

École Notre Dame de Fatima / Our Lady of Fatima School

2017-2018

PARENT HANDBOOK



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1. THE FATIMA FIVE PRAYER



THE FATIMA FIVE PRAYER

Our Lady of Fatima, be near us today.

Help us to follow the Fatima Five in every way.

Teach us to be cooperative and kind.

Guide us to be safe and respectful in body and mind.

Let peace reign over our school today.

Amen

LA PRIÈRE DE FATIMA CINQ

Notre Dame de Fatima, soit proche de nous aujourd'hui.

Aide-nous à suivre les Fatima Cinq dans nos vies.

Apprends nous à être coopératif et gentil.

Guide-nous d'être en sécurité, respectueux en corps et pensée.

Que la paix règne parmi nous aujourd'hui.

Amen

2. OUR LADY OF FATIMA PHILOSOPHY AND EDUCATIONAL OBJECTIVES

MISSION STATEMENT

As a Christ-centered community, we at Our Lady of Fatima School, strive to foster a safe, respectful, and inclusive environment in which all students can develop morally, intellectually, socially, and physically. We are called to be witnesses of faith and to serve God in the very important mission of evangelization. We recognize the uniqueness of the individual and that learning is a life-long journey that embraces all members of our community: teachers, students and parents.

“Love one another as I have loved you”

En tant que communauté chrétienne, le personnel de l'École Notre Dame de Fatima, s'efforce de favoriser un climat sécuritaire, respectueux et inclusif où chaque élève peut se développer moralement, intellectuellement, socialement et physiquement. Nous sommes appelés à être des témoins de la foi et de servir Dieu dans l'appel essentiel de l'évangélisation. Nous reconnaissons que chaque individu est unique et que l'apprentissage est un trajet de toute une vie, qui y comprend tous les membres de notre communauté: les enseignant(e)s, les élèves et les parents.

“Aimez-vous les uns les autres comme Je vous ai aimé”

SCHOOL PHILOSOPHY

Moral and Spiritual Development

As a Catholic Christian community of students, teachers, parents and parishioners, Our Lady of Fatima School will consider the betterment of its students as the principal focus when developing and administering the school program.

Our goal is to develop a community of faith, founded on Catholic doctrine. The school strives to provide an intellectually stimulating, challenging, and spiritually centered environment. Parents as primary educators at home and our professional, qualified and dedicated teachers, work as a team, creating and maintaining a caring atmosphere essential to the development of each child's full potential.

Intellectual Development

We strive to encourage the natural enthusiasm of each child. We foster their enthusiasm so that each child will desire to pursue independent and life-long learning.

Social Development

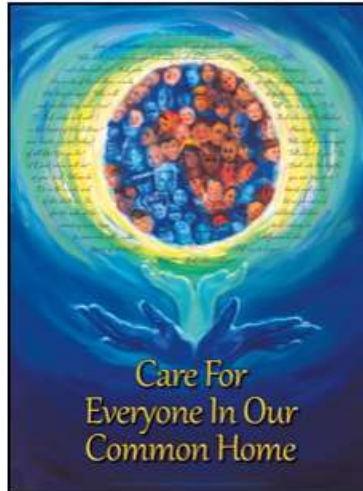
We hope to prepare each child for life in society through co-operative learning, mutual help and sharing.

Physical Development

Through our physical education program, team sports, and nutrition education we hope to instill knowledge and good habits that will lead to a lifetime appreciation of good health.

2017-2018 SCHOOL THEME

*Care for **Everyone** in our Common Home*



Sauvegardons **toute personne** dans notre maison commune

This year's theme proclaims the need to embrace our fellow man, to address hardship, to encourage education and to share in the good fortune that God has provided us. These ideas are critical components of our Catholic faith. Educating and encouraging our children to care for everyone is simply a natural extension of the precepts presented in *Laudato Si* – Pope Francis' masterful work.

ADMISSIONS AND REGISTRATION

It is our policy to consider all applications for children wishing to attend Our Lady of Fatima School and to process the application as quickly as possible according to the following guidelines:

Priorities for admission into elementary schools shall be: (*CISVA General School Administration Admissions Policy 401, Revised December 8, 2011*).

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics, active in the parish.
3. Children whose families are practicing Catholics active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other parishes.

5. Children whose families are practicing Catholics coming into the parish, who have been attending school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Enrolment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. Once accepted into the school, non-Catholics need to meet only the criteria expected of other students to be readmitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

All applications will be reviewed by the Principal and the appropriate teacher. When a transfer student is accepted into Our Lady of Fatima the trial period will last two months.

If for any reason a child cannot be accepted other alternatives will be recommended.

Special Needs Students

As a caring Catholic school, it is the policy of Our Lady of Fatima School to accept all students and families subject to CISVA's admission guidelines and subject to the physical limitations of the school facilities. No child whose family is eligible for enrollment shall be refused admission due to a special needs categorization. Our Lady of Fatima School is committed to providing the best learning opportunities for all its students, taking into account each student's special needs.

FUNDING AND TUITION

Independent School Status

Since Independent Schools in British Columbia are funded at only 50% of Public School funding per full-time student, Our Lady of Fatima and other Catholic schools charge tuition fees. These fees are kept as low as possible and are adjusted whenever is necessary.

Parents who have registered as parishioners of Our Lady of Fatima parish and have been active regular weekly users of the collection envelopes for a least six months, will qualify to receive a parish subsidy in the form of a reduced tuition fee. Parents who are unable to meet the tuition fee requirement may apply to the "Pastor's fee subsidy". No parishioner should be denied a Catholic education because a parent is unable to meet the full fee requirement.

Method of Payment

Tuition fees are paid monthly, September to June. Cheques are made payable to Our Lady of Fatima School and must be dated the 5th or 21st of each month. A \$25 service fee will be charged for N.S.F. cheques. One of the following must be submitted along with your registration package:

- One void cheque for automatic debit
- 10 post-dated cheques
- One cheque with the full year's tuition

Fundraising Donation Program

The PEC in consultation with Administration, the Pastor, and an independent school accountant sets a balanced budget for each school year.

Revenue comes from 4 sources:

1. Tuition Fees – a range is set by CISVA each year
2. Government Grants – are set by the provincial government
3. Parish Subsidy
4. Fundraising – makes up the balance of the budget

Any excess monies are used to fund purchases outside the school's normal operating budget and to maintain a contingency reserve for emergency expenditures. Walkathon and Carnaval are the two major fundraising activities held at Our Lady of Fatima School every year. In addition to these events, the school asks that every family voluntarily donate to the Fundraising Donation Program during registration. The program was implemented several years ago, after consulting with parents, in an effort to eliminate the many smaller fundraising activities taking place in our school community (e.g. chocolates, bake sales, wrapping paper sales etc.). The school suggests that every family donate \$150 to the program annually. Donations are voluntary. Cheques must be made payable to the parish to receive a tax receipt for the donation.

3. SCHOOL PROGRAMS

Our Lady of Fatima is a Class 1, Independent, English and French immersion school accredited in British Columbia under the terms of the Independent School Act. It operates through the jurisdiction of the Catholic Independent Schools of Vancouver Archdiocese (“CISVA”).

An elected Parish Education Committee (“PEC”) administers Our Lady of Fatima School. This education committee delegates its authority to the school Principal for the day-to-day administration of the school. The PEC meets regularly each month.

For more information see the section titled Parish Education Committee.

FRENCH IMMERSION PROGRAM

Our Lady of Fatima School provides a challenging French Immersion program as a path leading to children becoming bilingual. This program conforms to Ministry of Education guidelines for the province of British Columbia.

Our Lady of Fatima School develops French language patterns with listening and oral presentations. Reading and writing skills will follow. The program develops competence in French language according to the ability of the pupils at their respective grade levels.

Through the discovery of the Francophone culture, we will awaken the child to a lasting appreciation of French.

As per the Ministry of Education’s guidelines for each school grade level, French is offered as the language of instruction for approximately the following percentages of the school day:

Percentage Instruction in French by Grade for core curriculum (French Language Arts, Math, Social Studies and Science)

Kindergarten	100%
Grade 1	100%
Grade 2	100%
Grade 3	80%
Grade 4	80%
Grade 5	80%
Grade 6	80%
Grade 7	80%

ENGLISH PROGRAM

The English program is the mainstream program followed by most schools in the province of British Columbia. All texts and support materials used are those recommended and authorized by the Ministry of Education. Learning outcomes and goals are consistent with the Ministry

guidelines called Integrated Resource Packages.

A focus on developing strong literacy and numeracy skills through an integrated curriculum is evident throughout the program. Instruction in French as a second language begins in the primary grades.

SPIRITUAL PROGRAM

The entire school program will be infused with a Christian outlook and values. A positive attitude is established where faith grows and allows us to accept the responsibilities of our baptism:

Concern for each other	-	LOVE
Helpfulness and sharing	-	CHARITY
Respect and support	-	PRAYER AND COMMUNITY BUILDING

The purpose of the religion program, taught by staff and Pastor, is to give students a closer more intimate relationship with God and to prepare children for the sacraments of First Communion and Confirmation. Each class spends at least thirty minutes a day on the formal program. All students (Catholic and Non-Catholic) are required to participate.

The signs of Catholicity will be indicated by participation of the school community in:

- Staff and Education Committee retreats
- Participation in special Sunday masses in the parish
- Liturgical celebration such as:
 - Ash Wednesday
 - Way of the Cross
 - School Feast Day
 - Bi-Weekly school masses - where songs, readings and intentions are prepared and presented by the school
 - Para Liturgies prepared and presented by staff and students

HOMEWORK

Monday to Thursday: The following times should be regarded as a guide or an average.

K-1	20 minutes
Grades 2-3	20-30 minutes
Grade 4	30-40 minutes
Grade 5	40-45 minutes
Grade 6	45-50 minutes
Grade 7	50-60 minutes

Homework should not be assigned on the following occasions:

- Professional days
- School holidays

TECHNOLOGY

A computer lab in the school is equipped with 30 Windows-based student computers (2016), a server and a large-job laser printer. Our school library is completely computerized. Library cards for all students are filed in class folders and all borrowed books are recorded in the library computer. Every classroom has one computer and computer projector. Two classrooms have a SMARTboard.

In addition, the school has leased 60 iPads for the students and 17 iPads for each of the teachers. There are 30 iPads in each building (Our Lady of Fatima centre and main building) and teachers can sign out a class set when they want the students to use them. Technology resources at Our Lady of Fatima School are provided to support the educational mission of the school. The school's goal in providing the iPads is to promote educational excellence by facilitating resource sharing, innovation, research, creativity and communication.

SPORTS

Our Lady of Fatima teams participate at all levels in the many sports organized through CISVA's Elementary School Athletic Commission. Coached by teachers, parents and volunteers, Our Lady of Fatima students participate in:

- volleyball
- soccer
- track and field
- basketball
- cross country

In accordance with the philosophy of sport adopted by the athletic commission, Our Lady of Fatima School stresses skill development and participation rather than competition. The CISVA league, however, is a competitive league and all our teams compete against other Catholic elementary schools. Our teams play regular season games and then, depending on wins and losses, may move on to playoff games and season finals.

All students who attend the practices and games are members of the team, but there is no guarantee that all students will play an equal amount of time in a league game. Sometimes this is simply not possible. Coaches make player decisions that are based on many factors such as attitude, active participation and practices, development and sportsmanship. Parent or other volunteer coaches must be paired with a teacher sponsor. The teacher sponsor must attend all games. While parents are encouraged to attend games and to support our teams, they must not interfere with coaches or officials during the game. The school Principal is the head of all athletics in a school. Complaints, observations or suggestion should be directed in writing to the Principal.

SCHOOL WEBSITE

The website for Our Lady of Fatima School is <http://www.fatimaschool.ca/> and it includes:

- Calendar for the year
- Parent Handbook
- Classroom blogs
- Staff contact information – available only if logged in
- Links to:
 - OnVolunteers (PPH website)
 - Communiques - published every Thursday
 - PEC meeting minutes
 - Parent Handbook
 - Our Lady of Fatima Parish
 - Catholic Independent Schools Vancouver Archdiocese (“CISVA”)
 - Canadian Parents for French
 - Neat Uniforms
 - Edu Pac Order Forms
 - Criminal record check request letter

The school website is independent from OnVolunteers (PPH website).

SCHOOL SCHEDULE

School and Office Hours

Monday-Friday: Kindergarten to Grade Seven:

Bell rings	8:45 a.m.
Morning recess	10:30 - 10:45 a.m.
Noon recess	12:00 - 12:40 p.m.
Lunch break	12:40 - 1:00 p.m.
Class dismissal	3:00 p.m.
Office hours	8:00 a.m. - 4:00 p.m.

Supervision of Students

The students are supervised by teachers from 8:30 a.m. to 3:30 p.m. Parent supervisors help with supervision at the times listed below:

Parking and before-school supervision	8:20 – 9:00 a.m.
Lunch supervision	11:50 – 12:45 p.m.
Parking and after-school supervision	2:50 – 3:30 p.m.

Please ensure that your child is picked up by 3:30 p.m. as there is no supervision after this time. Any child left unattended after 3:30 p.m. will be sent to the school office.

Attendance

It is essential that children attend school during normal instructional periods. Removing children for vacation trips during school time is strongly discouraged. In the event that an absence for a long period of time occurs, it is the responsibility of the parent and the student and not the classroom teacher to make-up any work missed. The Government grant is only allocated to students who attend 600 hours of instruction per year prior to May 15th. Parents must reimburse Our Lady of Fatima School for any loss of Government grant resulting from their child's absence from school without an acceptable reason.

Absent Notes

If your child is going to be absent, notify the office by 9:00 a.m., either in person (note required), by phone or by email to both Susan Hagedorn at susan.hagedorn@fatimaschool.ca and the classroom teacher. Include the date and reason for the absence.

Attendance/notes are audited for the Ministry of Education for funding purposes. The auditor requires notes from parents for all student absences.

Tardiness

All students are expected to attend school regularly and on time. Continual tardiness is disruptive to the teacher and the students. Students should arrive at school no later than 8:45 a.m. If a student is late he/she must report to the office before going to class.

School Closure

Weather: If weather conditions are hazardous, the Principal in consultation with the Pastor, will decide whether to close the school. The teachers will send an email to the parents notifying of any closures. The school will post closures on the school website, CKNW AM 980 radio and Global News.

Emergency Procedures: Throughout the school year the school will be practicing a variety of emergency drills (fire drills, lockdowns, earthquake drills) from our classrooms, gym, and during recess while the children are outdoors. There will be an emergency release in the spring. Students and staff are well prepared in the event of an emergency.

In the event of an emergency, listen to CKNW AM 980 radio and Global News to find out the status of the school and to find out if an evacuation has occurred. If an evacuation is necessary, teachers and students will file out of class using the safest route to the marshaling area (upper field or Alderson School).

Non-Emergency Procedures: In the event of a non-emergency closure, the Principal will call CKNW AM 980 radio and Global News by 7:00am to announce a school closure. If a non-emergency closure is called during the day you will receive a phone call from a classroom communication parent as well as an email from the school regarding the closure.

Contacting a Staff Member

If you have any questions or concerns regarding your child, please do not hesitate to contact the teacher by sending an email directly to the teacher. You can also leave a message at the front desk. The teacher will provide you with an e-mail address during Meet-the-Teacher night. You can also find the staff email information on our school website, under the staff tab by logging into your account. The classroom teacher will respond within 48 hours.

SCHOOL UNIFORM CODE

The school uniform is supplied exclusively by *Neat Uniforms* (except for the shoes and socks).

Neat Uniforms
1050 Boundary Road
Burnaby, BC V5K 4T3
T: (604) 205-7560 F: (604) 205-7556
W: <https://www.neatuniforms.ca/>

GIRLS - Kindergarten to Grade 7

- White Our Lady of Fatima logo golf shirt (short sleeves).
- **Either** Fatima logo cardigan, Our Lady of Fatima logo v-neck pullover, or Our Lady of Fatima logo vest.
- Navy blue skort or navy-blue pants.
- Knee-high socks (plain navy blue or white) or tights (navy blue) or ankle socks, **to be worn above the ankle**, for the months of September, April, May and June (plain navy blue or white).
- Black dress shoes with non-marking soles. These must remain at school at all times.

NOTE: No dangling or large hoop earrings, jangling bracelets, flashy hair adornments, no artificially coloured hair, e.g. purple, painted fingernails, makeup, or lipstick. Coloured trim, lace, bows, frill or other accessories are not part of the school uniform. Hair bands and hair clips may be worn if navy or white in colour. On non-uniform days, low cut pants, midriff exposing attire, bare shoulders, short skirts and shorts are not to be worn. If the girls are wearing tights, their top must be mid-thigh length.

BOYS - Kindergarten to Grade 7

- White Our Lady of Fatima logo golf shirt (short sleeves).
- **Either** Our Lady of Fatima logo cardigan, Fatima logo v-neck pullover, or Our Lady of Fatima logo vest.
- Navy-blue pants (rugby style or dress pants).
- Navy-blue walking shorts (September, April, May and June).
- Socks (plain navy blue or white) **to be worn above the ankle**.
- Black dress shoes with non-marking soles. These must remain at school at all times.

NOTE: Black shoes, navy blue socks and Fatima logo vest/pullover/cardigan will be required for some school outings.

GYM UNIFORM - Boys and Girls Grade 1 to 7

- White Our Lady of Fatima logo T-shirt
- Logo navy blue gym short
- Socks (navy-blue or white)
- Runners with non-marking soles (other than those worn outside). These must remain at school at all times
- Gym bag

Children are not required to wear uniforms on Hot Lunch Days and other “special” days.

Uniforms should be maintained in good repair. Uniform inspections will be done throughout the year. When a code violation occurs one of the following will apply:

- Student will receive a *uniform violation notice* (up to a maximum of 2 written notices). All notices must be signed and returned to your child’s teacher.
- If a third infraction occurs, you will receive a phone call from the administration and you will be required to pick up your child from school. The student must not return to school until the uniform infraction/s is/are addressed.

4. PARENT PARTICIPATION PROGRAM

The Parent Participation Program (often referred to as PPH program), is intended to help support the school, building community while also decreasing the operational costs. As active parish community members, parents participate in various activities of the school. Parents cannot ask other adults or family members to complete their Participation Hours.

Our Lady of Fatima School relies on the participation of parents for various school jobs and events throughout the year. The annual commitment per family is 40 hours (volunteer participation) or \$800 per year (financial participation), indicated by each family on the participation form included in the registration package. Each family submits 2 post dated checks (\$400 each) with their registration package, one for the first cut-off date (January 31), and the second for the second cut-off date (last Saturday before the end of the school year).

Several other opportunities exist to complete the 40 hours throughout the year. Each participating family will seek out work for themselves, or request assistance to find activities to parentparticipation@fatimaschool.ca. The list of coordinators and events are listed on OnVolunteers, the parent participation program website <http://olf.co.onvolunteers.com>. The jobs from the first Work bee in August through November and the first week of supervision, will be available before school begins and more jobs will be added throughout the year.

On a per-year basis, the 40 hours always include:

- Five mandatory parking lot supervision shifts (3.75 hours), and
- Two hours per child of Grade Event(s) - not per family. Except twins or children in the same grade, only two hours.

It was necessary to designate mandatory categories to ensure an even distribution of volunteer hours for activities that are either deemed vital to the safety of our children or to build our community.

If you complete your 40 hours requirement, but do not fulfill the mandatory requirements for Parking Lot Supervision and Grade Event(s), you will be assessed a levy of \$20 per PPH shift (e.g. 5 shifts of Parking Lot Supervision not completed = \$100). The levy is applied if you have less than 40 hours and you fulfilled the mandatory requirements. All hours are \$20 per hour of unfulfilled hour.

Below, three examples of a family with two children in two different grades:

Example 1: the family completed 40 hours during the year, but these 40 hours did not include the five mandatory Parking Lot and the two hours per child of Grade Events. The family will have to pay a levy of \$180 dollars (five parking shifts, plus four hours of two Grade Events X \$20 = \$180).

Example 2: the family completed 36 hours that includes the five shifts of mandatory Parking Lot and the four hours of Grade Events (two hours per child). The family will have to pay a levy of \$80 (four hours of PPH X \$20 = \$80).

Example 3: the family completed 36 hours but it does not include the five shifts of mandatory Parking Lot and the four hours of Grade Events. The family will have to pay a levy of \$180 (five parking shifts plus four hours of two Grade Event X \$20 = \$180).

Example 4: the family completed 28 hours but it does not include the five shifts of mandatory Parking Lot and the four hours of Grade Events. The family will have to pay a levy of \$240 (five parking shifts plus four hours of two Grade Event plus 3 hours of PPH, a total of 12 hours X \$20 = \$240).

The remainder of the hours will be chosen by the parents. Some examples of the available activities are:

- Work bees
- Carnival
- Walkathon
- Hot Lunch
- Fun Day
- Supervision (playground)
- Field Trips
- Library
- Work bee
- Classroom event
- Reading assistance
- Book Fair
- Used uniform sales

PROGRAM DESCRIPTION

The Parent Participation Program runs from July to the last Saturday in June prior to the last week of school. Parent Participation Hours (“PPH”) are to be spread throughout the year as shown below, in order to meet the ongoing needs of the school throughout the year:

20-hours between July and January 31 st and
20-hours between February 1 st and the last Saturday in June prior to the last week of school

- By January 31st, parents must accumulate at least 20 hours.
- All hours must be completed, approved and submitted on the OnVolunteers website by the last Saturday before the last day of the school year.
- Approved hours submitted after the last Saturday before the last day of school year will be recorded towards the next school year of service.
- All hours submitted must be for an approved school related function.
- Unapproved hours will not be counted towards the Parent Participation Program.
- Hours earned, in addition to the 40 hours required, will not be carried over from one school year to the next school year.

All families are required to submit two post-dated cheques of \$400 each with their registration package. The first cheque will be shredded after February 1st if the family has completed 20 or more participation hours by January 31st. The second cheque will be shredded after the last Saturday before the last day of school if the family has completed 40 participation hours or more and have fulfilled their mandatory hours for parking lot supervision and Grade Events

Families that have not completed their first 20-hours by January 31st, 2017, will have their first \$400 post-dated cheque cashed. This cheque will be reimbursed if the family completes 40

participation hours or more after the last Saturday before the last day of school of the same school year. Incomplete hours will be pro-rated and deducted from the reimbursed amount.

Families that complete 20-hours by January 31st but do not complete 40 parent participation hours by the last Saturday before the last day of school will have their second \$400 post-dated cheque cashed. Incomplete hours will be pro-rated and deducted from any reimbursed amount (if applicable). This does not apply to families that have fulfilled their hours.

In lieu of participating in the 40 hours of service some families choose to participate financially. These families will be required to submit one \$800 cheque, or ten \$80 cheques, with each year's registration package. These cheques will not be returned.

The Parent Participation Program is modulated into categories, with a Category Coordinator appointed to organize and fulfill the duties of each category. Each Coordinator position merits 40 PPH per year. Each grade has a school community activity (Grade Event) which they are responsible for. Each classroom has a Classroom Parent who will be responsible for communication and coordination of the Grade Event. Failure to fulfill the obligation of Category coordinator or Classroom Parent for the full duration of the term, will be penalized on a prorated basis as determined by the PEC.

The 2017-2018 grade events are:

Grade	EVENT	Month of event
K	Father`s Day Appreciation	June
1	First Communion Reception	April or May
2	Confirmation Reception	May or June
3	Back to School BBQ	September
4	Grade 7 dinner	June
5	Grade 7 dinner	June
6	Carnaval	February
7	Carnaval	February

Any discrepancies with the recorded participation hours must be disputed in writing within 30 days of the activity date by contacting the PPH Coordinator at:
parentparticipation@fatimaschool.ca.

For new families

A parent participation fee cheque for \$400, dated June 1st prior to the beginning of the school year must accompany a family's completed registration package. This cheque will be cashed.

If participation hours have been completed, the \$400 parent participation fee will be returned when a family (in good standing) leaves the school, or the youngest child completes Grade 7. This is a one-time fee if hours are completed on a yearly basis.

Parish-related PPH

Although the intention is to support the school, it is recognized and acknowledged that parents volunteering for parish activities provide a service to the community as well. A maximum of five

hours per school year for parish-related events that pertain to the school may be counted towards the annual participation requirement. These activities must not be mass-related other than Children's liturgy. There is a maximum of 10 hours per school year for Vacation Bible School week (VBS). Hours under this category will be approved by the PPH Coordinator. Allowable parish activities are at the discretion of the PEC. A person who is coordinating a qualifying event may be eligible to receive more participation hours at the discretion of the PEC.

Special Circumstances

Those who have special circumstances and can neither participate in the Parent Participation Program nor pay the Non-Participation Fee, must contact the Pastor for special exemption. A signed Pastor's exemption form must be submitted to the PEC for any exemption to be honoured.

Late-entry Families

Please contact the PPH Coordinator.

2018-2019 School Year

Please note that for the 2018-2019 school year, the cut-off dates will change: the first 20 hours will have to be completed between July 2017 and January 31st of the following year. The second 20 hours shall be completed between February 1st and the last Saturday before the last day of school.

INSTRUCTIONS ON HOW TO USE THE ONVOLUNTEERS WEBSITE

The PPH website OnVolunteers <http://olf.co.onvolunteers.com> is the site where parent can sign up for the activities of their interest, as well as the number of hours they wish to volunteer. This allows for better planning on how volunteer hours will be distributed throughout the year. Certain activities have minimum and maximum number of hours that can be selected. Each post will be on a first-come first-serve basis.

How to Log In

1. Go to <http://olf.co.onvolunteers.com>
2. Enter your email address in the username window
3. Enter your password. If it is the first time you are logging in, use the password provided on the registration email.
4. Click the log in tab.

If you forget your password: Go to the login page and click on the forgot password tab. It will send a password reset to your email.

How to select jobs

1. First tab on the left is the dashboard. Available tasks are listed here.

2. Select a task you want to do, and make sure to review the details: task hours, number of people needed, start time, end time, etc.
3. Click on the blue REGISTER button.

How to check participation hours

The summary of volunteer hours is listed below the Tasks column. It shows target hours, hours registered for and hours completed.

The MY ACTIVITIES column also provides the pending activities at a glance.

The MESSAGE INBOX is below. Please check regularly for classroom and activities related communications.

The AD HOC column shows new or added activities that may be available for registration.

Cancellations and No-Show

If parents cancel at least 24 hours before the registered supervision/task is due, OnVolunteers will send a notification. With enough notice, the system will be able to allocate another person to the job and there won't be a \$20 penalty.

If parents cancel with less than 24 hours in advance, or do not show up for the registered supervision/task, a \$20 penalty will be charged. With less than 24 hours in advance, it will be difficult to re-assign the task in such short notice.

Remember that the safety of our kids is the school's top priority.

Questions and Concerns

Please direct any questions or concerns to parentparticipation@fatimaschool.ca.

5. SCHOOL SAFETY PROGRAM

Our aim is to make students aware of potential hazards in the environment of the school and the larger community and to accept responsibility for their own safety. The Principal will ensure that adequate and proper supervision is exercised at all school-sponsored activities.

The Principal will report to the PEC anything that is judged to pose a safety or health risk to students or to staff. Parents can assist by continuing this safety awareness through home discussion on topics such as pedestrian safety, bicycle safety, fire safety, etc.

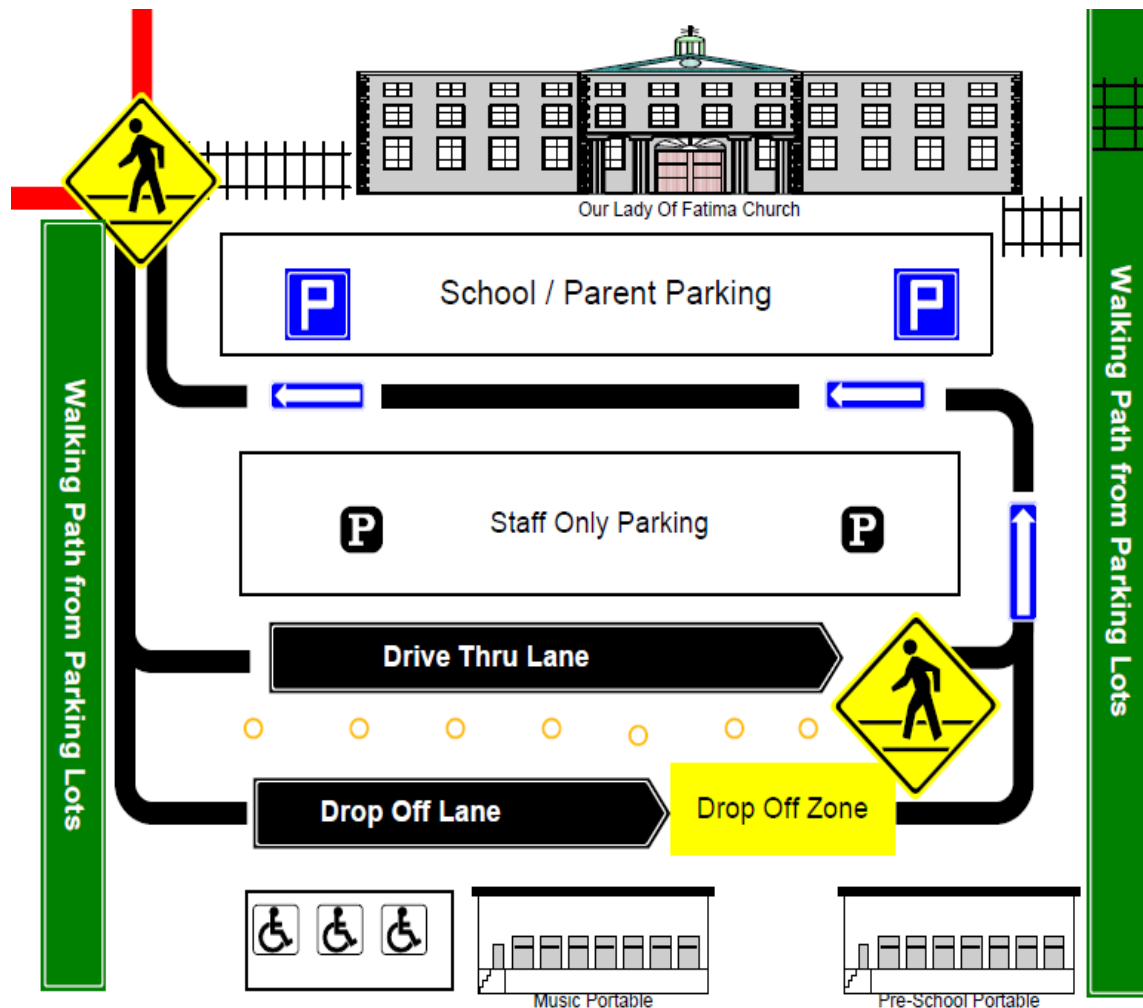
1. **PARKING** - Only in specified areas on school days, during certain hours. No parking allowed in the pick-up and drop-off area.
2. **DROP OFF AND PICK UP** should take place in the designated area (No Parking).
3. **PLAYGROUND** - Student supervision will be provided from 8:30 a.m. to 3:30 p.m. on school days. Prompt after school pick-up is required, as the school has no provision for after school supervision unless students are involved in special events or sports. Students are not allowed to leave school grounds any time during the school day without a note from parents.

PARKING LOT PROCEDURES

1. When you enter the school parking lot you must follow the counter clockwise flow that is laid out by the parking lot supervisors. Do not attempt to drive in any other direction.
2. If the parking lot is full, please leave the school parking lot and proceed to the upper church parking lot.
3. In the morning, the drop-off/pick-up zone is to be utilized strictly for dropping off children, no delayed stops are allowed.
4. After school, if your child/ren is/are already standing at the yellow curb, waiting for you, you may drive into the pick-up zone and immediately pick them up and proceed cautiously out of the pick-up zone. If your child/ren is/are not standing at the yellow curb waiting for you, do not pull into the pick-up zone. Absolutely no waiting or socializing in the pick-up zone is permitted.
5. If your child/ren is/are waiting for you at the yellow curb and there is no immediate room for you to pull over, **DO NOT** stop and pick them up while you are in the mainstream of traffic. Please instruct your children at home on this important safety point. This is extremely dangerous for the children and most inconsiderate for the drivers behind you. You will have to circle the lot until there is an available space to pull into. If everyone obeys the rules a spot should free up very soon. Drivers should avoid constant circling in the lot, we encourage to park and escort the children to the vehicle.
6. We have handicap parking spaces next to the gym main entrance beside the Britco. Please ensure that they are left available to those who need it.
7. Please use designated walking paths, walking through the parking lot is not allowed.

8. Our parking lot supervisors have a difficult job trying to uphold the rules of our parking lot. Their job is strictly a volunteer position and we appreciate their efforts. We expect all drivers to respect their position and cooperate. If drivers have questions or concerns or don't agree with our system, do not go to our supervisors. They are simply following instructions. Please direct your concerns to the PEC in a letter.

For the school, the safety of the parking lot and of the children is a priority. Most drivers are very cooperative and we thank them. For those who do not follow our safety regulations, we may record licence plate, car make and colour and publish these items in our school Communiqué. If you see your licence number published, please ensure you review and follow the policy. Remember the safety of the children comes first.



FIELD TRIP POLICY

While school staff will take reasonable steps to prevent injuries to students, some degree of risk is inherent in the nature of activities, and may occur without fault on the part of the student, school, its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity, you are agreeing that the activity described is suitable for your child, and that there is a risk of injury associated with this activity.

Buses

Buses will be used when the distance from the school to the location of the field trip or the sporting event is more than 25 km or the distance is deemed to have increased complexity. No additional cost is passed on to families. New trips and trips not included in the list below, will be reviewed and approved by the administration.

Some examples where buses will be required include:

- | | |
|---------------------------|------------------------------|
| – Vancouver Aquarium | – Vancouver Symphony |
| – Science World | – Track meets |
| – Grouse Mountain | – UBC Botanical Gardens |
| – Apple Barn Pumpkin Farm | – Power House at Stave Falls |
| – Laity Pumpkin Patch | – A Rocha Canada |
| – Mission Abbey | – Vancouver Holocaust Centre |
| – Maritime Museum | |

Local fieldtrip will require parent drivers, some examples include:

- Moody Park Arena
- Swimming Poirier Community Centre or City Centre
- Garden Works Burnaby
- Belcarra Park
- Pacific National Exhibition (PNE)

Parent Drivers

Before a field trip:

- Volunteer parents must have submitted a (a) criminal record check, (b) driver's abstract by ICBC and a (c) driver's statement.
- **Only parents who have been selected/notified by the teacher will supervise on the field trip** – there is no guarantee that you will be selected. Other parents, with a current criminal record check, can attend, however will not receive parent participation hours.
- Only teachers will organize which children will travel with the volunteer drivers.
- Only classroom students are allowed on field trips: no siblings or other children.
- Check into the office before going on a field trip and write down your name before going directly to the classroom. If parents are going to pick up their child early from a field trip, the parent must notify the teacher in advanced by email.
- All parent drivers must have a cell phone. The teacher supervisor should have their cell phone number prior to the fieldtrip.
- The primary responsibility for the volunteer is to supervise the children. It is not to socialize, answer phone calls/emails or texts while supervising.
- All drivers must have a list of children they are driving to and from the event.
- If parents would like to know who the parent driver will be for their child, contact the teacher directly in advance.

- Children must ride in a booster seat until they are a minimum of 4 feet, 9 inches (145 cm) tall or more than 80 pounds (36 kg) or a minimum of 9 years old. If you do not have a booster seat, the school will provide one.
- Every child must wear a seat belt. One child per seat belt.
- Volunteer drivers must drive at least 2 children and no more than 6 with a single adult.
- A map will be provided to the parent drivers. Please follow the designated route.
- Parents cannot switch students to other vehicles during the trip.
- Do not take any detours to and from the field trip, ensure that your car has a full tank of gas; all drivers must obey all traffic and speed limit laws; and vehicles must be in good mechanical condition.
- In case of an emergency (e.g. car breaks down or accident) the administration/school and classroom teacher must be notified immediately. All children must always remain in the care of a parent/teacher supervisor at all times.
- Do not purchase any snacks for the children. Many of our children suffer from allergies that you may not be aware of.
- Volunteer drivers must remain with the students at the field trip site until the arrival of the teacher.
- On returning to the school, volunteer drivers must supervise children until the return of the teacher. Children must be escorted back to the classroom.
- Cellphone use in a car must obey the hands-free rule: a Bluetooth or wired headset or speakerphone. The device must be securely attached to the car — it can't be in your lap or loose on the seat beside you. If you're using a headset or headphones, remember that drivers can only wear them in one ear. Please refer to the "Driver Distraction and Cellphone Use" by ICBC:
<http://www.icbc.com/road-safety/safer-drivers/Documents/distractions.pdf>

HEALTH

Nut Allergies

Our Lady of Fatima School recognizes the life-threatening severity of some students' allergies to nuts and nut products, especially peanuts. While we cannot guarantee a nut free school we will practice diligence through information and education and through the scrutiny of food products before they enter the school.

Head Lice

School wide head checks will be conducted by trained parents twice a year. Periodic checks will be conducted at other times during the school year, depending on the number of cases found and when a case is reported in a particular class.

Any student returning from holidays outside of the above times will be checked before returning to their class.

If nits (eggs) or live lice are found on a student, parents will be contacted immediately and asked to follow the treatment program guide recommended by the Simon Fraser Health Unit which will be provided by the school.

Before a child returns to school, after being treated for head lice, all nits should be removed from the hair. Upon returning to school, after being treated for head lice or nit removal, a student and parent/caregiver are required to report to the school office where he/she will be rechecked. If any sign of head lice is still found, the child will be sent home to have nits removed.

6. ANTIBULLYING, DISCIPLINE AND CODE OF CONDUCT POLICIES

ANTI-BULLYING POLICY – CISVA POLICY 408 (REVISED NOVEMBER 1, 2016)

Definition

Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evoke fear of physical harm or emotional distress in the person being targeted. Bullying encompasses a wide range of behaviours in a relationship between a dominant and a less dominant person or group where:

- an imbalance of the perceived power is manifest through aggressive actions.
- physical or psychological (verbal and social) abuse occurs.
- negative interactions occur directly (face-to-face) or indirectly (gossip, exclusion).
- negative actions occur with intent to harm, which can include some or all of the following:
 - a) physical actions such as punching, kicking, biting and initiating unwanted sexual touching, can hurt the person's body, damage belongings or make the person feel badly about himself or herself.
 - b) verbal actions such as threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments; this includes sexual harassment; that is, when a person or group hurts another person by taunting or discussing sensitive sexual issues, creating sexual rumours or messages, and making derogatory comments on a person's perceived sexual identity.
 - c) social exclusion such as spreading rumours, ignoring, gossiping, excluding. negative actions are repeated and/or the intensity or the duration of the actions establishes the bully's dominance over the person. The person thus becomes a victim of injustice.
 - d) information and communication technologies are used physically to threaten, verbally harass or socially exclude an individual or group.

Policy

All CISVA schools will have in place protocols that outline roles, responsibilities and procedures for staff, students and other adults (including parents) that address bullying. (See Our Lady of Fatima School Anti-bullying Policy below).

Procedures

Working with administrators, teachers, support staff, parents and student body, schools will develop a written bullying prevention protocol that includes the following elements:

Education, Awareness and Prevention

- education and awareness on bullying including ways to recognize its pattern and characteristics versus normal peer conflict.
- instruction to students that emphasizes respect and compassion for others and age appropriate behaviours to prevent or respond to bullying.
- instruction to students on their responsibility to report and take an active stand against acts of bullying including reference to the school's code of conduct as it relates to bullying.

Reporting

- steps students and staff will take to respond to allegations of bullying.
- efforts that track incidents of bullying at schools (bullying, cyber-bullying, harassment including student-to-student sexual harassment, intimidation, threatening or violent behaviour).
- how reported incidents will be dealt with and monitored.

Responding to Bullying

- efforts that outline clear and logical consequences for those who bully, that provides support for those being bullied and intervention with students who bully.
- informing the parents/ guardians of children involved in a bullying incident, engaging their support and collaboration to seek a resolution.
- in deciding a course of action the school weighs the consequences by age and maturity of the individuals involved, the degree of harm done, incidences of past or continuing pattern(s) of behaviour, the relationship between the parties involved and the context in which the incident(s) occurred.

CISVA remains committed to taking all reasonable steps to prevent retaliation by a person(s) against a student who has made a complaint of a breach in policy.

Our Lady of Fatima School believes that the goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success. Discipline is a part of the growing process and it must support a school environment where students and staff are responsible and respectful.

All students are expected to follow Our Lady of Fatima's code of conduct (*Fatima Five*), as it applies to all settings in and around our school.

Students are to follow the *Fatima Five* within the classroom, school building, school yard, field trips and at all extra-curricular activities such as volleyball, basketball and track.

Minor Infractions

These infractions are day-to-day misbehaviours in the school yard and school building. They will be dealt with by the teacher/supervisor. The discipline process would involve a discussion with the student followed by a solution and/or consequence.

Serious Infractions

These infractions include behavior such as fighting, deliberately causing physical harm to someone, stealing, deliberate destruction of one's property, cheating, vandalism, disrespect towards peers or adults and being disobedient. In the case of a serious infraction an Incident Notification will be mailed home to the parents/guardians. The Principal will notify the parents by phone when a serious infraction has occurred.

Some serious infractions may be serious enough that the parents may be called for a meeting immediately following the incident. In this case, a consequence/intervention will be given to the student immediately. A possible consequence may be a suspension.

Why are suspensions necessary? At various times throughout the year a student may be suspended because he/she does not comply with the school rules. When this happens, it is expected that the suspension has a positive effect on the school community and/or student. This may include:

- Providing enough time to assign consequences for inappropriate behavior.
- A plan is put into place to improve behavior.
- Provide safety to our community.

Gross Misconduct

Gross misconduct is considered very serious and can result in expulsion. Examples include:

- 1.1 Student brings a weapon to school and uses it in a threatening manner.
- 2.1 The student brings alcohol, drugs or tobacco to school.
- 3.1 The student repeatedly causes intentional physical harm to another student/adult.

When the Principal expels a student, he/she must inform the Parish Education Committee Chairperson and the Pastor. Once they are notified, the Principal will inform the parents who must pick up their child immediately.

In the case of an allegation of bullying, the definition under *CISVA's Anti-Bullying Policy 408* will be used to assess whether bullying is taking place.

Project Respect is a school-based plan for effective behaviour that is currently in place in many schools across Canada, the U.S.A. and in public and Catholic elementary and secondary schools in the lower mainland. By developing and implementing Project Respect Our Lady of Fatima School has joined a network of schools dedicated to the fostering of a safe and respectful school environment. We ask you, the parents, to join with us and your children to help us attain this goal.

OUR LADY OF FATIMA ANTI-BULLYING POLICY (REVISED 2017)

Aim

The aim of Our Lady of Fatima School is to have an environment where everyone feels safe and where all students can learn. All cases of violence will be treated very seriously and all steps will be taken to ensure that it stops.

Definition

Bullying is a pattern of repeated aggressive behavior, with negative intent, directed from one child to another, where there is a power imbalance.

Examples of bullying:

- Any form of physical violence such as hitting, pushing or spitting on others.
- Interfering with another's property by stealing, hiding, damaging, destroying.
- Using offensive names, teasing, spreading rumors about others or their families.
- Using put-downs, belittling others' abilities and achievements.
- Writing offensive notes, e-mails, text messages or graffiti about others.
- Forcing others to act against their will.

Strategies for Administration and Staff

- Identify the problem.
- Defuse the situation.
- Gather information.
- Ask bystanders. Bystanders that see bullying occur and do nothing about it are not being responsible. They are in effect taking the side of the bully by not reporting.
- Decide upon an appropriate intervention.
- Follow up.
- Keep a record.

Administration

- Staff personnel must be able to recognize bullying and the procedures to respond to it.
- Raises awareness among the school community.
- Encourages students to follow the CODE OF CONDUCT (Fatima Five).
- Fosters school values by example.
- Is alert to possible signs and incidents of bullying.
- Listens to all parties involved in incidents.
- Investigates bullying issues.
- Takes appropriate action.
- Informs parents.

Teacher or Support Staff

- Encourages cooperation and positive interactions.
- Promotes positive behavior (Fatima Five).
- Watches for possible signs and incidents of bullying.
- Encourages students to report bullying (students must be taught the difference between reporting and tattling).
 - Listens to all parties involved.
 - Investigates bullying incidents as fully as possible.
 - Take steps to help victims and remove sources of distress without placing the victim at further risk.
- Must report to the Principal or Vice-Principal.

Parents/Guardians

- Watch for signs of distress in your child (i.e. unwillingness to attend school, a pattern of headaches or stomach aches).
- Advise your child to tell a staff member of any incidents.
- Inform the school if bullying is suspected, even if your child is not directly involved.
- Keep a record: who, what, where, when and how.
- Do not encourage retaliation.
- Meet with the school administration.

SUSPENSIONS AND EXPULSION - CISVA POLICY 426 (REVISED NOVEMBER 5, 2012)

Rationale

Students can negatively affect the school's learning environment and therefore the ability of all classmates to receive the education to which they are entitled. Both the quality of instruction and the learning process are dually maintained by making it clear to disruptors, through the use of suspensions, that unruly behavior will not be tolerated.

Policy

Suspension shall be recognized as an effective tool to encourage and enforce self-discipline and appropriate behavior.

Expulsion shall be used when the continued presence of the student at the school is either a threat to the staff and students or an impediment to either the quality of instruction or the learning process.

Procedure

1.1 In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, schools are required to act for the protection of all members of the school community.

1.1.1 An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour which, if continued, would ultimately result in an expulsion.

1.1.2 The Principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

1.1.3 A suspension is decided upon by the Principal or Vice-Principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the Principal or Vice-Principal and the Pastor/Archbishop's Representative and/or the Chairperson of the Education Committee. A written notification of suspension must be given to

the parents or guardians. The letter must contain the school's expectations of the student if readmission to the school is granted.

1.1.4 If the Principal has determined that the incident is serious enough to warrant expulsion, the Principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the Principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

1.1.5 Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

1.1.6 Parents may appeal a suspension or expulsion decision. (See Policy 302 – Complaint Policy)

1.2 THE APPEAL OF AN EXPULSION

When an appeal of an expulsion is brought to an education committee, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

1.2.1 Did the student commit the infraction he/she is accused of?

1.2.2 Is the infraction covered by policy and does the policy require or allow expulsion?

1.2.3 Is the policy being applied properly? (The wording in some policies is intentionally broad, e.g. gross misconduct. Was this infraction intended to be considered gross misconduct?)

1.2.4 Has the school followed its own and Archdiocesan policy regarding the handling of the expulsion? (proper notification in writing, time lines, etc.)

1.2.5 At the appeal the Principal and the appellant will present their case addressing 1.2.1, 1.2.2, 1.2.3 and 1.2.4 in writing with any necessary documentation.

1.2.6 The parents or guardians may choose, but are not required, to ask a lawyer to assist them in their appeal process. The cost of such legal assistance will be the sole responsibility of the parents or guardians. If parents or guardians decide to have legal representation, they must communicate this to the Principal or his/her representative 7 days in advance of the filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process.

PARENT CODE OF CONDUCT (CISVA POLICY 412)

Rationale

The CISVA Board recognizes parents as the primary educators of their child and, therefore, important role models in the Mission of the Church shared by Catholic Schools. This is demonstrated by parents in proclaiming and building the Kingdom of God, promoting a faith community within the family and community at large, committing to excellence in Catholicity in all areas of a child's development, and supporting the development of Christian leaders, responsible citizens and life-long learners.

Policy

All CISVA schools will have a Parent Code of Conduct to inform the school community of expected conduct based on the principles of respect for rights and dignity of all persons in order to promote a safe and respectful environment within the school community.

Procedure

Parents are expected to (but not limited to):

- Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass (proclaiming and building the Kingdom of God – see Family Statement of Commitment).
- Be supportive of the Mission of the Catholic Church and supportive of the religious educational programs of the school.
- Respect those in positions of rightful authority.
- Respect the rights and dignity of all persons in the parish/school community at all times.
- Refrain from participating in or promoting any behaviour that would threaten, intimidate, verbally assault (use of abusive language) or cause harm to any person.
- Refrain from using any technology/media device to defame the character or cause harm to the character of a parish/school community member.
- Show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meetings, Human Growth and Development Meetings, student progress interviews/conferences etc.).
- Ensure that their child attends school regularly, is on time and prepared.
- Work cooperatively with teachers in all areas of their child's school life including disciplinary issues. Work towards the common good of all children.
- Be familiar with their school's codes of conduct and regulations (i.e. uniforms, internet use, traffic safety on school grounds etc.)
- Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA policy.
- Avoid involvement in rumors and dissemination of rumors.
- Build bridges of acceptance and understanding among the different cultures represented in the school community

The Pastor/Archbishop's Representative has the right and duty to provide for the spiritual welfare of the students and families within the parish and the school. They work towards this end with parental cooperation.

The Principal in law has the discretionary right to prohibit or remove any person on school premises and property who is deemed to be an immediate threat (in deed or word) to the safety of students and/or employees and/or any other member of the school community. The Principal will inform the Education Committee, Pastor and Superintendent's Office when such

action is taken.

The Education Committee, in consultation with the Principal, reserves the right to determine consequences for non-compliance.

7. GENERAL POLICIES

NO SMOKING

Anti-smoking legislation that affects all schools came into effect on September 1, 2007. The legislation provides that smoking including electronic cigarettes and/or vapour emitting smoking products is not allowed anywhere in and around school buildings (including the parking lots) and within cars that are using the parking lot. This ban is in effect 24/7.

ELECTRONIC DEVICES/CELL PHONES

Electronic devices such as game boys, MP3 players, iPods, iPads, etc. are not to be brought to school. Cell phones must be kept in back packs during the day and may not be used during school hours.

Electronic Communication: Please review Parish Education Committee policy: *Electronic Communication Approved May 13, 2013*.

PERSONAL INFORMATION AND PRIVACY POLICY

In January of 2004, Our Lady of Fatima School changed its information practices to comply with the British Columbia *Personal Information Protection Act* (PIPA). A consent form for the use of personal information is included in each registration package. This form outlines how the school will use and protect personal information. The most updated PIPA can be found here: http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01.

Parent Volunteer/Visitors: All school parent volunteers who are not under direct supervision of a teacher or an administrator must undergo a criminal record check and obtain a Driver's Abstract before they are allowed to participate/supervise in a school activity.

Criminal Record Check (CRC): These checks can be processed at a local police detachment. To obtain a CRC, you must present a letter from the school. Letters are available on the school website under Quick Links/Criminal Record Check Request Letter.

Driver's Abstract: To obtain your driver's abstract, go to <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx> or call ICBC at (604) 661-2800 or 1 (800) 663-3051 (8:00 a.m. – 5:00 p.m.). ICBC only requires an email address to send you your driver's abstract. Upon receipt of same please provide the school office with a copy.

8. PARISH EDUCATION COMMITTEE

Our Lady of Fatima Parish Education Committee (“PEC”) is a parish organization comprised of elected and appointed members. Its mandate is to assure proper functioning of the school in all respects. The PEC, within the guidelines set by the Archdiocese, makes major policy and administrative decisions and works for the benefit of the students, parents, parish, staff, and community. It is responsible to CISVA.

There are seven members in the PEC, five members are elected and the Pastor appoints two. The Pastor is an ex-officio member of this and all committees while the Principal acts in an advisory capacity. At Our Lady of Fatima, the PEC members fulfill the following roles: Chairperson, Vice-chairperson, Secretary, Treasurer, PPH coordinator and two Maintenance coordinators.

The PEC meets each month and minutes are posted each month on the school website. This committee is responsible for the staffing of the school, managing the finances of the school and for setting school policy.

The PEC welcomes guests to PEC meetings (excluding in-camera sessions) and requires all guests to notify by email to the PEC Chairperson (chairperson@fatimaschool.ca) and Secretary (secretary@fatimaschool.ca) seven days before the meeting.

Meeting dates and times can be found on the school website and will be posted on the Communiqué.

ROLES, RESPONSIBILITIES AND EXPECTATIONS OF THE PEC MEMBERS

Chairperson - CISVA Policy 114 (1996)

The role of the Chairperson in the parish or regional education committee is critical to the successful functioning of the Education Committee and ultimately to the successful functioning of the school. The Chairperson's main task is to work closely with the Pastor and Principal in order to ensure that the goals and objectives of the school are being met and that the policies and guidelines of the Society are followed.

The Chairperson is elected to fulfill the following responsibilities:

1. **AUTHORITY:** to ensure that the Education Committee uses its authority responsibly in accordance with the Society's policies and guidelines.
2. **AGENDA:** to prepare an agenda for each meeting. This agenda should be drawn up in consultation with the Pastor and Principal in order to ensure the necessary items are covered. This agenda should be used for the purpose of conducting the order of business within the meeting.
3. **MEETINGS:** to set a day and time for regular monthly meetings and to call additional meetings as the need arises. To maintain order and to ensure that the fundamental principles of parliamentary procedure are followed. To be a unifying force by facilitating and regulating discussion, while moving the members toward consensus and decision.

4. ELECTIONS: to have elected other officers such as Vice-chairperson, Treasurer, Secretary and Society Representative. To ensure that a Nominating Committee prepares for the annual elections of the Education Committee members and carries them out according to the guidelines of the Society.
5. SUB-COMMITTEES: to appoint, in consultation with the Pastor, Chairpersons to all sub-committees. The Chairperson of the Education Committee is ex-officio a member of all sub-committees established by the Education Committee.
6. BUDGET: to ensure the Treasurer prepares an annual budget in cooperation with the Chairperson, Pastor and Principal.
7. POLICIES: to implement any policy changes that are issued from the Board of Directors of the Society. To ensure that a local school policy manual is developed and maintained. To ensure that the implementation of new policies is communicated to all parties concerned.
8. PERSONNEL: to ensure that the Guidelines of the Society are followed in regard to hiring, firing and evaluation of personnel. (This is to be achieved through close consultation with Pastor, Principal and Superintendent.)
9. LIAISON: to establish liaison with the many groups and organizations within the parish community and the community at large. To ensure that parents are well informed of school policies and that they are familiar with the operations and purpose of the Education Committee.
10. LONG RANGE PLANS: to ensure that the Education Committee consider at least once a year, the long-range plans of the school.
11. SUPERINTENDENT'S OFFICE: to keep the Superintendent informed of all situations that could have a negative, though indirect effect, on the Society. This, in fact, recognizes the parish or regional Education Committee as an extension of the Society.

Vice-chairperson - CISVA Policy 115 (1996)

The Vice-Chairperson will take over the tasks of the chairperson and become acting chairperson during the chairperson's absence.

The Vice-Chairperson is elected to fulfill the following responsibilities:

1. To be the Society delegate/representative if the local committee decides. See CISVA Policy 116 for further description.
2. To carry on any other duties as assigned by the local Parish Education Committee.

In addition, the Vice-Chairperson is responsible for managing and communicating CISVA's policies and updates to the PEC and school community.

Treasurer - CISVA Policy 117 (1996)

The role of the Treasurer is a critical one in the financial management of the school. When at all possible, it is recommended that the Treasurer should have an accounting, bookkeeping or business background.

The Treasurer is elected to fulfill the following responsibilities:

1. Prepare a proposed budget in consultation with the Pastor, Chairperson and Principal.
2. Submit the budget to the Pastor and Education Committee for their approval.
3. Monitor all expenditures and receipts with regard to the budget.
4. Provide monthly printed financial reports to the committee as per policy manual.
5. Monitor all school accounts.
6. Oversee the collection of tuition.
7. Oversee the collection of overdue accounts after first consulting with the Pastor.
8. Respond to the Board of Director's request regarding budget information as per policy manual.
9. Monitor that all CISVA financial policies are followed.

Secretary

The Secretary is elected to fulfill the following responsibilities:

1. To record, type and distribute the minutes from every meeting.
2. To type all general correspondence as required.
3. To keep up-to-date minutes, including in camera minutes on file.
4. All minutes are to be stored for a maximum of seven years and made available to the duly elected secretary each year. All correspondences directed to the PEC will be stored with the minutes from the corresponding meeting.
5. Make sure the minutes are posted on the school website following approval of the minutes (approximately one-month lag time).
6. Record all reports submitted by subcommittees.
7. Support PEC communications to and from the school community.

PPH Coordinator

The PPH Coordinator is elected to fulfill the following responsibilities:

1. Coordinate the participation program.
2. Communicate all pertinent information to parent volunteers, coordinators, classroom parents and teachers.
3. Bill all families for non-fulfillment of participation requirements in consultation with

- the PEC.
4. Provide a monthly report on the participation program to the PEC.
 5. Provide support to users of the PPH website.
 6. Ongoing update of the PPH database (family status, email changes, new families, new teachers, etc.).
 7. Provide and update instructions on the use of the PPH website, on the Parent Handbook and registration package, and to new staff entering the school.
 8. Ongoing update of documents posted on the school website under the PPH Program (documents) regarding the Parent Participation Program, under the PPH tab.
 9. Provide all the necessary information and manuals to classroom parents on their classroom events. Manage and reconcile the expenses of each Classroom Event.
 10. Ensure all coordinator positions are filled.
 11. Plan and implement PPH jobs/tasks in the OnVolunteers website for parents, coordinators and staff. Ensure the August through November jobs posted on website by August 15.

Maintenance Coordinators

The maintenance coordinators are elected to fulfill the following responsibilities:

1. Organize Work bees
 - Schedule the work bee.
 - Purchase supplies in advance of the work-bees where required.
 - Plan possible task to complete depending on attendees.
 - Prioritize work-bee tasks.
 - Ensure the proper tools and skill sets are implemented for work-bee tasks requiring special attention.
 - Monitor the progress of the tasks as the work bee proceeds.
 - Ensure parent volunteers adhere to rules and guidelines of PPH policy.
 - Ensure all safety equipment is utilized at all times.
 - Validate and approve the PPH hours for the attendees.
2. Facilitate external maintenance work.
3. Report to the PEC on the quotes submitted and offer recommendations, scheduling and follow-up.
4. Ensure regular maintenance is performed on a continual basis (playground inspections, pea gravel raking, filters of air handling systems replaced, dredging storm drains, etc.).
5. Coordinate with parish maintenance personal when required.
6. Consult with administration/school staff on specific requests.
7. Safe keep of school keys.

8. Provide a monthly report.

For more information and the CISVA Policy Manual, visit <https://cisva.bc.ca/home/policy-manual/>

PEC SUB-COMMITTEES

A PEC sub-committee is a subdivision within the PEC that considers specific matters and reports back to the PEC. The sub-committees' role is to focus on a particular job or area and makes recommendations to the PEC for decision making. The members of the sub-committees are PEC members only and the minimum number for a sub-committee is two PEC members.

Different sub-committees will be formed based on the needs of the PEC. The sub-committees must fulfill the following responsibilities:

- As a team, clearly define the purpose of the committee and roles/responsibilities for each member, ensuring work-load balance.
- Research and create well-organized presentations based on the project assigned by the PEC.
- Create implementation and action plans with realistic deadlines and detailed responsibilities.
- Reports back to the PEC on a timely manner, based on the plan previously approved by the PEC.
- On a yearly basis, update the project's implementation and scopes.

There is a hiring sub-committee that interviews teacher candidates, and as per CISVA Policy 114, the Chairperson along with the Pastor and the Principal, ensure that the Guidelines of the Society are followed in regard to hiring, firing and evaluation of personnel.

EDUCATION COMMITTEE MEETINGS - CISVA POLICY 108 (REVISED SEPTEMBER 2012)

Rationale

The CISVA Board recognizes the need for allocated time to help Education Committees to fulfill their role.

Policy

Education Committees will have a minimum of ten (10) meetings a year. These meetings will be open, except for in-camera sessions. The first meeting after the education committee elections must be held no later than June 15.

1. At each meeting, following opening prayer, a suggested time of 15 minutes be devoted to Faith Formation. The Vice-Chairperson (or delegate) in consultation with the Pastor, will facilitate this Faith Formation component using Youth Catechism of the Catholic Church (YouCat), and/or The Catechism of the Catholic Church, Compendium of the Catechism of the Catholic Church, Evangelization Leadership Team (ELT) resources and/or other appropriate resource material.

2. Each member is to receive minutes from each meeting as well as a monthly financial statement, which are to be kept in a binder.
3. Requests by non-members to speak at meetings must be in writing and received seven (7) days in advance.
4. A quorum shall be defined as a simple majority. In the event a quorum is not present, meetings may still be conducted. However, motions must be tabled for the next meeting when a quorum is not present.
5. Attendance by a non-voting representative of the teaching staff at committee meetings is strongly encouraged. The selection and role of that representative is to be determined in consultation with the Principal and the teaching staff.
6. The Principal is not a member of the Committee, but should be present for the entire meeting, although there may be occasions when in-camera sessions with or without the Principal may be appropriate.

MAJOR COMPLAINTS – CISVA POLICY 302 (REVISED MARCH 6, 2017)

Sometimes parents have questions or concerns about some aspects of school life such as uniform policy, parking lot safety, homework and discipline. If individuals with questions and concerns do not direct them to the school at one of three levels, teacher, Principal, or Education Committee it is difficult for the school to respond. It is especially difficult to respond if we hear about complaints through “gossip” or third-party accounts.

Rationale

CISVA recognizes that parents, students, teachers, and support staff form an integral part of the Catholic school community. From time to time, issues may arise where members of the community may differ in their perspectives.

Policy

Within CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

Procedure

Every effort should be made wherever possible to resolve the issue by the parties directly involved. If the issue cannot be resolved, the matter must be brought to the attention of the Principal of the school following the procedure outlined below.

- The Principal will clarify the issue(s) of disagreement and document all matters pertaining to the issue and its resolution and determine what policy(ies) of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson of the Education Committee and a representative from the Superintendent’s Office, or others, to facilitate a resolution of the issue. This may include a process of mediation as facilitated by the Superintendent’s Office

- The Principal, having made a judgment to resolve the issue, shall promptly notify both parties of the resolution in writing within seven (7) days of receipt of the complaint. In this written notification, the parties must be informed of the available appeal process.
- If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven (7) days after the Principal's decision has been received.

Appeals Process

1. Upon receiving the complaint, the Education Committee will form a sub-committee with authority to make a decision regarding the appeal. This sub-committee should include the school's Pastor/Archbishop's Representative. The sub-committee will study the documentation and then call a meeting to hear representations from the complainant and the Principal. Both parties will be in attendance and be given an opportunity to respond. The decision of the Principal will not be overturned if school or CISVA policy was appropriately and fairly applied.
2. After this, the sub-committee shall, in camera, present its decision to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement it. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action. The Education Committee may reject the sub-committee's decision only if there is a serious flaw in the process followed. At that time, the Superintendent must be notified and a decision will be delayed until the Education Committee receives direction from the Board of Directors.
3. The Education Committee shall notify the appellant, and the Principal, of its decision in writing within seven (7) days of the meeting.
4. Requests for extensions of the timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.

Complaints Against the Principal

If after efforts to resolve the issue with the Principal have been exhausted and no resolution is in sight, the matter can be referred to the Education Committee following the Appeals Process outlined above.

Complaints Involving Education Policy or Education Matters

When the complaint involves matters relating to educational policy or educational matters, such complaints, if they cannot be resolved by the Principal and the parties concerned, are to be directed to the Superintendent directly for resolution rather than the Education Committee of the school.

Appeals to the Board of Directors

The Board of Directors may consider an appeal of the Education Committee's or Superintendent's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the

formation of an appeals committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen (14) days after the Education Committee's decision. The decision of the Education Committee will not be overturned if school or CISVA policy was appropriately and fairly applied.

If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudsperson shall be obtained from the Superintendent. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.

The Board of Directors will communicate its final decision to all parties involved.

CISVA MISSION STATEMENT

Catholic Independent Schools

Vancouver Archdiocese

MISSION STATEMENT

The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God.

The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential.

The Catholic School strives to develop Christian Leaders, responsible citizens and life-long learners.



Adopted on September 5, 2001