deanne Paulson, Principal and Angela McLeish, Vice Principal to lead an incredible team of staff, students and parents. Working together, they are making this a great place of learning and friendship.

Local School Council

The Local School Council (LSC) is comprised of 6 to 9 elected members, each serving a three year term to a maximum of two terms. Ex-officio members include the Pastor and School Administration. Please see the section entitled PARENTS on page 18 for more information on the LSC.

RELIGIOUS EDUCATION

SACRAMENTAL PREPARATION

Children in Grade Two and Three receive general instruction in the classroom regarding the Sacraments of Reconciliation, First Eucharist and Confirmation. However, the immediate preparation for the reception of the Sacraments of Reconciliation, First Eucharist, and Confirmation is conducted through the parishes. Parents wishing to have their children receive these Sacraments must register with their parish for classes. Those wishing to register at St. Patrick's Parish may do so by calling 250-592-7391.

MASSES AND CELEBRATIONS

One of the integral parts of our school and our community is the Celebration of Masses. All students are expected to participate respectfully in School Masses. Parents are welcome and encouraged to attend our Masses and Celebrations. Please see our school calendar for a list of Masses and Celebrations.

OUR SCHOOL DAY

Please note, the following information is based on usual school operations. For school year 2021/22, additional protocols may be put in place to adhere to Provincial Health Orders and/or Ministry of Education direction (due to the COVID-19 pandemic). These are indicated with a green star ★. For these items, please consult the [St Patrick's website](#) for up to date information.

HOURS OF OPERATION: KINDERGARTEN TO GRADE 7



8:25 a.m.	Supervision begins
8:40 a.m.	Students assemble in classrooms (08:30 a.m. for Grade 7)
10:15 a.m.	Recess
10:30 a.m.	Recess ends
12:00 p.m.	Lunch
12:15 p.m.	Recess
12:55 p.m.	Students assemble in classrooms
2:00 p.m.	Early dismissal the FIRST Wednesday of every
3:00 p.m.	month
	School finishes
3:20 p.m.	Supervision ends

You are asked to pick up your child(ren) by 3:20 p.m.

SUPERVISION ★

Children are supervised by staff before school, recess, lunch, and after school. Children are required to stay outdoors during these times unless they have been given permission by the supervising staff member to enter the school.

Supervision before and after school is as follows:

Before School	Beginning at 8:25 a.m.
After School	Until 3:15 p.m.

Parents are responsible for supervising their child(ren) prior to and following our supervision times.

Before and after school supervision is **NOT** provided for students playing on the intermediate playground equipment or its adjacent playing field.

The primary playground is reserved exclusively for the Out of School Care program from 3:15 – 5:30 p.m. daily. Failure to follow these guidelines puts the OSC licence at risk.

At 3:15pm, the school chime will sound, per usual. There will also be a whistle.

When the whistle is blown:

OSC children will go to their group leaders and remain with their leaders until the playground is cleared of other children.

Children whose rides haven't arrived will go to the staff member who is on drop-off zone supervision. The children will be escorted to the main foyer to wait there until they are picked up.

If parents, guardians, or their designates, are there when the 3:15pm whistle is blown, they must take their children off the primary playground. They are welcome to take their children to play on the intermediate field.


RAINY DAYS

On rainy days, students will be sent out for recess and lunch. We ask that students be sent to school appropriately dressed. In case of extreme weather students may be kept inside and there will be increased supervision.

ABSENCES

If your child is not in school, it is expected that you phone or e-mail the school. We will, after attendance in the morning, contact parents of absentees who have not contacted the school, to check that the child is at home.

ILLNESS

Normally, children who are too ill to go outside are too ill to be at school. Children coming to school with colds are unable to function well and provide a source of infection for other children. We ask that given this situation, you keep your child(ren) at home; see *Absences* above. 

The communicable disease plan requires parents to complete a [daily health assessment](#) for each child. If your child(ren) are unable to successfully complete the health assessment, they must stay home.

LATE ARRIVALS

You are encouraged to get your child(ren) to school on time. Students who arrive late are to report to the office and sign in. This will allow us to update our attendance records.

SIGN OUT PROCEDURES

If, for any reason, you need to take your child out of school during the school day, we ask that you sign him/her out in the office and sign him/her back in when you return. **You may only sign out your own child(ren).**

COMMUNICATION

FAMILY DIRECTORY

It is our practice to provide the Phoning Committee of the Parents' Support Group with ALL phone numbers.

SCHOOL TO FAMILY

The school's communication with parents is a continuous process. For this reason there are a number of publications you can look forward to:

School-Wide

[Yearly Calendar](#)

[School Website](#)

[School Handbook](#)

[School Newsletter](#)

Text Alert System

[School Facebook Page](#)

Classroom Specific

Teacher Newsletters

[Class Websites](#)

Report Cards

Interim Reports (not for every student)

Parent – Teacher Interviews

Student – Led Conferences

REPORT CARDS

Reporting periods for the current year are listed in the school calendar. Teachers and parents are encouraged to stay in close contact regarding student progress.

ASSEMBLIES



Although the assemblies are primarily for the students, we do welcome parents who wish to attend. Assemblies are held on Monday mornings at 9:00 a.m. in the gymnasium.

FAMILY TO SCHOOL

You are encouraged to communicate your concerns with the school by:

- **Appointment:** Please telephone for an appointment with a staff member. (250-592-6713 - 8:00 a.m. - 4:00 p.m.).

- **Letters:** If the nature of your concern is serious, please write us a short note as this record assists us in our follow-up.
- **E-mail:** **E-mail** addresses are the staff member's first initial and last name @cisdv.bc.ca

GRIEVANCE PROCEDURES

Should you have a concern:

1. Please consult initially with the classroom teacher or other staff member.
2. If the matter has not been resolved satisfactorily, please consult next with the Principal.
3. If the matter has still not been resolved, please express the grievance in writing and addressed to the Principal requesting further action. A copy should be sent to the Local School Council Chairperson, via the school administrative assistant.
4. The Local Council Chairperson will satisfy herself/himself that the problem has been resolved and report to the Local School Council, if necessary.
5. A sub-committee of the Local School Council or the entire Local School Council may conduct a further review of the grievance to assess the procedural fairness of the administrative response. If the grievance remains unresolved after a review from the Local School Council, the matter may be referred to the Board of Directors for the Catholic Independent Schools of the Diocese of Victoria for a final decision.

STUDENTS

BACKGROUND

In concert with Catholic teaching, St Patrick's School aims to develop its students as whole persons. To concentrate only on the academic growth of our children and ignore the other dimensions of their being would be to shortchange our children.

BEHAVIOURAL EXPECTATIONS

At-School Expectations:

Dress and Deportment

Students will:

- wear their uniforms properly at all times
- speak and listen politely
- accept responsibility for work and behaviour
- develop positive attitudes such as cheerfulness, friendliness, and fairness
- refrain from chewing gum
- leave at home toy guns, water pistols, expensive toys, electronics, and any items that may distract from teaching and learning.

Movement within School Buildings

Students will:

- Enter the school through designated doors
- walk to the right in hallways and on stairs
- walk and speak quietly while inside the school buildings, and especially hallways

Recess and Lunch breaks

Students are encouraged to:

- use washrooms on the way out if need be
- exit the building in a prompt and orderly fashion

In Class Expectations:

During the first weeks of school, teachers will clearly explain their expectations for student behaviour in their classroom. Behaviours that do not meet these expectations will be dealt with by the teacher at the classroom level. In cases of persistent misbehaviour, the parent and/or school administration will be notified.

Playground Expectations:

- Students will be assigned to play in designated areas only.
- Students will play in a manner that is safe for themselves and others at all times.
- Students will use appropriate language at all times.
- Students will treat other people and the school with respect and kindness.
- Students will follow and comply with the playground supervisor's instructions.
- Both non-compliance with supervisors' instructions and repeated unsafe or disrespectful behaviour is unacceptable.

Leaving the Property at Recess and Lunch

Students will eat lunch and must remain on the school grounds during recess and lunch periods unless you come into the office to sign out your child. You may only sign out your own child(ren).

Responses to Persistent Inappropriate Behaviour

The Principal, Vice-Principal and staff of the school will use a variety of methods to help children learn appropriate behaviour. If a student's inappropriate behaviour persists after these initial efforts the principal may apply other appropriate progressive responses including:

- Interview with parent;
- Suspension from sports/club activities and/or field trips; In-school suspension;
- Out-of-school suspension; and
- Expulsion

Expulsion is not considered too severe a measure to maintain high standards of learning and behaviour at St. Patrick's School.

St. Patrick's School does **not** use corporal punishment.

In all disciplinary actions, St. Patrick's School administration follows procedural fairness guidelines as set out by the Federation of Independent Schools (in their document, "*Procedural Fairness Best Practice Guidelines for Independent Schools*") and Island Catholic Schools Policy.

A complete list of Island Catholic Schools policies can be found on [their website](#).

STUDENT CODE OF CONDUCT

Each student is expected to abide by this Code. The Rights and Responsibilities outlined by the Student Code of Conduct promote a life-affirming association within the school.

Rights and Responsibilities

1. Everyone has a right to learn; therefore, I have a responsibility to listen to instructions, work carefully, and always try to do my best.
2. Everyone has a right to hear and be heard; therefore, I have a responsibility not to talk, shout or make intentionally distracting noises when others are speaking.
3. Everyone has a right to be safe; therefore, I have a responsibility not to threaten, kick, punch, strike, or physically harm others.
4. Everyone has a right to privacy; therefore, it is my responsibility to respect others' personal property and space.
5. Everyone has a right to be respected; therefore, I have a responsibility not to tease or bother people, or to hurt their feelings.
6. I have a responsibility to care for and help others.

ANTI-BULLYING PRACTICES

What is Bullying?

St. Patrick's School defines bullying as a student being exposed, repeatedly and over time, to intentional pain, discomfort or embarrassment inflicted by one or more other students. Bullying implies an imbalance in power or strength in which a child is victimized and includes some or all of the following:

- physical actions (e.g.: punching, kicking, biting);
- verbal actions (e.g.: threats, using offensive names, ridiculing);
- social exclusion (e.g.: spreading rumours, malicious gossiping, excluding); or
- cyber bullying (e.g.: using information and communication technologies to support deliberate, repeated, hostile behavior).

How does the School Respond to Bullying?

St. Patrick's School supports values of treating others with respect and kindness. This is derived from our gospel value to love one another. The school staff raises general awareness of issues around bullying and bullying prevention, where appropriate, in the classroom or assembly.

Incidents of bullying must be reported to a responsible staff member (staff supervising recess, classroom teacher or school administrator) in order to allow for a timely response. All incidents of bullying are in turn made known to the school administration, which keeps a record of the incidents.

The Principal, Vice Principal or staff of the school take appropriate steps to understand the situation, provide support to the student who has experienced bullying and use a variety of strategies to help a bullying student learn appropriate behavior both in and out of the classroom.

If initial methods of behavior management are not successful, the school administration will take progressive steps that include:

- Interview with parents;
- Suspension from sports/club activities and/or field trips;
- In school suspension;
- Out-of-school suspension; and
- Expulsion.

Depending on the age appropriate expectations for the student as well as the nature and severity of the bullying, some of the above steps may be bypassed, progressing immediately to a suspension or expulsion.

In all disciplinary actions, St. Patrick's School administration follows procedural fairness guidelines as set out by the Federation of Independent Schools (in their document, "*Procedural Fairness Best Practice Guidelines for Independent Schools*") and Island Catholic Schools Policy.

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PARENTS

VOLUNTEERS

Our school is your school. Each St. Patrick's family is asked to devote a minimum of 10 hours of volunteer time to the school per year. A \$150 deposit (by cheque) is held in trust, to be returned / destroyed once at least 10 hours are complete. You will be asked to provide the \$100 cheque along with the school fees. As volunteer hours are completed, you will need to email the volunteer tracker at: stpatsparentvolunteers@gmail.com with a description of the activity and the number of hours. If you have any questions about volunteer hours, deposits, etc. please contact the Parents Support Group Volunteer Co-ordinator at stpatsparentvolunteers@gmail.com.

Suggested volunteer opportunities available for parents to make up their 10 hours per family include, but are not limited to:

- participating in the Local School Council or Parents Support Group
- Welcome back BBQ
- Christmas crackers
- Kids shopping
- Green Ice Cream (St Patrick's Day)
- Fun Fair Committee
- Classroom volunteering
- Class reps
- Hot Lunch and Qoola days

For a list of volunteer opportunities and to sign up, please see our Shutterfly site at: <https://stpatsvolunteers.shutterfly.com>. Instructions regarding how to sign up for Shutterfly are available at the end of this document.

All volunteers are required to [complete](#) a Volunteer Form, a Covenant of Care Form and a criminal record check in order to volunteer in the school or on field trips. Once we receive the Volunteer and Covenant of Care form, you will receive the code to do the CRC online.

LOCAL SCHOOL COUNCIL

The Local School Council is comprised of 6 to 9 elected members, each serving a three year term to a maximum of two terms. Ex-officio members include the Pastor and School Administration.

The role of the Council includes:

- Further the goals and objectives established by the CISDV Board of Directors.
- Advise the Superintendent of local issues and concerns.

- Develop local policies relating to the functioning of the school and evaluate the effectiveness of these policies.
- Develop plans in consultation with members of the school community to meet current and future needs of the school.
- Be responsible for the financial operations of the school in accordance with financial policies and procedures of the Board of Directors.
- Be responsible for issues relating to school property, grounds and transportation.
- Consider formal grievance appeals on matters affecting staff and students in accordance with approved policies and procedures.
- Direct issues and concerns from parents and parish community through the proper channels of response.

The council's scope does not extend to questioning the day-to-day administrative and teaching and learning decisions within the school.

The council meets monthly, and its meetings are open to the school community. The specific dates and times are published in the school calendar.

- Individual persons or delegations wishing to be heard by the council must make their request in writing, at least two days prior to the meeting.

The council holds an Annual Public Meeting in May, where it receives reports on its activities during the year, and holds elections when members' terms expire. The Council makes a call for nominations at least five weeks prior to this meeting.

Two thirds of the elected members, including the Chairperson, must be Catholic and participating members of a Catholic parish community.

PARENTS' SUPPORT GROUP (PSG)

The role of the PSG is to assist the Principal in meeting the needs of the students of St. Patrick's School.

Financial and Physical support shall be provided by:

- a) Conducting fundraising functions and programs to aid in the provision of additional educational, recreational and cultural development for the students of the school.
- b) Involving as many parents or guardians of the students as possible and encouraging new parents to become a part of the school community.

The PSG operates under the following limitations:

- a) The actions of the PSG shall be in accordance with the policies and direction established by the St. Patrick's School Local School Council.
- b) The PSG shall not be involved in the day to day operations of the school which are the responsibility of the Principal and his/her teaching staff.
- c) The general membership shall be free to make suggestions regarding the expenditures; however, in order to avoid conflicts, all fund raising projects and the disposition of funds raised for the school be subject to the approval of the Principal and the Local School Council.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Parents have the right and responsibility to:

- be recognized as the first educators of their children
- participate in the religious, social and academic education of their children
- visit the school
- elect School Council members
- participate in parent-teacher interviews
- require excellence in religious and academic instruction
- express their views on any subject including curriculum and activities
- set a good example for their children
- maintain current knowledge of the Parent Handbook
- maintain good relations with the Principal and teachers
- participate in school activities, meetings and events
- support the school financially

GENERAL INFORMATION

HOMEWORK

Parents of children at all grade levels sometimes ask about homework. The following are the guidelines our school has established for homework. As students get older, the frequency of homework will increase. The purpose of homework is to help students develop effective study habits and a responsibility toward their schoolwork.

Primary grades usually start with unfinished in-class work assigned as homework. **Grade 4-7** students should receive homework nightly, Monday through Thursday, above and beyond regular class work.

If your child is getting too much or too little homework, please see the classroom teacher and discuss this issue. Using the standard of 10 minutes per grade the student is in presently, assists the parent in what is reasonable: for example, a student in grade 3 can do up to 30 minutes of homework. Any time in excess of that limit will likely cause the student to become frustrated and upset, thus diminishing the purpose and value of the homework exercise.

How can you help?

1. Provide a quiet, regular place to work each evening and dedicate time during the week for family time.
2. Be an "audience" when required, for reading practice, spelling and math drills.
3. **DO NOT** do your child's assignments. **BE A GUIDE.** If your child experiences problems with home assignments, encourage him/her to do his/her best and to seek the necessary help. If you have questions or concerns regarding the assignments, please don't hesitate to contact the teacher
4. If, on a particular occasion, your child is unable to complete his/her assignment, please send a note with your child stating the circumstances.
5. Ensure that your child receives sufficient sleep to enable him/her to perform tasks to the best of his/her ability the next day. 8 – 10 hours per night is suggested as a great night's sleep for most children.

PERSONAL BELONGINGS

The school is not responsible for the personal property of students.

We would request that all clothing and items left at school be identified with the child's name. Books and supplies should also be marked. However, we would urge a student to notify the appropriate teacher or administration immediately if something is missing.

Untagged items are stored in the breezeway in a "Lost and Found" box or on clothing racks for reclaiming. They are displayed throughout the year and then disposed of at Christmas break and the year end.

SCHOOL SUPPLY LISTS

The Parent's Support Group may organize the sale of school supplies by an outside supplier in the spring of each year. Some teachers will require additional supplies that are not available on the basic supply list. These additional supply lists will be sent home in the June report card and all supply lists are posted on the school website.

BICYCLES

The school is not responsible for student bicycles or bicycling accessories. Therefore, students are encouraged to lock their bikes when left at school. The school provides bicycle racks for this purpose.

Students must wear helmets and are also encouraged to use appropriate equipment such as reflectors when riding their bicycles. Students must walk their bicycles when on school property.

TELEPHONE PRIVILEGES

Main Office Telephone

It is important that the main office phone remain free for the school staff to conduct school business. Therefore, students must have a good reason and permission from their homeroom teacher to use the main phone in the office. Frequent use of this phone is not encouraged.

Mobile Telephones

Unless students have teacher permission to use phones during the day, all phones must be kept in backpacks during school hours.

STUDENT RECOGNITION

All students are continually recognized for the many gifts they bring to St. Patrick's School.

Grade Seven students also are eligible to be chosen for the following awards:

- Island Catholic Schools Award - One Grade 7 student will be selected by the other students for displaying a Christian attitude
- St. Andrew's High School Scholarship - Four Grade 7 students will be selected by the staff, and each will be awarded \$250 for tuition at St Andrew's Regional High School (SARHS).
- Knights of Columbus Scholarship - Three Grade 7 students will be selected by the staff and awarded \$300 each for tuition at SARHS
- St. Andrew's High School Music Scholarship – One Grade 7 student will be selected by the staff and awarded \$300. for tuition at SARHS

- Hilda Wharf Choral Award - One Grade 7 student will be chosen to receive the Hilda Wharf Award for excellence in Choir
- Monsignor Hanley Award - One Grade 7 student will be chosen to receive the Msgr. Hanley Award and will receive a scholarship for \$250. Students must write an essay on their contributions to both the school and the parish. Please see your Grade 7 teacher regarding explanations about how to apply for these awards.

EXTRA CURRICULAR ACTIVITIES

St. Patrick's School offers many extra-curricular programs to enrich the spiritual, academic, athletic and artistic abilities of our students. Programs may include:

- Art Club
- Soccer
- Basketball
- Badminton
- Swim Team
- Track & Field
- Cross Country
- Choir
- Band
- Chess Club
- Green Team

Other programs may be offered depending on volunteers and interest. Some programs require additional fees. Please watch the school newsletter and school handouts for further information. If you would like to run a club or sport, please contact the Principal.

LEARNING ASSISTANCE

St. Patrick's School is dedicated to meeting the needs of each and every child. We aim to create an environment that allows each child to reach his/her potential and function adequately in the regular classroom. The Learning Assistance programs at St. Patrick's provide extra help to students experiencing difficulties in core subjects. Please contact your child's teacher if you have any concerns in this area.

UNIFORM

St. Patrick's School is an independent school with a uniform code. This code is established so that all students will be equal in dress appearance. If the cost of the uniform is a difficulty for a family, please approach the school's administration and arrangements may be made.

At St. Patrick's School we believe that the responsibility for following the dress code rests with the students together with their parents. Students should remember that they represent St. Patrick's School and that a well maintained uniform reflects favourably on themselves and their school. Students are expected to be neat in uniform at all assemblies, masses, celebrations, evening functions, and including travelling to and from school. Students who are unable to attend school in complete uniform should bring a note of explanation from parents.

All uniform items, except socks and shoes, must be purchased from the school's designated vendor, Neat Uniforms at www.neatuniforms.ca. Track wear may be ordered through the school

as a special order item. Order forms are sent home in the fall and before spring break. Used uniforms are sold through the Parent’s Support Group and advertised in the PSG newsletter.

On occasion, students will be allowed to wear non-uniform clothing (civvies) to school. Please ensure that on these days, students are dressed in clean and appropriate clothing.

UNIFORM CODE

Girls	Boys
<ul style="list-style-type: none"> • Mandatory upper body items: <ul style="list-style-type: none"> ○ Short sleeve plain white dress shirt with pointed type collar/tie.; & ○ V-neck navy blue sweater with school crest. • Optional upper body items: <ul style="list-style-type: none"> ○ Crested white golf shirt (hemline not above the waist nor more than 7.5 cm / 3” below the waist); 	<ul style="list-style-type: none"> • Mandatory upper body items: <ul style="list-style-type: none"> ○ Short sleeve plain white dress shirt with pointed-type collar/tie; & ○ V-neck navy blue sweater with school crest. • Optional upper body items: <ul style="list-style-type: none"> ○ Crested white golf shirt (hemline not above the waist nor more than 7.5 cm / 3” below the waist).
<ul style="list-style-type: none"> • Mandatory lower body items (at least one of the following): <ul style="list-style-type: none"> ○ Navy blue tunic (K to grade 3 only - length must be no more than 7.5 c.m. / 3” above the knee); ○ Navy blue skirt (grade 4 to 7 only - length must be no more than 7.5 c.m. / 3” above the knee); or ○ Navy blue skort (K to 7 - length must be no more than 7.5 c.m. / 3” above the knee); ○ Navy blue dress pants; or ○ Navy blue dress shorts. 	<ul style="list-style-type: none"> • Mandatory lower body items: <ul style="list-style-type: none"> ○ Navy blue boys' dress pants ○ Navy blue dress shorts.
<ul style="list-style-type: none"> • Mandatory footwear items: <ul style="list-style-type: none"> ○ Navy blue knee-high socks/navy blue tights; ○ Black polishable unadorned dress shoes (velcro closures permitted for Primary grades). Heel height maximum 4 cm/ 1.5”; ○ Boots or mules are not permitted. 	<ul style="list-style-type: none"> • Mandatory footwear items: <ul style="list-style-type: none"> ○ Navy blue socks; ○ Black polishable dress shoes (velcro closures permitted for Primary grades). Heel height maximum 4 cm/ 1.5”; ○ Boots are not permitted.
Gym Strip	
<p>Mandatory items</p> <ul style="list-style-type: none"> ○ Green short sleeve t-shirt with logo of school crest. ○ Blue gym shorts with a school crest. ○ Green sweats (top & bottom); or school issued tracksuit option (by special order). ○ Plain white sport socks. ○ Indoor running shoes. ○ Outdoor running shoes. 	

Special Days (Mass days, every Monday and special occasions designated by the Principal)
<p>All students are required to wear:</p> <ul style="list-style-type: none"> • Short sleeve plain white dress shirt with pointed-type collar/tie; and • V-neck navy blue sweater with school crest <p>Field Trips/Concerts/Performances/Extracurricular Activities</p> <ul style="list-style-type: none"> • In full uniform or gym strip (depending on type of event) • Teacher organizing the event determines which uniform options are allowed
Additional Requirements of the Uniform Code
<p>Maintaining uniform:</p> <ul style="list-style-type: none"> • Responsibility rests with students together with their parents. • Clothing items are the appropriate sizes to fit students. • Clothing items are in good condition and clean.
<p>Hair:</p> <ul style="list-style-type: none"> • Hair is kept tidy, excessive hairstyles are not permitted. • Hair colouring and highlights are not permitted. • Plain SOLID white, black or navy blue hair accessories are permitted.
<p>Accessories:</p> <ul style="list-style-type: none"> • No make-up including nail polish. • Watches are permitted. • One pair of plain studs or sleeper earrings are the only items of jewelry permitted (girls only). • Rubber boots are recommended for outside use during rainy days. • Winter boots are recommended for outside use during the winter.

HEALTHY FOOD POLICY

Nutrition has a strong impact on the education of children. A student’s physical and mental health and development, susceptibility and resistance to disease, reaction to stress, energy level and general morale, are all affected by the state of nutrition.

- For food based fundraisers, such as the weekly hot lunch program, consideration will be given to compliance with the Ministry of Education and Ministry of Health’s “Guidelines for Food and Beverages Sales in BC Schools” (link to the guidelines: http://www.bced.gov.bc.ca/health/guidelines_sales07.pdf)
- For fun events / celebrations, a broader range of food options is acceptable provided such activities are of an intermittent nature. Parents are encouraged to provide healthy choices and are expected to observe food allergy alerts.

HOT LUNCH DAY

Thursday is Hot Lunch Day. Students may purchase a hot lunch provided by the Parents' Support Group. An order form will be sent out in September. There is a charge for Hot Lunch.

FIELD TRIPS

St. Patrick's School encourages field trips that are educational and informative in nature. You will receive a Student Permission Slip for each field trip, which must be signed and returned to the school prior to the trip. Students who do not return a permission slip will not be able to participate in the field trip. You will receive prior notice of all field trips. All field trips will be adequately supervised. The school bus is the preferred method of transportation for field trips.

PARKING

There is limited parking available in the paved parking lot between Trent Street and Lee Avenue.

Please note that a “**Pick-up / Drop-off**” lane has been designated in the paved lot between Trent and Lee Streets (adjacent to the primary playing field). **Do not leave your vehicle unattended when parked in the pick-up / drop-off lane.** The purpose of this lane is to facilitate the pick up or drop off of students as quickly as possible and to keep the traffic flowing smoothly. Please be considerate of others and ensure that you follow the direction of the supervisor on duty.

If you are parking in a designated parking spot on the South side of this lot please cross the lot via the crosswalk adjacent to the music building.

The staff parking lot is for staff use only.

It is illegal to stop in the cul-de-sac on Trent Street. Violators may be fined by the municipality.

Please be respectful of resident parking regulations on Trent Street, Haultain Street, and the intermediate playground.

BUILDING ACCESSIBILITY

There are 3 separate buildings that comprise the school campus – the Main building, the Primary building and the Music room. The main building has 4 floors. The basement holds the change rooms, art space and Grade 5 classrooms. The main floor has the Office, Library, Grade 2 and 3 classrooms. The second floor holds the Gym, Grade 4 and 6 classrooms. And the third floor houses the Grade 6 and 7 classrooms. The primary building and music room are wheelchair-accessible from their entrance doors. The main building is wheelchair-accessible from the main entrance and the side entrance (from rear parking lot) of the gym. The basement and third floor require the use of stairs. There is no elevator in the building. There are no wheelchair-accessible washrooms.

DOGS ON SCHOOL PROPERTY

The presence of dogs on school property is restricted due to health and safety concerns:

- dogs must be kept off the school playgrounds and playing fields as well as out of the breezeway between the two school buildings; and
- dogs must be kept on leash when in other areas of school property, including the parking lot and paths.

EMERGENCIES

BRIGHT ARROW MASS COMMUNICATION SYSTEM

St Patrick's uses the Bright Arrow automated notification service to deliver a variety of school-related information to parents and guardians via phone, text and email. To register to receive notifications please see the school office.

INCLEMENT WEATHER

In case of severe inclement weather which would cause a driving hazard for those who commute to our school, the school will be closed. School closure will be posted on the Island Catholic Schools Website and our school website by 7:00 a.m. and announced on local radio stations. For school closure information, please listen to: CFX 1070, CBC 90.5 FM, Q100.3 FM, Virgin 107.3 FM. The school will also send out notifications through the Bright Arrow system.

MEDICAL EMERGENCIES

St. Patrick's School has staff trained in first aid. Minor emergencies will be dealt with at the school. In case of serious injury, the parent will be contacted to take the child for further care or an ambulance will be called and you will be contacted. Please ensure that your emergency numbers on file at the school are kept up to date.

MISSING CHILDREN

To ensure the safety of our children, St. Patrick's School takes attendance morning and afternoon and will phone you in cases of unexplained absence. Students are supervised during recess and lunch breaks and must remain on the school grounds. After school, students are supervised on the playground until 3:20 p.m. Parents are expected to pick their children up by 3:20 p.m. at the latest.

FIRE

St. Patrick's School prepares for fire through regular fire drills. In the case of fire we will contact you through the Bright Arrow system and the radio. The school staff will supervise the children until they are picked up.

EARTHQUAKE

St. Patrick's School prepares for earthquakes through drills, which are similar to fire drills but are tailored to meet the specific demands of an earthquake. Staff are trained in first aid and are assigned specific tasks in the event of such a disaster

In the event of an earthquake:

1. Please do not phone the school following the earthquake. It is vital that lines stay open for emergency use. You may listen to radio stations CFX 1070, for information about the school. CFX 1070 is the official response radio station for Victoria.

2. Students will only be released to those persons who parents have listed as the emergency contacts.

If you drive to the school after an earthquake, it is important that your car does not block access routes potentially used by emergency vehicles.

LOCKDOWN

In response to a threat to students or staff on school property, St. Patrick's will initiate a lockdown. St. Patrick's prepares through periodic drills.

St. Patrick's Parent Volunteer Program Shutterfly Share Site

In an effort to streamline the school volunteer program we have created a “volunteer share site” through SHUTTERFLY.

All upcoming events are posted onto Shutterfly along with a number of “volunteer spots” that need to be filled to ensure the success of events.

Once signed up with SHUTTERFLY parents are able to add their names to whichever volunteer position fits into their schedule. Shutterfly will even send an email reminder as the event date nears.

This makes it super simple to fulfill the required 10 volunteer hours!

To join the share site, go to www.stpatsvolunteers.shutterfly.com and **ASK** for access.

If you are already a member of Shutterfly simply click on the link above and sign in.

If you are not a member please follow the link above and **JOIN NOW**.

Complete the online form, by filling out the appropriate fields. Don't forget to use your own email address and create your password. Once submitted we will send you an email permitting you to join.

The site has been marked private to maintain privacy.

IMPORTANT: USE SAFARI OR CHROME BROWSER OR IT MAY NOT WORK

Stpatsvolunteers

[Home](#)

Join Shutterfly to see this site

The owner has made this site private. You must sign up to gain access.

First name:

Last name:

Email address:

Confirm Email address:

Password:

(6 - 10 characters)

Re-enter password:

Yes, I accept the Shutterfly [terms and conditions](#).

[Join now](#)

Already a Shutterfly member? [Sign in](#)

Benefits of a Free Shutterfly Membership

- Share your pictures and videos with friends and family
- Create your own free website
- Securely store your images for a lifetime-at no cost
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Yes, please send me offers and info on new products and services.

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