

École Notre Dame de Fatima / Our Lady of Fatima School

**INFORMATION
HANDBOOK**



2011-2012

OUR LADY OF FATIMA SCHOOL
ÉCOLE NOTRE DAME DE FATIMA
315 WALKER STREET
COQUITLAM, B.C.
V3K 4C7



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

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SCHOOL 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

PARENT HANDBOOK

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ÉCOLE NOTRE DAME DE FATIMA OUR LADY OF FATIMA SCHOOL

Our Lady of Fatima School 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 Public Schools of Vancouver Archdiocese.

An elected Parish Education Committee 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 P.E.C. meets regularly each month.

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. Recognizing the role of parents as primary educators, professional, qualified and dedicated teachers create and maintain 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 this 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.

ADMISSIONS AND REGISTRATION

It is our policy to consider all applications for children wishing to attend 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 Board of Directors Policy)

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 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 the Principal and the appropriate teacher. When a transfer student is accepted into 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 the admission guidelines of the Catholic Independent Schools of the Vancouver Archdiocese 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 down whenever possible. (Financial pressure, however, could result in increases.)

Parents who have been registered for six months in Fatima parish and are regular, weekly users of the collection envelopes receive a parish subsidy in the form of a reduced tuition fee. Parents who find they are unable to meet the fee requirement may apply to the pastor for a 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 5%

discount will be deducted from fees if families wish to pay in one lump sum for the school year (cheque must be dated September 5th). A \$25.00 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 (less 5%)

Fundraising Expenditure: 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 2 major fundraising activities held at Our Lady of Fatima every year. In addition to these events, a voluntary fundraising fee of \$150.00 per family is requested upon registration and re-registration. This fee was implemented several years ago, after consulting with parents, to eliminate the many smaller fundraising activities taking place in our school community (e.g. chocolates, bake sales, wrapping paper sales etc...). Cheques must be made payable to the parish in order to receive a tax receipt for the fundraising fee.

PARENT PARTICIPATION

Policy: Our Lady of Fatima School relies on the participation of parents. Each participation family is required to work a minimum of 30 hours per school year. On your parent participation form you will note the many activity areas available to parents for their participation. It is up to each participating family to seek out work for themselves. The list of coordinators and events are listed in the Communiqué every September and periodically throughout the year.

- **For new families** - A parent participation fee cheque for \$250, which represents half of the total \$500 parent participation fee, dated June 1, must accompany a family's completed registration package. This cheque will be cashed. If participation hours have been completed the \$250 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 yearly.

- **Parent Participation hours are to be spread throughout the year** 15-hours between June and January, and 15-hours between February and May in order to meet the ongoing needs of OLF school throughout the year. Families that have not completed their 1st 15-hours by February are required to submit another \$250 cheque with the re-registration package. This cheque will be shredded on May 31st for those who have completed all their 30 hours by this time.
- Families that have not completed their 30 parent participation hours by May 31st will be required to submit a \$250 cheque by June 15th for the following school year. As the original cheque has been used to cover the current year's shortfall of hours. This does not apply to families that have fulfilled their hours.
- Families that do less than 15-hours within the current school year will be considered a non-participating family and will be required to pay the non-participation fee of \$500. A cheque for \$500.00 for the following school year must be submitted in order to remain registered for the following year. Cheque to be cashed by September 1st of the following school year. Arrangements to pay by post dated cheques will be considered on a case-by-case basis
- In lieu of participating in the 30 hours of service some families choose to participate financially. These families will be required to submit a \$500 cheque with each year's registration package. These cheques will not be returned.
- Each school year, at the time of registration, parents will be required to fill out a parent participation form to indicate interest or skill areas for their participation. A plan of where and when you are going to fulfill your hours (a minimum 3 hour per month) must be submitted at time of registration. Parents may be assigned or need to choose another category short of volunteers to fulfill your 3-hour per month requirement. It is your responsibility to fulfill your hours. The plan is a tool for our families to make sure they do not end up short hours by the end of the school year.
- In September of each year parents will receive a list of participation coordinators through the Communiqué. Please contact the coordinator if you wish to participate in a specific activity. Some major events, especially in the area of community events, may require many hours of participation in the short time of one or two months, if that suits your schedule or expertise.
- In order to ensure a reasonable and fair workload distribution the PEC does monitor and keep accurate records of each family's hours. It is your responsibility to submit your hours in order to determine your participation status.

SUBMITTING PARTICIPATION HOURS:

- Parent participation hours are submitted by filling out a Log Hours Form and placing the completed form in the drop box inside the main entrance to the school. Blank Log Hours Forms are located near the drop box or they may be downloaded from the school website.

OR

- Participation hours for group activities (where multiple parents are required for help) are submitted by a coordinator. Parents will sign in for these activities on a Sign-In Sheet provided by the coordinator. Some examples of these activities are:
 - Work bees
 - Carnival
 - Catering
 - Supervision
 - Field Trips
 - Library

- The official cutoff dates for submitting your hours are:
 - Nov. 30th (9 hrs.)
 - Feb. 28th (15 hrs.)
 - May 31st (30 hrs.)
 - Any hours recorded after these dates will not be reflected in any letters sent to families in December, March and June.

Examples of needed volunteers are:

- Parking lot supervision
- Playground supervision
- Work bee
- Catering
- Library
- Class parent
- Reading assistance

PROGRAM:

Annual commitment is 30 hours or \$500 per year.

- All service hours **MUST BE** completed, approved and submitted to the school office by May 31st of the school year
- By the end of February of the school year, you must accumulate at least 15 service hours
- Approved hours submitted on or after June 1st will be recorded towards next school year of service
- All hours submitted must be for an approved school related function
- Date of service, hours worked, function and description of the service must be clearly recorded and approved by the respective Coordinator of the function
- Unapproved hours will not be counted towards the Parent Participation Program
- Instructions on how to complete the Log Hours Form is outlined on the form

SCHOOL PROGRAMS

French Immersion Program: We will provide a challenging French Immersion programme as a path leading to the children becoming bilingual. This program will conform to Ministry of Education guidelines for the province of British Columbia.

We will develop French language patterns with listening and oral presentations. Reading and writing skills will follow. We wish to develop competence in French language according to the ability of the pupils at their respective grade levels.

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

As per the Ministry of Education guidelines for each 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 Christian 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 - PRAYERFULNESS 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: The following times should be regarded as a guide or an average.

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

Homework should not be assigned on the following occasions:

Professional days

School holidays

Computers: A computer lab in the school is equipped with 30 Windows based student computers (November, 2006), a server and a large job laser printer and all classes, K-7 are scheduled for computer instruction each week. 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.

Sports: Fatima teams participate at all levels in the many sports organized through the Catholic Independent Schools of Vancouver Archdiocese Elementary School Athletic Commission.

Coached by teachers, parents and volunteers, Fatima students participate in volleyball, basketball, soccer, cross country and track and field. 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 in which all our teams compete against other Catholic elementary schools, however, is a competitive league. 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 her.

SCHOOL PROCEDURES

School Hours:

Bell rings	8:50 a.m.
Morning recess	10:30 a.m. - 10:45 a.m.
Noon recess	12:00 p.m. - 12:40 p.m.
Lunch break	12:40 p.m. - 1:00 p.m.
Class dismissal	3:00 p.m.
Office hours	8:30 a.m. - 4:00 p.m. (Mon.-Fri)

Kindergarten

Morning Class	8:50 – 11:30 a.m.
Afternoon Class	12:30 – 3:00 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:

8:30 – 8:55 a.m.
12:00 – 12:40 p.m.
3:00 – 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 office.

Attendance: It is essential that children be in attendance at school during normal instructional periods. Removing children for vacation trips during this 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 (320 hours for kindergarten). Parents must reimburse Our Lady of Fatima Elementary School for any loss of Government grant resulting from their child's absence from school without an acceptable reason.

Notes: If your child is going to be absent, you must notify the office by 9:00 a.m. On returning to school your child must bring a note, signed by the parent. The reason for the absence and the date must be provided. 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 8:45a.m.. If a student is late he/she must report to the office before going to class.

School Closure: If weather conditions are hazardous the principal in consultation with the pastor, will decide whether or not to close the school. Please turn to CKNW 980 for an announcement.

SCHOOL UNIFORM CODE

The following outlines the **school uniform being supplied exclusively by Neat uniforms** (with the exception of the shoes).

GIRLS: Kindergarten to Grade 7

- White Fatima logo golf shirt (short sleeves)
- **Either** logo cardigan, logo v-neck pullover or 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.

Please Note: No dangling or large hoop earrings, flashy hair adornments, no artificially coloured hair, e.g. purple, painted fingernails, makeup, lipstick, jangling bracelets, 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. Uniforms should be maintained in good repair. On non-uniform days low cut pants, midriff exposing attire, bare shoulders, short short skirts and shorts are **not to be worn**.

BOYS: Kindergarten to Grade 7

- White Fatima logo golf shirt (short sleeves)
- **Either** logo cardigan, logo v-neck pullover or 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.

Please note that black shoes, navy blue socks and Fatima logo vest/pullover/cardigan will be required for some school outings.

GYM UNIFORM: Boys and Girls

- White 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

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 addressed.

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

UNIFORM SUPPLIERS:

NEAT UNIFORMS INC.
1050 Boundary Road
Burnaby, BC V5K 4T3
Tel: (604) 205-7560 Fax: (604) 205-7556

SCHOOL SAFETY PROGRAM

Personal Information and Privacy Policy: In January of 2004 Our Lady of Fatima School changed it's 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. To obtain a copy of the complete document detailing the school's privacy policy and practices please make a request in writing to the school office.

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 before they are allowed to participate/supervise in a school activity. These checks can be processed at a local police detachment. They are free when you present a letter from the school. Letters are available from the school office.

Field Trip Policy: All parents who are driving must have filled out a Driver Statement of Insurance and Vehicle Roadworthy Condition Form and Field Trip Information and Consent Form.

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 above is suitable for your child, and that there is a risk of injury associated with this activity.

If your child has any medical or dietary conditions, which would affect or limit your child's participation, please advise the classroom teacher.

1. Volunteer drivers must remain with the students at the field trip site until the arrival of the teacher.
2. Every child must wear a seat belt. One child per seat belt.

3. 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.
4. All drivers must have a list of the children they are driving to and from the event.
5. No child under 12 will occupy a seat with a passenger airbag.
6. Vehicles must be in good mechanical condition.
7. On returning to the school volunteer drivers must supervise children until the return of the teacher. Children must be escorted back to the classroom.
8. All drivers must follow a designated route to and from the destination – no side trips are permitted.
9. Teachers will provide a map to field trip destination, no matter how short the trip.
10. If a teacher/parent driver has a cell phone, he/she will occupy the last vehicle in the caravan. (Teacher must occupy this vehicle.) If there is no cell phone available the teacher must travel in this vehicle, nevertheless.
11. Only parents or guardians of the classroom children are allowed to drive.

Only classroom students are allowed on field trips: no siblings or other children.

Safety: Our aim is to make students aware of potential hazards in the environs 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.

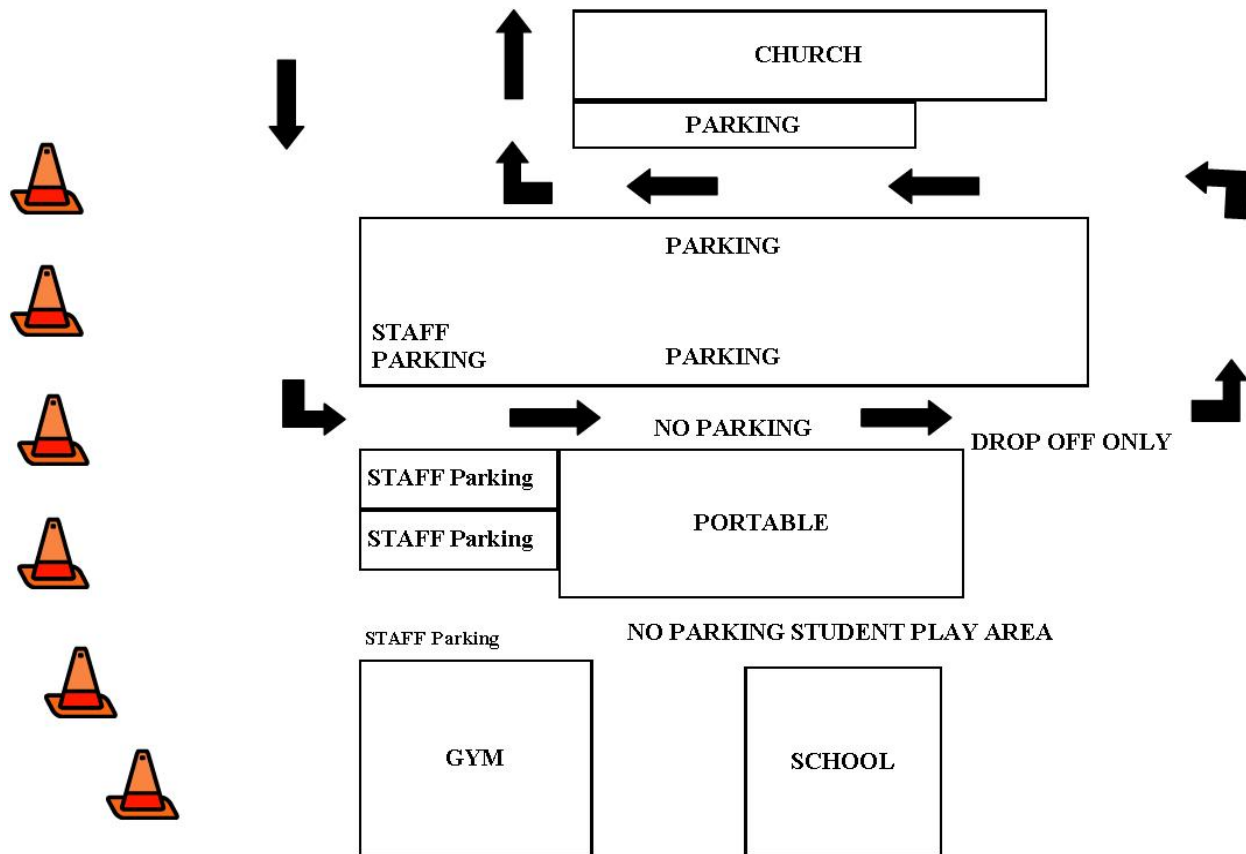
The principal will report to the Education Committee anything that is judged to pose a safety or health risk to students or to staff. Parents can assist by continuing this safety awareness through home discussion on topics such as pedestrian safety, bicycle safety, fire safety, etc,

1. **PARKING** - Only in specified areas on school days, during certain hours. No parking 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 our parking lot supervisors. Do not attempt to drive in any other direction.
2. If the parking lot is full, please leave the school 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. We would, however, like drivers to avoid constant circling in the lot and encourage them to park and escort their children to their vehicle.
6. We have a handicap parking space at the end of the drop-off/pick-up zone, next to the staff parking lot. Please ensure that it is left available to those who need it.
7. 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 very much appreciate all 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 our instructions. Please direct your concerns to the Education Committee in a letter.

We all share the same priority with regard to the parking lot. We are all concerned for the safety of the children. Most drivers are very cooperative and we thank them. For the very small minority who do not follow our 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.



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 following each school holiday period (Summer, Christmas, Spring Break).

Periodic checks will be conducted at other times during the school year depending on the number of cases found during the above checks 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.

CODE OF CONDUCT/DISCIPLINE

Our Lady of Fatima elementary 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 the Fatima code of conduct (***Fatima Five***), as it applies to all settings in and around our school.

○ BE KIND

- ✓ Do not bully other students and do not tolerate bullying.
- ✓ Be polite to all members of the Our Lady of Fatima community
- ✓ Always be considerate of others

○ BE RESPONSIBLE

- ✓ Listen carefully and always do your best work
- ✓ Be on time for classes
- ✓ Be prepared for school. Remember all your books, pencils, pens etc.
- ✓ Always do your homework

○ BE COOPERATIVE

- ✓ Let others learn
- ✓ Behave responsibly as you enter and leave the school
- ✓ Eat and drink at appropriate times
- ✓ Look after your belongings

○ BE RESPECTFUL

- ✓ Always treat your friends, teachers etc. with respect

- ✓ Be helpful to others
- ✓ Make new students feel welcome to our community
- BE SAFE
 - ✓ No running in the halls
 - ✓ No pushing or shoving in the hallways and in the school yard
 - ✓ Keep the school free of litter

Students are informed of the rules and regulations at Our Lady of Fatima. 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 misbehaviors 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.

****Please note:** 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.

Suspension Policy as outlined by the C.I.S.V.A. (CISVA Policy Manual)

“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 re-admission to the school is granted.”

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 will result in expulsion. Examples include:

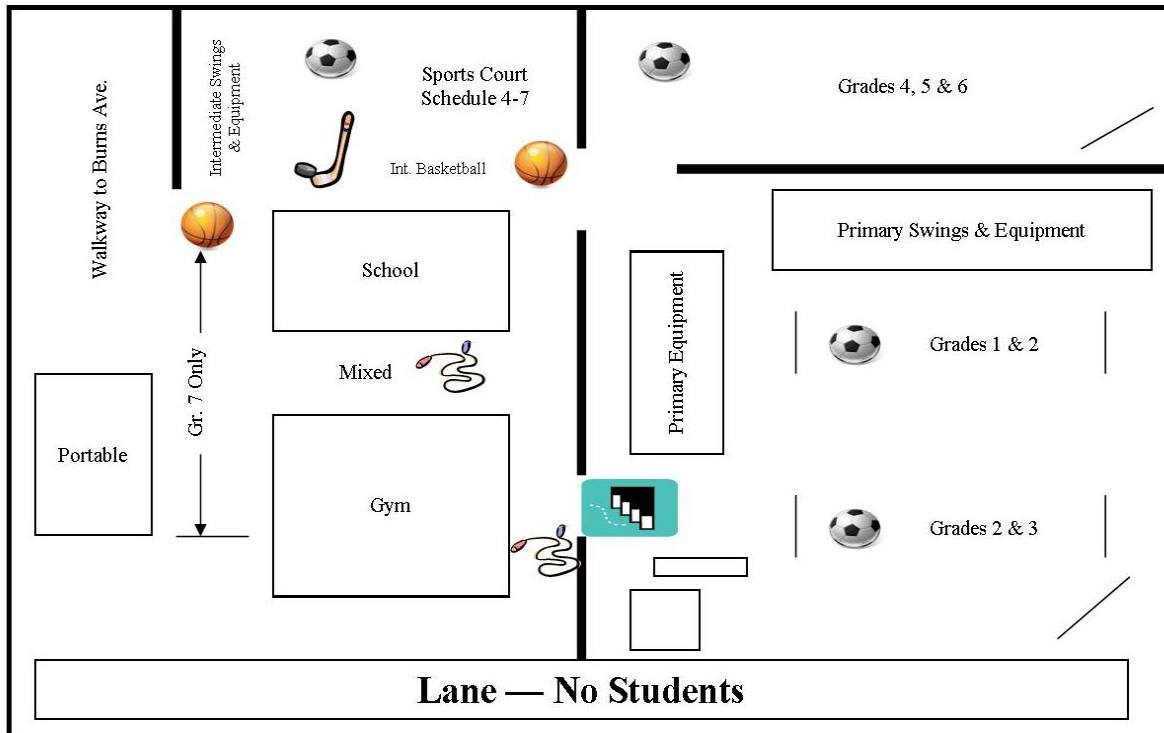
- Student brings a weapon to school and uses it in a threatening manner
- The student brings alcohol, drugs or tobacco to school
- The student repeatedly causes intentional physical harm to another student/adult.

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 following definition will be used to assess whether bullying is taking place.

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

Project Respect is a school-based plan for effective behaviour that is currently in place in a large number of schools across Canada and 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.



GENERAL POLICIES

No Smoking: Anti smoking legislation that affects all schools came into effect on September 1, 2007. The legislation provides that smoking is not allowed anywhere in and around school buildings (parking lot) 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, 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.

PARISH EDUCATION COMMITTEE

Our Lady of Fatima Education Committee is a parish organization comprised of elected and appointed members. Its mandate is to assure proper functioning of the school in all respects. The committee numbers seven. 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. Members of the committee fulfill various roles: chairperson, secretary, treasurer, maintenance, personnel, PPC liaison, and so on. This committee, within the guidelines set by the Archdiocese, makes major policy and administrative decisions.

The Education Committee works for the benefit of the students, parents, parish, staff, and community. It is responsible to the Catholic Independent School Board of Vancouver Archdiocese.

The Education Committee meets each month and minutes are posted each month in the school lobby. This committee is responsible for the staffing of the school, managing the finances of the school and for setting school policy.

Suggestions to the Education Committee may be submitted in writing to the school office and marked **Education Committee**. All suggestions must be signed.

C.I.S.V.A. POLICY AND PROCEDURE

- I Attendance of Parents at Education Committee Meetings
- II Home / School Communications

I Attendance of Parents at Education Committee Meetings

The policy of the Catholic Public Schools of Vancouver Archdiocese (CISVA) on attendance of parents at Education Committee meetings is very clear:

“Meetings will be open, except for in-camera sessions.”

and

“Requests by non members to speak at meetings must be in writing and received seven (7) days in advance.” (CISVA Policy Manual, 1997, 8.0, p.C17)

Parents are welcome to attend Education Committee meetings. Many of the discussions are very interesting, debates are usually lively, and reports bring members up to date on the many activities and happenings in our school. Please let the chairperson of the committee, the principal of the school or the school secretary know, in advance, of your intention to attend. Meeting dates and times can be found by asking at the school or by reading the previous meeting’s minutes (posted by the office in the school foyer). If you wish to speak at a meeting and/or make a presentation please note the policy quoted above.

II Home - School Communications

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.

If you have any questions or concerns about the school, in any area, please make it known to us by taking the following steps:

Step 1:

If you have questions or concerns about something that is happening in your child’s classroom that cannot be satisfied with a telephone call please arrange a meeting with your child’s teacher. Go to a meeting prepared to be specific about your concerns. Use examples to state your point

of view.

Step 2:

- a) If you are not satisfied with the results of a meeting with a teacher you should then arrange a meeting with the principal of the school. Again, be prepared to be specific about your concerns. Be clear about what was agreed upon at such a meeting.
- b) If you have questions or concerns that are not classroom/teacher specific that cannot be satisfied with a telephone call, then please make an appointment with the office and ask for a meeting with the principal. If you believe the concerns to be of a serious nature, write them down and present them at the meeting.

Step 3:

If you are still not satisfied, write a letter to the Committee, and request permission to speak at a meeting.

Please be direct and express your concerns in a constructive manner. Constructive criticism and feedback are welcome as we value your insights and have a sincere desire to be the best we can.

C.I.S.V.A. POLICY ON COMPLAINTS AND PROCEDURES

A suspension is decided upon by the Principal or Vice Principal only after a thorough investigation. The length of 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 the suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted.

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.

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 expulsion. Parents may appeal a suspension or expulsion decision.

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 days after the Principal's decision has been received.

Upon receiving the complaint the Education Committee will form a subcommittee, which must always include the Pastor. The subcommittee will study the documentation and then call a

meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and will be given an opportunity to respond. After this, the subcommittee shall, *in camera*, present its recommendations to the Education Committee. The Education Committee will then provide a resolution to the issue. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommendation action.

The Board of Directors may consider an appeal of the Education Committee's decision for reasons, which 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 appeal 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 days after the Education Committee's decision.

The decision of the Board of Directors shall be final...if parents refuse to accept the decision of the Board of Directors and persist in pursuing the issue, disciplinary action may result in the removal of the child from the school.

CISVA Policy Manual, pages C23-C25.

C.I.S.V.A. 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