

# Queen of Angels Catholic School

## PARENT/FAMILY HANDBOOK



2024 - 2025

Mrs. Brian Untereiner  
Principal

2085 Maple Bay Road, Duncan, BC, V9L 5L9  
Telephone: 250-746-5919 Fax: 250-746-8689  
Email: [qa@cisdv.bc.ca](mailto:qa@cisdv.bc.ca)  
Website: [queenofangels.ca](http://queenofangels.ca)

<b>WELCOME TO QUEEN OF ANGELS CATHOLIC SCHOOL .....</b>	<b>4</b>
VISION .....	5
MISSION.....	5
SCHOOL MOTTO .....	5
PARENTS AS EDUCATORS.....	5
HISTORY OF QUEEN OF ANGELS CATHOLIC SCHOOL.....	5
QUEEN OF ANGELS SCHOOL STAFF 2024-2025 .....	6
LOCAL SCHOOL COUNCIL MEMBERS 2024-2025.....	6
PARENT SUPPORT GROUP EXECUTIVE 2024-2025 .....	6
<b>OUR SCHOOL DAY .....</b>	<b>7</b>
HOURS OF OPERATION GRADES K-9 .....	7
SUPERVISION .....	7
RAINY DAYS.....	7
ATTENDANCE.....	7
LATE ARRIVALS.....	8
ILLNESS .....	8
SIGN OUT PROCEDURES.....	8
HOT LUNCH/SNACK DAYS .....	8
FIELD TRIPS .....	8
EARLY DISMISSAL.....	8
<b>COMMUNICATION .....</b>	<b>9</b>
SCHOOL TO FAMILY .....	9
ASSEMBLIES.....	9
REPORT CARDS .....	9
SCHOOL SUPPLY LISTS.....	9
PARENTAL CONCERN PROCEDURES.....	9
<b>STUDENTS.....</b>	<b>10</b>
BACKGROUND .....	10
POSITIVE BEHAVIOUR SUPPORT .....	10
BEHAVIOUR EXPECTATION MATRIX.....	11
CODE OF RESPECTFUL BEHAVIOUR.....	12
GENERAL SCHOOL CONDUCT.....	12
CLASSROOM CONDUCT .....	12
FIELD TRIPS TO AWAY FROM SCHOOL .....	13
LUNCH EATING PERIOD.....	13
PLAYGROUNDS .....	13
ARRIVALS AND DEPARTURES .....	13
CONSEQUENCES RELATED TO UNACCEPTABLE BEHAVIOUR .....	14
UNACCEPTABLE BEHAVIOURS .....	15
WHAT IS BULLYING? .....	15
HOW TO RESPOND TO BULLYING.....	16
HOMEWORK.....	16
PERSONAL BELONGINGS.....	17
BICYCLES.....	17
TELEPHONE PRIVILEGES AND CELL PHONE USE .....	17
STUDENT RECOGNITION.....	18
EXTRA CURRICULAR ACTIVITIES.....	18

ATHLETIC POLICY .....	19
LEAVING THE PROPERTY .....	19
<b>UNIFORM.....</b>	<b>19</b>
DRESS CODE.....	19
UNIFORM REGULATIONS .....	21
UNIFORM INFRACTIONS .....	22
NON-UNIFORM DAYS .....	22
<b>PARENTS.....</b>	<b>22</b>
VOLUNTEERS .....	22
PARENTS' SUPPORT GROUP (PSG) .....	22
LOCAL SCHOOL COUNCIL .....	23
MASS AND CELEBRATIONS .....	23
SACRAMENTAL PREPARATION.....	23
RIGHTS AND RESPONSIBILITIES OF PARENTS .....	23
PERSONAL INFORMATION PRIVACY POLICY .....	23
<b>EMERGENCY .....</b>	<b>24</b>
EMERGENCY PROCEDURES.....	24
MEDICAL ALERTS .....	25
PARKING LOT PROCEDURE.....	25
SECURITY .....	25
TRANSPORTATION OF STUDENTS.....	25

## **WELCOME TO QUEEN OF ANGELS CATHOLIC SCHOOL**

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

We feel it is of the utmost importance for the school to communicate with the home. We attempt to keep you well informed of what is happening at Queen of Angels Catholic School through our annual school calendar, website, this handbook, and through our newsletters. Updates and newsflashes are posted on our website [www.queenofangels.ca](http://www.queenofangels.ca), Instagram, and Facebook.

If you have a concern or a question, please don't hesitate to contact the school at 250-746-5919.

Sincerely,

Brian Untereiner  
Principal

## **VISION**

To be the school of choice in the Cowichan Valley, raising well-rounded students guided by a strong moral conscience.

## **MISSION**

To provide an excellent education in a safe, nurturing, and inclusive Catholic environment where together we prepare future leaders.

## **SCHOOL MOTTO**

Our school motto is adapted from Ephesians (4:16): "To Build in Love."

## **PARENTS AS EDUCATORS**

Parents have a particularly important part to play in the educating community; since it is to them that the primary and natural responsibility for their children's education belongs. The school exists to complement the work of parents as the first teachers of their children. Parents should be involved in the life of the school by participating in the Local School Council, the Parents' Support Group, volunteering, and through regular collaboration with teachers.

## **HISTORY OF QUEEN OF ANGELS CATHOLIC SCHOOL**

Queen of Angels Catholic School first opened its doors to students in September 1964. The official opening was on April 4, 1965, and Bishop Remi DeRoo conducted the ceremonies. The first elected School Board included Ken McKinnon, Chairman; John Getz; Joe Gergel; Cliff Pascoe; Joe Haddock; Father Paul Monahan, O.M.I.; and Bill Brown.

## **QUEEN OF ANGELS SCHOOL STAFF 2024-2025**

Ms. Rebecca Miller, Grade K Teacher  
Ms. Colleen Carlin, Grade K-1 Teacher  
Ms. Mira Bota, Grade 1-2 Teacher  
Mrs. Danica Medley, Grade 2-3 Teacher  
Mrs. Sarah Walsh, Grade 3 Teacher  
Mrs. Angelique Rasmussen, Grade 4 Teacher  
Mr. Stephen Valiquette, Grade 4-5 Teacher  
Ms. Lindsay Boyd, Grade 5 Teacher  
Mr. Patrick McCann, Grade 6 Teacher  
Ms. Erin Ewer, Grade 6-7 Teacher  
Ms. Whitney Kay, Grade 7 Teacher  
Ms. Valerie Nearing, Grade 8 Teacher  
Mme. Rachel Anderson, French  
Mr. John Battie, PE  
Mr. Matthew Nace, Music  
Mrs. Sue Hunter, Learning Support  
Mrs. Brenda Hennig, Learning Support Teacher  
Mrs. Lana Durand, Learning Support Coordinator  
Mrs. Vernadean Douglas, First Nations Support  
Mrs. Char Cardin, Librarian

Mrs. Melissa Telfer, Secretary  
Mrs. Cindy Millard, Bookkeeper  
Mrs. Jessica Lemmens, Receptionist  
Mrs. Sonja Milbury, Uniform Store

Mr. Brian Untereiner, Principal

Mrs. Karen Alley, Education Assistant  
Mrs. Jackie Cleaves, Education Assistant  
Mrs. Maria Crossley, Education Assistant  
Mrs. Jolene Duncan, Education Assistant  
Ms. Michele Loeffler, Education Assistant  
Miss Michelle Plecas, Education Assistant  
Mrs. Claire Milbury, Education Assistant  
Mrs. Susan Porter, Education Assistant  
Mrs. Maureen Salmon, Education Assistant  
Mrs. Ann Scholton, Education Assistant  
Mrs. Katie Wolfe, Education Assistant  
Mrs. Eriko Yamamoto, Education Assistant

Mrs. Glenda Atcheson, Angel Care Coordinator  
Ms. Tam Arnold, Angel Care  
Ms. Karyn Climie, Angel Care  
Mrs. Angela Fukakusa, Angel Care  
Ms. Maureen McNeil, Angel Care  
Ms. Madeline Rota, Angel Care  
Mrs. Jenn Ruckemesser, Angel Care  
Mrs. Debby Fernandez, Out of School Care  
Ms. Emily McAully, Out of School Care

## **LOCAL SCHOOL COUNCIL MEMBERS 2024-2025**

Christopher Boyd, Chair, Buildings & Grounds  
Nathan Elliot, PSG Liason  
Ulrika Drevniok-Wismer, Finance  
Heather Young, Human Resources  
Rebecca Lamhonwah, Secretary  
D'Arcy Joe  
Calvin Swustus  
Chris Hawkins  
Lauren Wright

Fr. Roger Poblete, Chaplain (ex officio)  
Mike Doyle (ex officio) – Board of Directors Liaison  
Brian Untereiner, Principal (ex officio)

## **PARENT SUPPORT GROUP EXECUTIVE 2024-2025**

Terra Munro, Chair  
Kate Wratten, Vice-Chair

Jade Soluk, Treasurer  
Vacant, Secretary & Gaming

## **OUR SCHOOL DAY**

### **HOURS OF OPERATION GRADES K-9**

8:15 am	Supervision begins
8:45 am	Students assemble in classrooms
10:15 am	Recess
10:30 am	Recess ends
12:00 pm	Lunch Playtime
12:45 pm	Lunch Mealtime
1:00 pm	Students assemble in classrooms
3:00 pm	Classroom instruction ends
3:20 pm	Supervision ends

You are asked to pick up your child(ren) by 3:00 p.m. If, on occasion you are late and your child(ren) have not been picked up by 3:00 p.m., they will be safely waiting in the front office.

### **SUPERVISION**

Children are supervised by staff before school, during recess, during lunch playtime, and after school. Children are required to stay outdoors, weather permitting, during these times unless they have been given permission by the supervising staff member to enter the school. Supervision before and after school is as follows:

Before School - Beginning at 8:15 a.m.

After School - Until 3:20 p.m.

We ask that you assist us by assuming responsibility for your child(ren) prior to and following our supervision times.

### **RAINY DAYS**

On light rain or drizzly days, students will be sent out for recess and lunch. We ask that students are sent to school appropriately dressed. On days when there is heavy rain, students will be kept inside and there will be increased supervision.

### **ATTENDANCE**

Every student registered at Queen of Angels Catholic School is expected to attend regularly and punctually throughout the school year unless excused from doing so. If your child will be absent from school, parents are asked to notify the school office by 9:00 a.m. If we have not received a note, email, or phone call, we will contact you. Please feel free to leave a message on our voicemail. Parents are asked to avoid extended holidays during the school year as it may negatively impact a student's academic progress. If your child will be away for an extended period (e.g. vacation), please contact the teacher for homework assignments at least two weeks prior. Also

provide the office with a written note or email outlining the reason for the absence and the dates your child will be absent.

### **LATE ARRIVALS**

Students are expected to arrive at school on time. Students who arrive late are to report to the front office and receive a late slip before attending class. Parents may be contacted when a student has been chronically late.

### **ILLNESS**

Normally, children who are too ill to go outside are too ill to be at school. Children coming to school with colds are unable to function well and provide a source of infection for other children. We ask that, given this situation, you keep your child(ren) at home. If your child becomes ill while at school, the office will phone you for pick-up.

### **SIGN OUT PROCEDURES**

If, for any reason, you need to take your child out of school during the school day, we ask that you, or any person on your authorized pick-up list, sign him/her out in the office and sign him/her back in when you return.

### **HOT LUNCH/SNACK DAYS**

The Parents Support Group sponsors several hot lunch days. Students may pre-order a hot lunch or snack within a specified deadline. Ordering is to be completed online with [munchalunch.com](http://munchalunch.com). Please check the school newsletter for updated information. Also note that only pre-ordered lunches will be available on hot lunch day. There will not be any "same day" purchases available.

### **FIELD TRIPS**

Queen of Angels Catholic School encourages field trips, which are educational and informative in nature. You will receive prior notice of all field trips and you will receive a Student Permission Slip for each one, which must be signed and returned to the school prior to the event. All field trips will be adequately supervised. Bussing is the preferred method of transportation for field trips. Parents attending a field trip are required to have a completed Criminal Record Check on file with the school.

### **EARLY DISMISSAL**

Starting in October and continuing for the rest of the year, school will be dismissed at 2:00 p.m. on the first Wednesday of each month. Our monthly staff meeting will be starting at 2:15 p.m. There will be student supervision until 2:20 p.m.



## **COMMUNICATION**

### **SCHOOL TO FAMILY**

Queen of Angels provides a variety of information sources to maintain clear and timely messaging. You can look forward to our “Week at a Glance,” Teacher Websites, The Parent Handbook, Facebook and Instagram, and Report Cards.

In addition to these publications Queen of Angels School also communicates through:

- School Website
- Telephoning
- Meet the Teacher Night
- Open House
- Parent/Teacher Interviews
- Student-Led Conferences
- Email
- Student Agendas

### **ASSEMBLIES**

Although the assemblies are primarily for the children, we occasionally invite parents. Assemblies are held after lunch on every third Wednesday from 2:00 – 2:30. Please refer to the calendar for notice of an upcoming assembly

### **REPORT CARDS**

Report periods for the current year are listed in your school calendar. It is our philosophy that communication is essential to any reporting system. Teachers and parents are encouraged to stay in close contact regarding student progress. In the first term there will be a student/parent/ teacher interview followed by a written report card. The second term written report card will be followed by a student-led conference. A final written report card is given on the last day of school.

### **SCHOOL SUPPLY LISTS**

Supply lists are sent are posted on the school website. This enables you to take advantage of the various summer sales. Some stores also have copies of our supply lists as well.

### **PARENTAL CONCERN PROCEDURES**

- Please consult initially with the classroom teacher or pertinent staff member.
- If further action is felt necessary, you should take the matter to the principal.
- If the matter has still not been resolved, the complaint should be put into writing and addressed to the principal requesting further action. A copy should be sent to the Local School Council Chairperson.
- The Council Chairperson will satisfy herself/himself that the problem has been resolved and report to the Local School Council.

## **STUDENTS**

### **BACKGROUND**

As Catholic educators, the development of each child, is central to our mission. To concentrate only on the academic growth of our children and ignore the other dimensions of their being would be to shortchange our children and to deny our Catholic mandate. We are builders of people.

As builders of people, it is essential to create an environment that is both loving and challenging. The environment we create will most certainly be dependent in part on how we discipline our children. With what we know of human behaviour, a Catholic Christian environment is created most effectively when we consider the following:

- All children were made in God's likeness.
- Each incident is an opportunity to teach.
- Personal growth is dependent on being actively involved, reflecting on one's choice and commitment.
- Success and respect for all stakeholders is essential to a well-disciplined environment.
- In a disciplined environment, we deal with the action and make no negative assumption about the nature of the child.
- Expectations must be clear for all stakeholders.

### **POSITIVE BEHAVIOUR SUPPORT**

Queen of Angels Catholic School has implemented a PBS (Positive Behaviour Support) program. PBS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing unacceptable behaviour with all students. All students will be made aware of the expectations for their behaviour and will be encouraged to conform to them. These will be taught with the use of our Behaviour Expectation Matrix, which follows. It has been adapted for Primary. The expectations will also be acknowledged, reinforced, and modeled by all the adults in the school. The use of recognition to reward positive student behaviour also plays an integral role in school wide discipline. The staff will use positive reinforcement to encourage appropriate behaviours in the classroom, throughout the school, and on the playground.

Our school community, including students, parents, staff, administration, and others, must work together to create and maintain a safe and supportive environment that promotes teaching and learning.

- All individuals in the school will treat all others with respect, concern, care, and fairness.
- All individuals in the school will display good citizenship and acknowledge responsibility for their behaviour.
- Students are expected to attend all classes, arrive on time, and actively engage in tasks.

- Staff has the responsibility to model and teach the principles of respect for others and responsibility for one's actions.
- The staff will establish and use behavioural consequences in an educational manner, helping students to appreciate the purpose of rules, the importance of making amends, and the taking of responsibility for improving their behaviour.
- Students have the right to be treated with respect, and to expect fair and consistent treatment from staff.
- Staff has the right to be treated with respect, and to expect fair and consistent treatment from students and parents.
- Students have the responsibility to be aware of and abide by school rules, regulations, and procedures.

## **BEHAVIOUR EXPECTATION MATRIX**

Through practicing Gospel values, we are committed to providing a quality education and the development of a safe, caring, inclusive, and culturally respected school environment. By teaching and modeling positive behaviours, all students will have the opportunity to experience success and meet their G.O.A.L.S.

(Gospel Values, Ownership, Attitude, Leadership, Safety)

### G – Gospel Values:

- Love yourself and love others,
- Forgive yourself and forgive others, and
- Respect yourself and respect others.

### O – Ownership:

- Take responsibility for the choices you make,
- Consistently and respectfully participate in classroom activities, and
- Attempt to complete the work that is assigned to you.

### A – Attitude:

- Listen respectfully,
- Treat the people in the school with the same respect they wish to be treated,
- Treat your surroundings (the school, the grounds, and the supplies) with care, and
- Accept that any choice of words, gestures, or actions that cause hurt feelings (to every student and staff) is not tolerated.

### L – Leadership:

- Recognize that every choice and every behaviour have an impact on the people around you, and
- Behave in a way that inspires good behaviour in others.

### S – Safety:

- Make choices that do not increase the risk of harm or hurt feelings to themselves and the people around them (students and all school staff).

## **CODE OF RESPECTFUL BEHAVIOUR**

Our school's code of student behaviour is based on these guiding principles:

- Students will be provided an environment that enables learning, ensures a safe and protected environment, and allows equity of opportunity for growth for all involved.
- Students participating in an educational program actively contribute to an environment that enables learners to develop their individual potential.

The complete code is sent home in the fall for reading and signing by both parents and students.

## **GENERAL SCHOOL CONDUCT**

Students are expected to treat one another with consideration and respect for their differences. No one has the right to hurt another's feelings or body. Our school is expected to be a safe and caring environment where all can enjoy the programs and activities offered. This means that our school does not permit fighting, bullying, or intimidating behaviour. Students and adults will work with each other in a courteous manner.

Students are expected to use sound judgment in their choice of activities. We expect that students will treat the school and grounds with respect. Students are expected to recognize that some activities might lead to injury and are thus not acceptable. These activities include, but are not limited to, such behaviours as hands on play, play fighting, or throwing objects in and around the school.

Students are expected to remain on the school grounds, unless given specific permission to leave. Leaving the school grounds is not permitted unless accompanied by a parent or guardian, and/or appropriate arrangements have been made, and agreed to, by the parent/guardian and the school. Such leaving would also include written or spoken permission by the parents or guardian. All students leaving before the end of the school day must be signed out at the office by a parent, guardian, or authorized designate.

## **CLASSROOM CONDUCT**

Students are expected to participate in classroom lessons by listening carefully, following directions, completing assignments, and co-operating with the other students and adults who may be part of that classroom environment. It is expected that students shall actively participate in all classroom activities. Students are to treat the physical classroom with respect and to maintain furniture, textbooks, and other school materials in proper and undamaged condition. They are to be responsible for keeping their desks, lockers, and cubbies clean. Students are expected to walk in classrooms, hallways, and on stairways.

We expect that students will respect the rights of others in the classroom. Students must be able to have their materials and belongings left in a personal place, without fear of loss or damage. All cell phones and smart watches must be kept in the student's locker and not be used during the school day. Parents needing to contact their child(ren) during school hours are to call the school – we will relay your message.

## **FIELD TRIPS TO AWAY FROM SCHOOL**

Leaving the school grounds places an increased demand on staff to ensure student safety. Students travelling on field trips or sporting excursions are expected to always listen carefully to teachers, and designated supervisors. Supervisors are expected to be able to focus on the safe participation of all our students, instead of being distracted by individuals who choose not to follow directions. Students are expected to always follow our school behaviour policy.

## **LUNCH EATING PERIOD**

The lunch period should be a pleasant and relaxing time for all students. To ensure this, all students are to exhibit appropriate eating behaviour and to speak to each other using “inside voices”. While eating, students should remain in their seats. Students should leave a clean desk and floor area and should appropriately dispose of garbage. As well, students are encouraged to follow the 3 R’s of Reduce, Re-use, and Recycle. Healthy eating and nutritional foods are encouraged. Please do not bring potato chips, and candy as they are not acceptable choices for snacks or lunches. Further, Queen of Angels School is proud to call itself a water-only school. Juice, energy drinks, coffee, tea, or pop are not acceptable choices for students at school. We are grateful for your cooperation.

## **PLAYGROUNDS**

Students are encouraged to develop “open and inclusive” games so that all interested players can participate. Games must not involve actions that include hitting or rough physical contact. Classroom equipment is provided at the beginning of the year, but will not be replaced if students neglect it, or fail to bring it back in from outside. Climbing bars and adventure apparatus are provided on the grounds. Students are required to always use caution on the apparatus. Games of tag through or in the vicinity of playground apparatus are not permitted. Students are expected to respect boundaries, bells, and buildings.

## **ARRIVALS AND DEPARTURES**

- Students are to arrive no earlier than 8:15 am, at which time, supervision is provided (unless involved in a school activity).
- The warning buzzer rings at 8:40 am and classes begin at 8:45 am.
- All students travelling by car must be dropped off and picked up in the main parking lot. Please do not use the staff parking area for morning drop off. Our parking lot procedures can be found in this handbook or on the school website. Students must leave the school grounds immediately after school and go directly home, unless waiting for transportation or involved in supervised extra-curricular activity. Students walking or bike riding, to and from school, will use crosswalks and obey all traffic regulations.

- All students will use the walkway on the school side of the road up to the crosswalk before heading off to different locations.
- All elementary students who are waiting for school bus or car transportation must wait on the primary play area behind the fence.
- Middle school students are asked to wait for their transportation in their designated areas.
- There will be no direct supervision after 3:20 pm.
- Students are expected to arrive and leave the school grounds wearing their school uniform.

### **CONSEQUENCES RELATED TO UNACCEPTABLE BEHAVIOUR**

All of us, adults, and students alike, make choices about how to react to any set of circumstances. Students make positive and negative choices as they interact with others. This is a “normal” part of growing and learning. Negative choices can be opportunities to learn and develop their social skills.

The first line of discipline is to have the students identify the unacceptable behaviour, discuss why the behaviour was not acceptable, and determine what choices are open to them the next time they find themselves in similar circumstances. We want children to be clearly aware of expectations. Classroom teachers begin the year by sharing classroom and school expectations with students. These expectations are reviewed throughout the year both in the classroom and at assemblies. In each classroom, teachers design a system that establishes the consequences for students who make inappropriate choices in behaviour.

These consequences are designed to help students realize that they are choosing behaviours that do not meet our school’s expectations regarding the learning environment, safety, or consideration of feelings. The consequences might include writing a reflection paper, serving a detention, or completing missed work at recess or lunch.

Students are given a limited number of opportunities to make acceptable choices. Teachers will implement an alternative set of consequences to help students realize that changes are necessary in their chosen reaction to classroom expectations. When there are indications that poor behaviour or work habits are limiting the student’s progress, parents will be informed. No predetermined number of chances will exist before moving to the next level of discipline. Instead, the nature of the unacceptable behaviour and the student’s attitude will be taken into consideration at the time.

When regular classroom consequences and teacher-parent discussions do not seem to be effective in curbing the inappropriate behaviour, the principal will confer with the student. At this stage, parents may be informed at the discretion of the principal. Frequently a “Plan of Action” will be created involving the student, parents, teachers, and administration. The principal will document each discipline referral from a teacher.

When the actions of a student demonstrate a serious disregard for the expectations of our school, even though the student has been afforded opportunities to make appropriate

choices, the student might receive an “in-school” suspension. The length of the suspension will vary according to the nature of the inappropriate behaviour. Longer suspensions or “out-of-school” suspensions will be considered in serious situations where the safety of others is a concern or when a student is not responding to in-school suspension consequences. For incidents involving serious, aggressive, or inappropriate behaviour, counseling might be required before the student returns to school. If a student repeatedly chooses to disregard Queen of Angels’ Catholic School Code of Respectful Behaviour, he/she might be asked to withdraw from the school permanently. (CISDV Policy and Regulations Manual, Policy #507)

### **UNACCEPTABLE BEHAVIOURS**

The following behaviours are unacceptable and will generally be handled internally by teachers and/or school administration. Parents may or may not be contacted depending on the frequency and severity of the behaviour.

- Using cell phones during school hours, on field trips, or at sports practices and games
- running in classrooms, hallways, on stairways, or on walkways
- throwing objects like rocks or snowballs
- climbing trees, fences, or the school building
- chewing gum
- being out of uniform (including inappropriate jewelry or make-up)
- defying authority
- defacing school or personal property
- swearing or using inappropriate language
- hands on play, play-fighting, and rough play

The following behaviours are unacceptable and will involve school administration. Parents will be contacted and suspension from school or expulsion of the student may result, depending on the frequency and severity of the offence.

- fighting
- bullying through intimidating actions or harassment of others
- stealing
- possession and/or use of any weapon (weapon is defined as any instrument designed, or used, to injure or intimidate another person)
- Possession and/or use of alcohol, tobacco, marijuana, vaping, and restricted or illicit drugs

### **WHAT IS BULLYING?**

Bullying is when a student is being exposed, repeatedly, and over time, to intentional pain, discomfort, or embarrassment inflicted by one or more students. Bullying implies an imbalance in power or strength in which a child is victimized and includes some or all the following:

- physical actions (punching, kicking, biting)

- verbal actions (threats, using offensive names, ridiculing)
- social exclusion (spreading rumours, malicious gossiping, excluding)
- cyber bullying (using information and communication technologies to support, deliberate, repeated, hostile behavior)

## **HOW TO RESPOND TO BULLYING**

General awareness of issues around bullying and bullying prevention are discussed, when appropriate, in the classroom or assembly. Incidents of bullying need to be reported to a responsible staff member (educational assistant, teacher, or school administrator) to allow for a timely response. All incidents of bullying are in turn made known to the school administration, which keeps a record of the incidents.

The principal or staff of the school will take appropriate steps to understand the situation, provide support to the student who has experienced bullying, and use a variety of strategies to help the bullying student learn appropriate behavior both in and out of the classroom. If initial methods of behavior management are not successful, the school Principal takes progressive steps that may include:

- phone calls to parents
- in-school suspensions
- meeting with parents
- suspensions from sports/club activities or field trips
- out-of-school suspensions
- expulsions

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, Queen of Angels Catholic School administration follows procedural fairness guidelines as set out by the Federation of Independent Schools (FISA) and Island Catholic Schools Policy (ICS).

## **HOMEWORK**

Students should expect to spend some time every day doing homework.

This may include:

- completing unfinished work
- making up work missed through absence
- reviewing work, learning, and studying for tests
- strengthening skills
- working on long term projects
- providing time for reading

Students in the Primary grades may be expected to spend 10-20 minutes doing homework Monday through Thursday night, while Intermediate students should plan to spend 20-45



minutes in homework each night. Middle School students will spend 30–60 minutes per night. If your child is spending significantly more time than this in focused application to homework, please contact the teacher for advice. Homework should provide disciplined practice but not cause undue hardship.

Parents can assist their child with homework by:

- providing a designated, quiet place and time to work
- helping organize assignments
- being an audience for reading practice and drills in math and spelling
- assisting in finding information and resources for projects

A homework practice that has proven successful for some parents is to designate a regular time each night to do homework. If the child has no homework from school they can read, write, or research a topic related to course work at school. This can eliminate the “I don’t have any homework” excuses and teach a child to take initiative and responsibility for their own learning.

### **PERSONAL BELONGINGS**

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

We would request all items left at school be identified with the child's name. Books and supplies should also be marked. However, we would urge a student to notify the appropriate teacher or administration immediately if something is missing. Found items are stored in a "Lost and Found" box for reclaiming. They are displayed during student/parent/teacher interviews, student-led interviews, and at year-end. Any remaining items are donated to charity at the end of June.

### **BICYCLES**

The school is not responsible for student bicycles or equipment. Therefore, students are encouraged to lock their bikes to the designated bike racks. Students must use appropriate equipment such as helmets and reflectors when riding their bicycles. Please do not bring skateboards to school.

### **TELEPHONE PRIVILEGES AND CELL PHONE USE**

Students may use the school phone in the office or their classroom, however, they must have a good reason and permission from their homeroom teacher to do so. Frequent use of the phone is not encouraged. Arrangements for spending time with friends after school should be made the day before from home.

Cell phones and smart watches are not to be used during the school day and should be locked away during school hours. Cell phone and smart watch use during the day will result in confiscation of the cell phone. If parents need to contact their child before 3:00 p.m., they should call the school office 250-746-5919 and leave a message.

Students may not take photos of other students with their phones at any time.

## **STUDENT RECOGNITION**

All students are regularly recognized for the many gifts they bring to Queen of Angels Catholic School.

Grade 9 (Grade 8 for 2024-2025), students have an opportunity to be chosen for the following awards:

- Bishop's Award - one Grade 9 student (Grade 8 for 2024-2025) will be selected by their classmates for displaying a Christian attitude.
- Ys Poland Bursary - excellence in academics, effort, athletics, performing arts, and citizenship.
- Sharon Kocurek Memorial Bursary - citizenship, cooperation, and all-round effort.
- Ellen Hannon Memorial Bursary - top academic standing.
- CSTA Academic Award
- Ken McKinnon Memorial Award – unselfish service

In addition, Grades 7-9 ((Grade 8 for 2024-2025) can be awarded:

- Gold, Silver, Bronze pins.
- Athlete(s) of the year.
- Sportsperson(s) of the year.
- Performing Arts award.
- Fine Arts Award.
- Band/Music Performance Award.
- Top student in each of the academic areas (Language Arts, Math, Social Studies, Science, and French)
- Catholic School Teacher's Association Award – one student in Grade 8 and Grade 9.

In Grades 4 – 6, certificates will be given at the end of the year:

- Excellence in Language Arts, Math, Social Studies, Science, French, Visual Arts, and Music.
- Several sports awards for a variety of teams.
- Athlete(s) of the year.
- School Spirit awards.

## **EXTRA CURRICULAR ACTIVITIES**

Queen of Angels offers many extra-curricular programs to enrich the spiritual, academic, athletic, and artistic abilities of our students. Programs may include:

- Soccer                      Basketball                      Badminton
- Track & Field              Cross Country                  Choir
- Rowing                      Dance                              Wrestling
- Volleyball                  Rugby                              Student Council

Other programs may be offered depending on volunteers and interest.

## **ATHLETIC POLICY**

Queen of Angels expects the athletes representing our school to be courteous, respectful, committed, disciplined, and academically successful. Therefore, athletes must have completed all assignments to the best of their ability and be in good behavioural standing before they have the privilege of attending practice or competing.

Also, they must have attended practices on time, be coachable, and display good sportsmanship before, during, and after games or events to be allowed to represent the school in competition.

Non-attendance at practice may result in being benched at the next game. Two missed games may result in removal from the team. Cell phones may not be used during an off-site event. Inappropriate photos are not allowed.

## **LEAVING THE PROPERTY**

Queen of Angels School is considered a closed campus. Students will eat lunch and remain on the school grounds unless a parent or an authorized person sign them out.

## **UNIFORM**

### **DRESS CODE**

Students of Queen of Angels Catholic School should be dressed in a manner that always reflects pride in their school. Neatness in dress and grooming will reflect this pride and set a tone of serious commitment to a learning environment. Parental cooperation is necessary to maintain a uniform dress code. It is the parents' and student's responsibility to ensure that the uniform regulations are followed. Uniforms will be worn to school, in school, and leaving school year-round. Exceptions will be made for special occasions, some field trips, and at the discretion of administration. All items on the chart below are mandatory unless specified as optional. The \*denotes formal uniform for concerts, class photos, etc.

Girls K – Grade 5

\*Plaid tunic

Navy dress pants (option)

\*Light blue golf shirt with school crest

\*Navy V-neck pullover OR Navy V-neck vest with school crest

\*Navy knee socks, ankle socks, or tights

White ankle socks with no other markings (option)

\*Black spandex under tunics

Plaid school tie (option)

\*Solid black, non-marking shoes (Mary-Jane style preferred, no sandals)

Navy school skort – no logos (option)

#### Girls Grade 6

\*Plaid kilt

Navy dress pants (option)

\*Light blue golf shirt with school crest

\*Navy V-neck pullover OR cardigan (with buttons) to be worn; Navy V-neck vest with school crest (option)

\*Navy knee socks, ankle socks, or tights

White ankle socks with no other markings (option)

\*Black spandex under kilt

Plaid school tie (option)

\*Solid black, non-marking shoes (no sandals)

#### Girls Grades 7 -9

\*Plaid kilt

Grey dress pants (option)

\*Navy golf shirt with school crest

\*Navy V-neck pullover OR Navy V-neck vest with school crest OR Navy cardigan with school crest

\*Navy knee socks, ankle socks, or tights

White ankle socks with no other markings (option)

\*Black spandex under kilt

Girls' grey walking shorts – no logos (option)

\*Solid black, non-marking shoes (no sandals)

Plaid school tie (option)

#### Boys K – Grade 6

\*Navy dress or rugby pants (no jeans or cargo pants)

\*Light blue golf shirt with school crest

Navy walking shorts (option)

\*Navy V-neck pullover with school crest OR Navy V-neck vest with school crest

\*Navy or white socks (no markings or logos)

\*Solid black, non-marking shoes

Plaid school tie (option)

#### Boys Grade 7 – 9

\*Grey dress pants

Grey walking shorts (option)

\*Navy golf shirt with school crest

\*Navy V-neck pullover OR Navy V-neck vest with school crest

\*Navy or white socks (no markings of logos)

\*Solid black, non-marking shoes

Striped school tie (option)

PE strip K – Grade 3  
Navy gym shorts with school crest  
Gray gym shirt with school crest  
White socks  
2 pair runners (indoor, outdoor) – no skate shoes

PE strip for Grades 4 – 9  
Navy gym shorts with school crest  
Navy gym shirt with school crest  
White socks  
2 pair runners (indoor, outdoor) – no skate shoes  
Navy track pants with school crest (optional)  
Navy sweatshirt with school crest (optional)

School team hoodies (optional) – not to be worn during other classes. Any shirts worn under the school shirt must be short-sleeved and plain white only. All uniform must be kept in good repair. Holes and tattered sleeves are not acceptable. Shirts are to be tucked in during class time and when students are inside the building. Girls are to leave their kilts unrolled and the hem should be a maximum of 1” above the knee. Please note that girls are to wear only the school approved spandex short under their kilt or tunic. Basketball/gym shorts worn under the tunic or kilt are not acceptable.

Either acrylic nails, nail polish, or makeup is **NOT** permitted. Hair colour must be a natural shade, although coloured streaks will be allowed. Hair accessories must be navy, white or neutral. Jewelry should be minimal and safe to wear. Bracelets, necklaces, and watches are allowed. Students can wear stud earrings only. The earrings must be small and navy, white, silver, or gold in colour. Only one earring allowed per ear. No other display of piercings is permitted. Tattoos are discouraged and must not be visible when wearing the school uniform.

### **UNIFORM REGULATIONS**

To maintain a standard with the uniform and for the convenience of parents, the school operates a uniform store. The school sweaters, vests, kilts, tunics, skorts, gym strip, girls’ pants, and golf shirts must be purchased from the school store. All other items are also available in the school store. Items purchased elsewhere must conform to the standard of the school uniform sold by the school.

Students are required to wear only school approved P.E. strip for all extra-curricular games and practices.

## **UNIFORM INFRACTIONS**

When a student is not in complete uniform their teacher will issue them a uniform infraction. This infraction is to be signed by you and returned to the teacher. After three uniform infractions, the student will be referred to the office for further follow-up.

## **NON-UNIFORM DAYS**

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

## **PARENTS**

### **VOLUNTEERS**

Queen of Angels Catholic School relies on the help of many people as we strive to give the best possible education to the children in our care.

Please Note: All volunteers, including field trip supervisors, must complete a Volunteer Application form and Covenant of Care Agreement which are available at the school office. These documents are also available on our website ([queenofangels.ca](http://queenofangels.ca)). Once these forms have been completed and returned to the school office, an online access code will be provided to complete an online criminal record check. Permission to volunteer will be given once the Diocese has received the CRC clearance letter. Parents will be notified upon receipt.

### **PARENTS' SUPPORT GROUP (PSG)**

The role of the Parents' Support Group is to assist the principal in meeting the needs of the students of Queen of Angels Catholic School. Financial and physical support shall be provided by:

- Conducting fund-raising functions and programs to aid in the provision of additional educational, recreational, and cultural development for students.
- Developing school community through family functions.
- Parent education.

The Parent Support Group operates under the following limitations:

- The actions of the PSG shall be in accordance with the policies established by the Local School Council of Queen of Angels Catholic School.
- The PSG shall not be involved in the day-to-day operations of the school, which are the responsibility of the administration, support staff, and teachers.
- The general membership shall be free to make suggestions regarding the expenditures; however, to avoid conflicts, all fund-raising projects and the disposition of funds raised for the school are subject to the approval of the principal and the Local School Council.

## **LOCAL SCHOOL COUNCIL**

The Council, composed of 7-9 members, assists the administration in ensuring that the educational policies are followed, handles issues related to the physical structure of the school and the business and finances pertaining to it. Meetings are held once a month. Non-members may attend a meeting and submissions may be made to School Council. Prior notice of attendance is appreciated.

## **MASS AND CELEBRATIONS**

One of the most integral parts of our school and our community is the celebration of Mass. Everyone is welcome and we encourage you to attend. Please watch the calendar for notification of dates.

## **SACRAMENTAL PREPARATION**

Students in grades two and three participate in a two-year process, the Rite of Christian Initiation for Children. This is a parish program preparing the children for Confirmation and First Communion, which the school supports. Parents wishing to have their children receive these sacraments must register with the parish classes. Please call St. Edward's Parish at 250-746-6831.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

As parents, you have the right and responsibility to:

- Be recognized as the first educators of your children.
- Participate in the religious, social, and academic education of your child(ren).
- Visit the school.
- Elect Local School Council members.
- Participate in student/parent/teacher interviews and student-led conferences.
- Require excellence in religious and academic instruction.
- Set a good example for your children by modeling your Christian values.
- Be knowledgeable regarding the Parents'/Family Handbook.
- Maintain good relations with the administration, teachers, and support staff.
- Participate in school activities, meetings, and events.
- Support the school with time, talent, or treasure.

## **PERSONAL INFORMATION PRIVACY POLICY**

Safeguarding personal information of parents and students is a fundamental requirement of Queen of Angels Catholic School. The school is committed to meeting the privacy standards established by the BC Personal Information Privacy Act (PIPA) and any other applicable legislation. The policies and practices of Island Catholic Schools regarding the collection, use, and disclosure of personal information about students and parents,

including the steps taken to ensure personal and financial information is handled appropriately and securely, as outlined in the PIPA policy.

Please do not post any photos taken at school events or on the school grounds onto any form of social media without prior consent from Administration. Several of our families do not wish their child's photo to be posted on the Internet. Permission can be obtained by contacting the school office where we have a permission list on file.

## **EMERGENCY**

### **EMERGENCY PROCEDURES**

- Inclement Weather - Should it appear, that school might be closed due to severe inclement weather or other emergencies, parents are advised to listen to 89.7 Sun FM prior to 7:30 a.m. or check the website at [www.queenofangels.ca](http://www.queenofangels.ca). Because we have students coming from different parts of the Cowichan Valley and beyond, we feel that at times parents will have to make the choice as to whether it is safe to bring their children to school. Therefore, during inclement weather conditions, we ask that you use your own discretion as to whether to send students when you do not hear a school closure notice on the radio.
- Medical Emergencies – Queen of Angels Catholic School has staff trained in first aid. Minor injuries 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 the parent contacted. Parents are asked to ensure emergency phone numbers are up to date.
- Safe Arrival Program – To ensure the safety of our students, Queen of Angels Catholic School takes attendance each morning and phones parents in cases of unexplained absence.
- Fire – Fire drills are held on a regular basis at Queen of Angels Catholic School. Fire drill procedures and emergency exits are posted in each classroom.
- Earthquake – Queen of Angels Catholic School prepares for earthquakes through drills. The Parents' Support Group has supplied emergency/earthquake kits for the school in each classroom as well as in the kiosk outside of the school. Staff members have undergone specific training to provide for the needs of students in case of an earthquake.
- Lock-Down – In the event of an emergency on the school property, the school will be locked down, until such time as the appropriate authority has cleared the situation. Lock-down drills are practiced on a regular basis.
- Power Outage – In the event of a power outage during school hours, or other emergency, students may be dismissed early. Parents will be contacted regarding the early dismissal. Students will only be released once arrangements have been made with the parents/guardians.



## **MEDICAL ALERTS**

Please provide any information to the office about health, medication, allergies, etc. relating to your child. Parents will need to complete the “Medication Administration” form from the office if your child requires any medication while at school. Parents will be expected to provide the school with the necessary medication.

## **PARKING LOT PROCEDURE**

The safety of children and parents in the parking lot is always a priority. Please follow the parking lot procedures as listed below.

- Enter only from Maple Bay Road.
- The speed limit is 10 km/h.
- Keep left if you wish to access a parking stall while helping your child get ready for the day. Please respect designated handicapped parking spaces. Students are asked to use the crosswalks for safety.
- Alternately, you may access the Drop-Off-Only Lane, beside the bus lane, if you wish to drop your passengers and then keep going. No waiting, and please pull forward to drop off passengers. Please be watchful of students walking in the roped area beside this lane. Students are to use the crosswalk for safety.
- Exit the drop off lane by turning left into the parking lot.
- Busses only are allowed past the front of the school.
- You may exit the parking lot either by driving behind the staff parking area and through to Trunk Rod., or by looping around the main lot and turning right onto Maple Bay Rd.
- Please follow directional arrows in the parking lot.
- Please do not park or drop off children in the STAFF parking area.
- We appreciate your commitment to SAFETY OVER CONVENIENCE.

## **SECURITY**

Safety is paramount at Queen of Angels Catholic School. We ask that all visitors to the school sign in and wear a visitor badge. This is for the safety of our students and allows us to know who is always in the building. In case of fire or evacuation of our school, we need to have an accurate count of everyone in the building. Even if you are a well-known face in our school, please observe this courtesy.

## **TRANSPORTATION OF STUDENTS**

Whenever possible, transportation of children to curricular or extra-curricular activities will be by use of school buses with appropriately licensed drivers. However, there may be times when it will be necessary to transport children in private vehicles. Parents will always be notified as to the arrangements and parental permission obtained prior to the trip.

Parents or others driving students in their own vehicles must have \$2,000,000 liability coverage and must submit a current and valid Registration/Insurance to the office so that a copy can be made and kept on file. A copy of their driver’s license and a driver’s abstract is also required. Parents must also ensure that their vehicle meets the standards set out in the Motor Vehicle Act regulations.