
Star of the Sea Catholic School

Parent Handbook

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Star of the Sea Catholic School
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Dear Parents,

I would like to take this opportunity to welcome you to Star of the Sea Parish School. The school is rooted in Christ centered education, focusing on all aspects of a person - intellectual, physical, emotional, moral and spiritual. The school, as part of a larger community, is dedicated to working with parish and home to provide the best learning environment for all children.

Star of the Sea provides opportunities for students to achieve their personal best in distinctive educational programs and extra-curricular activities.

With our philosophy of educating the whole person, the spiritual development of the children is integrated into all aspects of the curriculum.

Together with our staff, I look forward to working with you as together we strive for the best possible education for your child.

Sincerely in Christ,

Miriam Campagne
Acting Principal

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1.0 School History

It had been the cherished dream of past Pastors as well as the many parents of **Star of the Sea Parish** to create a parish school to ensure the Christian education for the children of our Parish.

In September of 1978 ten acres were purchased for a school site on 24th Avenue in preparation for the development of the school. **Star of the Sea School** had its beginnings in September of 1981 when twenty children were enrolled into kindergarten and grade one in **Star of the Sea Centre** on Pacific Avenue.

A further five acres were purchased in 1984 to allow the timely expansion that would occur in the future. That same year architectural plans were drawn up and work began in the fall of 1984 on the construction of the first phase of the present school.

In March 2001, construction of the Parish Recreation Centre began. It included a gymnasium and multi-purpose meeting area.

In January 2008 construction of the blue wing and 'Administration Enhancement Project' began. This included eight additional classrooms, a library/media resource room, a fine arts music studio, new staff room and administrative offices.

It is because of the dedication of parishioners and parents that worked tirelessly on so many fundraising activities that turned a dream into a reality. The school is indebted to the work of those who have gone before.

The dedication and official opening of **Star of the Sea Catholic School** took place on September 8, 1985, on our Lady's Name Day by the Most Reverend Archbishop James F. Carney. The dedication and Official Blessing of the Parish Recreation Centre took place on October 19, 2001, by the Most Reverend Archbishop Adam Exner. The dedication and Official Blessing of the School Enhancement Project took place on March 9, 2010, by the Most Reverend Archbishop Michael Miller.

1.1 Catholic Independent Schools Vancouver Archdiocese (CISVA) Mission Statement

The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God. The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential. The Catholic School strives to develop Christian leaders, responsible citizens and life-long learners.

2.0 School Philosophy

Star of the Sea School serves to promote the growth and development of the spiritual, intellectual, physical, emotional and social attributes of each individual. This growth and development is in turn closely linked with the thought that all students will eventually become responsible members of the Christian community, sharing the knowledge and love of God.

As outlined in the Policy and Reference Manual of the Catholic Independent Schools of the Vancouver Archdiocese, the formal task of a school is defined as one being not only an institution for education, but as well a place to outline the ethical dimensions for the precise purpose of arousing the individual's inner spiritual dynamism, and aiding in the achievement of moral freedom which alone can give meaning to the value of human life.

It is then our task to provide a synthesis of culture and faith, and a synthesis of faith and life. We recognize this integration as a lifelong process of conversion, and **Star of the Sea School** must remain an active force during the systematic formation of our students' developmental stages.

2.1 School Purpose Statement

Star of the Sea School provides an excellent academic program in a Christ centered environment. Parents, educators and the entire community collaboratively work together to foster spiritual, intellectual, emotional, social and physical growth in each student.

2.2 Core Values

REVERENCE ★ RESPECT ★ RESPONSIBILITY

At Star of the Sea School Reverence, Respect and Responsibility are core values that are expected of all parties within the total community: children, parents and staff. Star of the Sea School is committed to fostering an environment that is safe, respectful and an accepting place for all students. (CISVA Policies 407, Student Code of Conduct and 408, Anti-Bullying)

2.3 School Structure

Star of the Sea School is a Roman Catholic School under the direction of the Catholic Independent Schools of the Vancouver Archdiocese:

(CISVA Policy - <http://www.cisva.bc.ca>)

The Star of the Sea School Parent Handbook is in compliance with and is subordinate to the Policy & Procedures of the CISVA. Please consult the CISVA website for designated policies that govern our CISVA schools. **Star of the Sea School** serves the educational needs of the children of **Star of the Sea Parish**.

Star of the Sea School is, by its origin, committed to the teaching of the Catholic faith according to the Doctrine of the Roman Catholic Church as outlined in the Archbishop's Letter, "The Catholic School, Its Character and Mission".

The Pastor of **Star of the Sea Parish** is the Spiritual and Executive Director of **Star of the Sea School**. He is supported in this mission by an elected Education Committee as provided under "The Guidelines for Structure of our School Administration under the Catholic Independent Schools of the Vancouver Archdiocese".

These guidelines assign the responsibility of the day to day administration of the school to the Principal who is the organizer of the school community.

3.0 Admissions

(CISVA Policy Ref. #401 Admissions)

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. (Declaration on Christian Education, Vatican Council 11, No. 3)

1. Families shall read and sign the Statement of Commitment prior to being accepted into **Star of the Sea School**.
2. For the purposes of admission to the school: “practicing Catholics” shall mean those individuals who are registered at Star of the Sea Parish and attend Sunday Mass regularly. “Active in the Parish” shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

Priorities for admission into Star of the Sea School are as follows:

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in the Parish.
3. Children whose families are practicing Catholics active in the Parish.
4. Siblings of children already in the school whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Enrollment of more than 15% non-Catholics in Grades K-3, and/or Grades 4-7 must be reported to the Superintendent’s Office by October 1st. Reasons why the 15% has been exceeded will be outlined by the school administration to the Superintendent’s Office. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

In the spring of each year the school shall review all the applications for registration and re-registration for the following school year. Our priority of registration, including the acceptance of siblings, will be given to a child or children of parents who meet the criteria of “practicing and active parishioners” in the **Parish of Star of the Sea**.

4.0 School Fees

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

It is in the spirit of community building that all parents are expected to be participating members of the parish. Participation not only includes weekly use of offertory envelopes, but also participation in the various ministries of the parish.

School fees are paid on a parishioner, non-parishioner or other basis. Families who are not using offertory envelopes on a regular basis and have not spoken to the pastor will be assessed Category 2. All information concerning contributions is held in confidence by the pastor.

Definitions: (updated 2018)

Category 1 (Parishioner)

- Member of the Parish
- Regularly attend and support the Parish

Category 2 (Parishioner/Non-Parishioner)

- Member of the Parish – Irregular attendance and support of the Parish
- Catholic families from another Parish

Category 3 (Other)

- Non-Catholic

It is hoped that all parishioners will gladly share their time, talents and resources as we continue to build our Catholic community.

**** Parish schools within the Archdiocese service the parish to which the school is affiliated. Each year, the parish subsidizes the school financially to balance the school's budget.**

Payment terms: (updated June 2018)

A family chooses one of the following tuition payment plans:

- a. **Pre-authorized debit dated September 1st to June 1st,**
- b. **One advance payment by cheque, dated September 1st with a 2.5% discount of total tuition;**

Insufficient Funds:

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

All payments for tuition must be made by cheque, or money order only. All payments must include proper names of students on each cheque or money order. Parents are responsible for paying the government grant if the school does not receive the grant due to the child being enrolled in another government recognized school (e.g. Montessori Kindergarten).

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

Other fees that will be paid over the course of the year:

Uniforms	May
School Supplies	June
Parent Participation Fee	July
Activity Fees, Workbooks & Equipment, Bibles, Recorders, & Earthquake Kits	August

4.1 Early Withdrawals

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

4.2 Financial Assistance

If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance in helping you meet your tuition payments. The pastor, on an individual case basis, will determine the assistance to a needy family.

4.3 Re-registration

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

1. Registration forms are sent out in February.
2. All required forms **must be returned** to the school office **within two weeks of the forms being sent.**
3. All delinquent fees must be paid with the return of registration forms.

4. The non-refundable registration fee for the new school year must be paid at the time of submission of the Re-registration forms.

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

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

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

Application/Re-registration Fees:

An application fee per “Application for Admission” is charged. This processing fee is non-refundable. The current Application Fee is **\$100.00**.

A non-refundable Registration/Re-registration fee per family for every Registration/Re-registration submitted is charged. *Note: Upon acceptance into the school, application fees are applied to Registration fees. The current Registration/Re-registration Fee is **\$75.00. NO CASH PLEASE.**

4.4 Outstanding Fees or Materials

Any and all outstanding fees owed to **Star of the Sea School** must be paid in full. We also reserve the right to withhold acceptance of registration for the coming school year until these matters are settled, i.e. outstanding fees, equipment, Parent Participation fees and loss or replacement of damaged goods.

4.5 Registration

Following the re-registration of current students in March each year, applications from new students in grades Kindergarten through 7 will be received. When an Application for Admission is received an interview with the Principal, Pastor and a P.E.C. member will be arranged. At the conclusion of the interview process, the Principal, Pastor and P.E.C. member will make decisions regarding acceptance and non-acceptance.

Successful applicants will have **one week** from the date of notification of acceptance to complete the registration.

Completion of registration requires that:

1. All registration forms be returned.
2. Registration fees be paid.
3. Post-dated tuition cheques for the upcoming school year be received by the school secretary.

Completion of all documentation for new registrants will be acknowledged by mail or phone. Unsuccessful applicants will be notified by mail as soon as possible.

4.6 Student Records Requirements and Best Practices Policy

STAR OF THE SEA SCHOOL

15024 – 24th Ave, Surrey, B.C V4A 2H8

The material within this box is provided for information purposes to independent schools intending to use this sample policy.

On September 26, 2012, the FISA BC Board discussed the need for a student records policy and approved a motion that a sample policy be developed which each school can modify as its circumstances warrant, and that the Associations collaborate under the sponsorship of FISA BC in writing such a sample policy by having FISA BC constitute a Student Records Policy Writing Committee, consisting of one representative from each Association plus the Executive Director of FISA BC.

This sample policy has been approved by the FISA BC Board at its meeting of February 27, 2013 and is provided to independent schools as a sample document to facilitate the development of a school or system policy on procedures regarding the storage, retrieval and appropriate use of student records. **While legal counsel has vetted this policy, FISA BC emphasizes that the sample policy does not constitute a legal opinion. While efforts have been made to align these guidelines with PIPA, government regulation on student records, and the Student Records Requirements and Best Practices Guidelines for Independent Schools, the policy does not relieve independent school authorities from exercising due diligence in seeking their own legal advice should specific questions arise.**

The purpose of this sample policy is to provide independent schools with guidance for the collection of student information and its storage, use, transfer, and protection.

The term *lead administrator* is used throughout the document. It refers to the individual that the school authority has identified as responsible for the general operation of the school, such as the principal, head master, Superintendent or Chief Education Officer.

Much of the material in this sample policy is obtained from the sources listed in the Appendices.

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For the purpose of this policy, the lead administrator in Star of the Sea School is:

- Principal

STUDENT RECORDS REQUIREMENTS AND BEST PRACTICES POLICY

September 2018

STAR OF THE SEA SCHOOL

Introduction

Independent school authorities are well served by policies and practices regarding student records. Such policies and practices will benefit independent school students, parents, office staff, administrators, and authorities by providing guidance for the collection of information and its storage, use, transfer, and protection. Legal and public expectations regarding the confidentiality, disclosure and transfer of school student records are increasing, as are societal concerns regarding school record keeping and storage.

The legal framework for the development of this Student Records Requirements and Best Practices Policy is provided by section 6.1 of the *Independent School Act*, Sections 9 and 10 of the *Independent School Regulation* (the Regulation), the *Student Records Order* (I 1/07) (the Order), and the *Personal Information Protection Act* (PIPA). Section 9(2) of the Regulation obliges independent school authorities to, subject to the requirements of the Order, (a) establish written procedures regarding the storage, retrieval and appropriate use of student records, and (b) ensure confidentiality of the information contained in the student records and ensure privacy for students and their families.

In addition to the above, the Office of the Inspector of Independent Schools and FISA BC have collaborated in producing the *Student Records Requirements and Best Practice Guidelines for Independent Schools*, Ministry of Education, June 2012, which serves as a guide for independent school policy development in this area.

The school authority may add, modify, or remove portions of [School ABC's] Student Records Requirements and Best Practices Policy when it is considered appropriate to do so, if it is not in conflict with legal requirements and government policy.

STAR OF THE SEA SCHOOL is committed to ensuring that student records are handled in accordance with all legal requirements.

Purpose

The purpose of this document is to define policy and to determine procedures for the collection of student information and its storage, use, disclosure, transfer and protection.

1. Policy Statements

The following policy statements are provided to inform all parties who collect, store, use, disclose, transfer and protect student information.

STAR OF THE SEA SCHOOL will:

- 1.1 Ensure that the lead administrator is responsible for the establishment, security and maintenance of the Student Record and Student File (as defined in this policy) for each student registered in the school according to the procedures defined in this policy.
- 1.2 Only collect, use or disclose personal information with the consent of the individual student or legal guardian, unless otherwise authorized under PIPA.
- 1.3 On or before collecting personal information, disclose to the individual student verbally or in writing the purposes for the collection of personal information.
- 1.4 Only collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances and that fulfill the purposes disclosed by the school or are otherwise permitted under PIPA.
- 1.5 Secure Student Records and Student Files with access within the school authority restricted to those individuals who, by the nature of their work, are required to have access to the information.
- 1.6 Provide access to personal information about an individual student to the individual student (if capable of exercising PIPA rights), and to a parent or legal guardian of the individual student during school hours and under the supervision of the lead administrator or designate.
- 1.7 Subject to legal requirements, ensure that personal information will be retained only for the period of time required to fulfill the purpose for which it was collected.
- 1.8 Inform parents that concerns, complaints and questions about personal information handling policies and practices of the school authority may be directed to the school's Privacy Officer by calling the school office.

2. Definitions and Student Record Components

2.1 Elements of the Student Record

- i. The Permanent Student Record (PSR), as defined in the Students Records Order (1/07):
 - a. Form 1704, PSB 048 (revised 1997) completed according to the Permanent Student Record Instructions that are effective at the time of completion; and
 - b. Student Progress Reports for the two most recent years or an official transcript of grades;
- ii. All documents listed as inclusions on Form 1704 (see 2.2 below);
- iii. A copy of the student's current Student Learning Plan, if any; and
- iv. A copy of the student's current Individual Education Plan (IEP), if any.

2.2 Permanent Student Record (Form 1704) Inclusions

The following inclusions must be listed on Form 1704, including document date, title and expiry date or date rescinded (if applicable), and copies of the documents listed must be filed with the PSR:

- i. Health Services information as indicated by the medical alert checkbox, such as diabetes, epilepsy, anaphylaxis producing allergies, and any other condition which may require emergency care;
- ii. Court orders as indicated by the legal alert checkbox;
- iii. Other legal documents, e.g. name change or immigration document;

- iv. Support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities)
- v. Current IEP and/or Case Management Plan (CMP) where applicable; and
- vi. Notification of a student being home schooled.

The following inclusions may be listed on PSR Form 1704, including document date, title and expiry date or date rescinded (if applicable) and if listed, copies of the documents must be filed with the PSR:

- i. Records of information which an educator deems relevant and important to the educational program of the student;
- ii. Award information; and
- iii. Standardized test scores (if deemed relevant and important to the educational program of the student).

If the above optional inclusions are NOT listed on PSR Form 1704, then they may be included in the Student File (see section 2.3, viii below).

2.3 Student File

Additional items must (see i below) or may (see ii – viii below) be included in the school's student records as part of the Student File. These items include:

- i. Student eligibility information (required):
 - a. Legal name of child – verify the original and file a photocopy or scanned copy of birth certificate or similar legitimate identification document;
 - b. Official name(s) of parent(s) or guardian(s) with home and work contact information; and
 - c. Form A: Verification that parent/guardian is legally admitted to Canada and a resident of BC and student is eligible for funding (see Appendix I, Form A, used to collect this information);
- ii. Care Card number;
- iii. Emergency contact numbers;
- iv. Doctor's name and contact information;
- v. Previous Student Progress Reports (other than the two most recent years required in the PSR);
- vi. Serious discipline reports (e.g. copies of letters to parents/guardians regarding discipline matters and corrective actions taken);
- vii. Reports of important meetings/discussions relating to the student; and
- viii. Standardized test scores, records of information which an educator deems relevant and important to the educational program of the student, and award information IF NOT listed as inclusions on the PSR (see section 2.2 above).

2.4 Sensitive Student Information. This may include information which by its nature requires that school staff observe a high level of confidentiality. Examples include:

- i. Psychiatric reports;

- ii. Family assessments;
- iii. Referrals to or reports from school arranged counselling services; or
- iv. Record of a school-initiated report of alleged sexual or physical abuse made to a child protection social worker under section 14 of the Child, Family and Community Service Act.

3. Procedures

3.1 The lead administrator or designate will be responsible for:

- i. Updating the PSR Form 1704 as information changes and the student progresses through the system;
- ii. Ensuring that electronic copies of documents are stored on a server in a physically secure location. If information is accessed through the Internet, an encrypted connection (https://) must be established before authenticating. Access is restricted to those employees (such as designated records clerks, administration, teachers, and counsellors) who, by the nature of their work, are required to have access; and
- iii. Ensuring that the school authority takes necessary precautions to safeguard against deprecated or obsolete forms of storage. The electronic storage of PSRs and other personal information requires the school authority to have an adequate backup plan and recovery strategy for potential hardware failure and database corruption.

3.2 Student Record and Student File Retention:

- i. Student Records – Active Students
 - a. Student Records are locked in fireproof cabinets. Access is restricted to those employees (such as designated records clerks, administrators, teachers, and counsellors) who, by the nature of their work, are required to have access.
 - b. The school authority protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks. Procedures for such protection are outlined in sections 5 and 6 below.
 - c. The lead administrator or designate will regularly review Student Records to ensure that the information is current and complies with legal requirements. Required
 - d. inclusions must be listed on the PSR – see section 2.2 above.
- ii. Student Records – Inactive Students
 - a. Unless another school requests a Student Record (see section 6 below), the school authority archives Student Records for 55 years after a student has withdrawn and not enrolled in another K-12 school or graduated from the school.
 - b. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to the lead administrator or designate.
 - c. The designated records clerk keeps a record of Student Records that are destroyed (shredded) after 55 years.

- iii. Student Files – Active Students
 - a. Student Files are locked in cabinets in each school. Access is restricted to those employees (such as designated records clerks, administrators, teachers, and counsellors) who, by the nature of their work, are required to have access.
 - b. The school authority protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks. Procedures for such protection are outlined in sections 5 and 6 below.
 - c. The lead administrator or designate will regularly review Student Files to ensure that the information is relevant and important to the educational program of the student.
- iv. Student Files – Inactive Students
 - a. The school authority archives Student Records for 55 years after the student has withdrawn and not enrolled in another K-12 school or graduated from the school.
 - b. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to the administration or designate.
 - c. The lead administrator or designate is responsible for determining the relevancy of the contents in Student Records before being archived.

3.3 Currency of Student Records

Student eligibility information (see Appendix I) will be updated during student registration each year.

As stated above, the lead administrator or designate will regularly review Student Records and Student Files to ensure that the information is current and complies with legal requirements.

3.4 Security of Student Information Off Campus

The lead administrator is responsible for ensuring that personal information taken off campus is safely stored, and that personal information is protected.

3.5 Handling of Sensitive Student Information

Access to Sensitive Student Information is restricted to the lead administrator or a person or persons authorized by the lead administrator to access such information defined in section 2.4 of this policy.

The lead administrator or designate will obtain parental consent (written, dated and signed) for the collection, use and disclosure of Sensitive Student Information, including psychiatric reports and family assessments, and will store these as highly confidential documents with restricted access.

Sensitive Student Information will only be disclosed or transferred in accordance with the Law.

The lead administrator is responsible for ensuring that school-initiated reports under section 14 of the *Child, Family and Community Service Act* are retained only for the purpose of child protection proceedings and that information is not disclosed to third parties or transferred to other schools. Such reports are strictly confidential and should only be stored where the lead administrator or designate can access them.

4. Use of Student Personal Information

The school authority may use an individual student's personal information for the following purposes, assuming the school has disclosed such purposes to the individual student verbally or in writing on or before collecting the personal information:

- 4.1 To communicate with the student and/or the students' parent or legal guardian, to process a student's application, and to provide a student with the educational services and co-curricular programs provided by the school authority.
- 4.2 To enable the authority to operate its administrative function, including payment of fees and maintenance of ancillary school programs such as parent voluntary groups and fundraising activities.
- 4.3 To provide specialized services in areas of health, psychological or legal support, or as adjunct information in delivering educational services that are in the best interests of the student.

5. Access to and Disclosure of Student Records

- i. A student (capable of exercising PIPA rights) and a parent/legal guardian of a student is permitted (unless restricted by a court order) to:
 - a. Examine the Student Record and Student File kept by a school authority pertaining to that student, while accompanied by the lead administrator or designate to interpret the records; and
 - b. Receive a copy of any student record upon request. The school authority reserves the right to recover the direct cost of copying records.

An entitled person may access and verify personal information in the Student Record and Student File pertaining to the particular student with appropriate notice to the school administration. Access will be provided during school hours.

- ii. Access to a Student Record or Student File will only be granted, upon assurance of confidentiality (with consent), to professionals who are planning for or delivering education, health, social or other support services to that student. Consent will be obtained in writing, listing the name and date of birth of the student, the name and signature of the parent/guardian, and the date of the request.
- iii. When applicable, graduating students will be provided with interim and/or final transcripts for Grades 10, 11 and 12 courses when graduating, and upon future request of the graduate. Copies will be mailed directly to institutions of higher learning or as requested by the graduate. The school authority reserves the right to assess a reasonable fee for transcript requests.
- iv. In the case of a request for personal student information from separated or divorced parents, the school authority will be guided by the legal custody

agreement, a copy of which should be provided to the lead administrator. In cases where the lead administrator is unsure if the non-custodial parent is entitled to access personal student information, the school's legal counsel will be consulted for a recommendation.

6. Transfer of Student Records

- i. On receipt of a request for student records from a school, a Board of Education, or an independent school authority from within British Columbia where the student is (or will be) enrolled, the school authority will transfer that student's PSR (including declared inclusions), the current Student Learning Plan (if any), and the current IEP (if any) to the requesting institution. The school authority will retain a copy of the PSR, indicating the school where the records have been sent and the date of the student record transfer.
- ii. If the requesting institution is outside British Columbia, a photocopy of the PSR will be sent (including declared inclusions), along with the current Student Learning Plan (if any), and the current IEP (if any).
- iii. Requests for a student's record from a public school require that the public school administration provide a copy of the PSR (including declared inclusions) and current Student Learning Plan (if applicable) and IEP (if applicable) to the independent school authority. The original PSR must be retained by the public school.
- iv. The school authority will only transfer sensitive, confidential information (e.g. psychiatric assessments) after dated and signed parent/guardian consent has been obtained.
- v. The school authority will not transfer a record of a Section 14 *Child, Family and Community Service Act* report of alleged sexual or physical abuse made to a child protection social worker.
- vi. A summary of a former student's school progress may be provided to prospective employers, at the written request of a former student. The school authority reserves the right to assess a fee for this service.
- vii. A Student Record will be reviewed when a student transfers. The lead administrator will ensure that the documents listed as inclusions are still required inclusions (eg. not expired or rescinded) or still deemed to be relevant and important to the educational program of the student. Expired, rescinded, or irrelevant inclusions will be removed from the Student Record and the documents themselves will be shredded.

List of Appendices

- A. Appendix 1: Form A – Status of Parent/Guardian (Admission to Canada and Residency)
- B. Appendix 2: Links to information on Student Record legislation:
 - i. [PIPA](#)
 - ii. [Independent School Act \[RSBC 1996\] Chapter 216](#)
 - iii. [Independent School Regulation](#)
 - iv. Student Records Order: <http://www.bced.gov.bc.ca/legislation/schoollaw/k/i1-07.pdf>
- C. Appendix 3: Links to Student Record Policy:
 - [Student Records – Requirements and Best Practice Guidelines for Independent Schools, June 2012](#)
- D. Appendix 4: Link to the Child, Family and Community Service Act:
 - http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01

STATUS OF PARENT/GUARDIAN

(ADMISSION TO CANADA AND RESIDENCY) – FORM A

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

(Lawfully Admitted into Canada)

1. I am (*please ✓ one*):
- A Canadian citizen (please attach a copy of parent's birth certificate or citizenship paper/card).
 - Permanent Resident (please attach a copy of parent's landed immigrant status paper or Permanent Resident card).
 - Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of document):
 - Admission as a refugee or refugee claimant.
 - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.
 - Other - document description: (*must be cleared with Citizenship and Immigration Canada*): _____

(Residency in British Columbia)

2. I am a resident of British Columbia (*please ✓ one*):
- YES** Residency address: _____

(*Attach a recent copy of a utility bill, mortgage document, rental agreement or tax assessment, etc.*)
 - NO** I am not a resident of British Columbia.

Confirming signatures:

3. Parent/Legal Guardian's name: _____

Parent/Legal Guardian's signature: _

For Office Use Only:

Proof of Residency (*Initials*): _____

Date: _____

5.0 School Procedures

5.1 Absence and Lateness

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

Perpetual lateness is seen as a breach of student conduct and will be administratively addressed by the Principal.

Notes are required on the day of appointment or earlier to advise the teacher of a child's absence due to any medical or dental appointments. Parents must come to the school office to have their child excused from class.

5.2 What to do if your child is absent or late

The school office must be notified before 9:00 a.m. by phone, written note or email if your child(ren) will be absent or arriving late for any reason. Children are considered late if they are not in their line-up by the 8:55 am bell. You have three options for notifying school authorities of the reason for the absence:

1. Phone call (which must be followed up by written note or email)
2. Email or absentee link on the school website
3. Note written in the student's planner on a day prior to the absence

If a notification is not received, the secretary will begin calling the homes of all students not at school. This **Early Alert System** will ensure the safety of the children and cooperation of the parents is requested.

If your child is not going to be in attendance for hot lunch, please send an email to the school the evening before or first thing in the morning instructing where the hot lunch should go. You may designate the lunch to a sibling, have it picked up from the office, or donate it to the school. Please note, pickup needs to occur after 12:30pm once all school orders are distributed. If we do not receive instructions, the lunch will be donated to the school.

5.3 Visitors

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

The main children's washrooms are out of bounds for parents and visitors during school hours and events. After reporting to the office, parents and visitors are welcome to obtain a key and use the staff washrooms during these times.

5.4 Holidays during School Time

Absences for reasons other than illness must be kept to a minimum. Please try to schedule holidays during school breaks. Loss of school time may jeopardize the child's year and usually results in missing new concepts taught during his/her absence. **Permission to take a child out of school should be sought from the Principal before arrangements are made.**

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

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

5.5 Snow Days

In the event of school closure due to severe weather, please listen to **NEWS 1130 AM, CKNW (980 AM), CBC 690 AM** or visit our school website (www.staroftheseaschool.ca) for details. If the school will be closed, an announcement will be made between 6:00 am and 6:45 am and repeated often. You will also get a call from our Fan-Out parents. Please do not call the school.

5.6 Unexpected School Closures

If the school needs to be closed before or during school hours due to any unforeseen circumstances (e.g. power loss/heat loss/flooding), parents will be contacted by a school email. Please ensure the school office has the correct 'preferred family email' on file. Posting will also be made on our school website.

6.0 School Schedule

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

8:55 - School Bell - Students are expected to prepare to enter the school and classrooms by discontinuing play on the playgrounds and assembling in an orderly lineup.

8:55	School day begins
10:30-10:45	Morning recess
12:00-12:30	Noon recess
12:35-1:00	Nutrition break
2:55	Prepare to dismiss
3:00	Dismiss

Exception—Wednesdays

2:25	Prepare to dismiss
2:30	Dismiss

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

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

7.0 Student Supervision

7.1 Before School

Supervision begins at 8:30 a.m. Students will not be permitted in the school before that time unless prior permission was given by school staff. **Please do not jeopardize your child's safety by dropping them off sooner.** Arrangements for before school care is the responsibility of parents.

On rainy days students are permitted to enter the school at 8:30 am for indoor supervision in the classrooms.

7.2 Recess

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

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

7.3 Lunch Routines

Children are expected to bring nutritious snacks and lunches. Parents delivering lunches must leave them at the office prior to the lunch bell.

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

7.4 Student Sign-In / Sign-Out Procedures

If a student arrives late or departs early from the school between 8:55am and 3:00pm the following procedure is to be followed:

Sign In:

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

Sign Out:

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

7.5 After School

After school supervision for grades 1-7 is from 3-3:30 (Wednesdays from 2:30-3) and is located on the intermediate black top courtyard. Students will be dismissed from this location. Parents are asked to wait for their children outside the courtyard in front of the main entrance to the school. Students are able to walk along the field sidewalk to go to their parent's car, however, if parents have not yet arrived, they need to return to the only supervised area which is the intermediate black top courtyard.

Kindergarten students are dismissed from the area in front of the main office windows (by the front entrance). Students will not be allowed to leave this area unaccompanied by an adult

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

Student and traffic supervision will take place until 3:30 p.m. (3:00 p.m. on Wednesdays). After 3:30 p.m. students who have not been picked up are to sit quietly and remain in the main lobby of the school.

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

8.0 Health & Welfare

(CISVA Policy Ref. #406 Student Health)

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

8.1 Illness or Injury While at School

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

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

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

All accidents resulting in significant injury must be properly documented on an **Accident Report Form**.

8.2 Other Notifications

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

8.3 Communicable Diseases

When children work and play together in groups, this environment provides an opportunity for the spread of a number of childhood diseases that can be passed on from one child to the next. It is important that these diseases be prevented or, if they do occur, that they are recognized quickly, and steps taken to stop them from spreading (Fraser Health website, 2006).

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

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

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

8.4 Medications

If a child needs to receive medication at school, it should be put in a plastic bag (with the child's spoon if required), labeled and kept in the health room at the office where office staff can supervise the child's self-administration at the appropriate time with the parent's written consent.

Students with EpiPens are expected to wear them on their person at all times throughout the school. Provisions will be made for gym activities and other activities that will be impeded if they are worn. Parents must supply their child's EpiPen and it is the parent's responsibility to ensure that the EpiPen is current. Students with EpiPens will have their pictures posted in the Staff room for emergency identification purposes. *[see 8.6 Anaphylaxis Policy]*

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

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

8.5 Administration of Medications

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

1. The medication is required while the child is attending school.
2. The parent has requested the school's assistance and has signed a release concerning administration by the school.
3. Written authorization has been received from an attending physician.
4. The staff has received adequate instructions from the public health nurse and parent concerning the administration of the medication.

In the interests of the health and safety of the child as well as the legal responsibilities of the school, complicated medicine administration schedules should be avoided even if this may require the child to be absent from school for a short period of time.

In the case where it is anticipated that a child may require a medication schedule for a prolonged period, both teachers and parents should be aware of this policy to allow adequate time to ensure compliance with this policy and proper instruction to supervisory personnel.

8.6 Anaphylaxis Policy 2018 (CISVA Policy #434)

A. Introduction

Our school anaphylaxis plan is designed to ensure that students at risk of anaphylaxis are identified, that strategies are in place to minimize the potential for accidental exposure, and that staff are trained to respond in emergency situations.

Our school anaphylaxis plan must be read and implemented in conjunction with the CISVA's Anaphylaxis Policy. All members of the school community are required to read and adhere to the CISVA's Anaphylaxis Policy.

Specifically, our plan implements in our school community the following items as mandated in the CISVA's Anaphylaxis Policy:

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

B. Anaphylaxis Triggers

It is important to be aware of the common sources of anaphylaxis triggers in allergic children. These can include:

Foods which are common sources of anaphylactic reaction	Other possible sources in prepared foods	Non-food sources
<ul style="list-style-type: none"> • Peanuts/peanut butter/peanut oil: the most prevalent among students • Tree nuts: hazelnuts, walnuts, pecans, almonds, cashews • Sesame seeds & sesame oil • Cow's milk and dairy products • Eggs • Fish • Shellfish • Wheat • Soy 	<ul style="list-style-type: none"> • Cookies • Cakes • Cereals • Granola bars • Candies 	<ul style="list-style-type: none"> • Play dough (may contain peanut butter) • Scented crayons and cosmetics • Peanut-shell stuffing in "bean bags" and stuffed toys • Wild bird seed, sesame • Insect venom (bees, wasps, hornets, yellow-jackets) • Rubber latex (gloves, balloons, erasers, rubber spatulas, craft supplies, balls) • Vigorous exercise

<ul style="list-style-type: none"> Bananas, avocados, kiwis and chestnuts for children with latex allergies 		<ul style="list-style-type: none"> Plants such as poinsettias for children with latex allergies Perfumes and scented products
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While not all anaphylaxis triggers can be avoided at all times, at our school we strive to create an allergy-aware environment in light of the particular needs of our students with respect to these triggers.

C. Student Emergency Response Plan

Through the use of the Student Emergency Response Plan, our school will identify children at risk, keep records with information relating to each student with anaphylactic allergies, and ensure there is a plan in place to support that student in the event of an anaphylactic reaction.

At the time of registration (yearly), all parents will be asked to identify on registration materials whether or not their child has any anaphylactic allergies. Parents of children with anaphylactic allergies will be required to fill out the Student Emergency Response Plan, which will be included with the registration materials. Notably, this Student Emergency Response Plan requires the signature of the child’s physician.

A copy of the Emergency Response Plan will be kept in the office as part of the student’s permanent school record. Additional copies will be given to the student’s teacher to be kept in the student’s classroom for access by all those with supervisory care of the student, including occasional teachers. Finally, copies of each child’s Student Emergency Response Plan will be available in the staff room, copy room, and next to any location where auto-injectors are stored in the school.

All parents must advise the School Principal of any changes in their child’s health that would impact any of the information provided in the Student Emergency Response Plan, and the Student Emergency Response Plan must then be updated to reflect that new information. It is the parents’ responsibility to communicate this information to the School Principal in a timely manner.

D. School Emergency Response Plan

In addition to each individual child’s Student Emergency Response Plan, the school has a broader School Emergency Response Plan to ensure an appropriate and timely response in the event of an anaphylactic reaction. That plan includes the following items:

(i) Storage and Provision of Medications

Children at risk of anaphylaxis **must** carry one auto auto-injector with them at all times and have a back-up available in the school.

The school will keep auto-injectors stored in the health room and in the supervision packs.

Posters that describe the signs and symptoms of anaphylaxis and how to administer an auto-injector will be placed in relevant areas (classrooms, office, staff room) and will always be placed next to the auto-injector itself in the health room.

Additional auto-injectors will be brought on all field trips, along with copies of students’ Student Emergency Response Plans.

Twice-yearly, the School Principal will check all stored auto-injectors on school property to ensure the medication has not expired. The School Principal will keep a record of these twice-yearly checks.

(ii) Training

The School Principal will ensure that yearly training will be provided to all staff that may be in a position of responsibility for students with severe allergies and anaphylaxis. This training will be provided by a Public Health Nurse and will provide a review of the appropriate emergency response protocols in the event of an anaphylactic reaction.

Specifically, this training will include the following elements:

- Symptoms of anaphylaxis
- Procedures when a reaction is occurring, namely:
 - Administer the Epi-Pen without hesitation
 - Have someone call 911
 - The student should rest quietly and should not be sent to the office
 - Help the student to remain calm and breathe normally. An adult must stay with the student.
 - Call the parents/emergency contact
 - Observe and monitor the student until the ambulance arrives
 - If symptoms persist, administer a second Epi-Pen 10-20 minutes after the first, to a maximum of 3 doses
 - Symptoms of anaphylaxis
- How to administer auto-injector
- Protocol for calling 911

(iii) Incident Debriefing

Following treatment for an anaphylactic response, the staff will debrief and review the school's response. The school will also report to the CISVA Superintendent's office in aggregate form the number of anaphylactic incidents (e.g. the number of students with anaphylaxis, the number of students where epinephrine was administered, and who administered it).

E. School Communication Plan

Our entire school community is responsible for ensuring that we maintain an allergen-aware environment. In order to ensure all members of the school community are aware of the importance of ensuring the safety of all students with allergies, our school has a communication plan.

All letters and notices sent pursuant to this communication plan will include the following elements:

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

Our school communication plan may include the following items:

1. Posters/Signage:
 - “Allergy-Aware” Posters in the school informing school community members of known anaphylaxis allergies (listing the specific known allergens)
 - Classroom-specific “Allergy-Aware” Posters posted in classrooms of children with known anaphylaxis allergies (listing the specific known allergens)
 - Posters throughout the school reminding all students to be safe, not share food, wash their hands before eating, only allow their own food on their desks, and clean up their spills.

2. School Principal Messaging:
 - The School Principal will send letters/messages home to the parents at regular intervals throughout the school year reminding them of the presence of anaphylactic children in the school and requesting they refrain from sending known allergen items to school with their child.
 - These letters/messages will also emphasize the importance of clearing any food brought for special occasions with the School Principal to ensure no allergens are present and/or students with special dietary restrictions are accommodated.
 - Prior to school-sponsored special events, the School Principal will work with the parents of students with known allergens to ensure there is minimal exposure to those allergens

3. School assemblies/classroom instruction:
 - Students will be educated about anaphylaxis in both classroom and school-wide setting as appropriate.
 - Such education will emphasize the importance of washing hands, not sharing food, and showing respect for all students.

F. Roles and Responsibilities

At our school, we acknowledge that anaphylaxis management is a shared responsibility that includes all members of our school community: the allergic children, their parents/guardians, teachers and staff, the school principal, and all students. We strive to fulfill our respective roles and responsibilities as outlined in the CISVA’s Anaphylaxis Policy, and together aim to increase awareness of life-threatening allergies with the goal of avoiding any serious incidents so that all children can be safe at school.

9.0 Parking/Traffic Flow

Please study the parking lot procedures carefully and ensure that anyone who is responsible for dropping off and picking up your child(ren) is aware of the procedures. It is essential, indeed crucial, that the procedures are followed in order to ensure optimum safety for all people. City By-law has required a landscape border along 150th street, thereby narrowing the parking lot. Please use extreme caution while backing out of the horizontal parking area.

The parking lot in front of the school is for STAFF PARKING only. Students are NOT to be dropped off or picked up from this area.

9.1 Parking Lot Procedure

Entrance to the parking lot is from 150th at the **ONE WAY** entrance.

Parking is to the left and is horizontal ONLY. For safety reasons, we ask that all vehicles are backed into marked parking stalls.

A morning **drop off zone** (drivers to remain in your car) is to the right. There is no parking on this side of the lot until 9 am.

In the afternoon horizontal parking on the right is permitted for pick up. There is **no drive through** pick up in the afternoon.

All vehicles must **EXIT** the school parking lot at the marked EXIT.

Parking is also permitted in the church parking lot.

Please note the section of 150th street beside the school is reserved for buses ONLY; no pickup or drop-off in this section.

No drop-off or pickup across the street from the school on 150th OR from the staff parking lot.

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

9.2 Bicycle Safety

All **Star of the Sea** students must wear a CSA approved bicycle helmet at all times while riding a bicycle to and from the school, while on school property, and during school-related activities. Students arriving on bicycles without helmets will not be permitted to ride a bicycle on or away from school property. The bicycle will be safely secured until it is retrieved by an adult or the student obtains an approved helmet.

10.0 School Uniform

Our uniform supplier is **Cambridge Uniforms**, situated at #112-2455 Dollarton Hwy. North Vancouver, B.C. Telephone: (604) 924-9938. Website: www.cambridgeuniforms.com

All new uniform articles must be purchased at this supplier's store to keep the uniform consistent.

***The old uniform will be acceptable from Sept. 2018 – June 2020 except for gym shirt**

The uniform requirements are as follows:

Boys

- Navy dress pants or dress shorts
- White dress/or golf shirt with school logo, **tucked into waist band**
- All black or Navy socks with no visible logos
- All black or navy shoes with no visible logos
- School sweater is mandatory (**and must be at school every day**): choices are pullover, cardigan or sweater vest.
- Hair must be natural colour and kept short and neat; above the ears on the side, above the eyes in the front and tapered down to the hairline in the back above the collar
- No extreme styles (styles that make a student stand out from peers)
- No jewelry except for simple watches (not connected to internet)

Girls

- Navy or tartan tunic, skirt or skort, not more than 3" above or 1" below the knee
- Navy dress pants with navy or black socks
- White blouse (no frills or ruffles) or golf shirt with school logo, **tucked into waist band**
- Navy knee high socks or navy tights to be worn with tunic, skort or skirt
- All Black or navy shoes (heels no higher than 1 ½ inches)
- School sweater is mandatory (**and must be at school every day**): choices are pullover, cardigan or sweater vest.
- Hair accessories to be discreet and in school colours (blue or white) or hair colour
- Hair colour must be natural, neat and tied back away from face, no extreme styles (styles that make a student stand out from peers)
- No jewelry except for small earrings and simple watches (not connected to internet)

Gym Strip

- Navy shorts
- New blue gym shirt for school wide events (yellow shirt for gym classes/practices)
- **athletic runners (non-scuff). No slip on runners or skate shoes -MANDATORY for safety reasons – student to sit out until they have proper runners**
- Navy school sweat suit
- Optional - White athletic socks (for PE only).

Outdoor Recess

Non-gym runners may be worn at recess.

Thank you for ensuring that your child has the correct uniform. The school uniform is worn to all school sponsored events including extra-curricular practices, games, meets, walkathon and field trips.

10.1 Enforcement

1. First Infraction: Teacher to give student a verbal reminder to be corrected by next day
2. Second infraction (within a week): Teacher to give student a uniform infraction note to be signed or acknowledged by email from parent to be corrected by next day
3. Third infraction: Teacher to email/phone home to develop an action plan
4. Teacher to inform administration if infraction becomes chronic (multiple weeks/multiple infractions); Administration to get involved

11.0 Curriculum

11.1 Academics

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

11.2 Religious Curriculum

Star of the Sea Parish School follows a structured catechism program recommended by the **Archdiocese of Vancouver**. This program titled "Call to Faith" is scheduled for 150 minutes per week. Additional programs endorsed by the **Archbishop of Vancouver** on Human Growth Sexuality Education is provided through parent's programs for Grades 4,6 & 7 And Chastity Education is provided in Grades 6 and 7. The Archdiocesan developed child abuse prevention program, "I'm A Gift from God", is taught in Grades Kindergarten to Three both at home and in the classroom.

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

Non-catholic students enrolled in the **Star of the Sea Parish School** are also required to participate in our religious curriculum. Students are encouraged to follow the precepts of their own faith according to their denominational standards and attend church services regularly.

11.3 Sacramental Programs

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

11.4 School Masses

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

11.5 Report Cards & Parent/Teacher Communication

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

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

11.6 Homework Expectations

Homework is assigned Monday through Thursday. Homework time should be between thirty and sixty minutes each night in intermediate grades. Check student planner – homework should be recorded.

If, however, an assignment is given with lengthy notice of due date, a student may choose to do work during a weekend period.

The definition of homework will include:

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

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

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

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

11.7 Learning Resources Policy (April 2017)

A. Introduction

Effective July 1, 2016, independent school authorities are required to have policies and procedures on how learning resources are chosen for use in schools. The learning resources requirement is authorized under the authority of the Independent School Act, s 4(1)(b) which states:

On application by an authority, the inspector must issue or renew a certificate classifying an independent school into one or more of the groups set out in the Schedule if the inspector is satisfied that the authority and the independent school meet (b) the educational standards established by the minister, and

Section 4 of the Ministerial Order 41/91, the Education Standards Order.

The Ministry of Education no longer conducts evaluation processes to recommend learning resources, leaving the responsibility to the school authority. This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges will be addressed by School ABC.

B. Definition of Learning Resources

Learning Resources are texts, videos, software, and instructional materials that teachers use to assist students to meet the expectations for learning defined by provincial and local curricula.

This policy is specific to learning resources which form the core program collection of resources.

Learning resources used in the classroom will be evaluated and approved by School ABC with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical, cultural and/or religious values.

C. Learning Resources Approval Process

School ABC will encourage teachers to utilize education media that have been formally evaluated before being used in the classroom. The evaluation process involves a minimum of two school authority representatives, one of whom is a practicing teacher with at least three years' experience, preferably in grade level and subject area for which the resources are to be used. The recommended scope of professional learning resources for review include Primary (Gr K-3), Intermediate (Gr 4-6), Middle (Gr 7-9) and Secondary (Gr 10-12). *(Note: Schools may establish their professional learning resource categories differently, such as K-7, 8-12 which should replace those listed above.)*

The evaluation criteria used in determining appropriate learning resources for the school will include, but are not limited to:

- Supporting the learning standards and outcomes of the curriculum
- Assisting students in making connections between what they learn in school and its practical application in their lives
- Addressing developmental and age appropriateness

- Having effective instructional and technical design
- Meeting the requirements set by copyright and privacy (PIPA) legislation
- Suitability based on the pedagogical, social, philosophical, cultural and/or religious values of *School ABC*.

Evaluating resources from the perspective of pedagogical, social, philosophical, cultural and/or religious values will:

- encourage understanding and promote positive social attitudes and respect for diversity and individual differences
- ensure that BC students will see themselves and their life experiences, within a free, pluralistic, and democratic society and evidenced in the learning materials they use in their classroom
- identify potential controversial or offensive elements that may exist in the content or presentation, and highlight where resources might support positive social attitudes, diversity, and demonstrate tolerance and respect for individual differences.

Resource evaluation will be based on one or more of the following inclusion criteria: (*schools will adjust criteria accordingly*)

- age
- multiculturalism and diversity
- accessibility
- beliefs and values
- cultural attributes
- socio-economic factors
- humour
- ethical and legal considerations
- language
- course content, skills, and competencies
- respect for individual differences
- violence
- social responsibility
- democratic principles
- service learning
- pedagogical perspectives

D. Authority Approval

The Board of Directors will approve resources used by School ABC which then become recommended resources for a five-year period unless they are withdrawn. The authority may continue to use the learning resources after five years if the authority grants an extension of an additional five-year period. Learning resource approval is confirmed by a motion(s) passed by the *School ABC* Board of Directors. (Note: *School authorities may decide on an alternate confirmation process which should be documented here*)

E. Withdrawal of a Recommended Learning Resource

Learning Resources will maintain a recommended status for five years, after which continued status will be subject to, but not limited to, criteria such as curriculum relevance, currency, and availability.

The recommendation of withdrawal will be made by a committee of at least two representatives of *School ABC*, one being a practicing teacher with at least three years experience preferably in grade level and subject area for which the resources are used. The recommended scope of professional learning resources review will be Primary (Gr K-3), Intermediate (Gr 4-6), Middle (Gr 7-9) and Secondary (Gr 10-12). (See note for Section C)

A learning resources withdrawal will be confirmed by a motion passed by the *School ABC* Board of Directors. (See note for section D)

F. Challenge to the Use of Authority Recommended Learning Resources

Challenges to the use of authority recommended learning resources must be made in writing to the (principal/superintendent/head of school), identifying the learning resource and stating the reason why the resource(s) may not be suitable. Challenges will only be accepted from individuals in the school community whose children are directly engaged with the learning resource(s), educators who use the resource(s) or Ministry of Education staff.

Within 14 days of written receipt of a learning resource challenge, the (Pr/S/H of S) will convene a meeting of a committee, consisting of a minimum of three representatives of *School ABC*, one of whom must be an administrator and another a practicing teacher. The practicing teacher must have at least three years of experience in the grade level(s) and subject area(s) for which the resource is used.

Based on the committee's recommendation, the authority may dismiss the challenge, raise the awareness of the implications of using the resource with the teaching staff, communicate with the publisher and/or withdraw the recommended resource from further use in the school.

The individual issuing the challenge will be notified of the committee's decision in writing within 14 days of the decision.

G. Sources of Learning Resources

School ABC may use the services of the Education Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources.
(List other sources used by *School ABC*. Ex. Online list of resources, Open Education Resources, Textbook Publishers, etc.)

Approved by the FISA Board of Directors, March 24, 2017

12.0 Special Education Policy and Procedures

We have developed our School's Education Policy and Procedures based on the BC Ministry of Education Services: Manual of Policies, Procedures and Guidelines -2016, and the CISVA Special Education Handbook- Policies, Procedures and Guidelines – 2014

Policy:

Star of the Sea is committed to the education of the whole child (spiritual, emotional/social, intellectual, physical and artistic/aesthetic strands. We are committed to developing programs to meet the needs of our students.

Rationale:

Star of the Sea is a Christian community. We are committed to supporting students with special needs. We develop special education programs so that students have equitable access to learning and opportunities to pursue and achieve the goals of their educational programs.

Inclusion:

Star of the Sea promotes, and believes in, developing an inclusive school environment. Inclusion is the principle that all students with special needs are entitled to equitable access to learning, achievement and the pursuit of excellence in aspects of their education. The practice of inclusion is not necessarily synonymous with integration in the classroom and goes beyond placement to include student's meaningful participation and facilitate interaction with others.

Student placement:

Following the principle of '*placement in the most enabling environment*', Star of the Sea will collaborate with the parents of a child who has special needs to determine the student's placement. Star of the Sea will provide a student who has special needs with an educational program in a classroom where the student is integrated with other students who do not have special needs, unless the educational needs of the student with special needs indicate that his or her program should be provided otherwise. The emphasis on educating students with special needs in the classroom with their same age and grade peers, however, does not rule out the appropriate use of resource rooms, self-contained classrooms, community-based programs, or specialized settings.

12.1 Learning Support Referral Process

Star of the Sea has a referral process, based on the Response to Intervention model (RTI) which begins in the classroom. The classroom teacher makes student observations and gives assessments. To develop effective program planning, the classroom teacher may engage in collaborative consultation, consulting with the previous teachers and the LSC teachers. In some cases, Learning Support Teachers administer further assessments, make observations, and work with classroom teachers to develop and implement strategies and interventions in the classroom to meet the student's needs. The student's progress monitoring is ongoing.

If the student still cannot access curriculum at the expected level with classroom support the following process is begun:

Referral Process:

1. Classroom teacher makes a referral to the Learning Support Centre (LSC) by filling out the forms provided by the department. The LSC teachers and the classroom teachers work together to develop interventions in the classroom (short term).
2. If the student's needs are still not met, the classroom teacher sets up a school-based team and invites the parents in for a collaborative consultation and sets up a time to meet. Comprehensive adaptations are developed and documented.
3. All students identified with a specific learning need and meet Ministry of Education designation or receive direct support through LSC will be placed on an Individual Education plan (IEP).

Individual Education Plan process:

- School based team invites student's parents to collaborate with the school to develop the IEP. Reports from qualified professionals are reviewed at the initial IEP meeting, and a case manager is assigned, notes are taken.
- The School based team (LSC teachers, classroom teachers) draft the student's IEP and take into account the information shared at the IEP meeting (parents, professionals). The parents receive a copy of the IEP.
- Copies are also given to the classroom teachers and specialty teachers who work with the student. A working copy of the IEP is kept in the LSC office in individual binders and is used to document progress, make changes and write new goals.

- The school-based team meets with the parents at least twice a year. When warranted we meet more often with parents. Notes are taken at each meeting. IEP progress, strategies and resources are shared. Action plans are made and follow up dates are established.
- End of the year transition meetings are set up for all students on IEPs. Present year and following year teachers, along with LSC are present. Progress and any concerns are shared.

Communication:

Star of the Sea values a strong home-school communications system to enhance effective program planning for students. Communication about student progress is the responsibility of the classroom teacher, however, with respect to the IEP goals and objectives the school - based team members will support the communication process. Educational Assistants (EAs), support student learning and implement programs, under the direction of the classroom teacher. EAs do not communicate student progress to parents and have been told to let parents know they need to speak directly to the classroom teacher. EAs supporting students document for the classroom teachers and meet to discuss documentation with the classroom teachers regularly.

13.0 Field Trips

CISVA Policy Ref. #409 Field Trips/Off-site Experiences

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

Field trips will:

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

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

All persons transporting students, other than their own children, must have submitted a **Driver Authorization** form yearly to the office and have a completed **Criminal Record Check** on file at the office.

Medication requirements and administration will be reviewed by the classroom teacher prior to the event. Sections 8.4 and 8.5 will be followed offsite

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

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

14.0 Extracurricular Activities

Interested students may participate in the extracurricular activities.

Star of the Sea School Extra Curricular Activities									
SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Mass Choir (Gr 4-7)									
Youth Action Team (Gr 6-7)									
Cross Country (Gr 1-7)									
Soccer (Gr 5-7 Boys)									
Volleyball (Gr 5-7 Girls)									
			Geography Challenge (Gr 5-7)						
			Basketball (Gr 5-7)						
				Red Cedar (Gr 4-7)					
					Chess Club (Gr 4-7)				
						Track & Field (Gr 3-7)			
							Soccer (Gr 5-7 Girls)		

14.1 Sports

- Volleyball (Grades 5-7) girls
- Track and field (Grades 3-7) boys & girls
- Soccer (Grades 5-7) boys & girls
- Basketball (Grades 5-7) boys & girls
- Cross country - boys & girls (Grades 1-7)

14.2 Arts & Cultural Activities

- Geography Challenge
- Spelling Bee
- Choir
- Speech Arts
- Chess Club
- Youth Action Team

15.0 Disciplinary Procedures

CISVA Policy Ref. #426 Suspensions & Expulsion
CISVA Policy Ref. #302 Major Complaints

Discipline may be considered within these main categories:

15.1 Minor Misconduct

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

15.2 Major Misconduct

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

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

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

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

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

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

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

15.3 Gross Misconduct

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

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

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

15.4 Appeals of Disciplinary Decisions

CISVA Policy Ref. #426 Suspensions & Expulsion

CISVA Policy Ref. #302 Major Complaints

Parents may appeal a student's suspension or expulsion according to the following CISVA policy guidelines:

1. An appeal must be submitted in writing to the PEC within 7 days after the principal's decision has been communicated to the parent.
2. On receiving the appeal, the PEC will form a subcommittee which must always include the pastor. The subcommittee will review the documentation of the incident and arrange for input from the parties involved. Following this, the sub-committee will make recommendations *in camera* to the PEC. The PEC will notify all parties, in writing, of its decision within 7 days. If the decision involves disciplinary action, the PEC must consult with the Superintendent before implementing its recommendations.
3. The PEC's decision may be appealed to the CISVA Board of Directors who 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 to be delivered to the Superintendent's Office within 14 days of the PEC communicating its decision. The Board's decision shall be final.

Full details of the CISVA appeals procedure are available through the school secretary.

16.0 Violence, Threat Risk Assessment Protocol (VTRA)

FAIR NOTICE RESPONSE TO THREAT-MAKING BEHAVIOR

STAR OF THE SEA SCHOOL is committed to a safe and supportive environment for all. We take all threatening comments and behaviors seriously. Students, staff and parents should be aware of the Violence Threat Risk Assessment Protocol.

WHAT IS A THREAT?

- A threat is an expression of intent to do harm or act out violently against someone or something
- A threat may be verbal, written, drawn, posted electronically or made by gesture
- A threat may include any high risk behaviour such as possession of a weapon

WHAT IS THREAT ASSESSMENT?

Threat assessment is a process that is followed when a school becomes aware of a threat made against a student, staff member, or the safety of the school building and its occupants. When any form of a threat is made, a threat assessment team will investigate and appropriately enact the District's Violence Threat Risk Assessment Protocol. A threat assessment team is made up of individuals who have received formal threat assessment training.

WHAT PARENTS AND STUDENTS NEED TO KNOW

- Any threat must be reported to the school administration, counselor or some other trusted adult
- Investigation may involve the police and/or other community agencies
- Investigation may involve locker or personal property searches
- Interviews will be held with the threat-maker and other students or adults who may have information about the threat
- Parents of students who are directly involved will be notified
- Threatening behavior may result in discipline for a student
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats

EVERYONE HAS A DUTY TO REPORT

Often when we hear in the media about a violent incident, we learn that the threat-maker had made threats in advance of acting violently. To keep our school communities safe, students, parents, staff and community members must report all threat-related behaviours and high-risk activities.

17.0 Communications

17.1 Notices Home

Weekly newsletters are sent via email. Parents are asked to subscribe via the school's website at www.staroftheseaschool.ca. Additional notices will be sent home with the oldest or with the grade specific child.

17.2 Personal Information Privacy Act (PIPA) Policy

See APPENDIX: Personal Information Privacy Policy for Parents and Students

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

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

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

PIPA Complaint Procedure

If you have a concern or complaint about how your personal information is collected, stored or used, pass your concern on to the "Privacy Manager" (school Principal) verbally or in writing. Review a copy of the "Personal Information Privacy Policy" (a copy is located in the office). The principal will review the policy with you and will investigate your concern in a timely, fair and impartial manner. If you are not satisfied, you may forward your concern to the Privacy Commissioner at the CISVA Superintendent's Office at (604) 683-9331.

17.3 Changes to Contact/Personal Information

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

17.4 School Telephone

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

17.5 Mobile Phones & Electronic Devices

(CISVA Policy Ref. #430 Personal Electronic Devices)

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

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

At Star of the Sea, it is preferred that such devices not be brought to school if possible. However, if it is critical that a child be in possession of a mobile phone or other portable electronic device at school, it must be powered off at all times during school hours and while under school supervision. If a child needs to use their mobile phone, **they must ask permission from a staff member and use the device in the presence of the staff member**. Once the call is complete, the device must be powered off and returned to the child's bag. Failure to do so will result in disciplinary action and confiscation of the device for the day.

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

17.6 Computer Use

School Computer use is to be supervised at all times. Students must ask permission from supervising teacher before accessing the Internet. Improper use of the Internet is prohibited (see Disciplinary Procedures). An Internet Use Policy will be signed by parents and students.

18.0 Emergency Procedures

18.1 Fire Safety and Drill

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

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

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

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

18.2 Fire Drill Procedure

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

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

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

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

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

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

18.3 Earthquake Safety and Drill

Star of the Sea School follows the outline of earthquake drill as published by the **Ministry of Education, Province of British Columbia, September 2012.**

A comprehensive Handbook on Emergency Preparedness has been issued through the CISVA Administrators' Association and a copy of this guidebook is available in the Administration Office and should be consulted for further detailed information.

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

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

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

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

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

18.4 SCHOOL SAFETY ALERT SYSTEM

STAR OF THE SEA SCHOOL EMERGENCY RESPONSE

LOCKDOWN (RESPONSE TO DANGER)

INSIDE BUILDING

- Gather people in your vicinity (including hall) into a secure room – do this quickly
- Kindergarten EAs check primary bathrooms and Gr 4 teachers check intermediate bathrooms; bring students into class
- People in Learning Commons go to Gr 5 classrooms
- **Close** and secure doors
- **Close** windows and blinds
- **Turn off** lights, be quiet, get down low/behind heavy furniture, **get out of sight**
- **Silence** all cell phones and ask that they be placed face down on floor
- No one is admitted into building & classrooms
- Normal activities in the school **cease**
- Await **'ALL CLEAR'** announcement

OUTSIDE BUILDING

- Do NOT enter building
- Go directly to Church
- Await police response

HOLD & SECURE (SECURED ROOM)

- Bring everyone into the school and **remain inside**
- Secure exterior doors and windows
- **Close** exterior window blinds/drapes
- No one may enter or exit the school during **HOLD & SECURE**
- Normal activities continue **WITHIN** the school
- Await **'ALL CLEAR'** announcement

EVACUATE (HAZARD WITHIN)

- Direct students and other staff to **exit** the school via the shortest, safest route
- **Report** to and **assemble** outside at the designated assembly site
- Principal or designate will determine next steps
- Await **'ALL CLEAR'** announcement

DROP, COVER & HOLD (EARTHQUAKE)

- Quickly move away from obvious hazards
- **DROP** – low to the ground
- **COVER** – take cover under a sturdy table, desks, furniture, or other large sturdy items
- Face away from windows
- **HOLD ON** – to the furniture you are under and stay there until the shaking stops
- After the shaking stops, wait **60 seconds** and then **EVACUATE** via the shortest, safest route
- Follow the **EMERGENCY PREPAREDNESS PLAN** (red emergency duo tang found in backpack by exit doors in classroom)

18.5 Parent Roles and Responsibilities

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

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

- If on the playground, you must report to the Release Station at the small gate in the corner of the playground in the Church Parking lot.
- If we have re-entered the school, report to the Release Station at the gathering area of the gym.

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

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

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

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

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

19.0 Student Responsibilities

19.1 Student Code of Conduct

Students are expected to:

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

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

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

Behaviour Expectations in the Hallways:

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

Behaviour Expectations In the Classroom:

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

Behaviour Expectations In the Washrooms:

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

Behaviour Expectations on the Playground:

- Verbal/physical harassment of any kind is prohibited.
- Out of fence = out of bounds.

- No skateboards, roller blades or heeleys allowed on school grounds.
- No electronics (mobile phones, mp3 players, etc.)
- Approved helmet must be worn while riding bicycle to and from school.

Behaviour Expectations in the Gym:

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

Behaviour Expectations in the Fine Arts Room:

- Students must not enter the Fine Arts Room without a supervisor.

19.2 Peer Maltreatment

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

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

1. The concern will be promptly investigated by the staff member who has been approached. Serious or recurrent incidents will be documented in written form and reported to the Principal in a timely manner.
2. It is the responsibility of the Principal to further investigate all complaints of maltreatment in a confidential, impartial, and timely manner.
3. Appropriate action will be initiated by the Principal. If required, the Principal will assign consequences and create an Action Plan for corrective, educational, and/or disciplinary purposes. All parties will be informed if action has been taken. The Action Plan will be time bound and subsequently reviewed. Upon review, the Principal's discretion will determine whether continued time or further action is needed, or if the offending student's continuing enrollment in the school is to be evaluated by the Parish Education Committee.
4. If the principal's resolution is not accepted by one or more of the parties involved, the matter may be appealed to the Parish Education Committee.
5. Decisions of non re-enrollment and expulsion ultimately made by the Parish Education Committee can be appealed to the Superintendent of the Catholic Independent Schools of the Vancouver Archdiocese.

19.3 Playground

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

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

The playgrounds are closed before and after school.

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

19.4 Playground Conduct

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

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

19.5 Playground Structure Rules

All play on "The Big Toy" must be in the presence of a supervising adult. The eating of food is not allowed on the Big Toy Structure.

19.6 After School Boundaries

The forested area that runs along the east side of our school from 24th avenue all the way up to the church is **OUT OF BOUNDS AT ALL TIMES!**

The 'BIG' field, and primary field are **CLOSED** after school. Students in grades 1 through 7 are **NOT** permitted to walk back to the primary field after school. Once dismissed, students must wait in the SUPERVISED courtyard or upper lot area for pick up.

19.7 Care of Books and Property

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

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

Rationale

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

Policy

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

CISVA Policy 430: Personal Electronic Devices and School-based Technology (Revisions 7 June 2016)

20.0 Parent Responsibilities

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

It is the responsibility of parents to:

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

20.1 General Behaviour and Demeanor

The moral obligation of instructing children in a Christian lifestyle rests first with the parents. The responsibility of Star of the Sea School is to provide an extension and training ground to parental training in the practice of these life skills. The teachers and staff of the school will be dedicated to finding the best means of guiding and teaching the children and in this way reinforce the example set by the parents of our enrolled students.

In order to carry through this directive into the school and classroom, it is extremely important that the child be thoroughly convinced that the parents stand behind the school and that they will demand an accounting of behaviour in the school. Without such an understanding, the child can come to think that home and school are unrelated areas of authority. For this reason, parents and teachers are encouraged to communicate their common goals to the children and encourage the child's respect for his or her peers within the school and in the community as a whole.

20.2 Cold and Rainy Days

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

20.3 Nutrition Breaks and Schedules

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

20.4 Conflict Resolution Procedure

CISVA Policy Ref.#302 Major Complaints

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

1. Make an appointment to meet the child's teacher. Many problems, concerns and misunderstandings can be resolved by effective communication at this level. Do not hesitate to contact the teachers; they are dedicated and willing to assist you and your child.
2. If the matter cannot be resolved with the teacher alone, make an appointment to meet with the teacher and the Principal together.
3. If the matter cannot be resolved at the Principal's level, document your concerns and efforts toward resolution to the **Parish Education Committee**.

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

21.0 General Policies & Information

21.1 Abuse Disclosure

CISVA Policy Ref. #405 Responding to Student Abuse/Neglect

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

This is not a responsibility that may be discharged by the educator reporting to any other person other than an appropriate delegate of the **Ministry for Children and Families**. These responsibilities cannot be assumed by school or Parish Education Committee personnel.

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

21.2 Tobacco & Smoking Ban

CISVA Policy Ref. #406 Student Health

On September 2, 2007, the renamed Tobacco Control Act (bill 10) came into force. The legislation prohibits all persons from smoking or using tobacco, or holding lighted tobacco in, or on school property. The non-smoking ban in and around school buildings is in effect 24 hours a day.

Tobacco and Vapour Products Control Act [RSBC 1996] Chapter 451 2.2 (1) Local Parish Education Committee Policy – Revised January 2017

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

21.3 Drinking Water of School Facilities

Star of the Sea School will take reasonable steps to test for lead content in drinking water in school facilities to ensure quality meets established guidelines under applicable provincial and federal legislation, and report results to the Ministry of Education during the Ministry External Evaluation or as required. The testing procedure and amount of samples taken at the school shall be determined by Exova Canada Inc. Should results reveal lead levels above the maximum allowable concentration of 0.010 mg/L as stated from the Guidelines for Canadian Drinking Water Quality by Health Canada, the school in consultation with their Regional Health Authority will commence daily flushing immediately or deactivate and place a “Not in Use” sign on the water sources. Should testing demonstrate elevated levels of lead, the school will immediately inform the Ministry of the issue and will collaboratively work with the Health Authority to communicate the results of testing lead content in drinking water with parents, students and staff.

References: British Columbia Ministry of Education Public School Policy “Testing Lead Content in Drinking Water of School Facilities”

[Http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/testing-lead-content-in-drinking-water](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/testing-lead-content-in-drinking-water)

Health Canada “Guidelines for Canadian Drinking Water Q”

http://www.c-sc.gc.ca/ewh-semt/pubs/water-eau/sum_guide-res_recom/index-eng.php

Last Tested: January 10, 2017

21.4 Party Invitations

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

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

21.5 School Supplies

At the end of each school year, prepackaged kits for each of the school grades are ordered for the next school year. Parents pay for these kits in June. These prepackaged kits contain the necessary supplies to begin the new school year.

From time to time, supplies may need to be replenished by parents, depending on student’s care and use.

21.6 Weapons

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

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

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

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

22.0 Parent Participation Program (April 2017)

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

22.1 Participating Families

As active school community members, parents/caregivers are required to participate in one or more areas as needed by the school (see below). Further details are provided with the annual (re)registration package. A minimum of 50 hours per year (as defined by a yearly cycle **beginning on July 1** preceding the school year in question) is required from each family for fulfillment of the Parent Participation Program responsibility. Completed hours are to be recorded on a regular basis via the school website.

Each participating family will be required to **submit 2 post-dated cheques** at the time of registration/re-registration, \$300 each, dated March 1 and June 1 of the upcoming school year. These cheques will only be cashed if Parent Participation Program obligations are not met, according to the following protocol:

- **The March 1 cheque will be deposited if a minimum of 25 hours are not completed by March 1.** A full refund will be provided if the annual Parent Participation Program obligation (50 hours) is subsequently met by the end of the school year (June 30).
- **The June 1 cheque will be cashed if the full Parent Participation Program obligation is not met by the end of the school year (June 30).** A partial refund will then be provided for hours worked on a pro-rated basis (valued at \$12 per hour).
- **Payment in full of any outstanding Parent Participation Program penalty will be a necessary condition for re-enrollment in the upcoming school year.** Furthermore, your child(ren) will not receive classroom placement(s) in August until this obligation has been met.

22.2 Areas of Participation

Coordinator Positions	Parish Education Committee
Evening Janitorial Assistance	Playground Supervision
Grips	P.R.E.P. (Teaching Religion)
Headchecks	Recycling
Hot Lunch	Special Assignments
Laminating	School Maintenance
Library	Children's Liturgy Of The Word
Gala	Classroom Helpers
Special Events Team	Maintenance

Once you are assigned to an area you will be contacted by the Area Coordinator to work out a schedule and to answer any questions you may have. It is important to understand that once a schedule has been made up and work areas assigned, you are expected to remain committed to that area. You are responsible to find your own replacements. Should you find the need to change your area of participation during the year, you must contact your Area Coordinator immediately. We cannot guarantee that a position in another area will be available. Failure to meet your obligation will result in reassignment to the 'pay in lieu' category requiring an additional \$600 fee. A comprehensive Parent Participation Registration Form will be distributed at the time of registration/re-registration.

Fifty hours of participation per family is required, but this is used as a guideline only (additional hours are much appreciated). If you find you are short hours, it is your responsibility to make up those hours if you do not wish to be pay the balance of hours in lieu at a rate of \$12 per hour. Contact the Area Coordinator for assistance.

22.3 Pay in Lieu Options

We understand that some families may not be able to participate through hours. As a result the following options are available.

- Pay in Lieu Option: A \$600 payment (either one cheque dated for September 1st or two cheques for \$300 dated September 1st and March 1st)
- Hybrid Option: Families work only 25 hours in a specified area and pay a \$300 payment (one cheque dated September 1st)
- Goods & Services in Lieu Option: Families can propose to offer the school and/or parish goods and/or a services in lieu. For this option, an application found on the school's website must be approved in advance by the PEC.
-

22.4 Criminal Record Check

Each person that will be working with children in/outside of our school for their Parent Participation hours or otherwise, is required to complete a Criminal Record Check through the Ministry of Justice at the beginning of each school year (good for 5 years). Applications are done online at <https://justice.gov.bc.ca/eCRC/> Access code is: YUQ9ZV8A2K.

23.0 Parish Education Committee

2018 - 2019

Father Glenn Dion	Pastor
Nicole Regush	Principal
Lauren Dattilo	Chairperson
Heather Dagenais	Vice-Chair/Secretary
Kari Lloyd	Treasurer
Jeff Rivett	Delegate to CISVA
Cam Prout	Member at Large
Rick Ganga	Member at Large

23.1 Parish Education Committee

CISVA Reference Policy #110 Education Committee Responsibilities

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

24.0 Grade Seven Awards

(to be updated)

24.1 Scholarships

APPENDIX



PERSONAL INFORMATION PRIVACY POLICY

FOR PARENTS AND STUDENTS of

Star of the Sea School

15024 – 24th Avenue, Surrey, B.C.

Independent schools in British Columbia are invited to adopt or adapt some or all this sample policy. This policy document is not legal advice but is intended to assist members in complying with the requirements of the Personal Information Protection Act (British Columbia).

Only the Act is definitive.

Lawyers should be consulted for legal advice.

Issued by FISA March 2004

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Star of the Sea School

PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

The School's Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of Star of the Sea School. The school is committed to meeting or exceeding the privacy standards established by British Columbia's *Personal Information Protection Act* (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of Star of the Sea School regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

Star of the Sea School may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Personal Information Privacy Policy at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between Star of the Sea School and an individual from time to time.

Ten Privacy Principles

As part of Star of the Sea School's commitment, the *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the *Ten Privacy Principles* and provides further details regarding Star of the Sea School's compliance with the principles.

Definitions

In this Personal Information Privacy Policy, the following terms have the meanings set out below:

"personal information" means any information about an identifiable individual, as further defined under British Columbia's *Personal Information Protection Act* or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

"Parent" means the parent, guardian, or other legal representative of a student.

"Student" means a prospective, current, or past student of Star of the Sea School.

Principle 1 – Accountability

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

You may contact our Privacy Officer as follows:

Star of the Sea School	
Attention:	Nicole Regush, Privacy Officer
Address:	15024 – 24 th Avenue, Surrey, B.C. V4A2H8
Phone:	604-531-6316
Fax:	604-531-0171
Email:	nregush@sossschool.ca

Principle 2 – Identifying Purposes

Star of the Sea School will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

What Information is Collected?

Star of the Sea School collects and uses personal information to provide students with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects come to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. Star of the Sea School also collects information in connection with the use of its computer systems.

[Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.]

Principle 3 – Consent

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

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, Star of the Sea School will take into account both the sensitivity of the personal information and the purposes for which Star of the Sea School will use the information. Consent may be express, implied (including through use of "opt-out" consent where appropriate) or deemed. For example, if an individual provides his/her mailing

address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to Star of the Sea School an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Star of the Sea School will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, Star of the Sea School will stop collecting, using or disclosing the personal information as requested.

If a person provides Star of the Sea School or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable Star of the Sea School to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

Principle 4 – Limiting Collection

Star of the Sea School will limit the personal information collected to that information necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

Star of the Sea School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

How is Information Used?

Star of the Sea School uses personal information as follows:

- to communicate with parents and students, process applications and ultimately to provide
- students with the educational services and co-curricular programs you expect.
- to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.
- If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.
- Star of the Sea School may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

When May Information be Disclosed?

Star of the Sea School may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how Star of the Sea School may disclose personal information.

When Authorized by You

- Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college or university, student records are

requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered, and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

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

When Required by Law

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

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

When Permitted by Law

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

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

The School's Employees

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

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

Outside Service Suppliers

At Star of the Sea School, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. **[For example, the school gives its yearbook publisher the information required to produce the annual yearbook.]** Suppliers of specialized services are given only the information necessary to perform those services, and Star of the Sea School takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

Restricting Sharing Information

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types

How Long Is Personal Information Retained?

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

Principle 6 – Accuracy

Star of the Sea School will take appropriate steps to ensure that personal information collected by Star of the Sea School is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

How May I Update Outdated or Incorrect Information?

An individual may, upon written request to Star of the Sea School request that Star of the Sea School correct an error or omission in any personal information that is under Star of the Sea School's control Star of the Sea School will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

Principle 7 – Safeguarding Personal Information

Star of the Sea School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

The School's Employees

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

Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

Student Files

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

Electronic Security

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

Principle 8 – Openness

Star of the Sea School make information available to individuals concerning the policies and practices that apply to the management of personal information.

Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of Star of the Sea School

Principle 9 – Individual Access

Star of the Sea School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

How May I Access My Personal Information?

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

Parent Access to Student Personal Information

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

Principle 10 – Complaint Process

Individuals may question compliance with the above principles.

Questions, Concerns and Complaints

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

Personal Information Privacy Policy for Parents and Students