



ST. PATRICK'S
ELEMENTARY SCHOOL

Parent Handbook

September 2025



School Contacts and Useful Links

St. Patrick's Elementary School

2368 Trent Street, Victoria, BC V8R 4Z3

Phone: 250-592-6713

Email: sp@cisdv.bc.ca

Office Hours

Monday to Friday: 8 am-4 pm

Mr. Patrick Card
(Principal)

pccard@cisdv.bc.ca

Mrs. Angela McLeish
(VicePrincipal)

amcleish@cisdv.bc.ca

Mrs. Christine Briscoe
(Administration)

sp@cisdv.bc.ca

To Report School
Absences/Lateness

Phone: 250-592-6713

Email: sp@cisdv.bc.ca

PSG Executive &
E- transfer for PSG

spv-psg@cisdv.bc.ca

Teacher Emails

E-mail addresses are the staff member's first initial and last name [@cisdv.bc.ca](mailto:sp@cisdv.bc.ca)

Useful Links

[Uniform Ordering: Online \(McCarthy Uniforms\)](#)

[Uniform: 2025-26 Policy](#)

[School Supply Lists: 2025-26 Supply Lists](#)

Calendar 2025-2026

[Please check regularly for any updated information](#)

School Admin Day	Tues, September 2 (no school for students)
Schools Open for Students (<i>Noon Dismissal</i>)	Wed, September 3
National Day for Truth & Reconciliation	Tues, September 30
Thanksgiving	Mon, October 13
Provincial Pro-D Day	Fri, October 24
Remembrance Day	Tues, November 11
ICS Pro-D Day	Thurs, November 20
Diocesan Faith Day	Fri, November 21
Schools Close for Christmas (<i>Noon Dismissal</i>)	Fri, December 19
SP Pro-D Day	Mon, January 5
School Reopens	Tues, January 6
SP Staff Retreat	Fri, January 23
Catholic Schools Week	Sun-Sat, February 1-7
ICS Pro-D Day	Fri, February 13
Family Day	Mon, February 16
Ash Wednesday	Wed, February 18
Schools Close for Spring Break (<i>Noon Dismissal</i>)	Fri, March 13
School Reopens	Mon, March 30
Good Friday	Fri, April 3
Easter Monday	Mon, April 6
ICS Showcase Concert	Tues, April 14
SP Pro-D Day	Fri, April 24
Admin Retreat	April 29-May 1
ICS Speech Competition	Tues, May 12
SP Lieu Day	Fri, May 15
Victoria Day	Mon, May 18
Last Day for Students (<i>Noon Dismissal</i>)	Fri, June 19
Year End Admin Days for Staff	Mon-Wed, June 22-24
Last Day for Staff	Fri, June 26

Link to website calendar: [Calendar - St. Patrick's Elementary School \(stpatrickselem.ca\)](http://stpatrickselem.ca)

- Every First Wednesday of the month dismissal is at 2:00pm

Welcome

Dear St. Patrick's Families,

Welcome to St. Patrick's School! It is wonderful to have your family as part of our school community. We are truly blessed to have you.

Our school prides itself in providing a faith community where students receive a high standard of curricular, fine arts, sports, and faith education. As parents, you are our student's primary educators, and we are here to support you! In return, we ask that you support us in our mission, so that we can work as partners in helping develop your child spiritually, physically, intellectually, emotionally, and socially. It is only through this ongoing collaboration between our school, parish, and family that this is possible. Our St. Patrick's Family Handbook will guide you through various topics that require your attention, support, and cooperation. If you have any questions about any items in this handbook, please feel free to stop by the administration office and ask or email us.

*"For where two or three are gathered in my name, there am I in the midst of them."
(Matthew 18: 20)*

Blessings,

Patrick Card - Principal

Angela McLeish – Vice Principal

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Beliefs and Goals

Our Mission Statement

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

Motto

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

Goals

Our goals, based on the characteristics of a Catholic School, are:

- Everyone shall be respected and treated with dignity as equal before God.
- In an atmosphere of trust and support, St. Patrick's shall work towards the formation of the whole person and the growth of community.
- The school will promote students’ spiritual, academic, physical, and emotional growth while acquiring the skills and Christian values necessary to lead a full, rich, and rewarding life.
- St. Patrick's shall seek to nurture a spirit of inquiry within our students. Students shall be invited to be independent and critical in their thinking.
- Students will develop skills in communication, conflict resolution, co-operation, and problem solving.
- Teachers and students shall practice accepting, appreciating, and respecting differences among each other.
- St. Patrick's shall promote a positive notion of competition which calls one to participate fully and produce their best performance.

Parents as Educators

St. Patrick’s truly appreciates the involvement of parents in all aspects of school life. “Parents have a particularly important part to play in the educating community, since it is to them that the primary and natural responsibility for their children’s education belongs”.¹ The school exists to complement the work of parents as the first teachers of their children. Parents should be involved with the life of the school by participating in school councils, committees, activities and through regular collaboration with teachers.

¹ Congregation for Catholic Education (1997), *The Catholic School on the Threshold of the Third Millennium*, paragraph #20. 2368 Trent Street, Victoria, BC V8R 4Z3 | Ph: 250-592-6713 | Email: sp@cisdv.bc.ca | www.stpatrickselem.ca

Our History

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



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

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

The gymnasium was added in 1961. In 1962, with students accepted up to Gr 9, the enrolment was 450 students. During 1991-92 the new primary wing was opened. In 1993-94, a renovation to the 1956 wing provided refurbished classrooms, the library, and a new administration area complete with an infirmary and staff room. In 2006, a new music hall and primary playing field were added. A major renovation in 2016 seismically upgraded the original 1956 wing, including the installation of an Early Warning System and earthquake-proof desks in the classrooms. In 2018 the primary field surface was upgraded to an artificial turf. The 2024 census is approximately 315 students.

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

Governance and Administration

Policy Manual for Island Catholic Schools

The Island Catholic Schools [Policy Manual](https://cisdv.bc.ca/policies/) is available online at <https://cisdv.bc.ca/policies/>.

Catholic Independent Schools of the Diocese of Victoria

Authority for the operation of all Catholic schools in the Diocese of Victoria is vested in the "Catholic Independent Schools, Diocese of Victoria" (C.I.S.D.V.) a legal body incorporated under the Societies Act, November 7, 1958.

As the sole legal entity for all Catholic schools in the Diocese of Victoria, the C.I.S.D.V. is legally responsible for all negotiations and litigations involving Diocesan schools.

([Island Catholic Schools Policy 200](#))

Board of Directors

The Board of Directors of the Catholic Independent Schools is vested with the administration of the affairs of the Society. It has and exercises all the powers of the Society, except as to the revision, alteration and addition to the By-laws.

([Island Catholic Schools Policy 201](#))

Local School Council

The Local School Council (LSC) works under the authority of the Board of Directors and its by-laws (see [Island Catholic Schools Policy 204](#)), and is responsible for:

- Planning
- Policy Formulation & Enactment
- Finances
- Selection/Appointment of School Staff
- Public Relations & Marketing
- Buildings & Grounds
- Communication with the Parish and Parent Support Group

The Local School Council (LSC) is comprised of 6 to 9 elected members, each serving a three year term to a maximum of two terms. The Pastor and School Administration also serve as non-voting *ex-officio* members. Please see the section entitled PARENTS on page 28 for more information on the LSC.

St. Patrick's School Administration

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

Communication

School to Family

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

School Wide

Calendar
School Website
Family Handbook
School Newsletter
Text Alert System
School Facebook and Instagram Pages

Classroom Specific

Teacher Newsletters
Teacher/Class Websites
Report Cards
Interim Reports (as necessary)
Parent Teacher Interviews
Student Led Conferences

Assemblies

Assemblies are scheduled on selected Monday mornings at 8:50 a.m. in the gymnasium. Although primarily for the students, parents are welcome to attend. Students must wear full uniform including a sweater and tie.

Family to School

You are encouraged to communicate with the school by:

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

Concerns

Please initially consult with the classroom teacher or staff member.

If the matter is not resolved satisfactorily, please consult with the Principal.

If the matter has still not been resolved, please express the grievance in writing and addressed to the Principal requesting further action. A copy should be sent to the Local School Council Chairperson, via the school administrative assistant (sp@cisdv.bc.ca).

The Local Council Chairperson will determine whether or not the problem has been resolved and report or refer the problem to the Local School Council, if necessary.

A sub-committee of the Local School Council or the entire Local School Council may conduct a further review of the grievance to assess the procedural fairness of the administrative response.

If the grievance remains unresolved after a review from the Local School Council, the matter may be referred to the Board of Directors for the Catholic Independent Schools of the Diocese of Victoria for a final decision.

Our School Day

The following information describes usual school operations. In extraordinary conditions, additional protocols may be put in place based on Provincial Health Orders and/or Ministry of Education directives. For these items, please consult the [St Patrick's website](#) for up-to-date information.

Hours of Operation

8:25	Supervision begins (do not drop students off any earlier)
8:40	Bell rings
10:15	Recess
10:30	Recess ends
12:00	Lunch
12:15	Recess
12:55	Recess ends
2:00	Early dismissal the FIRST Wednesday of every month
3:00	Dismissal, school day ends
3:20	Supervision ends

If not in out of school care, you must pick up your child(ren) by 3:15pm.

Supervision

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

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

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

The primary playground is reserved exclusively for the Out of School Care (OSC) program from 3:20 – 5:30 daily. Failure to follow these guidelines puts the OSC licence at risk.

At 3:15pm, the school chime will sound. There will also be a whistle. When the whistle is blown:

- OSC children will go to their group leaders and remain with their leaders.

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

Rainy Days

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

Absence

If your child is not in school, please email the school and teacher. After attendance in the morning, we will contact parents of absentees who have not contacted the school to check that the child is at home.

Illness

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

Parents can complete a [daily health check](#) for each child. If your child(ren) is unable to successfully complete the health assessment, they should stay home.

Late Arrivals

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

Sign Out Procedures

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

General Information

School Supply Orders

Grade lists of required school supplies are shared with Monk Office Supply, so you can simply place the package order through them. This simplifies your school supply shopping and provides the PSG with a \$5 donation from each order.

Homework

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

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

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

How can you help?

1. Provide a quiet place to work each evening and dedicate time during the week.
2. Be an "audience" for reading practice, spelling and math drills.
3. **DO NOT** do your child's assignments. **Be a guide.** If your child experiences problems with home assignments, encourage him/her to do his/her best and to seek the necessary help. If you have questions or concerns regarding the assignments, please don't hesitate to contact the teacher
4. If your child is unable to complete his/her assignment, please send a note with your child stating the circumstances.
5. Ensure that your child receives sufficient sleep to enable him/her to perform tasks to the best of his/her ability the next day.

Personal Belongings

All clothing and supplies look the same! To be sure belongings return home, **all clothing, books and supplies and items must be identified with the child's name and grade.** The school is not responsible for the personal property of students. Students should let their teacher or administration know if something is missing.

Untagged items are placed in the breezeway in labelled "Lost and Found" boxes or on clothing racks. Anything not claimed by the Christmas break and at the year end is donated.

Bicycles

The school is not responsible for student bicycles or cycling accessories. Students are encouraged to lock their bikes at school in the bicycle racks provided. Students must wear helmets, and must walk their bicycles when on school property.

Electronic Devices

Unless students have been authorized by a staff member to use phones and/or any other portable and wearable computer devices (ie: smart watches, apple watches, and fitbits) during the day, all phones and computer devices must be kept silent and in backpacks during school hours and while on school property.

Devices will be confiscated and locked in "jail" if these stipulations are not adhered to.

Hot Lunch Day

Thursday is Hot Lunch Day! Students may purchase a hot lunch provided by the Parents' Support Group. Order forms are distributed in September and January.

Field Trips

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

Parking

There is limited parking for St. Patrick's school. The staff parking lot is for staff use only. During special school events, the paved parking lot between Trent St and Lee Ave will be available for parking.

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

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

Pick Up and Drop Off

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

To prevent traffic back ups, pick up and drop off times are staggered by the first initial of your last name.

Group "A" (A to L) drop off 8:25 am/pick up 3:00 pm
Group "B" (M to Z) drop off 8:35 am/pick up 3:15 pm

Building Accessibility

The school campus has three separate buildings: the Main building, the Primary building and the Music room. The main building has 4 floors:

- Basement: Drama room, Art space, Shamrock Shop and Grade 5 classrooms
- Main Floor: Office, Library, Grade 2 and 3 classrooms
- Second floor: Gym, Grade 4 and 6 classrooms
- Third floor: Grade 6 and 7 classrooms.

There is no elevator in the building, nor wheelchair accessible washrooms. The primary building and music room are wheelchair accessible. The main building is wheelchair accessible from the main entrance and the side entrance (from rear parking lot) of the gym. Access to the basement and to the third floor require the use of stairs.

Dogs on School Property

Dogs are restricted from school property from 7:30 am-6:30 pm. Service dogs are permitted.

Emergencies

Bright Arrow Mass Communication System

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

Inclement Weather

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

Medical Emergencies

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

Unexplained Absences

To ensure the safety of our children, St. Patrick's School takes attendance morning and afternoon and will phone you in cases of unexplained absence.

Fire

St. Patrick's School prepares for fire through regular fire drills. In the case of significant fire, you will be contacted through the Bright Arrow system and broadcast the news over the radio. The school staff will supervise the children until they are picked up.

Earthquake

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

In the event of an earthquake, please do not phone the school. It is vital that phone lines stay open for emergency use. Listen to CFAX 1070, for information about the school. CFAX 1070 is the official response radio station for Victoria. Students will only be released to those persons parents have listed as the emergency contacts.

Lockdown

In response to a threat to students or staff, St. Patrick's will initiate a lockdown, for which we prepare through periodic drills. In the event of a Lockdown, parents will be notified.

Extra Curricular Activities

St. Patrick's offers a wide range of extra curricular programs to enrich the spiritual, academic, athletic and artistic abilities of our students. Programs may include basketball, soccer, badminton, track and field, cross country, chess, choir, lego club and speech arts.

Inclusive Education

"Inclusive education welcomes all students into regular classes with same-age peers in their community with supports or accommodations that ensure equitable opportunities for all students to learn, contribute and participate in all aspects of school life." (from inclusionbc.org)

At St. Patrick's this means that our classrooms, programs and activities are designed so that all students:

- are able to participate and learn together
- are welcomed and valued for who they are
- are supported in setting personal goals and building on their individual strengths
- have equitable access to learning, with accommodations and supports
- are supported to interact, play and collaborate with students their own age

We have a school-wide commitment to upholding a safe, welcoming and supportive culture that emphasizes belonging and respect for diversity.

Religious Education

Religion is taught throughout the day at St. Patrick's School. Classes start each day with an opening prayer. We give thanks each day before lunch and classes end their day with a prayer of thanksgiving.

We open all school assemblies with a liturgically appropriate prayer and land acknowledgment.

Each classroom has a prayer table or prayer corner within it. We follow the liturgical season closely and the table is decorated with liturgically correct cloths.

Growing in Faith, Growing in Christ is the Religious Education program used and was developed in collaboration with Catholic educators from across Canada. The program is based on the *Catholic Elementary Curriculum Policy Document for Religious Education, Grades 1–8*, which has been approved by Catholic Bishops and Regional Assemblies of Bishops. It reflects the content of faith expressed in the Catechism of the Catholic Church.

The program is organized into six strands that uphold the faith and tradition of the Catholic Church, which support the moral development of the student, and foster evangelization. These strands are Believing, Celebrating, Living a Moral Life, Living in Communion, Living in Solidarity, and Praying. The strands represent knowledge about specific elements of the faith and its practice, and these elements are integrated throughout the units of study within the *Growing in Faith, Growing in Christ* program.

At St. Patrick's we live our faith and recognize this in our students through the Fruits of the Spirit awards, shared during our whole school community assemblies.

Sacramental Preparation

Children in Grade Two and Three receive general instruction in the classroom regarding the Sacraments of Reconciliation, First Eucharist and Confirmation. However, preparation for the reception of the Sacraments is conducted through the parishes. Parents wishing to have their children receive these Sacraments must register with their parish for classes.

Masses and Celebrations

One of the integral parts of our school and our community is the Celebration of Mass. All students are expected to participate respectfully in the monthly School Mass. Parents are welcome and encouraged to attend our Masses and Celebrations. Please see our school calendar for a list of Masses and Celebrations. All masses occur at St. Patrick's Parish on Haultain St. Students are expected to attend mass in their full uniform including sweater and tie. Masses typically occur in September (Opening Mass), October (World Food Day), November/December (Advent), January (Epiphany), February (Catholic Schools Week), February/March (Ash Wednesday), April (Easter), May (Mother's Day), June (End of School Year).

Students

In concert with Catholic teaching, St Patrick's School aims to develop its students as whole persons. To concentrate only on our children's academic growth would diminish our commitment to educating all the dimensions of their being.

Student Code of Conduct

Each student is expected to abide by this Code. The Rights and Responsibilities outlined by the Student Code of Conduct are:

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

See also Island Catholic Schools [Policy 502 – Student Code of Conduct](#)

Behavioural Expectations

Dress and Deportment

Students will:

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

Movement within School Buildings

Students will:

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

Recess and Lunch breaks

Students will:

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

Class Expectations

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

Playground Expectations

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

Leaving the Property at Recess and Lunch

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

Responses to Persistent Inappropriate Behaviour

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

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

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

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

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

The Island Catholic Schools [Policy Manual](#) is available on its website.

Anti Bullying Practices

What is Bullying?

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

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

St. Patrick's School and Cyberbullying

All St. Patrick's School, students are expected to follow these principles related to social media conduct:

- I will keep my password private.
- I will protect my personal information, such as my name, address, and telephone number.
- I will only post to social media sites using my own account. I will not impersonate a friend or peer.
- I will use appropriate language.
- I will post appropriate content that reflects well upon me and the school.
- I understand that I am accountable for my postings and electronic communications.
- I will avoid discussions that shame others and are inappropriate.
- I will inform my teacher immediately if I come across any information that makes me feel uncomfortable.
- I will report any messages sent directly to me that are mean or make me feel uncomfortable.
- I will respect copyright laws.

How does the School Respond to Bullying?

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

Incidents of bullying must be reported to a staff member. All incidents of bullying are then shared with the school administration. The Principal, Vice Principal or staff of the school take appropriate steps to understand the situation, provide support to the student who has experienced bullying and use a variety of strategies to help a bullying student learn appropriate behavior both in and out of the classroom.

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

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

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

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

See also Island Catholic Schools [Policy 510 – Harassment & Bully Prevention \(Between Students\)](#)

Uniform

St. Patrick's School is an independent school where students wear a uniform. The uniform is a proud part of our heritage! Uniforms ensure that all students will be equal in appearance and will highlight our school to the community.

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

All uniform items, except socks and shoes, must be purchased from the school's designated vendor, Neat Uniforms at www.mccarthyuniforms.ca Gym uniform may be ordered through the school, as a special order in the fall and before spring break. Used uniforms are sold through the Parent's Support Group's Shamrock Shop and advertised in the newsletter.

If the cost of the uniform is a difficulty for a family, please approach the school's administration and arrangements may be made.

Styles

There are three uniform styles:

- Full Uniform (assemblies and special days) *(typically worn once per week)*
- Casual Uniform (Regular school days) *(typically worn three times per week)*
- Gym (Physical Education) Uniform *(typically worn twice per week)*

All students are required to wear Full Uniform school masses, assemblies, and when representing St. Patrick's in the community.

On occasion, students will be allowed to wear non-uniform clothing to school. Please ensure students are dressed in clean and appropriate clothing.

Uniform Guide

Girls	Boys
<ul style="list-style-type: none"> • Full Uniform - upper body items: <ul style="list-style-type: none"> o Short sleeve plain white dress shirt with pointed type collar; o School tie; and o V-neck navy blue sweater with school crest. • Casual Uniform - upper body items: <ul style="list-style-type: none"> o Crested white golf shirt (hemline not above the waist nor more than 7.5 cm/ 3" below the waist); 	<ul style="list-style-type: none"> • Full Uniform - upper body items: <ul style="list-style-type: none"> o Short sleeve plain white dress shirt with pointed-type collar; o School tie; and o V-neck navy blue sweater with school crest. • Casual Uniform - upper body items: <ul style="list-style-type: none"> o Crested white golf shirt (hemline not above the waist nor more than 7.5 cm/3" below the waist).
<ul style="list-style-type: none"> • Mandatory lower body items for both Full and Casual styles (at least one of the following): <ul style="list-style-type: none"> o Navy blue tunic (K to grade 3 only - length must be no more than 7.5 cm /3" above the knee); o Navy blue skirt (grade 4 to 7 only - length must be no more than 7.5 cm /3" above the knee); or o Navy blue skort (K to 7 - length must be no more than 7.5 cm /3" above the knee); o Navy blue dress pants; o Navy blue dress shorts. 	<ul style="list-style-type: none"> • Mandatory lower body items for both Full and Casual Uniform styles: <ul style="list-style-type: none"> o Navy blue dress pants o Navy blue dress shorts.
<ul style="list-style-type: none"> • Mandatory footwear items for both Full and Casual Uniform styles: <ul style="list-style-type: none"> o Navy blue knee-high socks/navy blue tights; o Black polishable unadorned dress shoes (velcro closures permitted for Primary grades). Heel height maximum 4 cm/1.5"; o Boots or mules are not permitted. 	<ul style="list-style-type: none"> • Mandatory footwear items for both Full and Casual Uniform styles: <ul style="list-style-type: none"> o Navy blue socks; o Black polishable dress shoes (velcro closures permitted for Primary grades). Heel height maximum 4 cm/1.5"; o Boots and black runners are not permitted.
Gym Uniform	
<p>Mandatory items</p> <ul style="list-style-type: none"> o Green short sleeve t-shirt with school crest. o Blue gym shorts with a school crest. o Blue track pants and green crested hoodie. o Plain white sport socks. o Indoor running shoes. o Outdoor shoes. 	
Special Days	

(Mass days, assemblies and special occasions designated by the Principal)

All students are required to wear:

- Short sleeve, plain white dress shirt with pointed collar;
- School tie; and
- V-neck navy blue sweater with school crest

Field Trips/Concerts/Performances/Extracurricular Activities

- Teacher organizing the event determines which uniform options are allowed

Additional Requirements of the Uniform Code

Maintaining uniform:

- Responsibility rests with students together with their parents.
- Clothing items are the appropriate sizes to fit students.
- Clothing items are in good condition and clean.
- Notification will be sent home should the uniform and department not meet the standard.

Hair:

- Hair is kept tidy. Excessive hairstyles are not permitted.
- Hair colouring and highlights are not permitted.
- Hair to be pulled off the face.
- Plain SOLID white, black or navy blue hair accessories are permitted.

Accessories:

- No makeup including nail polish.
- Watches are permitted.
- One pair of plain studs or sleeper earrings are the only items of jewelry permitted.

Parents

Rights and Responsibilities of Parents

Parents have the right and responsibility to:

- Be recognized as the first educators of their children
- Participate in the religious, social, emotional, and academic education of their children
- Visit the school
- Elect Local School Council members
- Participate in parent-teacher interviews
- Require excellence in religious and academic instruction
- Express their views on any subject including curriculum and activities
- Set a good example for their children
- Maintain current knowledge of the Family Handbook
- Maintain good relations with the Principal and teachers
- Participate in school activities, meetings and events
- Support the school financially

Parents are expected (but not limited) to:

- Be supportive of Island Catholic Schools as part of the mission of the Catholic Church.
- Be supportive of the Religious Educational Program of the school.
- Be a positive role model by being respectful of others.
- Respect those in positions of authority.
- Respect the rights and dignity of all persons in the parish/school community at all times.
- Refrain from participating in or promoting any behaviour that would threaten, intimidate, verbally assault (use of abusive language) or cause harm to any person.
- Refrain from bullying or harassment of any person in the school community. Refrain from using any technology/media device to defame the character or cause harm to the character of a parish/school community member.
- Avoid involvement in rumors and dissemination of rumors.
- Show an active interest in their child's school work and progress as well as attend required meetings (i.e. student progress interviews/conferences, Individual Education Program meetings, etc.).
- Ensure that their child attends school regularly, is on time and prepared.
- Work cooperatively with teachers and all members of the school community in all areas of their child's school life including disciplinary issues. Work towards the common good of all children.
- Be familiar with and support the school's code of conduct and regulations (i.e. uniforms, internet use, traffic safety on school grounds, etc.)
- Take concerns to the appropriate person(s). Follow the complaints procedure as provided in the CISDV Policy Manual.
- Build bridges of acceptance and understanding among the different cultures represented in the school community.

The Principal has the discretionary right to prohibit or remove any person (including parents) on school property who is deemed to be an immediate threat (in deed or word) to the safety

of students and/or employees and/or any other members of the school community. The Principal will inform the Superintendent, School Pastor and, if need be, Local School Council when such action is taken.

The Superintendent and School Pastor, in consultation with the Principal and/or Responsible Ministry and Safe Environment Office, reserve the right to determine consequences for non-compliance.

Please refer to Island Catholic Schools Policy 107 – Parent Code of Conduct

Local School Council

The Local School Council is comprised of 6 to 9 elected members, each serving a three-year term to a maximum of two terms. The Pastor and School Administration are non-voting *ex-officio* members.

The role of the Council includes:

- Furthering the goals and objectives established by the Island Catholic Schools (ICS) Board of Directors.
- Advising the Superintendent and ICS Board of Directors of local issues and concerns.
- Developing local policies relating to the functioning of the school and evaluating the effectiveness of these policies.
- Developing plans in consultation with members of the school community to meet current and future needs of the school.
- Responsibility for the financial operations of the school in accordance with financial policies and procedures of the ICS Board of Directors.
- Responsibility for issues relating to school property, grounds and transportation.
- Considering formal grievance appeals on matters affecting staff and students in accordance with approved policies and procedures.
- Directing issues and concerns from parents and parish community through the proper channels of response.
- Oversight of the Parent Support Group.

The Council's scope does not extend to supervision of the day-to-day administrative and teaching and learning decisions within the school.

The Council meets monthly, and its meetings are open to the school community. The specific dates and times are published in the [school calendar](#).

- Individual persons or delegations wishing to be heard by the Council must make their request in writing at least two days prior to the meeting.
- Please send these requests to the school at sp@cisdv.bc.ca, and place "Item for Local School Council" in the subject heading.

The Council holds an Annual General Meeting in May, where it receives reports on its activities during the year, and holds elections when members' terms expire.

Elections: The Council makes a call for nominations at least five weeks prior to this meeting. The school newsletter will provide further information during the election period.

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

Please refer to the following Island Catholic Schools Policies regarding Local School Councils:

- [203: Role](#)
- [204: Organization and Bylaws](#)
- [205: Meetings](#)

Parents' Support Group (PSG)

Parents are an integral part of the parish and school community, and are encouraged to take part in the activities of the school. Parents provide the leadership needed for special activities, fundraisers, social events and other community building events.

The purpose of the PSG is to assist the Principal and School Council in meeting the needs of the school community. We meet these needs on three levels: financial, social and educational.

Anyone who is a parent or guardian of a student at the school can join the PSG executive. Meetings are monthly and open to the general school community.

The PSG organize fundraisers such as the Hot Lunch on Thursdays, spirit days and other fundraising events to provide financial assistance for school programs, equipment and recreational activities like Kindergarten Gymnastics.

Volunteering

Our school is your school. Each St. Patrick's family is asked to devote a minimum of 10 hours of volunteer time to the school per year. A \$150 deposit (by cheque) is held in trust, to be returned/destroyed once at least 10 hours are complete. You will be asked to provide the \$150 cheque annually, with the school fees. Volunteering includes participating in field trips, helping at PSG functions, volunteering at various school events, and even attending the monthly PSG meetings. It is easy and a lot of fun. The 10 hours go quickly!

To sign up for opportunities, check out our volunteer site:

<https://www.signupgenius.com/go/10C094CAFAA2CA3FACE9-parent> Access code: 2368

When volunteer hours are completed, email the "[Volunteer Hours Tracking](#)" form to: spv-psg@cisdv.bc.ca.

If you have any questions about volunteer hours, deposits, etc. please contact the Parents Support Group Volunteer Co-ordinator at stpatparentvolunteers@gmail.com. Questions regarding Hot Lunch contact hotlunchstpats@gmail.com.

Suggested volunteer opportunities available for parents to complete their 10 hours per family include, but are not limited to the Welcome Back BBQ, Christmas crackers, Kids Christmas Shopping, Green Ice Cream (St Patrick's Day), Fun Fair, Classroom reps, hot lunch.

To volunteer in the school or on field trips, all volunteers are required to complete a Volunteer Form, a Covenant of Care Form and a Criminal Record Check (CRC). Once we receive the Volunteer and Covenant of Care form, you will receive the code to do the CRC online.

These forms are available on the school website at <https://stpatrickselem.ca/forms/>: Click on the **Forms** tab and scroll down to the heading **RMSE – Volunteer Program**.

We believe parent participation is crucial to provide a richer enhancement to your children's school experience and there are many ways, days, times to help-out the school - even for

working families. St. Patrick's would not be the vibrant community it is without people like you!

PSG School Events

Welcome Back Coffee – first week of school at drop-off Park your car, drop your kid(s) off, and spend a few minutes with a hot coffee, some treats, PSG members, and other parents. This is a very casual outdoor meet and greet in the elementary school yard, beside the drop off zone.

Welcome Back BBQ/Meet the Staff Evening

Held during the second week of school, this casual Welcome Back BBQ leads into the Meet the Staff event. Join St. Patrick's families on the intermediate playing field (at the end of Trent Street, just beyond the teacher's parking lot, over the creek bridge) for a PSG/St. Patrick's Knights of Columbus BBQ, complete with picnic tables, kids field games, and a BIG cake! Then head into the school gym (back entrance by the school bus to the second floor) for a warm welcome by the principal and the Meet the Staff evening. Most of the school community attends this great event, thereby providing an excellent opportunity to connect with other families and friends, find out about volunteer opportunities, and meet the St. Patrick's staff. Note: Donations towards the BBQ are appreciated.

Family Board Game Night – the Interactivity Board Game Café supplies board games, families and parishioners mingle to play games of their choice, whilst eating dinner together. This highly energetic event takes place in the school gym, from 5-7pm, with dinner options for purchase (i.e. pizza, BBQ, popcorn, juice).

Parent Education Events – PSG organizes a speaker that focuses on topics of interest to parents of elementary/intermediate school aged children (i.e. math, literacy, internet safety). These evening events usually take place in the library, with child-minding provided by grade 7 students in the gym.

Christmas Crackers

Over three school days, each class spends about an hour making 1000+ Christmas crackers (wrapped cardboard rolls, containing candy and a popper) which are then distributed to Our Place, Glad Tidings, St. Andrews Cathedral and Anawin House for Christmas dinners for those less fortunate in our community. Families may donate their extra Halloween candy to fill the crackers. This event offers ample volunteer opportunities (i.e. prepping paper rolls, wrapping paper and ribbons at home in the evenings)

Kids Christmas Shopping Event (proceeds support the Grade 7 Retreat)

The school community donates "gifts" of new and lightly-used items to be sold at the Kids Christmas Shopping Event. Children shop for presents (your donations, priced \$2 each) for their immediate family members and are then assisted by grade 7 students with the wrapping.

Kids Night Out

A fundraiser hosted by the Grade 7 class, Kids Night Out takes place on a Friday evening in early December. Parents drop their kids off at the school gym for an evening of movies, crafts, pizza and popcorn, whilst you take the opportunity for a date night or some pre-Christmas shopping.

Green Ice Cream

Shortly before dismissal on the last day of school before the Spring Break, the PSG provides children with chocolate mint (green!), vanilla or gluten-free ice cream cones. This takes place on the elementary playground, so pick up your sticky, green child there.

Oak Bay Tea Party Parade

Pop on your green and gold and enjoy walking in the Oak Bay Tea Party parade with a very enthusiastic group of St. Patrick's families.

School Fun Fair

Games like three-legged races and bean-bag throws, the Knights of Columbus BBQ, popcorn and other treats! Taking place on the intermediate playground during the last week of school, this is the great end of year send off. Note: If you haven't logged your 10 volunteer hours yet, this is your last chance and also where we can definitely use you. The fun fair is "fun" but also labour intensive, so please join the Fun Fair Volunteer Committee well in advance of the event and help make the afternoon memorable for all. Email: stpatparentvolunteers@gmail.com to join.

Further Fundraising Opportunities:

St Patrick's has relationships with the following local businesses (mention St. Patrick's at checkout):

- Cobs Breads (Oak Bay/and some other Victoria locations – please ask at store)
- Finn and Izzy (<https://finnandizzy.com/>) - when you purchase \$50 of full priced shoes, \$5.00 goes towards our school when you select St. Patrick's
- Bottle Depot - mention St. Patrick's School when you take your bottles in.
- Mabel's Labels https://mabelslabels.ca/en_CA/fundraising/support/ search for "St Patrick's (Victoria)"
- Oliver's Labels <http://www.oliverslabels.com/StPatricks>

Food at School

Efforts are made to ensure safe and appropriate foods are available and brought to school. St. Patrick's is an allergy aware school. Birthdays are recognized in non food ways, so no need to make cupcakes for the class when you attend St. Patrick's. It is encouraged that lunches do not contain candy. We are a litter free school, so all food wrappers and uneaten snack/lunch is sent home.

As an allergy aware school, St. Patrick's strives to keep all students safe and takes additional precautions with anaphylactic allergies. When the school and/or a classroom teacher becomes aware of a student with an anaphylactic allergy, the teacher shall follow these steps to best ensure student safety:

- 1) The classroom teacher will meet with the family to review whether the family would like classroom restrictions for the allergen, and to ensure an unexpired, labelled Epi pen is in both the classroom and the office
- 2) The classroom teacher will communicate any classroom restrictions requested by the family to the class community through email.
- 3) The classroom teacher will communicate with the school administration through email regarding any classroom restrictions and Epi pen placements.
- 4) The classroom teacher will familiarize themselves and ensure that classroom assistants are also familiar with how to administer an Epi pen.

Restrictions are limited to the classroom community and do not extend to other class communities.