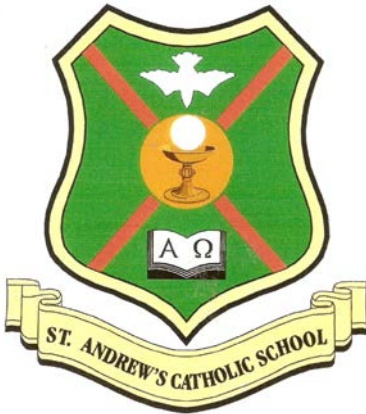


Parent/Student Handbook

2016-2017



St. Andrew's School

“And what does the LORD require of you? To **act justly** and to love mercy and to walk humbly with your God” (Micah 6:8)

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Vancouver, British Columbia
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604-325-6317
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St. Andrew's School

Handbook for Parents/Students

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SECTION 1

WHO WE ARE

St. Andrew's School

St. Andrew's is a community of faith which seeks to provide a quality Catholic Education for each child. We celebrate and are challenged by God's presence, by the story of the Christian community, and by the vision of the Gospel. The purpose of the school is the purpose of the church. This purpose is to communicate, in theory and practice, the teachings of our faith and the love of God. This is a high purpose demanding commitment and sacrifice. St. Andrew's School has done well in making that purpose a reality in our community. Our school continues to provide, for any who enter its doors, the means and possibility of growing in the way of Christ.

St. Andrew's School is in partnership with the home and the parish for the Catholic Education of children. This is a privileged and sacred task. We believe every child to be a gift uniquely created by God. We try to guide each child to achieve personal excellence within a learning environment that both nurtures and challenges. We aim at forming Christian virtues which will enable each child to grow spiritually, physically, intellectually, emotionally and socially so that they can become caring members of our society, carrying on the mission of the church.

The active involvement of parents/guardians is a key element of our school life. Their dedication, sacrifices, loyalty and commitment, through parent participation programs, all help to make St. Andrew's an excellent school. The co-operation, support and dedication of the pastor, parents, staff and parishioners have assured its success.

The school is operated as part of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA). It adheres to all the requirements of the Ministry of Education regarding curriculum, teacher qualifications, resources and facilities. It is operated locally by the Parish Education Committee, which sets local policies on school matters.

We are confident that with the presence of the Holy Spirit, and the support of the parish and home, each child will receive a quality Catholic Education at St. Andrew's.

Our goal in one word is EXCELLENCE, in all things. We look forward to working with you and your family. With your support we can continue to do great things in the future for the glory of God.

With respect for the uniqueness and potential of each student, teachers continually call students forth to the responsible freedom of the gospel, and to openness to the promise of Jesus: "I have come that they may have life and have it to the full". (John 10:10) Our school is a community of faith where relationships are based on gospel values of mutual respect and love and where teachers and students can grow together. Teachers show concern and care for their students knowing they, themselves, are to be signs of the love of Jesus Christ for them.

The cultural diversity of the students in St. Andrew's School calls teachers to

respect the unique cultural heritage of each group and to develop that respect among the students themselves. Since the parents are the primary educators of the child, the school makes every effort to maintain relationships of co-operation and mutual support with parents and families, encouraging and taking the lead in promoting opportunities for communication.

Unity

I dreamed I stood in a studio,
and watched two sculptors there,
The clay they used was a young child's mind,
and they fashioned it with care.
One was the teacher- the tools he used,
were books, music and art,
The other, a parent, worked with a guiding hand,
and a gentle loving heart.
Day after day the teacher worked
with touch that was deft and sure,
While the parent standing by his side,
polished and smoothed it o'er.
And when at last their task was done,
they were proud of what they had wrought,
For the things they had molded into the child
could neither be sold nor bought.
And each agreed they would have failed
if each had worked alone
For behind the parent stood the school,
and behind the teacher, the home.

As students grow in awareness of their own dignity and call as Christians, they are encouraged to reach out in openness and service to the community beyond the school, to become actively involved in their parish and in community organizations according to their interests and needs.



ADMINISTRATION TEAM

Fr. Wilfred Gomes	Pastor
Fr. Joseph	Assistant Pastor
Ms. Marian Mc Dermott	Principal
Mrs. Desil Manapat	PEC Chair
Mr. Bill Valera	PEC Vice-Chair
Mrs. Susan Hebron	PEC Treasurer
Mr. Ross Rillera	Maintenance
Mrs. Theresa Yong	PEC Secretary
Mrs. Ruth Fernandez	Fundraising Co-ordinator
Mr. Mike Buenaventura	Parent Participation coordinator

CATHOLIC INDEPENDENT SCHOOLS OF VANCOUVER ARCHDIOCESE

Fr. Patrick Chisholm	Vicar for Education
Mr. Dan Moric	Superintendent of Catholic Schools CISVA 604-683-9331

St. Andrews' School Staff 2016-2017

CLASSROOM TEACHERS	ASSIGNMENT	DAYS IN SCHOOL
Mrs. Franca Scali	Kindergarten	Full time.
Mrs. Emma Brady	Grade 1	Full time
Ms. Mayleen Bugarin	Grade 2	Full time
Mrs. Theresa Tokar	Grade 3	Full time
Ms. Katrina Hipol	Grade 4	Full time
Mrs. Olimpia Moneiro	Grade 5	Full time
Ms. Malou Ignacio**	Grade 6	Full time
Mr. Adam Quan	Grade 7	Full time
LEARNING RESOURCE CENTRE		
Mrs. Georgina Mallari		Tues/Thurs
Mrs. Laila Riccardi		Full time
SPECIALTY TEACHERS		
Mr. Ludwik Tokarczuk	P.E./Computers	Full time
Ms. Monica Low	Music/Library Librarian	M-Th
SEAs/TAs		
Ms. Christina Ang	Gr. 2 SEA	Full time
Mrs. Lucille Talbot	Kgtn SEA	Full time
Ms. Monita Lam	Gr. 3 SEA	Part-time
Ms. Nemia Robles	Kgtn. SEA	Full-time
OFFICE STAFF		
Mrs. Sindhu Muthu	Secretary	Full-time
Mrs. Rhodora Abroguena	Bookkeeper	Fridays at school
Mrs. Peth Yaco Oct. 1 onwards		

SCHOOL PHILOSOPHY

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. The Catholic school strives to develop a culture in which students feel safe, accepted and respected. Within this environment we aim to develop Christian leaders, responsible citizens and life-long learners.

St. Andrew's School recognizes that each child is made in the image of God. Our aim is to provide each child with the knowledge, skills and attitudes necessary for life-long learning. As partners with the parents, we are dedicated to educating the whole child: spiritually, intellectually, physically, emotionally, aesthetically and socially.

EDUCATIONAL OBJECTIVE

It is the mandate of the staff of St. Andrew's to provide a comprehensive academic program which fully meets the needs of each student and allows them to develop their unique gifts and talents, honouring the full range of learning styles presented by the children in our school.

A. Expectations of students:

- to treat members of the school community (peers, staff, parents) in a Christ-like manner
- to be fully committed to their studies
- to respect and comply with school regulations and policies

B. Curriculum

The British Columbia Ministry of Education Curriculum Guidelines govern the education program at St. Andrew's School. This core curriculum is enhanced by religious education as approved by the Archdiocesan Office of Religious Education. While these guidelines provide the foundation for teaching and learning, the school climate is rooted in our Catholic Faith.

Learning the Catholic Faith is the hub around which the curriculum of St. Andrew's School revolves. In the Primary grades, students are presented with a wide variety of learning opportunities appropriate to their specific developmental level. In the Intermediate grades, skills continue to be developed in the context of the Humanities and Sciences. Physical Education, Art, Music, Drama, French and Computers are part of the curriculum at all grade levels.

St. Andrew's School is committed to the development of the whole person and this commitment is centered on Christ.

C. School Masses

School Masses are an integral part of the life of the St. Andrew's community. They are celebrated on the first Friday of each month at 9:00 a.m. as well as at other special times in the school year including every Friday during Advent and Lent. Students are given the opportunity to share in the preparation of these Masses with their classmates.

Parents and other family members are most welcome to attend all of our Masses. Attendance at weekday Masses is strongly encouraged. On Mondays, Wednesdays, Thursdays and Fridays, the school is represented at Mass by two classes according to the following schedule:

Monday -	Gr. 6& Gr. 1	Thursday -	Gr.5 and 2
Wednesday -	Gr.7 and 3	Friday -	K & Gr. 4

SECTION 2 SCHOOL REGULATIONS/PROCEDURES

PARENTAL INVOLVEMENT

Parents are welcome at the school at any time- if you want to talk with a teacher however, this must be done when children are not present as the teacher's foremost responsibility is to the students. Trying to talk with a teacher as children are arriving into the classroom is not a good idea as the teacher can only give half-hearted attention to you, as she/he greets the children arriving. Please don't be offended by this.

A. Role of Parents:

- to model Christian attitudes and religious practices in the home
- to ensure their child attends school regularly and arrives punctually
- to communicate with teachers directly when concerns arise
- to participate in school-based meetings where applicable
- to encourage responsibility for books, materials and prompt completion of assignments
- to actively take part in the parent participation program (where appropriate), church and school activities and meetings
- to participate in fund-raising projects
- to notify the school of any change of address, telephone numbers, tuition payments, or medical status of their child
- to provide the school with notes for absenteeism, lateness or early dismissal from school
- to comply with School Uniform regulations (See Section 6)
- to encourage healthy meals and adequate rest

B. Parent Organizations:

1. PARISH EDUCATION COMMITTEE (PEC)

St. Andrew's School is an Archdiocesan school operated by a Parish Education Committee (PEC). The PEC is composed of seven Catholic parents and parishioners – five elected and two appointed by the Pastor. The Pastor and the PEC, receive

their mandate from the Catholic Independent Schools of the Vancouver Archdiocese (CISVA). It is the responsibility of the PEC to comply with the CISVA policies as set out in the policy manual. Other PEC responsibilities include budget preparation, participation in the hiring process for teachers and principals, maintenance of the school, proper record keeping for claiming government grants, and overseeing the day-to-day operation of the school. Decisions are made with the approval of the Pastor and in consultation with the Principal. The Pastor has the right of final approval on all decisions.

2. SPECIAL EVENTS TEAM (SET)

St. Andrew's School has a very active Special Events Team (SET) and parents are cordially invited to join in the various activities hosted by the SET. Notices of SET meetings are included in the monthly calendar.

The SET Executive consists of a President, Vice President, Secretary, Treasurer, Hot Lunch Coordinator, Special Events Coordinator and a Volunteer Coordinator.

2016-2017 The presidency is shared by: **Mrs. Fernandez (PEC Rep) Mrs. Bitanga and Mrs. Carrion**

At the Meet the Teacher Evening in September we will be asking for a parent rep from each class to attend the SET meetings. The parent rep job is to keep everyone in the class informed about events and to call other families to elicit support from them for various functions and activities such as Hot Lunches, Hallowe'en crafts, Fun Day and Walkathon. They will also call each family with reminders about upcoming meetings such as Meet the Teacher Night or the AGM's.

Hot Lunch Program

Hot Lunches at St. Andrew's may be ordered 2 days a week. You may order on-line or fill out forms available at the office.. There is no requirement to order on each Hot Lunch day – the program is designed to allow families to order at their discretion.

PARENT/SCHOOL COMMUNICATION

Absences/Lateness/Early Dismissal

Regular attendance is essential for school success. The practice of taking family vacations during school time is discouraged. On occasion, a student may miss classes due to illness, medical appointments, family emergencies or vacations and for special events. It is the responsibility of the student and parents to ensure that all work missed when absent from class is made up.

To qualify for government funding a child must be in attendance for 600 hours of instruction from September to May 15. A student who, because of holidays or other reasons, is in attendance for less than this qualifies for partial funding only. Parents will be expected to make up the difference in funding for a student who does not receive full funding because of absences, other than medical.

Provided absence notes are available for the auditor, absences for illness or medical appointments will count towards the student's total hours in school.

Notes From Parents:

We require a signed note from the parents when:

- Your child, for a good reason, can not be in complete uniform
- Your child has been absent for any reason
- Your child must leave the school for an appointment, etc.
- Your child cannot participate in a specific activity
- Your child cannot go out of doors during recess or lunch break.

Once school has started children who are late or who have to leave the school early MUST sign in or out at the office. NO EXCEPTIONS

HEALTH CORNER

Use of Tobacco and Vapour Products on School Premises

There is to be no use of tobacco products in or near the school premises. Signs are clearly posted. This includes all functions. This prohibition applies also to vapour products- i.e. e-cigarettes.

Communicable diseases are illnesses which are passed from one person to another, either directly or indirectly.

REDUCE THE SPREAD OF DISEASE IN SCHOOL BY:

- Promote overall health by ensuring adequate rest, nourishment, exercise and fresh air – a healthy body has better resistance to illness
- Keep sick children at home
- Ensure immunizations are up to date
- Discourage sharing of glasses, utensils etc.
- Cover coughs, sneezes and dispose of tissues safely
- Encourage frequent, proper hand washing (most important way to reduce the spread of illness)
- Keep personal articles separate in desks, bags, etc.

A day or two at home, at the onset of illness, may reduce the severity and help control the spread of the illness. Many communicable illnesses are most contagious with early symptoms.

GUIDELINES FOR KEEPING A CHILD AT HOME

Is your child too sick? Signs for parents/guardians to watch for to determine if kids are too sick for child care or school:

- **Illness that prevents the child from participating comfortably in daily activities.**
- **A fever (usually above 38 C)**
- **Lethargy, irritability, persistent crying, difficulty breathing.**

- **Vomiting two or more times within 24 hours, or diarrhea.**
- **Mouth sores accompanied with drooling, unless a physician determines it is not an infectious disease.**
- **Rash with fever or behavior change, until a doctor determines it is not an infectious disease.**
- **Pink eye and/or white or yellow discharge.**
- **Strep throat, until 24 hours after treatment.**
- **Head lice until treated and free from nits.**
- **Chickenpox, five to six days after onset of rash or when all lesions have dried and crusted.**

Please remember to phone or e-mail the school before 9:00 a.m. to report your child's absence. After office hours a message may be left on the school's voice mail. Also, upon return to school a child needs to bring a note giving the reason for the absence.

REPORTING TO PARENTS

Formal written reports are sent out three times a year. Parent/Teacher conferences are held midway through the first term to discuss student academic progress, social and personal matters and the children's general attitude towards school. Student-led conferences are held in the spring. The students present a portfolio of their work to parents and provide samples of their achievements and successes. Additional appointments with your child's teacher can be scheduled by calling the office. As well, work samples are often sent home for parent signature. Parents are asked to sign their child's homework planner each night to say that homework has been done and checked. Please do not sign if the homework is not done to your satisfaction. Letter grades are only assigned in Grade 6 and 7. And are based on a holistic approach to assessment. Letter grades are not based on percentages or averages in the elementary school.

NEWSLETTER

A school newsletter is posted on our website every Thursday. The calendar is updated regularly on the website- saev.ca
As needed, memos or reminder notices may be sent home. We are attempting to go paperless and really require your cooperation to make that happen. Save the newsletter and calendar so you can refer to it - you can also find it on the website.

SCHOOL WEBSITE

The website provides information about all matters relating to St. Andrew's and is a vitally important communication tool for parents. **www.saev.ca**

HOMEWORK POLICY

- a) The purpose of home assignments is:
- to provide enrichment and/or reinforcement of concepts taught in class
 - to instill good study habits in the students
 - to help students develop a sense of pride in their work.

b) The times listed below are **approximate guidelines** established for each grade level to help teachers in assigning work and parents in supervising homework. These times may vary throughout the year.

K – None	Grade 4 – 30 minutes
Grade 1 – 15 minutes	Grade 5 – 40 minutes
Grade 2 – 20 minutes	Grade 6 – 60 minutes
Grade 3 – 30 minutes	Grade 7 – 60 minutes

c) Parents play a key role in helping their children develop good study habits at home. Here are some recommendations:

- set a specific time each day for your child to do their homework. It is a good idea to allow the child to be part of the decision-making process. If there are no school assignments to be done, use the time to read to or with your child, have them read to you, read and discuss the newspaper together, write letters to grandparents or friends, keep a diary, etc.
- decide on a workplace free of distractions such as TV, radio, telephone, and computer/games.
- help the children to organize the materials/books/pens/pencils they will need to complete their homework
- homework is for the child not the parent! If a child is struggling with their tasks or becoming frustrated, make a point of speaking to his/her classroom teacher. Do NOT wait for the report card to tell you what you may already suspect.

d) All students will use a planner supplied by the school. Check it regularly to ensure that your child is recording assignments

Please sign the planner to indicate that tasks have been completed. Planners should be brought home every night. There is a pocket at the front of the planner which will be used for communications from the school.

SCHOOL EXPECTATIONS/DISCIPLINE

SCHOOL PROCEDURES

Instructional Time:	8:20am	Supervision starts
	8:50am	Morning classes commence
	10:30am	Recess
	10:45am	Recess ends
	12.15pm	Lunch recess
	12:45 pm	Lunch- in classrooms
	1:00 pm	Afternoon classes commence
	3:00pm	Dismissal
	3:20pm	Supervision ends

Regular attendance is expected from all students. Students are expected to play outside before school, during recess and at noon hour. On rainy and cold winter days, students are allowed in the school from 8:20 and will remain indoors during recess and noon hour.

Students should NOT be on school property before 8:20am and after 3:20pm unless the student is there by special arrangement with a teacher or supervised by a parent.

All children who are on school grounds before 8:15 a.m. will be expected to attend Mass with whichever grades are going that day. For the safety of your children, please drop them off after 8:30am and pick them up before 3:20pm.

Lunch Hour

Students eat their lunch in their classroom from 12:45 to 1:00p.m. The principals' permission must be given when other arrangements are made, such as parents taking their child out for lunch. Students eating at school may not leave the school grounds at lunch hour without a written note from the parents and principal's consent. Students will bring their lunches to school in the morning.

Take-out lunches are not permitted and may not be delivered to school by parents.

Parents are encouraged to send healthy lunches for their child. Fruits and vegetables are good choices. Junk food is strongly discouraged.

School Field Trips

Field trips are an integral part of the curriculum and have a specific educational purpose. Students may only participate in field trips when the official permission form is signed by a parent. It is expected that all students attend unless there is a disciplinary or medical issue. Only the official school permission form will be accepted. Forms will include details about the field trip and any risks involved. Deadlines for forms must be respected. **Handwritten permission forms, emails or faxes will not be accepted.** Students who do not provide a permission form for a field trip must remain in school on that day.

Illness and Injuries

Children should inform their teacher or supervising adult immediately if they become ill or injured at school. Many staff at St. Andrew's School hold a First Aid certificate and are capable of providing basic medical care. Parents will be notified by phone when the student is too ill to remain in school, has suffered a minor head injury, or requires more medical attention than what can be provided by the school. In some cases, parents will be asked to pick up their child.

In the event of a major medical emergency the school will call for an ambulance and contact the parents immediately. **Please inform the school should your emergency contact numbers change during the course of the school year.**

Student Drop-Off and Pick Up

For the safety of students and others please follow these simple rules when picking up or dropping off your child:

- All parents/family members dropping off and picking up students should drive EAST on 47th Ave. and observe the parking signs and speed limit.
- Parents may also use the lane off 48th Ave. to drop off children in the morning.

- Parking is available in the big field behind the Church for after-school pick up.
- The area between the church and school and the south side of the school is reserved for staff parking.

IT IS CRITICALLY IMPORTANT THAT PARENTS RESPECT THIS POLICY AS THE SAFETY OF THE CHILDREN IS AT STAKE

Parents on supervision are to be respected. Please remember that what you model for your children is how they will in turn respond to you. If you are asked to move on then please do so. Respect the parking signs. Parking is available in the parking lot next to the gym. It is just as easy for your child to walk there than to the curb.

Staff Meetings

Staff meetings are held every Wednesday, at 3:15 p.m. **PLEASE MAKE SURE THAT YOUR CHILD IS PICKED UP PROMPTLY ON WEDNESDAYS.**

***Parents who habitually pick their children up late will be asked to meet with the principal to discuss the matter.**

AFTER SCHOOL CARE

We do provide after school for a very reasonable cost. Forms are available at the office. 3:20-5:30 p.m. \$10 per day.

UNIFORMS

Our uniform supplier is Neat Uniforms. They are located on Boundary Road at Parker.

Students are expected to be in complete uniform on school days. They should present themselves in a neat, tidy and appropriate manner while attending school and school-related events. Hair should be clean and neatly styled. **All items of clothing must be labeled with the student's name and should be in good repair.**

Boys' Uniform:	Girls' Uniform
Dark grey trousers purchased at school supplier (Neat Uniforms) Green v-neck crested sweater White plain dress shirt (short or long sleeved) White or grey socks Blue tie purchased at Neat Uniforms All-black rubber-soled shoes	Green and Black kilt purchased at school supplier ** (Kilt should be approximately knee-length) Green V-neck crested sweater White plain dress shirt (short or long sleeved) Green knee highs or tights Blue tie purchased at Neat Uniforms - All-black rubber-soled shoes.

Physical Education - Gym Uniform (May be bought from Joyalex- ask at the office)

Gym strip is to be worn on assigned gym days (see your child's schedule).

- St. Andrew's green t-shirt and grey shorts purchased at school supplier
- white or green socks
- runners (to be brought to school in a gym bag)

It is expected that full gym uniform will be worn on all gym days. Students should bring their uniform in a separate bag clearly labeled with their name.

Non-Uniform Days

On certain days through the year (e.g. special fundraisers), students are given permission to come 'out of uniform'. These days will be identified in the school newsletter. On these days students are expected to wear neat, clean, modest and appropriate clothing for the weather and event (and also as a member of a Catholic school).

Uniform Infractions

Students who do not comply with the uniform policy will be sent to the office and will receive a note from the principal. Parents are required to sign the note and provide an explanation.

Unconventional hairstyles or dyed hair are NOT ACCEPTABLE. Make-up, nail polish and fancy jewelry are inappropriate for school. **Earrings other than stud earrings for girls are not permitted.** It is not recommended that students wear expensive earrings or necklaces to school.

Inappropriate appearance or dress may result in the following:

1. a letter from the teacher/principal.
2. instruction, after consulting the parents, to the student to return home to change clothing.

SCHOOL TEXTS AND LIBRARY BOOKS

Students are responsible for the care of texts assigned to them and for their library books. If a book is lost or damaged, the cost of replacement will be passed on to the student. Please ensure that your child returns the library books prior to or on the due date. Notices for overdue books will be sent home with the student.

All books must be transferred to and from school in a school bag. (Not in the lunch box). Intermediate students are required to cover their text books and maintain the covers in good repair. No doodling on outside of textbooks or notebooks is permitted.

EXTRA-CURRICULAR

ATHLETICS

At St. Andrew's, the goal of our athletics program is to provide the students with life-long skills, attitudes and habits for their physical and mental well-being.

Students have the opportunity to participate in volleyball, basketball, track and field and running club.

The teams and clubs are coached by staff members under the direction of the P.E. teacher. Practices are scheduled by the individual teachers. Teams compete in zonal leagues and may advance to district-wide playoffs.

Generally, volleyball and basketball teams are composed of Grade 5, 6 and 7 students. The divisions are: juvenile, junior and senior.

There are no 'try-outs' for teams. All students interested will be allowed to participate. Coaches (staff members) meet at the beginning of the year to determine who will be responsible for each team.

Practice and game schedules are sent home and are also posted on the school website. Permission forms give details of game times and locations and must be signed by parents and returned to the school.

Students are expected to behave responsibly at all times when they are assigned to a particular team. This includes regular attendance, sportsmanlike conduct, respect for their own team and other team members, and proper care for their team uniform.

Due to the large number of students wanting to play on teams, all students may not play all games. Please respect the coach's decision, encourage your child to learn new skills, have fun, be a team member and to be competitive. These are all important life skills.

Parents are expected to support both the effort of the team and the coach.

FINE ARTS

St. Andrew's School offers an extensive music program which addresses all elements of the curriculum. Both the primary and intermediate divisions develop their skills in vocal and instrumental music and in the history and appreciation of music. A visit to the symphony is enjoyed by the students after they have been exposed to the works of various composers and their styles.

There are two choirs at St. Andrew's School. Both choirs meet at 3 pm on Tuesdays. The choirs perform on special occasions such as First Communion, Confirmation and Christmas. Recorder club is offered to the upper intermediate students.

We have an Advent celebration in which every child participates. .

Every other year in the spring, the intermediate students perform a musical. All students from Grade 4 to Grade 7 are involved.

In the alternate years, all students participate in an evening of Fine Arts.

During the school year, the students enjoy a variety of theatre presentations at the school.

EMERGENCY PROCEDURES

In the event of an earthquake or other emergency requiring the closure of the school, the following procedures will be followed:

- Students will evacuate the building and assemble in a safe area near the school.
- Students will only be allowed to leave with the person or persons listed on the Emergency Information Form (EIF).
- The school will care for children in the event of a critical situation, or if parents are unable to reach the school.
- Unclaimed children will be kept at the school for up to 24 hours. Subsequent arrangements will be posted at the school.

In the case of a major earthquake or disaster, parents are:

- **not to call the school.** The phone line must be open for outgoing emergency calls.
- to turn to radio station CKNW (980), CBC (690) and CKWX (1130) for information and directions.
- to refrain from parking near the school as the school's access routes and street entrances **MUST** remain clear for emergency vehicles. Either walk to the school or park some distance from the school.
- to go to the Student Release Station, once it is safe to travel, to pick-up their child or any other child for whom they are assuming responsibility. Adults taking a child from the school grounds will be required to sign a release form. Only those adults listed on the EIF will be permitted to pick up children in an emergency situation.

Snow Closure Days

In the event of heavy snowfall, please check the school website, call the school office for a recorded message or listen to the radio stations CKNW (980), CKWS (1130) or CBC (690) to check if the school will be open that day.

SECTION 3 SCHOOL POLICIES

ADMISSION TO SCHOOL

As per section 11.1 of the CPSVA policy manual, the prioritizations for admittance into elementary schools are outlined as follows.

For the purposes of this policy, “practicing Catholics” shall mean those individuals who are registered in a 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 volunteer activities. Below is the order in which students are admitted/readmitted to St. Andrew’s each school year.

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 and are 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 and 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 any grade requires the approval of the Board of Directors. 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.

DISCIPLINE POLICY

Our guidelines for behavior and achievement reflect the influence Jesus Christ has upon us. Respect, care and concern for each other should direct our relationships with each other. Students should pray, play and learn together. The guidelines for student conduct at St. Andrew’s School are based upon the following three fundamental principles.

- Jesus Christ is the focal point of our life at school. All student actions should be governed by the life and teachings of Jesus and the spirit of the Gospels.
- Each student at our school is valuable to us and to God. The physical, emotional, and spiritual health and safety of each child is of great importance and must be safeguarded.

- All students at our school have the right to learn and to develop to their full potential. The actions of all students and staff members should enhance rather than interfere with this right.

There are specific definable attitudes and behaviours of students, parents and teachers which help to build the living Christian community we strive for at St. Andrew's. These expectations unite us so that we can thrive and grow through mutual effort, respect, loyalty and understanding.

EXPECTATIONS FOR STUDENTS

- To arrive punctually, attend regularly and behave appropriately.
- To listen to instructions and to follow directions willingly
- To speak in appropriate manner to adults and peers.
- To accept constructive criticism gracefully
- To be prepared and provided with books, materials and assignments.
- To ensure all materials, books, projects, etc are neat and of a quality that is worthy of them
- To be considerate of the rights of others; peers, staff, pastors, parents and neighbors.
- To make a sincere, concentrated effort to do well in studies.
- To respect and comply with school regulations.
- To wear the uniform as prescribed
- To participate attentively and reverently in all religious observances.

EXPECTATIONS OF PARENTS/GUARDIANS

- To love your children deeply, to manifest your confidence in them, to communicate God's love by word and example, to recognize their imperfections and guide them to growth.
- To encourage high efforts of achievement and prompt completion of assignments.
- To act as good models for children in order to develop Christian behavior.
- To make sure that children are presentable for school in complete school uniform.
- To make sure that children have sufficient supplies to complete assignments. The supplies purchased in September will not necessarily last the entire year.
- To encourage responsibility for lunch, books, materials and assignments.
- To respond promptly and affirmatively to any in-school misbehavior by their child.
- To ensure that pupils are at school on time each day.

EXPECTATIONS FOR THE STAFF

- To be witnesses of God's love.
- To provide a school and classroom environment conducive to learning.
- To maintain a professional dress code

- To teach the basic skills, knowledge and attitudes of the Ministry of Education curriculum, with special emphasis on Religion and its integration in all aspects of school life.
- To provide for children with special needs.
- To respect personal worth, dignity and characteristics of each child.
- To keep parents/guardians adequately informed of the progress and performance of children.
- To provide fair and just disciplinary treatment as needed.
- To maintain order, plan properly, teach meaningfully, and model behaviour which will be an inspiration to the children.
- To be charitable to one another, to parents/guardians and children.
- To work as a team with the Parish Education Committee, Pastor and Principal.

St. Andrew's Elementary School Code of Conduct

At St. Andrew's School we look to Jesus as our model and expect everyone to act in a Christ-like manner.

The full text of the school code of conduct is available on the website
www.standrewsschool.ca

The code of conduct at St. Andrew's School is designed to maintain an understanding of the expected behaviours that are consistent with our school philosophy and mission statement.

The expectations and corresponding consequences apply to behaviours:

- at school
- during school-organized or school-sponsored activities, and
- beyond these times (specifically online behaviour) that negatively impacts the safe, caring, orderly environment of the school and/or student learning.

The vast majority of students in St. Andrew's School are well disciplined, responsible and self-directed. However, as with any large group of people, there are a few students who, from time to time do not abide by the guidelines established for the benefit of all.

This Catholic Code of Conduct clearly reflects the need to provide a safe, effective learning environment for all students and staff based on a set of behavioural expectations, disciplinary procedures, and consequences which are both fair and consistent.

"As God's chosen ones, holy and beloved clothe yourselves with compassion, kindness, humility, meekness and patience. Bear with one another and if anyone has a complaint against another, forgive each other just as the Lord has forgiven you"

1 Thessalonians 5:14

Purpose:

- to establish and maintain safe, caring and orderly environments for purposeful learning and character building.
- To clarify and publish expectations for behaviour of all members of our community while at school, going to and from school, and while attending any school function or activity at any location.

The three guiding principles of our school code of conduct are: Respect, Responsibility and Reverence

- *treat others with **respect** by our words and actions*
- *demonstrate **responsibility** by doing our part in the classroom and in the school*
- *show **reverence** while praying, especially during Mass and also for the dignity of each human person*

PROCEDURES FOR DEALING WITH CONCERNS

It is important to discuss with your child any concerns they may have regarding other students or teachers. If the issue is regarding a classroom matter, you need to approach your child's teacher directly. If the issue is with a coach, then speak with the coach directly. If it is between two children then speak with the classroom teacher. Never take it upon yourself to talk to someone else's child. For any other school-related issues, you may wish to meet with the principal. Please read the CISVA policy as stated below.

CISVA POLICY DEALING WITH MAJOR COMPLAINTS

In the Catholic school, parents, students, teachers and support staff form an integral part of the Christian school community. The administration, teachers and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to be familiar with and accept and support the philosophy and policies of the school. Parents indicate this by signing the Statement of Commitment, just as teachers do when they sign their contracts.

From time to time issues may arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a Christian manner, respecting each other's point of view. All parties involved must maintain confidentiality with respect to all information surrounding the particular issue.

To facilitate amicable resolution to issues of conflict, the concerned parties will abide by the following guidelines. Schools may develop a local policy that details more explicitly the steps to be followed. However the following minimum procedures must be followed:

- 1) The issue must be dealt with first by the persons directly involved.

- a) It is essential that meaningful communication is established right from the beginning. Both parties must clearly identify the issue being discussed. There must be open discussion and an honest attempt to settle the issue at this level. It is important to recognize that the resolution of an issue usually involves some compromise. Both parties should be aware of this and must be open to compromise, at the same time understanding that policies must be followed.
- 2) If the issue cannot be resolved using the strategies above, the matter must be brought to the attention of the principal of the school. The principal will:
- b) clarify the issue of disagreement. This will involve hearing both sides, reviewing relevant documentation, and meeting with any witnesses to determine the exact nature of the problem. All side issues that arise from the initial problem must be identified and removed from future discussions. It is the responsibility of the principal to document all matters pertaining to the issue and its resolution. It is also recommended that both parties keep documentation to present to the principal or investigative committees.
 - c) determine what policy/policies of the school or CISVA can be applied to resolve the issue.
 - d) apply the above policies so that a judgment may be made to resolve the issue. The principal should seek advice concerning any precedents and/or other issues of a similar nature that have been successfully resolved. Advisers might include the Pastor, Chairperson, and a representative from the Superintendent's Office.
 - e) provide a resolution to the issue.

The principal, having made a judgment to resolve the issue, must promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.

3. If the principal's resolution is not accepted, the matter may be appealed to the Parish Education Committee. The appeal must be submitted in writing no more than seven (7) days after the principal's decision has been received.

Upon receiving the complaint, the Parish Education Committee will form a subcommittee which must always include the Pastor. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the principal. Both parties will be in attendance and will be given the opportunity to respond.

After this, the subcommittee shall, in camera, present its recommendation to the Education Committee. The Education Committee will then provide a resolution to the issue. If the resolution requires disciplinary action, the Education Committee

must consult with the Superintendent before implementing the recommended action.

The Education Committee shall notify the parents and the principal of its decision within seven (7) days of the meeting. The decision shall be communicated in written form.

(When the complaint is about the principal the process should start at Step 1. However, if there no resolution at the end of this step, the process skips Step 2, but the subcommittee will incorporate a, b, and c of Step 2 into Step 3.)

4. The Board of Directors may consider an appeal of the Education Committee's decision for reasons which the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen (14) days after the Parish Education Committee's decision.

The decision of the Board of Directors shall be final. Refusal of the Education Committee or employee to accept the decision of the Board of Directors may result in removal from office or termination of employment. If parents refuse to accept the decision of the Board of Directors and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school.

5. Requests for extensions of the timelines mentioned in this policy will, for valid reasons, ordinarily be approved.

PARENT PARTICIPATION PROGRAM

Parents may choose to complete 50 hours of work or pay a non-participation fee of \$500 per year. As explained in the registration package, hours may be completed in a variety of ways and credit will be given to parents for their participation in any school event.

Parents who will be working in the school may accumulate hours by:

- a) committing to **scheduled participation** such as supervision, library and work bees. **This commitment must be honoured for the entire school year** – parents may not switch to unscheduled participation once they are on a particular schedule. You are always free to attend any school event as a volunteer but **MUST** still honour your first commitment.
- b) committing to **unscheduled participation** in school events and projects such as field trips, Hot Lunch preparation, Fun Fair, Plays, special events, etc. It is the responsibility of these parents to be aware of opportunities to earn hours by checking the newsletter and website for upcoming events.

Participation hours will be tracked at the school office. Team leaders for Shop Funds, Supervision, Library and Work Bee will report attendance to the office. Other participation such as classroom helpers or office helpers will be the responsibility of the supervising staff member. At the end of each term, a statement showing the number of hours completed will be sent home.

It is very important that hours are recorded accurately and that, where, appropriate, parents sign in for their hours. If the minimum number of hours has not been accumulated by the end of May, the outstanding amount owing will be debited from parents' accounts.

All work done in and for the school will count towards participation hours. However, if parents drive students to other schools for sports events, only the driving time can be counted, **not the time spent at the game**. For class field trips, the entire time spent on the trip may be counted as hours because parents will be expected to supervise throughout the trip.

TUITION FEE POLICY

Tuition fees are processed on the first business day of the month through the use of Pre-Authorized Debit (PAD) system. The PAD agreement is signed at the time of enrolment.

NOTE:

The PAD Agreement stipulates the procedure in processing any Debit returned by the bank. Please review the procedure carefully. Other cheques that are returned NSF are also subject to an NSF fee.

FUNDRAISING

Fundraising is an extremely important source of income for the school. Commitment to fundraising is a **requirement for enrolment** at St. Andrew's School. An annual **Fundraising Fee of \$500.00** may be paid up-front and then no other fundraising is required. (Tax Receipt issued.) The Walkathon fundraiser is required for all families. Those who choose not to fundraise must participate in various fundraisers throughout the year.

St. Andrews School has implemented opportunities for families to earn profits towards their Fundraising Fee. Programs such as Shop Funds are in place for this purpose and to encourage other friends and families to support your child/ren's school.

SHOP FUNDS

The Shop Funds program has been put in place to assist families earn profits towards their Fundraising Fee and in the hope that families will generously continue to earn more for the school. Gift cards are available from mid September to end of May. **Profits are calculated as 5% of the total gift cards purchased.** To accommodate all families, here are the options to choose from:

WALKATHON

Our school walkathon usually takes place around the middle of October. The students are provided with sponsor forms well ahead of the event and are asked to find as many sponsors as possible. Prizes are awarded according to amounts raised. The goal for 2016-2017 is \$20,000 which would necessitate each child getting pledges of at least \$100.00. Start early and don't be afraid to ask family members, neighbours, and co-workers. In the past we have up-dated our technology- thanks ot this extra support.

January 2004

ST. ANDREW'S SCHOOL PERSONAL INFORMATION PRIVACY POLICY **FOR PARENTS AND STUDENTS**

The School's Commitment to You

Safeguarding your confidentiality and protecting your personal information is a fundamental concern of St. Andrew's School. The school is committed to meeting or exceeding the privacy standards established by the BC *Personal Information Protection Act (PIPA)*

This personal information privacy policy is intended to explain to you the current legislation which is designed to protect your privacy, to regulate the use and collection of information, and to state the steps the school has taken to ensure your personal and financial information is handled appropriately and securely.

Privacy Protection in British Columbia

The Act requires an organization to obtain informed consent from an individual before collecting personal information about that individual, with certain exemptions. The organization must state why it is collecting the information, and how it will use the information collected. The Act also requires the organization to keep the information it has collected in a secure and safe manner, protecting the individual's right to have his or her information protected. The Act also describes with whom the personal information may be shared.

Note: St. Andrew's School does not fall under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, which applies only to provincial government and its bodies; neither does it fall under the *Protection of Personal Information and Electronic Documents Act (PIPEDA)*, a federal statute.

Ten Privacy Principles

As part of St. Andrew's School's commitment, the following *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. These principles have been built upon the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and British Columbia's *Personal Information Protection Act (PIPA)*.

Principle 1 – Accountability

St. Andrew's 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.

Principle 2 – Identifying Purposes

St. Andrew's School will identify the purposes for which personal information is collected before or at the time the information is collected.

Principle 3 – Consent

St. Andrew's 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.

Principle 4 – Limiting Collection

St. Andrew's School will limit the personal information collected to those details necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

St. Andrew's 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. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

Principle 6 – Accuracy

St. Andrew's School will maintain personal information as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

Principle 7 – Safeguarding Personal Information

St. Andrew's School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

Principle 8 – Openness

St. Andrew's School will make information available to individuals concerning the policies and practices that apply to the management of their information.

Principle 9 – Individual Access

St. Andrew's School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's information, and shall give the individual access to it in accordance with the law. Individuals may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

Principle 10 – Complaint Process

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

What Information is Collected?

St. Andrew's School gathers and uses personal information to provide your child with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from you, and only with your consent. When you apply to register your child 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.

How is Information Used ?

St. Andrew's School, uses

- personal information to communicate with you, process applications and ultimately to provide you and your child with the educational services and co-curricular programs you expect.
- personal information 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.
- anonymous/personal information to constantly improve our school, e.g., surveys.
- 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 a different purpose, the school will notify you and ask you for your consent before the school proceeds.

When May Information be Disclosed ?

St. Andrew's School, keeps personal information strictly confidential and treats it with care and respect. However, some of an individual's personal information may be shared with others as noted below.

When Authorized by You

- Other educational institutions routinely contact the school for personal information about students. For example, if your child 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 you register your child and authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of your child.
- 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 St. Andrew's School are required to abide by the privacy standards governed under PIPA. They are also required to work within the principles of ethical behavior as set out in 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 St. Andrew's 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.

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 of personal information.

How Does The School Safeguard Information ?

St. Andrew's School, maintains current security standards to ensure that your personal and financial information is protected against unauthorized access, disclosure, inappropriate alteration or misuse.

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 your information is not compromised.

Record Management

Personal information is destroyed one year after the school no longer needs the information or one year after legal minimum retention requirements have been met.

Accessing and Amending Information

St. Andrew's School, makes decisions based on the information it has. The school makes every effort to ensure information is accurate and complete.

Accessing Your Information

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

Accessing Student Information

You may access and verify school records of your children, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of children as determined by judicial review.

Amending Your Information

To help the school keep your personal information up-to-date, the school encourages you to request the school to amend inaccuracies and make corrections. Where appropriate, the school will communicate these changes to other parties who may have unintentionally received incorrect information from the school.

Questions, Concerns and Complaints

The school may add, modify or remove portions of this policy when it is considered appropriate to do so. You may ask for the most recent update of this policy at the school office.

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

The School's privacy officer is the school principal

USE OF PERSONAL ELECTRONIC DEVICES POLICY

Rationale

Personal Electronic Devices (PED's) have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. The use of a personal electronic device PED should in no way interfere with the safety, security and privacy of students and/or staff. In addition, the use of PEDs should not interfere in any way with student learning and school operations. The unregulated use of PEDs may facilitate illegal and/or unethical activities in the school environment.

Policy:

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of a personal electronic device (PED) is strictly prohibited in the school or during school related activities (such as retreats, field trips, sports events, etc).

Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action. The school assumes no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property.

PEDs are to be kept out-of-sight, turned off and not used within school premises or during school-sanctioned events. To prevent the loss or damage of PEDs, the school encourages students to leave their PEDs at home or in their backpacks.

SECTION 12

CALENDAR FOR 2016-2017

2016-2017 Calendar Please note that some dates are tentative. Check monthly calendars as they come out for up-dates.	
6 School starts Noon dismissal 8 Back to School BBQ and Meet the teacher 5:00-8:00 9 School Mass 13 Parent Mtg. New curriculum 24 Parish Fundraiser- new school 26-28 Grade 7 Camp	February 3 School Mass 5 -10 Catholic Schools' Week 9-10 Teacher Conference NO SCHOOL 13 Family Day NO SCHOOL 24 SET event 25 Fundraising dinner
October 7 School Mass Walkathon 1/2 Parish Mass all 10 Thanksgiving NO SCHOOL 14 No School- Prof. Dev. 18 School Photos 27 Parent-Teacher conferences NO SCHOOL 28 Halloween event	March 1. School Mass Ash Wednesday 3 School Mass 13-24 Spring Break NO SCHOOL 29-30 School Evaluation 31 School Mass
November 1 All Saints Day Prayer Service 4 School Mass 5 Spirit Day 5/6 All Parish Masses- readers etc. 11 Remembrance Day NO SCHOOL 20-24 Book Fair 25 St. Andrews Feast Day	April ½ Parish Masses 7 School Mass 12 Reports Home 13 Holy Thursday Retreat 22 Fundraiser- All Parents help required 26 Student-led conferences NO SCHOOL 28 SET event
December 2 School Mass 3/4 Parish Masses 14 Advent Prayer Service- All to attend 9 Breakfast with Santa Reports Home 10 Parish Fundraiser 16 School out at noon	May 5 School Mass 6/7 Parish Masses 7 First Communion 19 Fun Day 22 Victoria Day NO SCHOOL 28 Spring Fair
January 3 School Re-opens 6 School Mass 9 New Parent Meeting-info. night 13 NO SCHOOL Staff Retreat 20 Sports night- gym	June 2 School Mass 5 Planning Day- no school 22 Grade 7 Farewell 29 Last Day for Students 12:00 noon

St. Andrew's Parish

Sacramental Preparation 2016-2017

<p>First Communion Parent meeting 7 October 5 Mass of Enrollment October 23 Parent Meeting 2 November 2 Celebration(Mass) November 20 Meeting 3 January 4 Celebration January 15 Meeting 4 February 15 Celebration February 26 Rehearsal May 6 11:00 a.m. First Communion May 7 4:00 p.m. Mass</p>	<p>Sacrament of Reconciliation First Confessions Sacrament April 1 10:00</p>
<p>Confirmation Meeting 1 October 12 Mass of enrollment October 16 Spirit Day November 5 Meeting 2 February 1 (with parents, students and sponsors) Confirmation Retreat May 7 Parish Gym- all day</p>	<p>Practice TBD Confessions TBD Confirmation TBD</p>