

Our Lady of Assumption School



POLICY MANUAL

OLA/PEC- P.M. – REV.-2011

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GENERAL

- 1) The School is to be operated under the auspices of the Catholic Independent Schools of Vancouver Archdiocese (CISVA). The Constitution of the CISVA provides the formation of a Parish Education Committee. The Parish Education Committee receives its mandate to operate the school from the CISVA and will in all matters follow the directives of the CISVA.
- 2) Where there is a conflict between this policy manual and the policy manual of the CISVA, the policy manual of the CISVA shall prevail.

PERSONNEL AND ADMINISTRATION

- 1) Hiring, employment terms, compensation and termination of teaching staff will be carried out in accordance with the policies set out by the Catholic Independent Schools of Vancouver Archdiocese in Section E of their Policy Manual.

- (a) Salaries will be according to a scale set by the CISVA and based on the qualifications of the staff person and his or her number of years of experience.

- 2) PROFESSIONAL DEVELOPMENT:

Staff members are encouraged to keep abreast of current developments in the field of expertise. Appropriate courses or seminars should be referred to the Education Committee for approval. Approved courses may be paid for in part or in full, and time off allowed for this purpose, at the discretion of the Education Committee.

- 3) STAFF TUITION FEES:

Children in Assumption School whose parents teach in Assumption School will be required to pay 50% tuition fees. The tuition fees exempted will be included as a taxable benefit in the staff person's income for tax purposes

- (a) Part-time teaching staff will be exempt from Parent Participation Requirements on a prorated basis.
 - (b) Non-teaching staff will be eligible to receive the Staff tuition rate for their children attending Our Lady of the Assumption School when they reach the required number of hours for CISVA benefits. Any non-teaching staffs currently receiving the staff tuition rate as of October 2007 are "grandfathered".

- 4) GENERAL LEAVE OF ABSENCE:

It is not Assumption School policy to grant leaves of absence. The Education Committee may grant a leave of absence on written application from the teacher. Such a leave is not to extend beyond the term of current contract year.

RESPONSIBILITIES OF EDUCATION COMMITTEE

- 1) The responsibilities of the Education Committee are as described in Section C – 5 of the CISVA Policy Manual.
- 2) In addition to these, the Education Committee is responsible for the following:
 - (a) To ensure that the school property and operations comply with all legal, municipal, provincial, or federal requirements.
 - (b) To ensure that the school property is adequately maintained and secured against fire, theft, and any natural catastrophe.
 - (c) To ensure that there is a plan in place to secure the safety of children in the event of an emergency such as fire, flood, or earthquake.
 - (d) To approve and direct any group working or acting on behalf of the school.
 - (e) To formulate long-range plans for the growth of the school; example: 2, 5, and 10 year plans.

ROLE OF THE PARENTS

Parents are an integral part of the Parish and School community and are invited and encouraged to become involved in the activities of the school. The Education Committee, and the Parent Association, are the primary avenues for involvement of parents with the school. Parents are encouraged to support the Principal and teachers in their programs as per CISVA policy C-10.0.

Where a parent's involvement includes working directly with students, confidentiality is respected in all matters relating to the students.

ROLE OF THE PRINCIPAL

- 1) The duties of the Principal will be as described in Section G of the CISVA Policy Manual.
- 2) The Principal is responsible for the day-to-day running of the school. The position includes responsibility for both the academic and the administrative aspects of the school, as well as for supervision, evaluation and development of all personnel working in the school. The principal reports to the Education Committee. (Attachment – contract).

ROLE OF THE TEACHER

- 1) To fulfill their contract requirements (as per CISVA contractual agreement).
- 2) To be available half an hour before classes begin and half an hour after classes end.
- 3) To be in attendance at meetings, in-services and other professional activities as directed by the Principal.
- 4) To teach the Religious Education Program as directed by the parish Priest/Principal.
- 5) Sponsor or assist with extra-curricular activities.

ROLE OF THE SECRETARY

- 1) Prepare any documents such as contracts and other files required by the Ministry, CISVA and FISA, and other authorized persons.
- 2) Maintain Emergency Disaster Records and assist in organizing emergency preparation resources.
- 3) Responsible for organizing the preparation of the Registration Package under the direction of the Administration and the Education Committee.
- 4) Responsible for obtaining all pertinent information regarding registration of families and all other duties regarding registration as directed by Administration and the Education Committee.
- 5) Prepare and organize necessary paper work and communication connected to activities involving fundraising and field trips as directed by the Administration.
- 6) Prepare all correspondence and report as directed by the Administration.
- 7) Work in cooperation with the bookkeeper and payroll officer to facilitate their work.
- 8) Prepare all necessary student records and maintain appropriate files on student attendance.
- 9) Administer the benefit program.

ROLE OF THE BOOKKEEPER

Process day to day accounting transactions of the school, including accounts payable and receivable, prepaid expenses, and other journal entries.

Prepare monthly financial reports for Parish Education Committee, including Balance Sheet, Income Statements (including budget comparisons) and Project Reports.

Track religious versus secular expenses and calculate tax receipts at calendar year end.

Prepare various general ledger reconciliations as required, including monthly bank reconciliations.

Track and prepare any required reports for GST and PST.

Prepare year end working papers for auditors and liaise with auditors regarding any year end requirements.

Other miscellaneous accounting duties as directed by Principal or Treasurer.

ROLE OF THE PAYROLL CLERK

Under the direction of the Treasurer of the Parish Education Committee -

Prepare twice monthly payroll for all staff, including EFT, as well as manual cheques.

Calculate/review all payroll deductions, including statutory and CISVA benefits.

Prepare Records of Employment, T4s and other required government forms.

Reconcile payroll system to school general ledgers as required throughout year, and at year end to reconcile for audit purposes.

Prepare and reconcile remittances to CCRA.

Calculate WCB deductions and prepare quarterly remittances and reports.

Liaise with Bookkeeper, CISVA staff and auditors as required.

NO-SMOKING POLICY

Policy: Tobacco Control Act (Bill 10) September 2, 2007 and January 1, 2008 (Parish)

All persons are prohibited from distributing, smoking, using tobacco, or holding lighted tobacco, in or on school property as legislated in the Tobacco Control Act.

School property refers to all property owned by Our Lady of the Assumption Catholic Church and the Archdiocese of Vancouver.

The school property is operated under the authority of the Pastor and the Parish Education Committee, and includes real property and improvements, designated areas and personal property (including personal vehicles on school property).

The policy is as follows for all persons on the school property at all times without exception:

1. All school property with its designated areas, buildings within and without, vehicles and any other modes of transportation are to be tobacco-free during school hours, activities and functions.
2. Students, teachers, support staff, visitors, parents, and parishioners will not distribute, hold lighted tobacco, smoke, use or have possession of tobacco products while on school property, or at any other time while on school field trips, competitive vents, extra curricular activities, or any other school related activity.

Violations of the Tobacco Control Act shall result in discipline.

The Principal, Pastor and PEC members are required by law to enforce the rules of the Tobacco Control Act.

Signage shall be placed in and on school property prohibiting smoking, the use and possession of tobacco products at all times while on school property.

Thank you for your consideration and co-operation.

SCHOOL ATMOSPHERE

- 1) Students to manifest a caring attitude towards God, other, the environment, learning and themselves.
- 2) Students to show good manners and concern for others, specifically by observing the guidelines set down for student deportment (Section I)
- 3) Teachers to show respect to each individual student while maintaining a loving, firm, consistent control.
- 4) Teachers to encourage students to be diligent and serious about studies, prompt to follow directions, and that each student assumes responsibility according to his ability and maturity.

SUPERVISION BY TEACHER

Supervising teachers are on duty at 8:30 a.m., 10:30 a.m., 12:10 p.m. and 3:00 p.m. until 3:30 p.m.

Supervising teachers should be moving through various areas of the building (taking particular note of washrooms) and walking throughout the school grounds or supervise assigned areas (Computer Lab, etc.)

Supervising teachers are to handle all routine discipline problems and provide appropriate methods of correction. Supervising teachers are to have any suspicious activities (strangers, strange cars, etc.) immediately reported to the office. The supervising teacher should not leave the area of concern but should send a messenger for assistance.

INTERPERSONAL RELATIONS

Teachers are professionally responsible to keep confidentiality of student and their families.

Staff members are called upon to be tolerant of parental and other staff members' points of view and concerns, to exercise charity while maintaining principles.

PROFESSIONAL DEVELOPMENT REQUIREMENTS

Teachers are required to attend Staff Meetings, School Functions, and Inservices as directed by the Principal. A teacher who has indicated agreement to attend an inservice is liable for the cost of the inservice if said teacher does not attend without just reason. It is the teacher's responsibility to notify either the Principal or Central Office of cancellation.

STAFF MEETINGS/SCHOOL FUNCTIONS:

As scheduled by the Principal. Education Committee Meetings upon request (usually once during the school year). Parent Association Meetings upon request. Christmas Concert/Activity, School Musical, or special events (usually once or twice a year).

INSERVICES:

Central Office (as directed).
First Aide Course (every two years).

SCHOOL PROGRAM REQUIREMENTS:

Emergency Programs – Staff must be knowledgeable of procedures.
Conflict Resolution – To be provided Grade 1 to Grade 7
Grade 1 and Grade 3 – Gift of God
Grade 7 – Love and Life

* All programs involving moral and ethical content is subject to Pastor approval.

DAY BOOK/PLANNING

Day Books must be daily maintained providing an overview of days work to be accomplished and briefly stating concepts, goals and strategies as appropriate. The day book must be precise enough to permit a substitute teacher to successfully proceed with the class.

Overviews for the school year are to be completed by September 30. The Overviews should have the following elements:

- 1) basic concepts to be covered
- 2) time line
- 3) strategies to be employed as applicable
i.e. - themes
 - co-operative learning skills
 - manipulatives
 - integration
 - whole language (editing skills, brainstorming skills, etc.)
 - problem solving/thinking skills
- 4) follow CISVA policies (ToolBox) and B.C. curriculum requirements for students evaluation and assessment.

CO-CURRICULAR ACTIVITIES

All staff members are expected to assist and/or provide leadership in co-curricular activities such as school drama, festivals, open house, sports, choir and the like in accordance with a teacher's individual abilities.

TEACHER ABSENCE

If a staff member is ill it is the responsibility of the staff member to contact or have someone contact the Principal before 7:30 a.m. on the morning of the absence. Absence beyond three days could require a doctor's certificate.

PREPARATION TIME

Teachers with preparation time are asked to use the time professionally. To leave the school grounds during preparation time requires permission and knowledge of the Principal.

STUDENT ATTENDANCE

Attendance is kept by the office. The Secretary must receive accurate attendance summaries from each class in the a.m. and p.m.

COLLECTION OF MONIES

All student charges for any school related activity must receive administrative approval. The teacher is responsible for collection of monies related to school program and must see to the security of the money. All monies, therefore, must be turned into the Office for security.

PURCHASING PROCEDURES

It is the responsibility of each teacher to ensure he or she remains within the designated budget. Once the classroom budget has been depleted permission to acquire further items must be obtained from the Principal prior to the purchase.

EQUIPMENT

P.E. equipment, after each class session or practice session, is to be replaced in good order. Similarly all other school equipment, i.e. video equipment, is to be returned to its rightful location following use.

VIDEO POLICY

- 1) Retail videos from commercial outlets are not permitted to be used by the School without authorization from the producer or company owner of the video – per copyright and movie right laws
- 2) Privately owned videos and or authorized public viewing videos, brought to school for student viewing must be approved by the Principal. Parents will be informed of content and purpose of video being shown.
- 3) Educational videos provided through the Department of Education/Educational outlets, and or Catholic Schools Resource Center, need no prior approval for viewing with the exception of videos that contain sexual/moral information (see #2 above).

BUILDING SECURITY

CLASSROOM:

The classroom door must be locked by the teacher upon the termination of his/her day, unless the janitorial staff is present. Windows must also be secured before leaving.

KEYS:

- a) Lost keys are to be reported immediately to the Administration.
- b) All keys are to be returned to the Administration upon termination.

ALARM:

A teacher is responsible for security of the school building upon leaving if no other authority (janitorial staff, Administration, etc) is available.

PURSES AND PERSONAL BELONGINGS:

All staff members are responsible for securing their purses, inclusive of its contents, as well as any other personal belongings.

SCHOOL HOURS

- 1) Assumption School Hours are from 8:50 a.m. to 3:00 p.m. The children are supervised from 8:30 a.m. to 3:30 p.m.
- 2) If any child must leave the school during school hours parents must notify the teacher/principal or secretary.

Unless the child is involved in an after school activity, the children are expected to vacate the school grounds by 3:30 p.m. It is the responsibility of parents to arrange day care for their child/children. The school is not responsible for unsupervised children before 8:30 a.m. and after 3:30 p.m. The school is also not responsible for unsupervised children after any extra-curricular activities.

OFFICE HOURS

Office hours are from 8:30 a.m. to 4:00 p.m. The Secretary is responsible for the Principal's appointments.

LUNCH HOUR

Students who stay for lunch at school are supervised in their classrooms. If a child has to leave the grounds during lunch hour, a signed note from the parent is required or verbal parental confirmation.

ATTENDANCE

Attendance must be reported to the school by 8:50 a.m. and 1:00 p.m. A note from the parent is required on the first day back after an absence. If a child is to be away for any prolonged period of time, the school office must be advised.

PROLONGED ABSENCE

Prolonged absence due to vacation or non-medical reasons could result in the school losing a portion of the student grant for that child. Parents or guardians must be aware that they would be financially responsible for this loss. All parents must apprise the office of their intent to have the children away for any prolonged period and will be given a form to sign, which outlines their responsibilities.

See attached form.

To: Our Lady of Assumption School

Dear Principal

We the parents of _____ give permission for this student to be absent from school from _____ to _____. We accept all responsibility in obtaining and maintaining all classroom studies.

Parent Signature

*** Please note that we are audited by the government as to each student's attendance. High absenteeism for any one particular student could affect the grant. Twenty school days or more of absenteeism in a school year could raise difficulties. Parents are to be aware that loss of revenue to the school due to holiday absenteeism will result in parents being held responsible for any loss of coverage. Thank you for your cooperation.

I would be pleased to address any inquiries you may have.

Sincerely,

Ms. R. Heffernan
Principal

ASSUMPTION SCHOOL FEAST DAY

One school day each year is set aside to celebrate the Feast of the Assumption of Our Lady. This is a school holiday held on the Friday before the May long weekend.

SCHOOL RECORDS AND FILES

All school records and files are confidential. If at any time parents wish to look at a child's records, arrangements to do so must be made with the Principal.

Telephone lists of parents in the school are also confidential. Written request must be provided by any authorized group within the school, parish or community, Parish Priest can authorize non-school related use of telephone lists.

VISITORS/SCHOOL ACCESS

Anyone entering the school while classes are in progress must go directly to the School Office. All messages and deliveries will be handled by the School Secretary.

Doors at the South West portion of the building are to be closed, and locked during the day for security reasons.

TELEPHONES

The telephones are for business use only. Students must have permission to use the phone and should only be for emergency use.

FIELD TRIPS

All Field Trips must be pre-arranged. The Principal has the authority to request purpose and means of the Field Trip. Any excursion that requires leaving the school grounds is considered a Field Trip with the exception of cross Country Running practices (using the trails close to the school) and Science type activities that go outside the school fence but are in view of the school.

A Field Trip requires:

- a. Administrative and/or, Education Committee approval.
- b. Costs i.e. transportation, fees.
- c. Itinerary, date, and time
- d. Completed Field Trip Requisition Form (found in the lower level of the mailboxes).

There is to be 1 adult for every ten children (Primary), and 1 adult for every 15 children (Intermediate).

Each child must have a permission note signed by a parent before being allowed to go on a Field Trip. Permission slips must include

- date/time of field trip
- mode of transportation
- ratio of supervising adults to children
- type/nature of supervision (eg: if it will vary during the field trip)
- common risk factors to be named

Above space for parent to sign, the permission slip must state:

"I/we, the parents' of _____(student name) have read and understand the conditions of supervision and transportation for this field trip. I give my permission for _____(student name) to attend this field trip"

Permission must be granted by the principal for students to be out of uniform for any Field Trip.

Where funds are available, a school bus will be used. Where parents are required to act as drivers, the Archdiocese Comprehensive General Liability Policy provides insurance coverage to \$10,000,000. Driving parents should provide proof of current insurance coverage, including liability insurance. All driving parents must sign a form re safety rules and confirming insurance coverage.

No child will be excluded, due to an inability to pay any required costs, from a Field Trip.

A child with a medical concern should be accompanied by the parent or guardian. This parent must have first right of refusal to attend the Field Trip.

The Emergency Bag, containing First Aid supplies, Class Lists phone numbers, Care Card Numbers and Medical Conditions must be taken on all field trips.

Field Trips that are classified by the Administration of the school as curriculum based will not permit the attendance of siblings and/or non registered students on the field trip.

Field trips or events that are classified by the Administration as community building may permit the attendance of siblings. In this case, the parent has sole responsibility for the child and is not given any responsibility of supervising other children. The parent will sign a waiver releasing the school for any responsibility for the sibling.

See attached form

FIELD TRIP REQUISITION FORM

A minimum of ten days notice is required to guarantee field trip requests.

TEACHER: _____

GRADE: _____

NUMBER OF STUDENTS: _____

NUMBER OF ADULTS: _____
(Include teacher)

NAME OF FIELD TRIP: _____

ADDRESS: _____

PHONE: _____

DATE OF FIELD TRIP: _____

TIME OF DEPARTURE FROM SCHOOL: _____

TIME OF PICK UP AT VENUE: _____

TIME OF RETURN TO THE SCHOOL: _____

TRANSPORTATION REQUIRED: BUS: _____ VAN: _____ OTHER: _____

COST PER STUDENT: _____

CURRICULUM AREA: _____

TEACHER SIGNATURE:

PRINCIPAL'S SIGNATURE:

OFFICE USE:

TRANSPORTATION HAS/HAS NOT BEEN ARRANGED.

SCHOOL CLOSURE

If the school must be closed before 8:30 in a non-emergency situation such as snow conditions the principal will call CKNW (980 AM) radio to announce closure of the school.

ADMISSION

It is the discretion of the Education Committee to determine when/if a student will be accepted into a class.

When it is determined that there is an opening in a class a request for application will be posted in the church bulletin for 3 consecutive weeks. The Catholic Independent Schools Vancouver Archdiocese policy will be followed to determine who will be admitted.

In the case that all classes are full parents may wish to express their interest in attending the school by completing an Indication of Interest form available at the school office. The information collected may be helpful but will not circumvent the above stated procedure.

The registration forms will be available at the school office and will need to be completed by the deadline indicated in the church bulletin.

MEDIA POLICY

Personal information of students, including photographs, videos and names, may not be released to the media unless parents have agreed through the signing of a Parent Consent Form (see form attached).

All parents will be required to complete a Parent Consent Form as part of the registration package.

All media releases for school activities and events must originate through the School Office or the Parish Education Committee. Individuals in the School Office or on the Parish Education Committee must not release any photos, videos, names or other personal information on students without first verifying that the required Parental Consent Forms have been completed.

SERIOUS STUDENT INFRACTIONS

The following list includes, but does not limit, student infractions that would be considered to be of a serious nature:

- abusive language towards any authority (teachers, supervisors, parents)
- disrespect – refusal to follow directions in the school building and or on the playground
- disruptions that prevent other students from having a reasonable learning environment
- any student who is a threat to the safety of others
(See Policy – Student Safety and Security)
- disrespect of school property and/or the property of others
(vandalism)

For serious infractions parents will be notified.

DAMAGE COMPENSATION

The Principal, and/or the Education Committee, has the authority to obtain compensation for any damage done to the school property occurring due to student(s) carelessness or negligence.

DISCIPLINE CONSEQUENCES

- 1) Suspension and/or expulsion
- 2) Detentions:
 - a) Work detail (e. g. garbage duty)
 - b) Withdrawal of recess, lunch, playtime privileges
 - c) Other appropriate measures.

CLASSROOM MANAGEMENT

At Assumption School teachers obtain classroom management by:

- 1) Clearly stating expectations of behaviour to both students and parents (expectations should be outlined for annual parent meeting held each September)
- 2) Establishing proper classroom routines that provide for respect of classroom materials and property.
- 3) Providing an environment of safety for all students in the classroom – an atmosphere of trust and respect for each other and those in authority. The classroom is a place where all students are welcome.
- 4) Discipline being fair and impartial.
- 5) Reporting more serious infractions to the Principal and the parent(s) – discuss with the Principal or Vice-Principal whenever in doubt.
- 6) Having disciplinary consequences and action age appropriate – discuss with the Principal or Vice-Principal whenever in doubt.
- 7) Restitution Philosophy – Restorative Justice. Students are to take responsibility for their actions and have a say in the consequences.

EMERGENCY PROCEDURES

All staff members are responsible to familiarize themselves with:

- A) Fire Drill Procedures
- B) Earthquake Procedures
- C) First Aid Procedures

SEE OLA EMERGENCY PREPAREDNESS MANUAL, located in the Principal's office.

EARTHQUAKE AND/OR NATURAL DISASTER

What if there was a school emergency...? Do not call the school.

Listen to **CKNW radio or CBC radio** as to the status of the school and if evacuation has occurred. If evacuation is necessary Teachers and students will file out of class using the safest route to the marshalling area (the field).

CONTROLLED OR FULL SCALE EMERGENCY RELEASE:

- **Students will only be permitted to leave the school grounds with a parent or an authorized adult (19+ years old) as listed on the Student Release Form.**
- **School personnel will ensure form is complete with student's name, grade, destination address, time, name and signature of person accompanying student.**
- **The Student Release Form will be kept on file in the School Office.**

Note: Student Release Forms will be completed each year at the time of registration.

Assessing the community as "safe" during a Full Scale Emergency shall be done in consultation with the City of Coquitlam.

Students will only be released from the school to an authorized adult (as listed on the student release form) and if it is deemed safe to do so.

These School Release Procedures have been developed with your child's safety as the top priority.

NON-EMERGENCY CLOSURE

The Principal will call **CKNW Radio** 980 AM or CBC 690AM to announce non-emergency closure of the School (i.e., snowstorm, etc.)

FIRST AID PROCEDURES

All staff Members are to have an updated First Aid Certificate. In the event of an injury:

Assess injury and either:

- 1) Accompany child to the Nurse's Room for medical attention.
- 2) Have a student request assistance from the Office while supervising teacher attends to injured individual
- 3) Call Emergency Services and/or the parent.

When in doubt concerning any injury, receive a second opinion and/or inform administration.

For all First Aid matters, refer to the First Aid Handbook and Staffroom Bulletin Board for Health Alerts regarding students. The Registration Binder also denotes special children with specific concerns as outlined by the Public Health Nurse.

Any injury that has required more than a Band-Aid remedy must be reported to the parent and an Injury Report filed in the Office. (Injury Report forms available in the lower level of mailbox in Staffroom).

ADMINISTRATION OF MEDICATION

Medication, as well as First Aid Supplies, is located in both the Nurses Room and the School Office. Medication can only be given if the school has a Request Card on file in the School Office.

Medical Alert information MUST be reported each year on the Student Emergency Contact form that is returned with yearly Registration. Also, student information regarding critical medical conditions will be posted both in the Nurse's Room and the School Office for quick and easy reference. Information regarding a student's medical condition must be reported on the yearly Registration Form if necessary. A Master List of all flagged students is situated in on the Staff Bulletin Board and in the School Office.

***The Public Health Nurse annually scrutinizes the Emergency flagged students who have legitimate health concerns

Our Lady of the Assumption School Policy for the Management of Life-Threatening Allergies

October 2011

Overall policy statement

This policy defines standards and procedures required for the management of students and staff at risk of severe allergic reactions while they are the responsibility of the school, recognizing that this responsibility is shared among the individual, parents, the school and health care providers.

Identifying children at risk

- It is the responsibility of the anaphylactic/potential anaphylactic child's parents to inform the school principal and classroom teacher of their child's allergy (at time of diagnosis or at the beginning of each school year).
- It is the responsibility of parents to ensure that their child wears an allergy alert bracelet and, in most cases, carries an EpiPen.
- The principal will ensure all staff members are made aware of children with severe allergies.
- The principal will ensure a photograph and a description of each child's allergy will be kept discreetly in the office, the first-aid room and in the Epi-Pen pouches carried by supervisors.

Availability and Location of Epi-Pens

- Anaphylactic or potentially anaphylactic children who are old enough should carry at least one EpiPen with them at all times and have back ups available in the school. Most children are able to carry their own auto-injector by the age of 6 to 8. For children with insect sting allergy, this would not have to be for the full year but from March to November. As a precaution, the school will keep an extra Epi-Pen (provided by the family) in the office, in case of emergency. (AND other locations as stipulated by Individual Protocol Form)
- Each child should wear a MedicAlert bracelet that states his or her allergy/ies.
- It cannot be presumed that children or adults will self-administer their auto-injector.
- Posters describing the signs and symptoms of anaphylaxis and the use of Epi-Pen should be posted in relevant classrooms, the office and the first-aid room.
- Additional EpiPens should be brought on field trips.

Communication Strategies

The principal must ensure

- That all teaching staff, school-based non-teaching staff and lunch program supervisors receive training annually or more frequently if required, in the recognition of a severe allergic reaction and the use of injectors and the emergency response protocol;
- That all members of the school community including TOCs and volunteers have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures;
- That all off-site activity service providers are notified of the student's severe allergy, if necessary;
- With the consent of the parent, the principal and the classroom teacher must ensure that the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students, and that strategies to reduce teasing are incorporated in this information.

Parents must ensure that:

- Children who are no longer allergic or no longer require an Epi-Pen must present a letter of explanation from their allergist.

Allergy avoidance strategies (as recommended by The Canadian Society of Allergy and Clinical Immunology *Consensus Statement*):

- Adult supervision of young children while eating is strongly recommended.
- Individuals with food allergy should not trade or share food, food utensils, or food containers. They should be encouraged to eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents. They should always wash hands before eating and place food on a napkin rather than in direct contact with a desk or table.
- Parents should work closely with food service staff to ensure that food being served during lunch and snack programs is appropriate.
- The use of food in crafts and cooking classes may need to be modified or restricted depending on the allergies of the children.
- Parents should review the ingredients of food brought in for special events by the school community (ie. birthday treats), served in the school, or provided by catering companies.
- All children should be encouraged to comply with a 'no eating' rule during travel on school buses.
- All children should be encouraged to wash their hands before and after eating.
- Surfaces such as tables, toys, etc. should be carefully cleaned of contaminating foods.

With regard to insect stings, the Canadian Society of Allergy and Clinical Immunology *Consensus Statement (2005)* recommends the following as avoidance strategies:

- Keep garbage cans covered with tightly fitted lids in outdoor play areas. Consider restricting eating areas to designated locations inside the school building during daily routines. This allows for closer supervision, avoids schoolyard cleanup, and helps reduce the prevalence of insect stings.
- Have insect nests professionally relocated or destroyed, as appropriate.

Treatment Protocol/Emergency Response Plan

- Staff should establish and practice a routine (one person stay with injured individual at all times, one person goes for help, administer epinephrine at the first sign of reaction, however slight [swelling of lips] – there are no contraindications to the use of epinephrine for a potential life-threatening allergic reaction – note time of administration; call 911; contact parents)

The Canadian Society of Allergy and Clinical Immunology *Consensus Statement (2005)* makes the following recommendations regarding common elements that need to be included in an emergency response protocol.

- Epinephrine is the first line medication, which should be used, in the emergency management of a person having a potentially life-threatening allergic reaction. In studies of individuals who have died as a result of anaphylaxis, epinephrine was underused, not used at all, or administration was delayed. Epinephrine should be injected in the muscle on the outer side of the thigh.
- Antihistamines and asthma medications must not be used as first line treatment for an anaphylactic reaction. While they do no harm when given as additional or secondary medication, they have not been proven to stop an anaphylactic reaction.

- All individuals receiving emergency epinephrine must be transported to hospital immediately for evaluation and observation. While epinephrine is usually effective after one injection, the symptoms may recur and further injections may be required to control the reaction.
- Additional epinephrine must be available during transport. A second dose may be administered within 10 to 15 minutes or sooner, after the first dose is given if symptoms have not improved. The second dose should only be given in situations where the allergic reaction is not under adequate control; that is, the reaction is continuing or getting worse.
- Individuals with anaphylaxis who are feeling faint or dizzy because of impending shock should lie down unless they are vomiting or experiencing severe respiratory distress. To improve blood circulation, caregivers should lift the person's legs above the level of the heart, keeping the legs raised by putting something (e.g. a pillow) underneath. Keep the person lying down until emergency responders arrive or until the patient has fully recovered.
- No person should be expected to be fully responsible for self-administration of an epinephrine auto injector. Individuals may not physically be able to self-administer epinephrine when they are suffering from a reaction.

The Principal must ensure that an individual student emergency response protocol:

- An individual treatment protocol needs to be established by the child's allergist/Physician. The school cannot assume responsibility for treatment in the absence of such a protocol. A copy of this protocol should be present in the office along with a photo of the child.
- The protocol includes emergency contact information and procedures
- The protocol is kept in a readily accessible location at the school.

Training strategy

- Each year there will be awareness sessions for students and training for staff, which includes how to recognize and treat anaphylactic reaction and a demonstration on the use of EpiPen.
- TOCs will be advised to review the Anaphylaxis Alert posters for children in their class and to review the emergency protocol with the Office Manager or Principal.

Severe Allergies Alert Form

This form must be completed when the student is first registered with Our Lady of the Assumption School or when the student's allergies change.

PART 1

STUDENT INFORMATION (To be completed by Parent or Guardian)

Name of Student: _____ **Date of Birth:** _____

Address: _____

Home Telephone: _____ **Medic Alert I.D.:** _____

Name of Parent/Guardian: _____ **Daytime or Business #:** _____

Emergency Contact Person(s): _____ **Daytime Telephone #:** _____

PHYSICIAN INFORMATION (To be completed by Physician)

Nature of Allergy/Allergens:

Symptoms of Reaction:

Recommended Response to Reaction:

Medication: _____ **Dosage:** _____

Additional Instructions or Information:

Name of Physician: _____ **Telephone:** _____

Signature of Physician: _____ **Date:** _____

The personal information on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act. The purpose of this collection is to respond to potential emergency situations involving your student whom you have identified as subject to a potentially life-threatening allergy. If you have any questions concerning the collection, use, or disclosure of this information please contact your school principal either in writing or by telephone.

Severe Allergy Alert Form

PART 2

TO BE COMPLETED BY PARENT OR GUARDIAN [TO BE POSTED, FOLLOWING PARENT/GUARDIAN CONSENT]

Student's Name _____

• ALLERGY - DESCRIPTION

This student has a **DANGEROUS**, life-threatening allergy to the following:

and all substances containing them in any form or amount, including the following kinds of items:

• AVOIDANCE

The key to preventing an emergency is **ABSOLUTE AVOIDANCE** of these allergens at all times.

• GENERAL PRECAUTIONS

SYMPTOMS FOLLOWING EXPOSURE TO A PARTICULAR MATERIAL CAN INCLUDE:

- hives and itchiness on any part of the body;
- difficulty breathing or swallowing;
- throat tightness or closing;
- coughing, wheezing or change of voice;
- fainting or loss of consciousness;
- nausea, vomiting, diarrhea;
- panic or sense of doom;
- swelling of any body parts, especially eyelids, lips, face or tongue;
- other, please specify _____

EMERGENCY MEASURES

- Get **EpiPen® (epinephrine)** or other **Medication** and administer immediately.
- **HAVE SOMEONE CALL AN AMBULANCE** and advise of need for an **EpiPen® (epinephrine)**.
- Unless student is resisting, lay student down, tilt head back and elevate legs.
- Cover and reassure student.
- Record the time at which **EpiPen® (epinephrine)** was administered.
- Have someone call the parent.

If the ambulance has not arrived in 10-15 minutes, and breathing difficulties are present, administer a second **EpiPen® (epinephrine)**.

- Even if symptoms subside, students require medical attention because there may be a delayed reaction, take the student to hospital immediately in the ambulance.
- Have the parent/guardian or a school staff member accompany the student to the hospital.
- Provide ambulance and/or hospital personnel with a copy of the Severe Allergy Alert Form for the student and the time at which the **EpiPen® (epinephrine)** or **Medication** was administered.

I agree that the school may post my student's picture, take the Emergency Measures and that this information will be shared, as necessary, with the staff of the school and health care providers.

Date _____ Parent's Signature _____

POST IN APPROPRIATE LOCATIONS WITHIN THE SCHOOL

Letter to Parents

Dear Parents,

I am writing to you on behalf of one of our students and parents. The student has a potentially life-threatening allergy to peanuts.

If peanut butter or even the tiniest amount of peanut, a peanut product such as peanut oil, or any type of nut enters the student's body through the eyes, nose or mouth, the student will experience very strong reactions. The student's face may swell and break out in hives, the student's throat may swell and tighten. Without immediate medical treatment the student could die within minutes.

All of our school staff, including noon hour supervisors, have been made aware of this situation, and have been instructed in the correct procedures regarding anaphylactic shock. Prevention, of course, is the best approach for reducing the risk of a severe reaction, therefore we are requesting your cooperation in refraining from sending nut products to school with your child.

We have told the other students of the problem, and have asked them not to share snacks, treats or lunches with the severely allergic student. **[ensure that parental consent has been obtained.]**

We realize that this request may pose an inconvenience for you when preparing your student's snack and lunch, and we want to express our appreciation for your support and understanding about this severe allergy. In the near future, our school will be announcing a parent meeting for you to learn more about this situation. If you have any questions or concerns, please call me.

Additional information can be found at www.anaphylaxis.ca or www.safe4kids.ca .

Sincerely,

Ms. Rosaleen Heffernan
Principal

HEAD INJURIES

All head injuries must be reported to the Principal and 911 if necessary. An Injury report must be filed and returned to the Office – with a copy of this report being given to the Parents.

The Parent must be notified of a head injury either through:

- 1) Personal contact by Principal, teacher or office staff.
- 2) A note

Inform the Classroom Teacher, if he/she is unaware, of the student's injury so further observations can be made.

OUR LADY OF ASSUMPTION SCHOOL

STUDENT INJURY REPORT

NAME OF INJURED STUDENT: _____
Please Print Name

DATE: _____ TIME: _____

NATURE OF INJURY:

NATURE OF INJURY:

CAUSE OF INJURY:

FIRST AIDE ADMINISTERED BY: _____

PROCEDURE OF FIRST AIDE TAKEN:

Referred to Principal:	Yes	No
Referred to Parent:	Yes	No
Referred for further medical Attention:	Yes	No

First Aide Provider.

Principal.

ASSUMPTION SCHOOL

FIELD TRIP RULES – TO BE SIGNED BY ALL DRIVING PARENTS

All parents who are driving students to/from field trips must read the following. Your signature is required prior to leaving on the field trip.

1. The supervising teacher's instructions must be followed for getting to and from the field trip. If a specific driving route is specified, this must be followed.
2. Drivers must proceed directly to the field trip destination and back to the school. No stops are permitted except as specifically approved by the teacher in advance. This includes, but is not limited to stops for gas, coffee, snacks, cameras, etc.
3. Students must be restrained in individual seatbelts. Seatbelts must not be shared by students. Students may not ride in the front seat of the vehicle if airbags are present, or unless specifically approved by the student's parent and teacher. If students require booster/car seats, they must be provided by the students' parents. **In compliance with the B.C. Motor Vehicle Legislation, effective July 1, 2008, car booster seats will be mandatory for all children of Assumption School under four-feet-nine inches tall.**
4. Drivers must have a valid BC driver's license, as well as current insurance coverage and liability insurance (a copy of the current insurance coverage must be on file in the school office).
5. Students are not to be provided with any food or drink by the drivers, due to potential allergies.
6. Cell phones are not to be used by the driver while the vehicle is in motion.

DATE: _____

GRADE: _____

FIELD TRIP: _____

We, the undersigned drivers, have read and reviewed the above rules. We understand and agree to abide by these rules, and confirm that we have the necessary license and insurance coverage as noted above. **Please sign your name below**

OLA. 10.09.08

STUDENT SAFETY AND SECURITY

Our students and parents should be advised that weapons of any kind are prohibited on any school premises or at any school event. Students who are found with knives or any other dangerous objects on their person or in their lockers, desks, etc. will be subject to severe disciplinary action. As well, carrying a concealed weapon is contrary to the Criminal Code of Canada and anyone doing so is liable to prosecution.

STUDENT CELL PHONE POLICY

Cell Phone (Communication Device) Policy

Rationale

The following policy has been created to preserve a safe and good learning environment in the school. It is in particular to prevent disturbances in classrooms and other areas of the school building.

Policy

Students who bring cell phones (communication devices) to school must have the cell phones turned off and placed in their personal bag or back pack that is placed in the classroom 'cloak area' during school hours (8:50am to 3pm).

Consequences

If a cell phone is either on the student or rings during school hours the cell phone will be taken and kept in safe keeping for the remainder of the day. The cell phone will be returned at the end of the day. The student will be reminded of the rule.

If a second incident occurs the cell phone will be confiscated, and the parents informed. The cell phone will be returned to the parents or to the student with the expectation that the parents will follow up at home.

Our Lady of the Assumption

E-mail Guidelines for Teacher and Parent Communication

Introduction

Our Lady of the Assumption School recognizes that electronic mail (e-mail) is a valuable communication tool that is widely used across our society. Staff members are provided with school e-mail accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

General E-mail Guidelines for Parent Communication

Staff using e-mail to correspond with parents must adhere to the following:

- Staff must use a school provided e-mail account for all parent communications.
- E-mail must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- E-mail messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- All e-mails that reside on the School servers may not be confidential.
- E-mails should be short and directional in nature and only include facts.
- E-mail parents only when they have agreed that e-mail is an appropriate form of communication.
- Care should be given when using student names. Refer to students by first name, initials or your son/daughter depending on the content. Do not discuss non-related students.

The School maintains e-mail accounts for teachers to facilitate parent/teacher communication and internal staff communication. The School reserves the right to block or filter e-mail messages to staff that are not directly related to School's business or to the School's educational mission.

Acceptable Use of Parent Communication

- E-mail should be used for general information such as; class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting/telephone calls regarding a student issue including a general description of the issue e.g. "I would like to arrange a meeting to discuss your daughter's attendance."
- Follow-up on an issue that has previously been discussed.

Unacceptable Use of Parent Communication

E-mail should not include:

- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent. (e.g. 'I am concerned that your daughter failed the last three tests and was not at school again today.')
- Any discussion related to other staff.
- Any sensitive student information that would normally be discussed face-to-face or by phone. (e.g. I am concerned that your daughter may have a learning disability.)

Generic Email Response

If a teacher believes that a topic is too sensitive for an e-mail reply, here are a few generic responses:

Thank you for your e-mail. Our Lady of the Assumption School does not use email to discuss sensitive and/or confidential student information. In order to best address your concerns and quickly answer your questions, please feel free to call me at (insert school phone number) and I will be happy to discuss this with you further. Thank you.

Thank you for your e-mail. I feel this concern is too sensitive for email. I would prefer to speak in person regarding this matter. I will call you on (state the date and time) to discuss this matter further. Thank you.

***** Emails to staff will receive a reply within 3 school days. *****

References and Acknowledgements

These guidelines have been written with the assistance of Pearland Independent School District E-mail guidelines for Teacher – Parent Communications , Pearland Texas 10/05 and Windham School District Email Guidelines.

Email Guidelines for Parents

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference. If an email requires response, the staff member will reply within 3 school days.

When using e-mail:

1. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is going home with another family. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
3. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
4. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
5. For all medical or health concerns, please contact the school by phone.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
7. Mass e-mail to the school staff must be approved by the Principal before sending the e-mail.

The School provides email accounts for teachers to facilitate parent/teacher communication and internal staff communication. The School reserves the right to block or filter email messages to staff that are not directly related to School business or to the School's educational mission.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

OUR LADY OF THE ASSUMPTION'S SCHOOL-WIDE NETWORK AND INTERNET APPROPRIATE USE POLICY

Background

Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. Students may receive offensive communications and may access material which is not appropriate. As with other methods of communication, there are opportunities with computer networks for students to create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable. Therefore, the School is obliged to inform parents of potential risks and benefits, and impose rules on what students see and do.

Our primary business purpose is the education of our students; therefore, business and administrative use of School computers is intended for the direct support of the School's operation.

Access to the Internet is available through use of electronic mail and the World-Wide Web (WWW) and is provided to staff members to assist in the performance of their work. The School does not permit the use of its computers and networks to create, distribute, or access any material which would not be considered suitable for any sector of our clientele, particularly students. Inappropriate use of School computers has the potential to cause severe public embarrassment and damage the trust relationship that we have with our public. Users must avoid accessing sites that might bring the School into disrepute. Internet usage must be able to survive public scrutiny and/or disclosure. Users must comply with all ethical and applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data. In providing Internet access for students the School also affirms that it will not permit the creating, distributing, or accessing of any material which is not suitable for classroom learning.

Procedures

The following procedures are therefore intended to ensure appropriate use. **ACCESS IS A PRIVILEGE – NOT A RIGHT.** Inappropriate behaviors may lead to disciplinary action for students, corrective action for staff, and/or suspension or limitation of network access privileges:

1. The School's local and wide area networks are intended only for educational purposes and for the business and administrative functions directly in support of the School's operation.
2. Network services, and access to these services shall only be used by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account. Where possible, students are to have their own password-protected account and teachers are not to permit students to operate under the teacher's account. Teachers are expected to take all reasonable precautions to ensure that their students are not accessing inappropriate material on the Internet.
3. When interacting with other users on the network or Internet, users are expected to behave as they would in any other environment where they represent

their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with the standards of propriety in the School.

4. Using the School's networks and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited.

5. The School's networks are shared resources and must be used in moderation. From time to time, users may be asked to limit or relinquish access to high priority processes or to accommodate others.

6. Users are advised that computer systems (and files/records including email records) are School property and may be inspected or monitored at any time if misuse is suspected.

7. All above rules apply whether School network access is gained from in or out of school/work settings and/or school/work time.

8. Inappropriate use of network services includes, but is not limited to, the following:

8.1 Users may not use the School's networks or computing equipment to:

8.1.1 transmit any materials in violation of Canadian laws

8.1.2 download, duplicate, store, or transmit pornographic materials

8.1.3 transmit or post threatening, abusive, obscene or harassing material

8.1.4 duplicate, store, or transmit copyrighted material that violates copyright law

8.1.5 participate in pyramid schemes or chain mail

8.1.6 harassment of other users

8.2 Users may not violate, or attempt to violate, the security of the School's computers, data or network equipment or services. Users must not attempt to obscure the origin of any message or download materials under and assumed Internet address.

8.2.1 Any attempts at unauthorized access of School data is prohibited and will result in termination of the user's computer and network privileges.

8.2.2 Any attempt to vandalize School network accounts or systems is prohibited and will result in termination of the user's computer and network privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the School, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

8.2.3 Use of another individual's password-protected account is prohibited.

8.2.4 Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School's networks and services.

8.3 Users may not:

8.3.1 use abusive, vulgar, profane, obscene, harassing, or other inappropriate language;

8.3.2 criticize the spelling, writing or keyboarding of others;

8.3.3 re-post personal electronic mail received to public forums (e.g., listserves, newsgroups) without the permission of the author.

8.3.4 share password(s) with others;

8.3.5 distribute or use anyone else's account name and password;

8.3.6 reveal anyone else's personal address, phone number, or picture without their consent, except as required in the course of one's duties;

8.3.7 use network access for business purposes or anything else not related to the individual's position in the School.

8.3.8 Transmit or expose to Internet access, personal, confidential or protected information which is reasonably likely to be excepted or excluded from access under the Freedom of Information and Protection of Privacy Act.

- This policy is modeled after School No.43 (Coquitlam)'s District-wide policy.

-G- Student Safety and Security

WEAPONS

A weapon is anything that is used or designed to hurt someone or to put someone in fear. Our policy thus concurs with the definition of a weapon in The Criminal Code of Canada as:

- a) anything used (inclusive of martial arts), or intended for use in causing death or injury,
- b) anything used or intended for use for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, which includes any firearm.

CONSEQUENCES

When a Principal has reasonable and probable grounds to believe that a student has:

- a) a weapon on either his/her person, or in a locker or desk, or
- b) displayed or brandished a weapon in a threatening or intimidating manner, or
- c) used a weapon to assault another person. At the discretion of the Principal/Vice-Principal, his or her parent/guardian shall be notified and the matter immediately referred to the police.

The Principal will initiate suspension procedures. Verification of items a, b, or c, will lead to expulsion.

Police investigation may result in arrest and criminal charges.

PARENT COACHES

Parents coaching any team will adhere to CISVAAA policies. Parent coaches require a teacher sponsor in attendance for all team activities.

TRESPASSERS

Trespassers appearing in the school building or on school/parish grounds, are to be dealt with in the following way:

1. Ask the trespassers if he needs assistance – if not inform the trespasser that he is on private property and he should leave.
2. If trespasser becomes unco-operative, do not confront but do the following:
 - a) Remove any children from the vicinity and ensure safety.
 - b) Withdraw yourself but take note of any distinguishing physical features and general description.
 - c) Either ask a child to get further assistance or make sure any children with you leaves with you and then seek assistance.
 - d) If you are alone, and no assistance is available, withdraw and immediately phone 911.
 - e) If at all possible (ensuring your own personal safety), keep trespasser in view and observe actions. Always ensure your own safety and that of the children.
 - f) If trespasser does leave before the R.C.M.P. arrive, do not cancel the call. Give the R.C.M.P. an accurate sequence of events and description for possible future files.

IMMUNIZATION RECORDS

It is the responsibility of parents to ensure that their child/children are up to date on immunizations. Failure to comply with health regulations could result in non acceptance of registration.

UNIFORM

The uniform described below is a requirement for all Assumption School students. A Gym Strip is also mandatory for all students from Grade 1 to Grade 7, inclusive.

Uniforms are available through Neat Uniforms located at 3738 Parker St., Burnaby. The Uniform Coordinator will organize a uniform order date at the school annually.

Sweaters are available through the Uniform Coordinator.

School crests are available at the School Office as well as through the Uniform Coordinator. They are worn on the left side of sweaters.

GIRLS:

Tunic, tartan, drop-waisted* OR Culotte skirt tartan* OR Pleated skirt, tartan*

Shirt*: White, short sleeved golf shirt, school name Embroidered on left side; OR Blouse: White, plain collar, long or short sleeved (to be worn with tunic)

Cardigan* OR Pullover*: mandatory part of uniform, navy blue, school crest sewn on left side

Socks: white or navy blue ankle/knee high, or white/navy blue leotard

Dress shoes are preferred and should be black or navy blue, runners should be predominantly black

N.B. No nail polish, make-up, or excessive jewelry is permitted

BOYS:

Dress pants: navy blue Walking shorts*: navy blue (may be worn year round)

Shirt*: White, short-sleeved golf shirt, school name embroidered on left side

Cardigan* OR Pullover*: mandatory part of uniform, navy blue, school crest sewn on left side

Socks: White or navy blue

Dress shoes: as previously outlined.

HOMEWORK

Homework is an important aspect of the school program. It is used to reinforce and review skills previously taught. As well, homework can help develop responsibility, self-discipline, and independent work habits.

All students are required to do a certain amount of work at home. The amount and type of work will vary from grade to grade. Parents are asked to support our goal of teaching the children proper study habits by helping to provide a suitable environment for home study.

Homework may be required to be completed at recess and lunch.

If homework cannot be completed because of other important obligations, the parent must notify the teacher.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

- 1) Respect at all times must be shown towards all Parents, Supervisors, Teachers and Visitors
- 2) Respect for rules regarding student deportment in the school building, and on the playground.
- 3) Respect towards, and co-operation with, the teacher, and other students in the school thereby enhancing the learning environment for all.
- 4) Respect for the safety of others by observing all safety rules.
- 5) Respecting the rights of fellow students to be free from abusive language, injurious statements to their person and/or physical threats or actions to their person.
- 6) Respect of school property and the property of others, as well as their own personal belongings.

PARENT EXPECTATIONS

1. STUDENT-LED CONFERENCES:

Student-Led Conferences are scheduled in the late Fall and early Spring. Parent Sign-Up Schedules are advertised and located in the School Lobby.

2. COMMUNICATIONS:

(a) Newsletters are placed on the school website by Thursday of each week. Hard copies are available from the school office.

(b) Education Committee Meetings are on the third Tuesday of each month. The committee meets a minimum of 11 times per year. To make a presentation to the Education Committee, a request must be received in writing 7 days prior to the meeting.

(c) When a Parent Association exists they will hold regular meetings. These meetings are attended and chaired by a member of the Education Committee. All parents are encouraged to attend.

3. TUITION FEES

Tuition fees are to be paid once monthly from September 17th to June 17th according to the Monthly Tuition Scale for the school year. A lump sum payment for the whole school year will be accepted as well.

4. NSF POLICY

The NSF/Returned item fee structure is as follows:

First returned item	\$25.00
Second returned item	\$50.00
Third and subsequent returned items	\$75.00

The PEC is aware that there are at times errors made by the bank itself. In such situations, a letter from your bank, together with a discussion with the School Office should be sufficient to resolve the issue.

PARTICIPATION WORKER GUIDELINES

3) PHILOSOPHY

The Assumption School Education Committee continues to re-evaluate the Participation program at Assumption School. Taking into account the role of the school in the parish, the Education Committee has attempted to strike a balance between the financial needs of the parish in administering a Catholic school and the community needs of the parish as a whole. With these guidelines in mind, the Committee has made and continues to make necessary changes to the Participation worker guidelines and categories to most effectively meet the needs of the school and of the parish. All parents are expected to take part in certain areas of the school's operation, as well as the like of the parish, as prescribed by the Parish Education Committee. This guideline will outline the details of the involvement.

4) GENERAL INFORMATION

2.1 PLACEMENT IN THE PARTICIPATION PROGRAM

New parents are required to indicate on the registration form if they would like to apply to be involved in the participation program. Identifying any specialized skills will assist the Participation co-ordinator when determining availability of a position. New parents are required to attend a mandatory meeting in the spring (date to be announced each year). Among other things this meeting will outline the Participation Program giving a brief background and rationale. Parents may also be required to attend an additional meeting as called by the category manager.

2.2 PARTICIPANT WAITING LIST

In case of a saturation of workers in all job categories some parents may be placed on a waiting list, particularly if they cannot do Friday Night Bingo. Parents on the waiting list will be considered to be in the non-participation category.

As openings become available due to people leaving other jobs or not meeting their commitments the people on the waiting list will be contacted.

People, who leave categories and pay the additional fees, will be placed on the bottom of the waiting list and cannot expect a guaranteed return to their previous job when they are available.

2.3 TRANSFERS

The approval of transfers will be at the discretion of the Participation Co-ordinator based on need, skill and seniority. Most transfers occur in the spring when openings are posted and can be applied for by following the procedure outlined below.

The procedure for a participant who wishes to change to a different category: Discuss with the manager of the current category who, upon agreement, will sign the transfer form (see attachment).

Discuss with the manager of the category that the participant wishes to transfer to, who, upon agreement, will also sign the transfer form.

Once both signatures are obtained the participant must forward the transfer form to the Participation Co-ordinator who will make the final decision as to whether or not the transfer will be approved.

The Participation Co-ordinator will notify the participant and both category managers of the final decision.

2.4.1 REQUIRED HOURS

Upon acceptance parents are expected to make themselves available for twelve months of that school year, that is July 1st to June 20th. A **MINIMUM** of 50 hours participation per year is required. Using the Bingo model as a baseline most workers are required to work at least 4 hours 13 times a year totaling 52 hours per year.

2.4.2 If you miss a regularly schedules shift and do not have a person replace you, you will be billed for the hours missed; even if you have already reached your yearly total of 50 hours but still have a regular shift/commitment.

2.4.3 Additional hours are available in other participation categories only if the category that you are assigned to does not meet the 50 hour minimum requirement for the year.

2.4.3(b) You cannot fulfill your missed hours in another category or participation area if you have not completed the required hours in your own category.
(Updated policy change – April 2011)

2.5 SUBSTITUTES

Participants who cannot meet a commitment are responsible to arrange for a qualified replacement. No minors may substitute for their parents. When a replacement has been found, the Manager must be notified. If a replacement is not found or does not fulfill this job then the original participant can expect to be billed for hours missed.

Parent Participation requires the hours to be worked by the PARENT. Parents may not hire others to complete the hours on their behalf. While occasional substitution is permitted due to unexpected circumstances (e.g. – illness, vacation etc), the parent must be working the hours on a regular basis. Failure to meet this requirement may result in disqualification from the participation category, at the discretion of the Parish Education Committee.

2.6 GROUNDS FOR ASSESSING ADDITIONAL FEES

One or more of the following may be used to assess additional fees:

- a) Absenteeism
- b) Tardiness
- c) Unsatisfactory performance
- d) Non-attendance at the New Participation Parents Meetings

Repeated infractions may result in a reassignment of category or loss of the participation privilege.

2.6 FEE AMOUNT

The amount of the fee assessed will be \$25.00 for each hour.

2.7 PARTICIPATION CO-ORDINATOR

The Participation Co-ordinator will be a member of the Parish Education Committee who is responsible for:

- e. Placement and category adjustments
- f. Liaising with category managers
- g. Assessing additional fees
- h. Reporting back to the Education Committee

2.8 TEMPORARY CATEGORIES

The Education Committee may establish temporary categories from time to time, depending on the need of the school or parish.

5) CATEGORIES

Following is a list and description of the participation categories including activities and responsibilities

3.1 PARTICIPATION CATEGORIES

Bingo	P.R.E.P.	Fundraising Co-ordinator
Bingo Clean-up	Education Committee	Youth Ministry
Concession	Maintenance	Uniform Co-ordinator
Library	Lunch Hour Supervision	Hot Lunch Co-ordinator
Bingo Set-up	White Elephant Sale	Church Cleanup
Webmaster – contract	Coffee & Doughnut	Office Assistance
Bible Tots		PREP Co-ordinator

3.1.1 CATEGORY MANAGER

An appointed manager for each category will be responsible for ensuring the category is running smoothly. Part of this duty includes monitoring attendance/tardiness of the participation workers. The Manager is required by the Education Committee to submit Attendance Sheets to the Participation Co-ordinator. The Category Manager may also elect to work as well as manager workers. All Managers will attend meetings by-annually to review the Participation Worker Guidelines.

3.1.2 BINGO

Bingo is played each Friday in the school and generates valuable revenue for our community. Parents (and some volunteers) represent the workforce. Workers become members of one of four teams that work one Friday each month plus one additional Friday a for a total of 13 sessions per year. Each worker is given a specific job and hence is required to commence work at the same time for each session (i.e., 5:30p.m. – 9:30p.m. or 6:30p.m. – 10:30p.m. etc.). In the event that a worker cannot make their scheduled session they must find a replacement from another team from the master worker list provided.

Please be advised that anyone working Bingo in any capacity as part of their parent participation cannot under any circumstances play Bingo, Pull-tabs, or participate in gambling activity what so ever.

3.1.3 BINGO CLEAN-UP

Participants are required to do this job according to the clean-up schedule as established by the clean-up Manager. The job consists of putting away bingo tables and associated paraphernalia, cleaning the gymnasium floor and other duties that are required.

3.1.4 CONCESSION WORKER

Participants are required to pick up pre-ordered sandwiches from designated location each Friday and deliver to the school by 5:00 p.m. Also assist the concession coordinator with purchasing of other concession items/supplies as needed and return the bakery boxes to the bakery for recycling.

3.1.5 LIBRARY

Participants are to be available for a regularly scheduled library period each week and perform tasks outlined by the school librarian and-or manager. “Teaching librarians” actually provide the service of organizing lessons for students related to the library – this requires preparation time in addition to teaching time. “Non-teaching librarians” i.e., noon hour are required to provide extra hours in June doing tasks related to inventory, book repair, sorting or other tasks as may be assigned.

3.1.6 OFFICE ASSISTANT

The participant will reconcile school attendance records and absentee notes and follow up on a weekly basis with families who have outstanding notices and other duties as assigned by school secretary.

3.1.7 LUNCH HOUR SUPERVISION

The participant will be available for duty at 12:00 noon until 1:00 P.M. as assigned. During this hour, supervisors are to observe children at play, take preventative action before problems arise, and intervene when problems do arise. Noon hour supervisors are to be available to attend a workshop on the role of a supervisor, possibly an all day workshop.

3.1.8 P.R.E.P.

Religious Education is taught for 1 hour and 10 minutes every Wednesday evening with classes held at three times (4:30, 6:00 and 7:20 p.m.), and approximately follows the school calendar (Sept. – June). More time that this is involved for preparation of lessons, as well as attendance at training sessions and teacher meetings. The Parish Priest with the P.R.E.P. coordinator organizes teaching assignments.

3.1.9 EDUCATION COMMITTEE

Parents elected or appointed to the Education Committee are obligated to attend meeting once a month to be considered for the participation category. It is the responsibility of the Education Committee to co-operate in archdiocesan programs and implement policies developed by the CISVA. Duties include, developing and implementing the school budget, participating in the development of the compensation package, over seeing the maintenance of the school, liasing with the Parent Association, developing school policy, hiring staff, and over seeing the day-to-day operation of the school and participation on sub-committees as required.

3.1.10 MAINTENANCE

Participants are required to perform those duties as outlined by the Maintenance Co-ordinator. There is a need for “specialists” in the Maintenance category. The “specialist” positions include, but are not exclusive to, electrical, plumbing, painting, carpentry, heating and ventilation preferable with journeyman status. Maintenance workers in most cases will supply their own tools. These specialists will be called when their particular trade is needed in the upkeep of the school. They will also be called upon for general maintenance of the school, which may include but are not exclusive to, landscaping, painting, drywalling, shoveling of snow or any other unforeseen repairs as instructed by the Category Manager, Principal, Pastor or Education Committee Chairperson.

3.1.11 COFFEE AND DONUTS

The participant is required to schedule parents to serve coffee and donuts after mass on the fourth Sunday of each month. This may require reminder phone calls and acknowledgment in the newsletter.

3.1.12 HOT LUNCH CO-ORDINATOR(S)

Pizza day occurs once a month and this participation job includes; collecting and tally order sheets, picking up food and beverages; collecting and rolling money; and distributing food and beverages to individual classes and gathering recyclables.

3.1.13 UNIFORM CO-ORDINATORS(S)

The participant liaison with and take direction from a member of the Education Committee. The participants are responsible for holding uniform orders days, completing the paper work associated with ordering, sorting uniforms when received, communication with parents and uniform companies and other miscellaneous duties related to new or used uniforms.

3.1.14 FUNDRAISING CO-ORDINATOR

The participant will oversee the schools major annual fundraisers which may include the golf tournament and pub night. Also evaluate other potential fundraising opportunities. Other school wide fundraisers should be approved by the coordinator to avoid conflicts and or duplication of fundraising activities.

3.1.15 YOUTH MINISTRY

As a member of the Youth Ministry Team the participant is responsible for the planning and implementation of programs/activities for the youth of the Parish.

3.1.16 EMERGENCY PREPARATION COORDINATOR

The participant will be required to purchase emergency supplies, maintain emergency class packs and container.

3.1.17 WHITE ELEPHANT COORDINATOR

The person responsible for this should attend the special projects meeting usually held in September. They are required to organize the drop-off and pickup of items for the sale. They are required to price items and organize the hall in some manner for the day of the sale. It is also their responsibility to call or organize a truck for the removal of these items after the sale is over. This category gets their 40 to 50 hours done in a matter of weeks.

3.1.18 CHURCH CLEAN-UP

This category is split up between two different families. They work together and clean the church. Vacuum, dust, organize the choir books and do the floors.

3.1.19 WEBMASTER

This category is new this year. The responsibility of the Webmaster is to set up the web page coordinating ideas with the school secretary and the Principal.

3.1.20 P.R.E.P. COORDINATOR

The PREP Coordinator is responsible for the PREP Program. The coordinator, in consultation with the Parish Priest, will be responsible for scheduling, PREP teachers, supplies, etc.

3.1.21 BINGO SET-UP

Supervise Grade 7 students and help with co-ordination and set-up of tables and chairs in the gym in preparation for Friday night Bingo.

3.1.22 BIBLE TOTS

To teach a Sunday School/Bible Tots class at the 10:00 a.m. Sunday Mass throughout the year.