

Our Lady of Assumption School



POLICY MANUAL

INTRODUCTION

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SCHOOL OBJECTIVES

The school seeks to provide programs to develop the child educationally, personally (emotionally, spiritually, culturally), and socially. Communication with parents and the community is essential in effect in the growth. Parents, staff, and others in the parish community strive to provide a warm, friendly atmosphere wherein concern and support are expressed. They, likewise, volunteer services to both the curricular and extra-curricular activities.

Through exposure and service to the community, the child is encouraged to grow in good citizenship and awareness of the need so the community.

- i) The school strives to provide the child with knowledge and skills related to spiritual, mental, emotional, cultural, social and physical aspects of his/her being.
- ii) It strives to provide the child with sufficient challenge, encouragement and motivation to work to his/her potential realizing both his/her strengths and weaknesses.
- iii) It strives to provide programs suited to the individual differences within the children.
- iv) It strives to enable the child to work independently as he/she grows older making effective use of time and developing skills and abilities in creative expressions, critical thinking and problem solving.
- v) It strives to provide programs to help the child grow in his/her appreciation of other periods, ethnic and religious groupings, cultural values, physical settings and economic classes.
- vi) The school strives to provide a variety of activities (curricular and co-curricular) wherein a child can experience success and appreciate his/her capabilities and interests both in terms of educational abilities and in terms of social developments, decision making and leadership qualities.
- vii) It strives to foster within the child a sense of self worth, confidence, and self-respect, as well as a sensitivity to, acceptance and respect for others and their rights.
- viii) The school strives to provide opportunities for the development of knowledge and skills to enable the child to live and work in a rapidly changing society.
- ix) It strives to help the child grow in his/her awareness of his/her rights and responsibilities as a Christian and specifically as a Catholic.

GENERAL

- 1) The School is to be operated under the auspices of the Catholic Public School 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 Public 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 100 – Governance – Policy #110 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 Vision Statement – “In living Out Our Mission as Members of the CISVA Community (Adopted Oct. 1, 2002)”**.

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, inservices 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 60 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

1. Process day to day accounting transactions of the school, including accounts payable and receivable, prepaid expenses, and other journal entries.
2. Prepare monthly financial reports for Parish Education Committee, including Balance Sheet, Income Statements (including budget comparisons) and Project Reports.
3. Track religious versus secular expenses and calculate tax receipts at calendar year end.
4. Prepare various general ledger reconciliations as required, including monthly bank reconciliations.
5. Track and prepare any required reports for GST and PST.
6. Prepare year end working papers for auditors and liaise with auditors regarding any year end requirements.
7. 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 -

8. Prepare twice monthly payroll for all staff, including EFT, as well as manual cheques.
9. Calculate/review all payroll deductions, including statutory and CISVA benefits.
10. Prepare Records of Employment, T4s and other required government forms.
11. Reconcile payroll system to school general ledgers as required throughout year, and at year end to reconcile for audit purposes.
12. Prepare and reconcile remittances to CCRA.
13. Calculate WCB deductions and prepare quarterly remittances and reports.
14. 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 events, 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 department (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

- 1.0 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.
- 2.0 If any child must leave the school during school hours parents must notify the teacher/principal or secretary.
- 3.0 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 appraise 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,

Mr. J. van der Pauw
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.

Front Doors of the School as well as the 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

15. 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).

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

17. 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"

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

19. 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.

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

21. 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.
22. The Emergency Bag, containing First Aid supplies, Class Lists phone numbers, Care Card Numbers and Medical Conditions must be taken on all field trips.
23. 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 LEVEL/EVENT: _____

NUMBER OF STUDENTS: _____

NUMBER OF ADULTS: _____

(Include teacher)

FIELD TRIP DESTINATION: _____

ADDRESS: _____

PHONE: _____

DATE OF FIELD TRIP: _____

TIME OF DEPARTURE FROM SCHOOL: _____

TIME OF BUS PICK UP FOR RETURN: _____

APPROX. E.T.A. TO OLA SCHOOL: _____

MODE OF TRANSPORTATION: BUS: _____ VAN: _____ OTHER: _____

COST OF FIELDTRIP PER STUDENT: _____

CURRICULUM AREA: _____

TEACHER SIGNATURE:

PRINCIPAL'S SIGNATURE:

BUS BOOKED: _____

OFFICE USE:

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 bandaid 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.**

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**

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.

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

4.0 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.

5.0 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:

1. Discuss with the manager of the current category who, upon agreement, will sign the transfer form (see attachment).
2. Discuss with the manager of the category that the participant wishes to transfer to, who, upon agreement, will also sign the transfer form.
3. 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.
4. The Participation Co-ordinator will notify the participant and both category managers of the final decision.

2.4 REQUIRED HOURS

Upon acceptance parents are expected to make themselves available for a full twelve months of that school year. 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 hour per year.

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 (eg – 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.

2.7 FEE AMOUNT

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

2.8 PARTICIPATION CO-ORDINATOR

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

- a) Placement and category adjustments
- b) Liasing with category managers
- c) Assessing additional fees
- e) Reporting back to the Education Committee

2.9 TEMPORARY CATEGORIES

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

6.0 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		P.R.E.P. C oordinator

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 than 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. Co-ordinator 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, liaising 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.