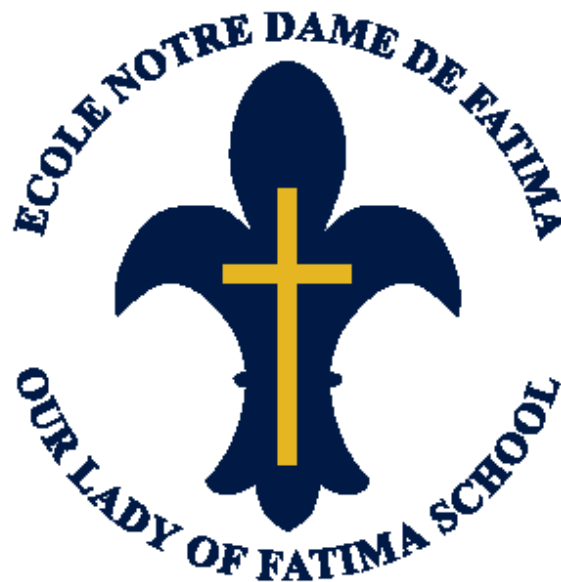


# École Notre Dame de Fatima / Our Lady of Fatima School

2023-2024

## PARENT HANDBOOK



315 Walker Street, Coquitlam B.C. V3K 4C7

T: (604) 936-4228 F: (604) 936-4403

E: [info@fatimaschool.ca](mailto:info@fatimaschool.ca) W: [www.fatimaschool.ca](http://www.fatimaschool.ca)

**Contents**

**1. THE FATIMA FIVE PRAYER..... 7**

**2. OUR LADY OF FATIMA PHILOSOPHY AND EDUCATIONAL OBJECTIVES ..... 8**

**Mission Statement ..... 8**

**School Philosophy ..... 8**

    Moral and Spiritual Development ..... 8

    Intellectual Development ..... 8

    Social Development ..... 8

    Physical Development ..... 9

**2023 - 2024 School Theme ..... 9**

**Admissions and Registration ..... 9**

    Special Needs Students..... 10

**Funding and Tuition ..... 10**

    Independent School Status..... 10

    Method of Payment..... 10

    Fundraising Donation Program..... 11

**3. SCHOOL PROGRAMS..... 12**

**French Immersion Program..... 12**

**English Program..... 12**

**Spiritual Program..... 13**

**Homework ..... 13**

**Technology..... 14**

**Sports..... 14**

**School Website..... 14**

**School Schedule..... 14**

    School and Office Hours ..... 14

Supervision of Students .....	15
Attendance .....	15
Absent Notes .....	15
Tardiness .....	15
Early Withdrawal .....	15
School Closure .....	15
Contacting a Staff Member.....	16
<b><u>School Uniform Code .....</u></b>	<b>16</b>
Girls – Kindergarten to Grade 3 .....	16
Girls – Grade 4 to 7 .....	17
Boys - Kindergarten to Grade 7 .....	17
Gym Uniform - Boys and Girls Grade 2 to 7 .....	17
Gym Uniform --- Our Lady of Fatima Sweatsuit .....	18
<b>4. PARENT PARTICIPATION PROGRAM.....</b>	<b>19</b>
<b><u>Program Description.....</u></b>	<b>19</b>
Coordinator Positions and Tasks .....	21
For new families.....	22
Parish-related PPH.....	22
Special Circumstances .....	22
Late-entry Families .....	22
<b><u>Instructions on How to Use the OnVolunteers Website .....</u></b>	<b>22</b>
How to Log In.....	22
How to select jobs.....	23
How to check participation hours.....	23
Cancellations and No-Show .....	23
<b><u>Frequently Asked Questions about Parent Participation Program.....</u></b>	<b>23</b>
<b>5. SCHOOL SAFETY PROGRAM .....</b>	<b>26</b>
<b><u>Parking Lot Procedure.....</u></b>	<b>26</b>
<b><u>Health .....</u></b>	<b>28</b>

Nut Allergies.....	28
Head Lice.....	28
<b>6. SUPERVISION GUIDELINES .....</b>	<b>29</b>
<b><u>Supervision Sign Up Process.....</u></b>	<b><u>29</u></b>
<b><u>Parking Lot Supervisors.....</u></b>	<b><u>30</u></b>
<b><u>Playground Regulations/Out of Bounds Areas / Behavior .....</u></b>	<b><u>31</u></b>
<b><u>A.M. Parking Lot and Burns Crosswalk Supervisors – 8:15 to 9:00 am .....</u></b>	<b><u>32</u></b>
<b><u>Lunch Playground Supervisors – 12:00 to 1:00 pm .....</u></b>	<b><u>32</u></b>
<b><u>P.M. Parking Lot and Burns Crosswalk Supervisors – 2:30 to 3:15pm .....</u></b>	<b><u>33</u></b>
<b><u>Sample Sign in sheet.....</u></b>	<b><u>33</u></b>
<b>7. ANTI-BULLYING, DISCIPLINE AND CODE OF CONDUCT POLICIES.....</b>	<b>37</b>
<b><u>Anti-Bullying Policy – CISVA Policy 408 (November 1, 2016) .....</u></b>	<b><u>37</u></b>
Definition .....	37
Policy.....	37
Procedures .....	37
Education, Awareness and Prevention .....	37
Reporting .....	38
Responding to Bullying .....	38
Minor Infractions .....	38
Serious Infractions .....	38
Gross Misconduct .....	39
<b><u>Our Lady of Fatima Anti-Bullying Policy OLF-P8 (May 16, 2018) .....</u></b>	<b><u>39</u></b>
Rationale .....	39
Definition .....	40
Policy.....	40
<b><u>Suspension and Expulsion - CISVA Policy 426 (November 5, 2012) .....</u></b>	<b><u>42</u></b>
Rationale .....	42
Policy.....	42
Procedure.....	42

<b><u>Parent Code of conduct - CISVA Policy 412 .....</u></b>	<b><u>43</u></b>
Rationale .....	43
Policy.....	44
Procedure.....	44
<b>8. OUR LADY OF FATIMA SCHOOL POLICIES .....</b>	<b>46</b>
<b><u>Tobacco and Vapour Policy (January 2017).....</u></b>	<b><u>46</u></b>
<b><u>Pets Policy - OLF-P2 V1, (November 2017).....</u></b>	<b><u>47</u></b>
<b><u>Personal Electronic Devices and Technology Policy - OLF-P3 V1 (November 2017).....</u></b>	<b><u>47</u></b>
<b><u>Personal Information and Privacy Policy .....</u></b>	<b><u>52</u></b>
<b><u>Field Trip Policy - OLF-P1 V1 (November 2017) .....</u></b>	<b><u>52</u></b>
<b>9. PARISH EDUCATION COMMITTEE.....</b>	<b>57</b>
<b><u>Roles, Responsibilities and Expectations of the PEC Members .....</u></b>	<b><u>57</u></b>
Chairperson - CISVA Policy 114 (5 December 2017).....	57
Vice-chairperson - CISVA Policy 115 (1996).....	58
Treasurer - CISVA Policy 117 (5 December 2017).....	59
Secretary .....	60
PPH Coordinator .....	60
Maintenance Coordinators - CISVA Policy 118 (5 December 2017).....	61
<b><u>PEC Sub-Committees.....</u></b>	<b><u>63</u></b>
<b><u>Education Committee Meetings - CISVA Policy 108 (September 2012) .....</u></b>	<b><u>63</u></b>
Rationale .....	63
Policy.....	63
<b><u>Education Committee Elections – CISVA Policy 107 (January 9, 2018).....</u></b>	<b><u>64</u></b>
Rationale .....	64
Policy.....	64
Procedure.....	64
<b><u>Major Complaints – CISVA Policy 302 (FEB 1, 2022) .....</u></b>	<b><u>68</u></b>



## 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.

## 2023 - 2024 SCHOOL THEME

*Living, Celebrating and Proclaiming Our Faith*



**Vivre, Célébre et Proclamer Notre Foi**

*Green* represents growth and renewal. This section symbolizes the idea that living the faith is an ongoing process of growth and development. *Blue* represents trust and faithfulness. This section symbolizes the importance of trust and faithfulness in living the Catholic faith. *Gold* represents wisdom and holiness. This section symbolizes the goal of living the Catholic faith – to become wise and holy people who reflect the love of God in the world. Overall, this logo conveys the message that living the Catholic faith is a journey of growth, trust, and wisdom, and that the Catholic school community is united in this journey.

## 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, considering 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 5<sup>th</sup> or 21<sup>st</sup> 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

\*\*\*\* Please refer to the school website to view our restart/safety plan for the 2021-2022 school year. It outlines our Covid 19 preventative safety measures for all staff/students regarding drop off times \*\*\*\*

**Monday-Friday:** Kindergarten to Grade Seven:

Bell rings	8: 30 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	2:45 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	N/A Only Parking
Lunch supervision	12:00 – 12:40 p.m.
Parking and after-school supervision	N/A Only Parking

It is expected that your child(ren) is/are picked up at 3:00 p.m. In the event that you are going to be late due to an emergency, your child will be supervised until 3:30 in the drop off/pick up area. Any child who has not been picked up by 3:30 p.m. will be sent to the office. We want to ensure that all children are picked up on time. The safety of our children is our first priority.

## **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 15<sup>th</sup>. 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](mailto: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.

## **Early Withdrawal**

Should you need to withdraw your child/ren in the middle of a school year, please notify the school in writing with a brief explanation. Send the letter to [info@fatimaschool.ca](mailto:info@fatimaschool.ca).

## **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**

Neat Uniforms are the exclusive supplier of Our Lady of Fatima School 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 3**

- White Our Lady of Fatima logo golf shirt (short sleeves).
- Tartan Tunic (Tunics should be of modest length – no shorter than 2 inches (5 cm) above the knee **or** Navy blue pants.
- Fatima logo cardigan
- While wearing the tunic, girls must wear short tights or volleyball shorts or modesty shorts, black in colour (as provided by Neat Uniforms)

- 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.

### **Girls – Grade 4 to 7**

- White Our Lady of Fatima logo golf shirt (short sleeves)
- Tartan Kilted Skirt (Kilts should be of modest length) – no shorter than 2 inches (5 cm) above the knee or Navy blue pants.
- Fatima Logo Pullover
- While wearing the kilts, girls must wear short tights or volleyball shorts or modesty shorts, black in colour (as provided by Neat Uniforms)
- 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, frills 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).
- Our Lady of Fatima logo V-neck pullover.
- 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 2 to 7**

Kindergarten and Grade 1 English and French students do not require a gym uniform. They only need gym shoes.

- 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

### **Gym Uniform --- Our Lady of Fatima Sweatsuit**

- Beginning in Sept 2023, the OLF sweatsuit will be available to all children in all grades that can be worn on PE days in lieu of the traditional “gym uniform”.
- Please note this sweatsuit is optional to all grades, including Kindergarten.
- This sweatsuit is only offered in Navy Blue at this time and will include the hoodie sweatshirt only.
- This sweatsuit is available for purchase exclusively through NEAT uniforms. It is also available for purchase on-line.

### **General**

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

### PROGRAM DESCRIPTION

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.

Our Lady of Fatima School relies on and expects the participation of parents for various school functions throughout the year. Each family that indicates their intention to participate (on their registration) is required to work a minimum of 40 hours per school year. Parents may not ask other adults or children under the age of 16 to complete their Participation Hours for them unless a special written request is made to the Parish Education Committee in advance. Only families with extenuating circumstances will be considered.

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, or request assistance to find the participation activities from the parent participation coordinator ([parentparticipation@fatimaschool.ca](mailto:parentparticipation@fatimaschool.ca)).

- Parent Participation hours should be spread throughout the year e.g., 20 hours between July 1, 2022 and January 31, 2023 and 20 hours between February 1, 2023 and June 15, 2023 in order to meet the ongoing needs of Our Lady of Fatima School throughout the year.
- Families that have not completed their 40 hours by June 15<sup>th</sup> will have their \$1,000 post-dated cheque cashed. Incomplete hours will be pro-rated and deducted from the reimbursed amount.
- In lieu of participating in the 40 hours of service, some families choose to participate financially. These families will be required to submit a \$1,000 cheque with each year's registration package. These cheques will not be returned.
- To ensure a reasonable and fair workload distribution, the Parish Education Committee 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.
- The program has been modulated into categories, with a Category Coordinator appointed to organize and fulfill the duties of the category. Each Coordinator position merits 40 PPH per year.

- On a per-year basis, the 40 hours always include:
  - Five mandatory parking lot supervision shifts (3.75 hours), **either crosswalk or parking lot duty. (Playground Supervision does not apply)**
  - Two hours per child of Grade Event(s) - not per family. Except twins or children in the same grade, only two hours. Except in cases of back to back grades (grade 4 & 5) as these classes organize the Grade 7 Evening at the end of the school year. Therefore, 4 PPH hours would be required in this instance.
  - Virtual Silent Auction — a mandatory of 2 PPH / Family is required. There are many ways to get involved and as this is one of our largest fundraising events, we require the support of the entire community.
  - *Important Note: when planning your PPH for the year, please ensure that you are accounting for the above activities. Incomplete mandatory PPH hours will be charged a levy at a rate of \$25/PPH hour.*
- Parents will be required to go online to OnVolunteers to book activities of their interest, as well as the number of hours they wish to volunteer. This allows for better planning and families are able to map out how their 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.
- Each parent will be able to enter their hours online, subject to approval by the supervising Category Coordinator.
- The Parent Participation Program runs from July to the last full day 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 <sup>st</sup> and
20-hours between February 1 <sup>st</sup> and the last full day of school.

- Hours do not carry over year to year.
- All hours must be completed, approved and submitted on the OnVolunteers website by the last full day of classes in the current school year.
- Mandatory Parking shifts must be completed in the current school year and cannot be carried over to the new school year.
- 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.

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](mailto:parentparticipation@fatimaschool.ca).

- 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.
- Each classroom will now have a school community event which they will be responsible for. Each classroom will have a classroom parent who will be responsible for communication and co-ordination of classroom 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 Classroom Teacher and the PEC.

### **Coordinator Positions and Tasks**

The list of coordinators and events are listed in the Communiqué (the weekly school newsletter) every September and periodically throughout the year. Additional information regarding the parent participation program is also available on the school website (<http://www.fatimaschool.ca>) and the Parent Participation Portal at (<http://www.olf.co.onvolunteers.com>).

Coordinator positions will receive their 40 hours and are exempt from Parking Lot Supervision and Grade Events.

Coordinator positions will be a maximum of 4 years. In the 4th year, a new coordinator will be nominated to become the successor. It is the responsibility of the outgoing coordinator to train and transfer knowledge to the new coordinator.

List of Class Events by Grade Below:

<b>Grade</b>	<b>EVENT</b>	<b>Month of event</b>
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 Graduation dinner	June
5	Grade 7 Graduation dinner	June
6	Carnaval	February
7	Carnaval	February

### **For new families**

A parent participation fee cheque for \$500, dated June 15<sup>th</sup> 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 \$500 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.

### **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. These activities must not be Mass-related, other than Children's liturgy. Allowable parish activities are at the discretion of the Parish Pastor. A person who is coordinating a qualifying event may be eligible to receive more participation hours at the discretion of the Parish Education Committee.

### **Special Circumstances**

Due to personal circumstances, some families can neither participate in the Parent Participation Program nor pay the Non-Participation Fee and may require a special exemption from participation hours. A special exemption form is available through the school office and must be approved by Father Bautista and the Parish Education Committee (PEC) at the beginning of each school year.

### **Late-entry Families**

Please contact the PPH Coordinator [parentparticipation@fatimaschool.ca](mailto:parentparticipation@fatimaschool.ca)

## **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 \$25 penalty.

If parents cancel with less than 24 hours in advance, or do not show up for the registered supervision/task, a \$25 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.

## **FREQUENTLY ASKED QUESTIONS ABOUT PARENT PARTICIPATION PROGRAM**

*For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them. **Romans 12:4-6***

### **What are parent participation hours (PPH)?**

Participation hours represent the actual time parents spend performing their duties that help the school.

### **Why have PPH?**

Our Lady of Fatima School relies on the participation of parents to help keep down the operational costs of running the school. Service is a vital aspect of the spirit and community of Our Lady of Fatima School. Parents model the Christian value of service through their participation in school programs and activities, as well as provide a valuable resource that allows the school to maintain a low tuition.

Each participation family is required to serve a minimum of 40 hours per school year.



**What is a Non-Participating Fee?**

Families have the option to pay the levy of \$1,000 in lieu of the required 40 parent participation hours.

**How many hours are required?**

Parents are required to work a minimum of **40** hours for the school year. The full 40 hours must be completed by the June 15. Hours done on or after July 1<sup>st</sup> will count towards the following school year. Each 40 hours is comprised of 5 Parking Lot Supervision shifts, 2 hours at each of your child(ren)'s Grade Events and the remainder of hours at your option.

**If a parent opts out of parent participation, Non-Participating family status, does this include Parking Lot Supervision and Grade Events?**

Yes.

**Do parents log in their own hours?**

Yes. There is the new PPH software available. Parents will log in their hours and the coordinator will approve their hours.

**Can both parents from the same family work at the same time to obtain hours for each person?**

Yes.

**Can I hire outside help or have my nanny fulfil my parent participation requirements?**

No, it is against school policy to hire outside help.

**Can other relatives fulfil any of my parent participation requirements?**

Generally it must be the Parents who must perform the hours. (On a case-by-case basis, for extenuating reasons, the pastor can approve allowing another relative to fulfil the hours).

**How do I sign up for Parking Lot Supervision and Playground Supervision?**

When you login to our PPH software, there will be an option to schedule all your shifts for the year. It will be first come, first serve. We encourage you to do this at your earliest convenience if your time and schedule is restricted.

**If I don't show up for my scheduled Parking Lot Supervision shift, will I be penalized?**

Yes. We ask that you find a replacement for your shift first. If you do not show up for your shift you will be charged a levy of \$25 per shift. Whoever performs the shift will receive PPH credit.

**Who chooses the Classroom Parent position for each grade?**

In the Parent Participation Form given at registration you will be able to sign for it. Your class teacher will approve together with the PPH coordinator.

**Do Coordinators and Classroom Parents keep track of their 40 hours?**

No. As Coordinator or Classroom Parent you will receive your full 40 hours and be exempt of the mandatory hours of parking Lot Supervision and Grade Events. Classroom Parents will not be obligated to participate in other grade Events different that the ones they are responsible for.

**When parents help for their Grade Event can they use these hours toward their 40 hour parent participation requirement?**

Yes. You must complete a minimum of 2 hours per class and encourage you to complete more in assisting your classroom parent.

**If I have twins do I have to do 4 hours for the Grade Event?**

No. The two mandatory hours are for both children in the same grade.

**What if I miss a shift?**

Any parent who fails to work a scheduled participation shift will be fined a levy of \$25 per hour for each hour missed. Parents must understand that if they cannot work a particular shift, it is their responsibility to find a replacement and whoever performs the shift will receive PPH credit.

**If I have all my required hours of participation before the end of the school year, do I still need to continue working my shifts in my regular scheduled category?**

Yes, you are still expected to show up and work all of your scheduled shifts. If you do not show up for your shift there will be a levy for a missed participation shift at the rate of \$25 per hour for each hour missed.

**What happens if I have completed by June 15<sup>th</sup> my 40 hours but I have not completed the 5 Parking Lot Supervision shifts or participated in my Grade Event(s)?**

If you complete 40 hours, but do not fulfil the mandatory requirements for Parking Lot Supervision and Grade Event, you will be assessed a levy. (e.g. 5 shifts of Parking Lot Supervision not completed = \$125 (\$25 per PPH per shift)

**What if I do not have the required 40 hours by June 15?**

If you have fewer than 40 hours by June 15 then depending on how many hours you have completed you will receive a pro-rated reimbursement, based on a rate of \$25 per hour for hours you did not complete.

**I have some parents that have great ideas for events and fundraising. Who do I tell?**

Forward these ideas in writing to the PEC or by email to [chairperson.pec@fatimaschool.ca](mailto:chairperson.pec@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.

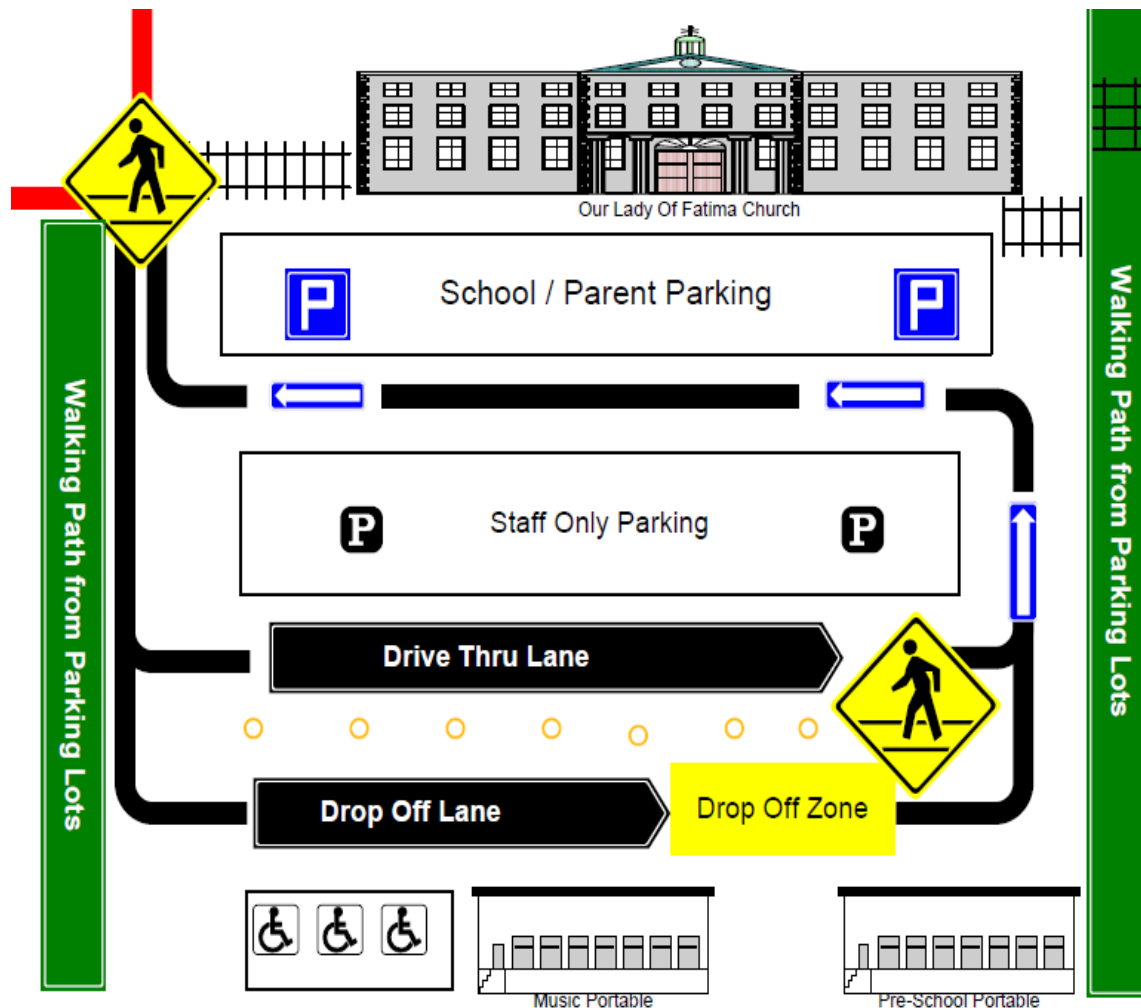
1. **PARKING** - Only in specified areas on school days, during certain hours. No parking allowed in the pick-up and drop-off area.
2. **DROP OFF AND PICK UP** should take place in the designated area (No Parking).
3. **PLAYGROUND** - Student supervision will be provided from 8:30 a.m. to 3:00 p.m. on school days. Prompt after school pickup 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 PROCEDURE**

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.



## **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.

We have also in place the necessary steps based on the CISVA Anaphylaxis Policy 434. Please refer to this policy for more information about the roles and responsibilities that as a parent are necessary to know about allergies at the school.

### **Head Lice**

School wide head checks will be conducted by trained parents three times 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. SUPERVISION GUIDELINES

As of the 2021-2022 school year onwards, all PPH participating families are required to perform 5 shifts of parking lot supervision (3.75 hours) as part of the parent participation program. The process below outlines how to complete this requirement.

### SUPERVISION SIGN UP PROCESS

#### 1. Criminal Record Check

Ensure that your current criminal record check is on file with the school office. They are valid for two years only. If you need a volunteer form for the RCMP please email [supervision@fatimaschool.ca](mailto:supervision@fatimaschool.ca)

#### 2. Orientation

An orientation is required to familiarize yourself with the role. They will be held every second Friday of the month at 8:30 am at the flag pole. Specific questions on the role can also be address to the Supervision Coordinator.

#### 3. Sign up for a shift online.

The website to locate all supervision shifts is <https://olf.co.onvolunteers.com> You will need a login from the PEC if you don't already have one.

#### 4. Attend and complete your supervision shift

Sign the supervision "sign in sheet" which is approved by a teacher

#### 5. Log your completed shift online for approval

#### 6. Hours will be approved by the Supervision coordinator, once confirmed with the sign in sheet.

#### 7. To cancel a supervision shift:

- a. More than 24 hours before shift – go online and delete shift from your schedule
- b. Less than 24 hours before shift – it is your responsibility to find another PARENT who is willing to do your shift for you to receive credit against your hours. If you cannot find a suitable replacement you will be charged a no-show fee as per the PPH policy.

Supervision in both the playground, the parking lot areas and at the crosswalk on Burns Street are the most important duty you can perform for the school. Supervisors ensure the safety and conduct of our children on the playground, crossing the parking lot areas and within the school. Due to the responsibility inherent in the position, and the possibility that supervisors may be required to act and/or intervene in an emergency situation, supervisors are not permitted to bring other children with them when they are on duty.

Some important points to remember about supervision:

- Teachers on Duty: Every day teachers are assigned to supervision. Any accidents, rudeness or repeated misbehavior must be reported immediately to a teacher on duty. The teacher on duty is responsible for any documentation necessary! Any First Aid is to be provided by those students or teachers trained in First Aid.
- The teacher on duty will decide whether it is an inside or outside day. If it is an inside day, supervision is to occur within the classrooms and hallways of both buildings.
- Supervisors should be prompt in assuming their supervision duty. Please sign in with the teacher on duty, pick up a vest, located under the stairs of the main school building just past the office, and traffic sign (if in the parking lot). This is an all-weather job so please come dressed appropriately. Return vest after shift.
- Supervisors should always face the children and walk around all areas of the playground. Please do not remain in one spot. **Please do not talk on cell phones.** Your job is to watch the children and they need to know you are watching them.
- Supervisors will leave the playground **only** when all students have gone to their classrooms. Any coats, sweaters, school bags, etc. left on the playground should be picked up and taken to the lost and found.
- If a stranger(s) is seen walking through the playground, please watch them carefully. Report any suspicious activities to the teacher on duty.
- At the end of the school day please ensure that children stay waiting for pick-up behind the curb barrier. These students must wait in the north parking lot area.
- Emergencies: In a serious emergency, send a student to a teacher with the message that "Mr./Mrs. \_\_\_\_ needs you **right now.**"

## **PARKING LOT SUPERVISORS**

- The Parking Lot Supervisor positioned at the entrance of the Parking Lot (at Delestre Ave and Walker St) must control the crosswalk and facilitate a fair and safe flow of traffic into the Parking Lot from the West and North street access.

- The Parking Lot Supervisor positioned at the entrance to the drop-off/pick-up lane should monitor the appropriate usage of the Disabled Drop-off and/or the assigned Parent Parking (Auctioned Sites).
- The Parking Lot Supervisor monitoring the drop-off/pick-up lane must be positioned on the drivers' side of the lane in order to have eye contact with the drivers and also to control traffic in the thru lane.
- When parents arrive in the drop-off/pick-up lane please give them time to locate their child. If they are not able to find their child and have not left the drop-off/pick-up lane politely ask them to drive around and try again.
- Children should only enter or exit their vehicles in the area directly between the two portables, in the pick-up/drop-off lane.
- There is NO PARKING in the drop-off/pick-up lane. If a vehicle is parked and the driver is inside politely ask them to move. If the vehicle is unoccupied, please send someone to the office with the license # and description of the vehicle for them to announce.
- For safety and effective control, all Parking Lot Supervisors must use the provided safety vests and Stop/Slow signs.

#### **BURNS STREET CROSSWALK SUPERVISORS**

- A Crosswalk Supervisor must be positioned at the corner of Burns St and Quadling Ave to provide the safe and controlled crossing of Burns street in the designated cross-walk (East-West).
- A Crosswalk Supervisor must be positioned at the corner of Burns St and Quadling Ave to provide the safe and controlled crossing of Quadling street at the stop sign (North-South crossing).
- The Crosswalk Supervisors must use the provided safety vests and Stop/Slow signs.

#### **PLAYGROUND REGULATIONS/OUT OF BOUNDS AREAS / BEHAVIOR**

- Fair play and consideration of others should be remembered at all times. Project Respect is the school's code of behavior and defines the school's expectations regarding student behavior: Respect, Cooperation, Safety, Peacefulness, and Kindness. Unacceptable behavior requires intervention. Report incidents to the teacher supervisor. Unacceptable behaviors include fighting or physical violence, foul language, non-compliance and bullying, throwing objects such as rocks, sticks or snowballs.
- Out of bound areas include:
  - The right of way on the west side of Fatima Centre parking lot
  - outside any of the fenced areas.
  - soccer balls that travel over the boundary fences must be retrieved only by an adult.



- Games played should be games that show respect for the safety and the feelings of others. Such activities as British bulldog, piggyback fights, play fights are not permitted.
- Bicycles, roller skates, scooters, skateboards and roller blades must not to be used on the playground. (Students are expected to walk bicycles while on the school property.)
- All classmates who wish to play in various games should be included.
- Differences should be resolved without fighting. (Ask a peer mediator to help when needed.) Peer Mediators are senior students who have undergone a training program and who will mediate disputes, man the first aid station and sign out playground equipment. This program begins in the middle fall months.
- Cell phones/pagers are not permitted to be used in the school or on the school grounds during school hours.
- Electronic and/or battery operated games and hand held devices are not permitted to be used in the school or on the school grounds during school hours.
- During both inside and outside recesses students wishing to use the washrooms require a bathroom pass. Usually one of the teacher supervisors carries these passes.

#### **A.M. PARKING LOT AND BURNS CROSSWALK SUPERVISORS – 8:15 TO 9:00 AM**

- Supervisors sign the “sign in” sheet and pick up a vest and a stop sign.
- One supervisor is responsible to remain and patrol the pickup and drop off area
- One supervisor is responsible to remain at and supervise the crosswalk at the entrance to the parking lot.
- One supervisor is stationed in between at entrance to drop off lane.
- Two supervisors are stationed at the corner of Burns and Quadling to control the crosswalks at that intersection

#### **LUNCH PLAYGROUND SUPERVISORS – 12:00 TO 1:00 PM**

- There are 3 playground spots and 2 kindergarten only spot each day.
- On early dismissal school days lunch time supervisor positions will assume the after-school supervision duties.
- The 12:00 p.m. bell will send the children to the playground or, in the case of a rainy day, to engage in activities within the classrooms and the school buildings.

- The 12:40 p.m. bell signals the end of play-time and the beginning of lunch. All children will eat lunch in their classrooms under the supervision of the classroom teacher.
- Supervisors sign the “sign in” sheet and pick up a vest.
- Proceed to your agreed area of supervision. On rainy days Supervisors should go in and out of classrooms and monitor all rooms and the hallway.
- Kindergarten supervisors are to patrol the kindergarten playground area only.

### **P.M. PARKING LOT AND BURNS CROSSWALK SUPERVISORS – 2:30 TO 3:15PM**

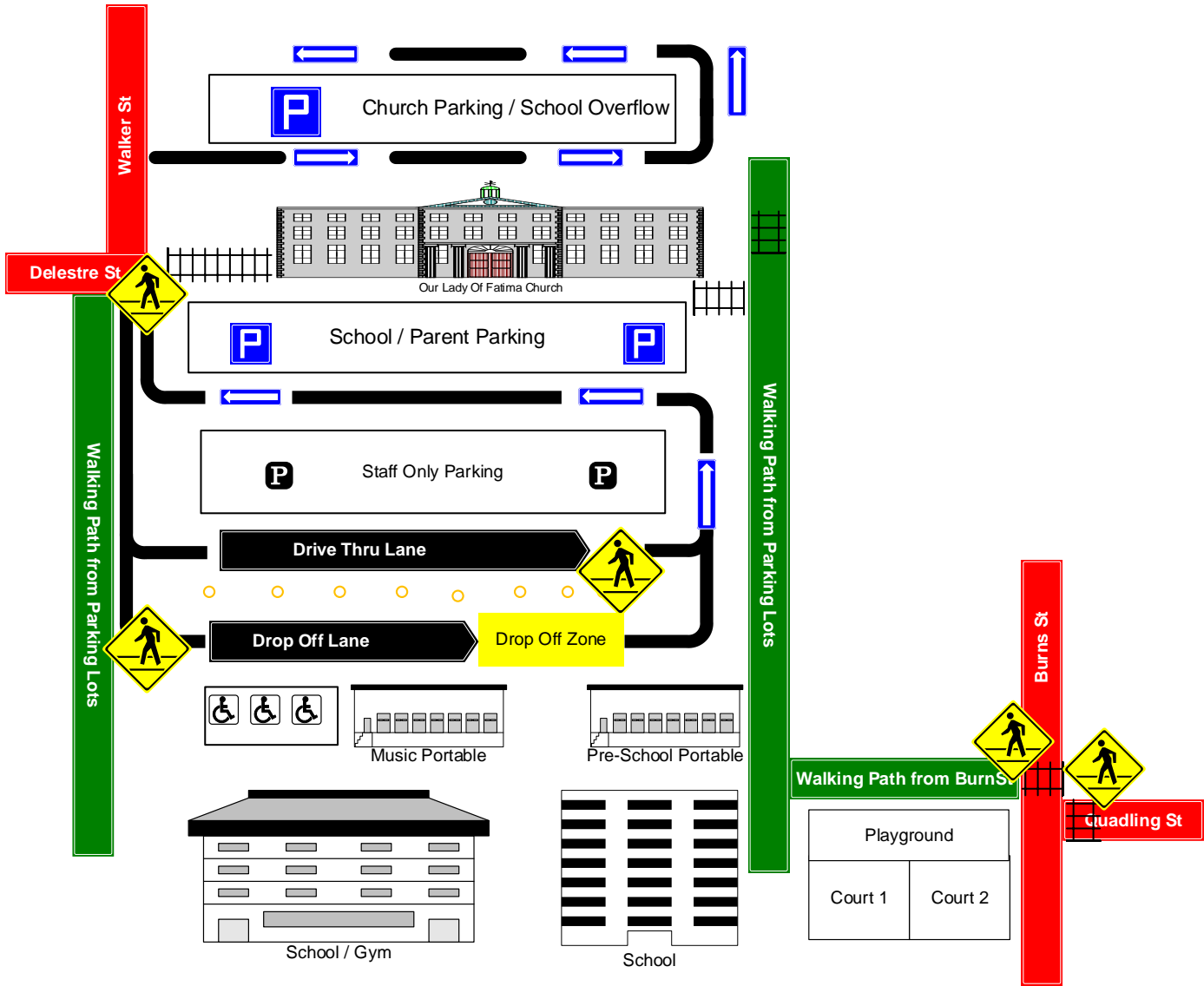
- Supervisors sign the “sign in” sheet and pick up a vest and a stop sign.
- One supervisor is responsible to remain and patrol the pickup and drop off area.
- One supervisor is responsible to remain at and supervise the crosswalk at the entrance to the parking lot.
- One supervisor is stationed in between at entrance to drop off lane.
- Two supervisors are stationed at the corner of Burns and Quadling to control the crosswalks at that intersection

### **SAMPLE SIGN IN SHEET**

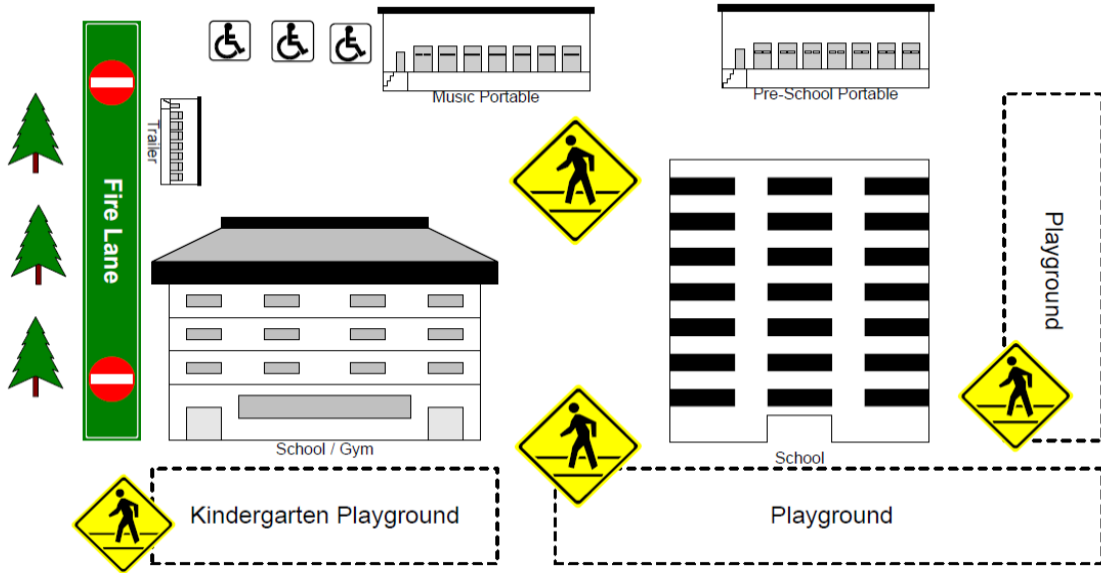
- You **must sign** the sheet for your hours to be approved
- If you cannot find the sign in sheet please search for teacher on duty first.
- Otherwise check in with school office AND email [supervision@fatimaschool.ca](mailto:supervision@fatimaschool.ca) and confirm attendance.

	WEDNESDAY			THURSDAY			FRIDAY		
	8-Sep			9-Sep			10-Sep		
Area	Name	Signature	Teacher Initials	Name	Signature	Teacher Initials	Signature	Teacher Initials	
Parking Lot Drop-off (8:15 - 9:00) AM	Sally Fields			Sean Connery			Bill Murray		
	Kevin Costner			Jamie Lee Curtis			Carol Burnett		
	Liam Neeson			Tommy Lee Jones			Dick Van Dyke		
BURNS Crosswalk	Kurt Russell			Harrison Ford			Morgan Freeman		
	Christopher Reeve			Audrey Hepburn			Anthony Hopkins		
Playground Lunch Supervision (12:00-1:00)	Drew Barrymore			Paul Newman			Julia Roberts		
	Tim Allen			Keanu Reeves			Steve Martin		
	Tom Hanks			Patrick Swayze			Clint Eastwood		
Kindergarten Area	Sirley Temple			Michael J Fox			James Earl Jones		
	Reese Witherspoon			Eddie Murphy			Lee, Seul Ki Kang		

# PARKING LOT AND BURNS CROSSWALK SUPERVISOR LOCATIONS



# PLAYGROUND SUPERVISOR LOCATIONS



## 7. ANTI-BULLYING, DISCIPLINE AND CODE OF CONDUCT POLICIES

### ANTI-BULLYING POLICY – CISVA POLICY 408 (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 OLF-P8 (MAY 16, 2018)**

#### **Rationale**

The foundation of Catholic teaching about life and relationships is respect for the human person. "The quality of men rests essentially on their dignity as persons and the rights that flow from it." (CCC 1935) For this reason all persons must be protected from all forms of abuse, neglect, bullying, harm or threat of harm. Our Lady of Fatima School is committed to providing and promoting a learning environment that enables every student to feel safe, accepted and respected.



The school works continuously to develop strategies that make students feel valued, respected and connected within their school community, while remaining consistent with the teaching of the Catholic Church. This includes the protection of a student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression. 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 seriously and all steps will be taken to ensure that it stops.

### **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.
    - Information and communication technologies are used physically to threaten, verbally harass or socially exclude an individual or group.

### **Policy**

#### **Education, Awareness and Prevention**

School staff cannot act if they are not aware of bullying situations. Home and school must work in partnership to address bullying situations. Addressing signs of bullying early before the behaviour and its impact get worse is important in creating a safe school.

1. Education and awareness on bullying includes ways to recognize its pattern and characteristics versus normal peer conflict. Signs that bullying may be taking place include:
  - a) Change of friendship groups
  - b) Lack of friends
  - c) School refusal

- d) “illness” at certain times of the school day or week
- e) Change in standard of work
- f) Withdrawal or sudden lack of confidence
- g) Onset of depression
- h) Sleeplessness
- i) Missing or damaged possessions
- j) Coming home disheveled or hungry
- k) Unexplained bruises or injuries
- l) Need to be close to adults
- m) Avoidance of isolated locations, i.e. bathrooms

2. Instruction to students that emphasizes respect and compassion for others and age-appropriate behaviours to prevent or respond to bullying behaviours.

3. 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 (see Our Lady of Fatima School: “Project Respect” on the school website).

### **Reporting**

- Allegations of bullying (from students, parents, classroom teachers or support staff) should be reported to the immediate supervisory staff member. If there is a conflict of interest, or another reason why reporting to the immediate staff member is not possible, a report should be made to the administration. If that is not possible for any reason, a report may be made using the online tool at [www.reportbullyingbc.ca](http://www.reportbullyingbc.ca)
- Each reported case of alleged bullying behaviour will be investigated.
- Reported incidents of alleged bullying (bullying, cyber-bullying, harassment including student-to-student sexual harassment, intimidation, threatening or violent behaviour) will be tracked by the administration through the collection of Office Referral/Infraction forms (see “Project Respect”) in accordance with The Personal Information and Privacy Act.
- Teachers will give 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. (see “Project Respect” for details regarding the School-wide Behavioural Expectations Matrix and the School Walkabout).

### **Responding to Bullying**

- The administrator will individually interview the students involved.
- Parents/guardians of children involved in a bullying incident will be informed by the school administration to engage their collaboration and support in seeking a resolution.
- In deciding a course of action, the school will weigh the consequences by age and maturity of the individuals involved, the degree or harm done, incidences of past or continuing patterns(s) of behaviour, the relationship between the parties involved and the context in which the incident(s) occurred.
- Depending on the outcome of the investigation, the administrator may:

- a) Determine if further action is required.
  - b) Determine consequences for bullying behaviour.
  - c) Meet individually with the parents/guardians of both the victim and bully.
  - d) Involve outside agencies on behalf of the victim and/or bully.
- After the course of action has been in place, the administrator will follow up with the parties involved in any bullying incident to make sure that behaviours between the individuals have improved positively.

Our Lady of Fatima School 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.

## **SUSPENSION AND EXPULSION - CISVA POLICY 426 (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 schoolwork 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.

## 8. OUR LADY OF FATIMA SCHOOL POLICIES

### TOBACCO AND VAPOUR POLICY (JANUARY 2017)

#### Policy Statement

The Tobacco and Vapour Control Act prohibits all persons from smoking or using tobacco, or holding a lighted tobacco, in or around the school premises 24 hours a day, and or use of Vapour products in or around school property 24 hours a day.

#### Policy

No person shall smoke tobacco and/or tobacco products or use or inhale electronic cigarettes and/or vapour emitting smoking products and/or all electronic nicotine delivery systems or hold lighted tobacco and/or tobacco product and/or electronic cigarettes and/or vapour emitting smoking products and/or all electronic nicotine delivery systems in a school or on all community property.

Electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in a school and on all board properties. Electronic smoking products consisting of a battery-powered delivery system that produces a vapour that resembles smoke and/or a vapour that delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals are prohibited on Our Lady of Fatima property.

#### Definitions

##### School

- a) The body of school pupils that is organized as a unit for educational purposes under the jurisdiction of the appropriate board, or
- b) The body of pupils enrolled in the elementary school courses of study at Our Lady of Fatima School.

#### 1. Regulations

- a. The said prohibition shall apply to the outdoor area of a school including smoking in cars in the school parking lot.
- b. Smoking is banned in all sections of the building which are under the jurisdiction of the School Board.
- c. Smoking is banned in the office building, Fatima Centre, music portable and the preschool. This prohibition applies to both the school facility and shared school gym (Fatima Centre).
- d. Signs referring to the prohibition of smoking within the school and on school premises are to be posted in accordance with the regulations.
- e. Self-help smoking cessation materials are to be offered to staff seeking help to quit.
- f. Principals, Vice-Principal, teachers, janitorial crew and work bees who use the school facilities after hours (i.e., person whose signature appears on "Application for Facility Use") shall be

responsible for the implementation/enforcement of the requirements of the Tobacco Control Act.

g. All parents, staff and students must be made aware of this policy and regulations regarding disciplinary sanctions that may be imposed for a violation of this policy.

h. Users should safeguard against transmitting personal comments or statements or to post information to newsgroups or social media that may be mistaken as the position of Our Lady of Fatima school.

## **2. Procedures**

Our Lady of Fatima School shall post "no smoking" signs as described in the regulations or in accordance with the applicable municipal by-law. Such signs shall show the international "no-smoking" symbol and be posted at every entrance of the school. In compliance with the Tobacco and Vapour Act.

Smoking cessation programs may be provided for interested staff and students. Information (posters, pamphlets etc.) about the availability of smoking cessation programs) may be made available in all school and other Board buildings.

### **Resources**

Tobacco and Vapour Control Act British Columbia, Section 2.2

## **PETS POLICY - OLF-P2 V1, (NOVEMBER 2017)**

It is recognised that dogs are an important part of family life for many in the school community, and as such are often included in day-to-day activities such as walking children to and from school. However, bringing dogs onto the premises pose a health and safety risk to our children. There are added risks of dogs fouling, dogs biting, or showing aggressive unpredictable behavior.

To ensure the safety of our children and all members of the school community: all animals and pets, no matter the size, are not permitted on school property and during all school related events, without the written permission from the school principal. Service animals are permitted as needed.

## **PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY POLICY - OLF-P3 V1 (NOVEMBER 2017)**

### **Policy Statement**

Electronic devices have become a common means of communication and information access in today's society. The increasing prevalence of mobile communication and entertainment devices has created interesting challenges and dilemmas for the school environment. Our Lady of Fatima school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities and on school transportation. Also included in this policy are the rules for the use of School-based Technology at our school.



## Definitions

### Personal Electronic Devices (PEDs)

PEDs are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices, PDAs (Palm® organizers, pocket PCs, etc.), handheld entertainment systems (Game Boys, video games, CD players, compact DVD players, MP3 players, iPods®, PS3s, Walkman™, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. PEDs include but are not limited to, laptops, phones, tablet computers, wearable technology such as glasses, watches, and cameras.

PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### School-based Technology

School-based Technology means all CISVA school -based networks, including, but not limited to, school servers, school computers, school software, school printers, online services provided by the school, and networks (wired or wireless), which connect all of the above to the internet.

### User

User means any individual who uses, logs in, attempts to use, or attempts to log into school-based technology or who uses hardware or software belonging to the school. User includes staff, students, parents and volunteers.

### **1. Rules for the use of both PEDs and School-based Technology (based on CISVA policy 430)**

- a. All individuals are expected to use PEDs and School-based Technology in a courteous, respectful and otherwise appropriate manner consistent with the school and CISVA policies, and the expectations outlined in the school code of conduct.
- b. Users should safeguard against transmitting personal comments or statements or to post information to newsgroups or social media that may be mistaken as the position of Our Lady of Fatima school.
- c. The electronic permission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school based technology or personal PEDs while on school property, is prohibited without the express permission of the person or persons involved. In cases where the student is below the age of 19, the consent of the parent/guardian is required.
- d. Parents will sign at registration the Consent Form for the Uses of Personal Information to allow the school to use photographs and work samples of their children in the yearbook, newsletters, promotional material, website and/or classroom page.

e. At the beginning of each school year, parents/guardians must sign the Our Lady of Fatima PEDs and Technology Policy agreement indicating that they understand the restrictions and conditions of use and that they have discussed this policy with their children.

f. Prohibited uses of PEDs and school-based technology include, but are not limited to, the use of PEDs and School- based Technology that:

i. Compromises the academic integrity of the school or an individual within the school.

ii. Interferes with or disrupts the academic day or the teaching/learning environment.

iii. Violates a person's reasonable expectation of privacy. Includes, but not limited to, taking, distributing or posting photos or other persons(staff/students/parents) without their consent in any social media (i.e. Facebook, Gab, Google+, Instagram, Pinterest, Snapchat, Twitter, WhatsApp, YouTube, etc.). As a general rule, if you are posting photos in social media and the person(s) (staff, students/parents) in the photo can be identified, you need their consent before posting the photo. In the case of a student you will need the consent of the parents/guardian. These include pictures taken at school related events.

iv. Compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk).

v. Facilitates illegal ad/or unethical activities, including but not limited to:

- Transmitting material in violation of Canadian Laws
- Receiving, reviewing, duplicating, storing, or transmitting pornographic materials
- Transmitting or posting threatening, abusive, or obscene messages or materials
- Duplicating, storing, or transmitting any material that contravenes the Copyright Act
- Installing or reproducing unauthorized or unlicensed software
- Sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent
- Utilizing applications to facilitate the downloading or exchange of music, movies, games and other materials in contravention of the Copyright Act
- Forging any document or message; obscuring the origin of any message, transmission, or file
- Using program that harass users, prevent access, investigate or infiltrate computer systems/ or software components
- uses or product advertising
- Participating Promoting commercial in online gambling sites

## **2. PEDs at School**

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, PEDs are not to be brought to school by students. However, if it is critical that a child be in possession of a mobile phone or other portable electronic device at school, it must be powered off at all times (prior to the beginning of the school day, throughout

the school day and after school), they must be kept in their backpack during the day and may not be used during school hours and while under supervision. This will also include field trips, retreats and sporting events where students are under the supervision of their teachers or parent volunteers/supervisors. Failure to do so will result in disciplinary action and confiscation of the device for the day. For a first offense the item will be returned to the student at the end of the school day. The second time it will be returned to the parent/guardian. Further violations will result in confiscation of the item until a time agreed upon by the Principal.

The school assumes no responsibility for the loss, recovery, repair or replacement of any PED brought on to school property.

The parents and/or guardians of any student bringing PEDs to school are responsible for and will reimburse the school for any damage that their child may cause through the use of School-based Technology with his/her PED.

The school office is open from 8:00 AM to 4:00 PM and students needing use of a phone are able to inquire at the office.

### **3. Use of School iPads**

Technology resources at Our Lady of Fatima school are provided for the purpose of supporting 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.

Our Lady of Fatima School has leased Apple iPads for students to use during school time. Students will be issued an iPad during class time with predetermined applications (Apps) installed. The school is responsible to provide guidance to aid the students in doing research and help assure student compliance of the acceptable use policy.

The iPad is school property and all users will follow this policy. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies.

General Precautions:

- Cords and cables must be inserted carefully into the iPad to prevent damage
- iPads must remain free of any writing, drawing, stickers or labels
- Do not place weight (such as folders, books and workbooks) on the iPads
- Do not lean on the top of the iPad when it is closed
- Do not place anything near the iPad that could put pressure on the screen
- iPads should always be within the protective iPad case when carried
- iPads should be carried with two hands and placed on the table. They are not to be put on the floor. iPads should be handled with care and responsibility

Sound, Music, Games or Programs

- Photo/image storage on the iPad will be for school projects only

- Students may not download music unless directed by or with the permission of a teacher
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds must be provided by the student's parents.
- Non-educational games are not allowed on the iPads

#### Student Responsibilities:

- Students will only use iPads as directed by the teacher
- Students are to use computers/iPads in a responsible and ethical manner

#### Students Activities Strictly Prohibited:

- Students will not be allowed to use chat rooms, change iPad settings, gain access to other student's accounts, files and/or data
- Students must use the iPad distributed by the classroom teacher. They may not exchange/trade iPads with anyone else in the class.
- Students are not allowed to send mass or inappropriate e-mails.
- Students will be prohibited from using the iPads if there is any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components
- Students will lose their right to use the iPads if they are transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

#### **4. Use of the Computer Lab**

These rules are designed so that all students may benefit from the use of a fully operational computer lab. All students will review the following rules with their teacher and their parents:

- Students who are careless or deliberately break the rules may lose computer privileges
- Students are responsible for paying for any damage they cause through carelessness or deliberate misuse
- The computer lab is to be only used under direct teacher supervision
- Students are not to turn any equipment on or off unless the teacher has given permission to do so
- Students must keep the area around the computer and printers tidy. No drinks or food are allowed in the computer lab
- School computers and related technology are provided for school work only
- Students will only use the computer or printer for school assignments or school related business

- Students must respect software access privileges: Students must never attempt to access or move information into or from school memory storage areas such as hard drives or file servers. They are not to use a classmate's password or trespass in his/her folder or files
- Students are not to alter software and system configurations on school hard drives
- Students must participate responsibly by accessing appropriate resources, inform the teacher immediately if inappropriate resources are accidentally accessed
- Students will not correspond through the internet with any persons, known or unknown via e-mail, chat or other methods/devices
- Students may not download and install any programs or copyright materials

### **Resources**

CISVA Policy 430 – Personal Electronic Devices and School-based Technology  
 OLF PEDs and Technology Policy Agreement  
 OLF Consent Form for the Use of Personal Information

### **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](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.

### **FIELD TRIP POLICY - OLF-P1 V1 (NOVEMBER 2017)**

#### **Policy Statement**

Our Lady of Fatima school recognizes the benefits of student field trips when such optional trips supplement educational programs for students.

Effective learning experiences often result from first hand observation of, or participation in, events or activities that occur out in the community away from the school. Our Lady of Fatima school believes on the importance of field trips being selected, planned, organized, and

conducted in the context of:

- Benefit to students to enhance the spiritual, intellectual, social, emotional or physical development
- Safety and security of all participants
- Risk assessment and management of off-site activities

## **Policy**

### 1. Approvals

All field trip requests by staff members needs to be approved by the Principal and meet the requirements of the Field Trip Policy Statement. Prior to authorizing fieldtrips, the Principal will make the staff aware of all relevant policies and procedures. It is recommended that each classroom participate in a maximum three (3) field trips per school year plus the year end activity.

### 2. Student Participation

Field trip participation is voluntary and the suitability of the activity as well as cost to families is carefully considered prior to approval. Every effort will be made to accommodate individuals with special needs. The Principal is responsible to ensure that adequate planning and preparations are made for all students to participate.

### 3. Parent/Guardian Consent and Acknowledgement of Risk Form

Classroom teachers will provide parents with all relevant information about the field trip as outlined in the policy statement. Parents/Guardians are required to sign the Off-Site Activity Consent and Acknowledgement of Risk Form before students can go on any field trip.

While school staff will take reasonable steps to prevent injuries to students, some degree of risk is inherent in the nature of some 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 parents/guardians allowing the student to participating in the activities, parents/guardians will be agreeing that the activity described in the Off -Site Activity Consent and Acknowledgement of Risk Form is suitable for the child, and there is a risk of injury associated with the activity.

### 4. Supervision

#### A. Head Teacher

When more than one class is on a field trip, one teacher will be designated "Head Teacher". The Head Teacher shall be responsible to ensure that all students on the field trip are assigned to specific supervisors and vehicles when school bus is not used.

Roll call to identify each student by name and sight shall be taken at every departure point in the field trip itinerary. A head count shall not be considered sufficient to identify students.

The names of all students are to be logged and copied to the school office. Any changes on route should also be logged and communicated to the school office. The Head Teacher will remain at the terminus of the field trip until all returning students are accounted for.

#### B. Supervisors

Parent/guardian participation in field trips to assist in supervision is encouraged and necessary. Circumstances determined by the principal may warrant increased levels of supervision according to the age, maturity, knowledge and skill of the students, and the nature and inherent risk of the field trip. The minimum supervisor: student ratio should range from 1:8 for intermediate and 1:6 for primary. This ratio is a general guideline and may vary, depending on the nature of the trip and the age and needs of the participating students.

Parent/guardian volunteers on school field trips are required to follow the following procedures:

- All parent/guardian volunteers supervising students must submit a criminal record check. Parent drivers must also submit a driver's abstract and a driver's statement.
- Only parent/guardian volunteers who have been selected/notified by the teacher will supervise on the field trip. Other parents/guardians with a current criminal record check can attend field trips if not selected, however, they will not receive parent participation hours.
- Only teachers will organize which children will be supervised by parent/guardian supervisors/drivers.
- Only classroom students are allowed on field trips, no siblings or other children can attend.
- Check into the office before going on a field trip and obtain a pass 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.
- Parent/guardian supervisors assume responsibility for their group of students as soon as they leave the classroom, including supervision on the bus. Parents should supervise student at all times. After the field trip children must be escorted back to the classroom by the parent/guardian supervisor.
- Cell phones are permitted for emergency use only. The primary responsibility for the volunteer is to supervise the children. It is not to socialize, answer phone calls/emails or texts while supervising.
- Parent volunteers are to serve as positive role models and must refrain from the use of tobacco and/or inappropriate language from the time of arrival at school until departure from school or when the activity has been completed.

#### 5. Transportation by Bus

According to Transport Canada, the school bus is the safest mode of transportation for children because of provincial legislation and regulation, vehicle design and construction, fleet inspections and maintenance practices, operational policies and procedures, and driver qualifications.

At Our Lady of Fatima school buses are to be used for transportation when the field trips are outside the Tri-city, Burnaby and New Westminster. Tri-City area includes: Coquitlam, Port Coquitlam and Port Moody along with the villages of Anmore and Belcarra.

No additional cost will be passed onto families when school buses are used.

Some examples where buses will be required include but not limited to:

- Vancouver Aquarium
- Science World
- Grouse Mountain
- Apple Barn Pumpkin Farm
- Laity Pumpkin Patch
- Mission Abbey
- Maritime Museum
- Pacific National Exhibition (PNE)
- Vancouver Symphony
- Track Meets
- UBC Botanical Gardens
- Powerhouse at Stave Falls
- A Rocha Canada
- Vancouver Holocaust Centre
- Allouette Watershed

## 6. Transportation of Students by Private Vehicles

Local field trips will include the Tri-City area, Burnaby and New Westminster. Local field trips will require parent/guardian drivers/supervisors. Some examples of local field trips that will require parent drivers include but not limited to:

- Moody Park Arena
- Swimming Poirier Community Centre or City Centre
- Belcarra Park

Before a field trip:

- All parent/guardian drivers must have a cell phone. The teacher supervisor should have their cell phone number prior to the fieldtrip.
- All drivers must have a list of children they are driving to and from the event.
- 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. Parents will be asked to send their child's booster seat to the classroom. If you do not have a booster seat, the school will provide one.

During and after a field trip:

- Parent/guardian drivers cannot switch students to other vehicles during the trip.
- A map and route will be provided to parent/guardian drivers. Drivers cannot take any detours to and from the field trip.
- Parent/guardian drivers need to ensure their vehicle is in good mechanical condition and has a full tank of gas. All drivers must obey all traffic and speed limit laws.
- 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>

### **Resources**

Motor Vehicle Act Regulations - Child Seating and Restraint Systems

CISVA Policy 409 – Fieldtrips and Off-Site Experiences

OLF Off-Site Activities Consent of Parent/Guardian and Acknowledgement of Risk Form A

## 9. 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.pec@fatimaschool.ca](mailto:chairperson.pec@fatimaschool.ca)) and Secretary ([secretary.pec@fatimaschool.ca](mailto:secretary.pec@fatimaschool.ca)) seven days before the meeting.

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

### ROLES, RESPONSIBILITIES AND EXPECTATIONS OF THE PEC MEMBERS

#### Chairperson - CISVA Policy 114 (5 December 2017)

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 to ensure that the goals and objectives of the school are being met and that the policies and guidelines of the Society are followed.

#### **Role and Function**

The Chairperson derives all his/her authority from the role of the Education Committee. Since, in fact, the authority to establish policy rests with the Committee it is important therefore, that when speaking for the Education Committee, the Chairperson base his/her statements on policy that has been passed or approved.

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 and assemble the necessary background documentation needed for its deliberations. This agenda should be drawn up in consultation with the Pastor and Principal to ensure the necessary items are covered. This agenda should be used for 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. **Budgets:** to ensure the Treasurer prepares an annual budget in cooperation with the Chairperson, Pastor, Principal and Facilities & Maintenance person.
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 as they relate to the recruitment, 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 Planning:** to ensure that the Education Committee consider at least once a year, the long-range plans of the school. This includes an annual review of the school's asset management study prepared by the Facilities & Maintenance person every 5 years.
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.

Email: [chairperson.pec@fatimaschool.ca](mailto:chairperson.pec@fatimaschool.ca)

#### **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.

Email: [vicechairperson.pec@fatimaschool.ca](mailto:vicechairperson.pec@fatimaschool.ca)

## **Treasurer - CISVA Policy 117 (5 December 2017)**

The role of the Treasurer 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.

### **Role and Function**

The role of the Treasurer is a critical one in the financial management of the school and as such must be filled by a person with a formal accountancy designation and/or business administrative skills with direct experience in preparing and managing budgets, and undertaking financial analysis.

The Treasurer is elected to fulfill the following responsibilities:

### **Budgets**

- (a) Prepare both the preliminary and final annual budget for the school working closely with the Pastor, Principal, Chairperson and Facilities & Maintenance person. It is critical that the Treasurer work very closely with the Principal of the school as it is this position that has the greatest insight into the various expenditures for the school and the various instructional needs for the coming year.
- (b) Ensure that an itemised budget for any repairs and maintenance is prepared to ensure a regular schedule of maintenance for the school through close collaboration with the Facilities Manager

### **Oversight**

- (a) Monitor all expenditures and receipts to ensure that they tie back to the annual budget approved by the Education Committee.
- (b) Monitor all school accounts to ensure that the appropriate supporting documentation is in place when a payment is made, and the appropriate authorizations have been received.
- (c) Ensure that Bank Signatories and Authorized Users for Online Banking are kept up to date.
- (d) Oversee the collection of tuition ensuring that the fee schedule is followed and reconciles with student numbers.
- (e) Work closely with the Pastor/ Archbishop's Representative and Principal to oversee the collection of overdue accounts.
- (f) Ensure compliance with the policies outlined in Effective Financial Stewardship, Control and Oversight in CISVA Schools (Policy 200).

### **Reporting**

- (a) Provide monthly the following financial statements to the Education Committee including budget tracking for the reporting month and year-to-date; variance analysis with an explanation for such variance (both positive and negative expressed in both dollar and percentage terms); income statement, balance sheet and statement of change in financial position.

- (b) Respond to queries or requests for information by the Superintendent's Office or Board regarding budgets and school finances.

Email: [treasurer.pec@fatimaschool.ca](mailto:treasurer.pec@fatimaschool.ca)

### **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.

Email: [secretary.pec@fatimaschool.ca](mailto:secretary.pec@fatimaschool.ca)

### **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.

Email: [parentparticipation@fatimaschool.ca](mailto:parentparticipation@fatimaschool.ca)

### **Maintenance Coordinators - CISVA Policy 118 (5 December 2017)**

The role of the Facilities & Maintenance person on a Parish or Regional Education Committee is critical to the successful functioning of the Education Committee and ultimately to the successful functioning of the school. It is therefore important that the person who serves in this role has the requisite skills and experience to deal with tradespersons and contractors, is experienced in obtaining quotes from vendors for such work. Ideally someone with an engineering, contracting or trades background is well equipped to undertake this role.

#### **Role and Function**

The primary role of the Facilities & Maintenance Manager is to ensure that routine maintenance and upkeep of the school's facilities is undertaken and done so on a regular and scheduled basis each year. By doing so it ensures that our school environment is safe for our students, inviting and demonstrates a pride of place reflective our commitment to excellence in Catholic education. This includes longer term asset management.

#### **Specific Responsibilities**

- **Routine Maintenance:** To plan for and undertake regular and routine maintenance of the school's physical plant.
  - Budget: working with the Treasurer and Principal for this area, to prepare an annual budget that outlines the projects that will be undertaken and their costs.
  - Vendor Management: It includes working with suppliers and vendors to obtain quotations for this work. In instances where work for a single project exceeds \$5,000, that quotations from more than one supplier are obtained for the Education Committee's review and approval
  - Oversight: ensures appropriate oversight of the work done by the contractor or tradesperson once the work gets underway to ensure that work is completed satisfactorily and to specification. It includes as well verifying that any contractor that works on site has the appropriate insurance cover in place and required licenses or professional designations where needed.
- **Asset Management:** To undertake every 5 years an asset management survey of the school's facilities that highlights the longer-term maintenance and renewal requirements of the school.
  - This survey should include an assessment of the building's envelope, mechanicals, heating, ventilation and air conditioning systems to ensure that their replacement is planned for on a longer-term basis.
  - It is critical that this survey is done in tandem with the Pastor's knowledge and involvement to allow him to assess the financial implications of its findings. In doing so it

allows for a longer-term view of capital planning that will assist in marshalling and mobilizing wider parish resources in support of these needs.

- This is best undertaken by an engineering professional with the requisite skills to objectively assess the lifecycle of these systems. Once known it is the responsibility of the Facilities & Maintenance person to work with the Pastor, Treasurer and Principal to map out how this wider infrastructure renewal will take place and its wider budget implications.
- Communications: it is critical that the needs of the school in this area are communicated and known to the Education Committee. It is equally important that routine maintenance is done regularly and not sacrificed should budgets be tight. Failure to undertake regular maintenance will lead to larger expenditures as the problem is likely magnified when the maintenance is eventually completed. It is important therefore that all Education Committee members exercise due diligence in this area and ensure that it receives the necessary support when the budget for the school is being prepared.

The maintenance coordinators are elected to fulfill the following local 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.

Email: [maintenance@fatimaschool.ca](mailto:maintenance@fatimaschool.ca)

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 (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.

## **EDUCATION COMMITTEE ELECTIONS – CISVA POLICY 107 (JANUARY 9, 2018)**

### **Rationale**

It is essential for the proper running of Catholic schools in the Archdiocese that the entire election procedure be in accordance with the spirit of the Pastoral Letter on Catholic Education issued by the Catholic Bishops of British Columbia, 4 November 2016, and with the election procedures outlined in this policy.

### **Policy**

The nature of the Catholic school is to foster the Christian community in which faith grows and is nourished. All candidates who are nominated for election must be people of faith that are committed to Catholic schools and to the fostering of the Christian community in their parish. Nothing should be permitted during the election that would diminish the Christian community in the parish. There should be no campaigning during the election. Candidates should not be put in a situation where they would be asked to show why they were better qualified (had greater faith or commitment, for example) than someone else.

Each parish having an Education Committee must accept the responsibility of running elections with the care and effort they require. The Nominating Committee must present a full slate of nominations and the electorate must have the opportunity of further nominations. All nominees must be made known to the electorate in an appropriate way before the election. The quality of the nominees and the fairness and openness of the election will ensure that the people of the parish are well represented in the operation of their school.

### **Procedure**

#### **Eligibility to Vote**

Those eligible to vote for members of the parish and/or Regional Education Committee are Catholics who have reached the age of nineteen (19) and who are registered, participating members of the parish. Also eligible to vote, are the non-Catholic spouses of all Catholics eligible to vote. It is the individual's responsibility to ensure that his/her name is placed on the Voters' List. A person may vote in only one parish.

## **Voters' List**

The Voters' List consists of all registered members of the parish. The Voters' list is to be treated as privileged information. All copies of the Voters' List are to be returned to the Pastor for safekeeping and to remove any basis for complaints about the names of parishioners coming into the possession of those who may use them for unacceptable purposes.

### **1.0 Procedures Before Election**

1.1). Each Parish Education Committee shall appoint a returning officer and two scrutineers who are not members of the Parish Education Committee who will form the Elections and Procedures Sub-Committee. The returning officer must be responsible for the complete safeguarding of the ballot box at all times, during the voting and between Masses and after Masses on Election Day. The ballot box is not to be left unattended.

1.2). Each Parish Education Committee shall strike a Nominating Committee, whose identity shall be communicated to the electorate four weeks prior to the election date.

1.3). The Nominating Committee's duty shall be to invite and receive nominations in the prescribed form from those eligible to nominate and to advertise the list of bona fide nominees to the electors on the Sunday preceding the election date. This committee shall provide sufficient candidates to fill all positions - both those on the Parish Education Committee, those on the Regional Education Committee, if any, and those Regional Representative (elected) positions for a parish with a French immersion school.

1.4). Eligible for nomination: Those eligible to hold office as a member of a Parish Education Committee or to represent the parish on a Regional Education Committee or are Regional Representatives (elected) are practicing Catholics, approved by the Pastor, who are eligible to vote in that parish and have reached the age of twenty-one (21), with the following exceptions:

- teachers and principal of the school;
- past employees of the school until three full calendar years have passed since the termination of employment;
- employees of the parish and/or school;
- spouses, children, parents, brothers and sisters of persons covered as above; all other teachers/principals employed by CISVA.

1.5). Eligible to nominate: only those persons eligible to hold office are eligible to nominate.

1.6). The prescribed form of nomination must be used and presented in writing with the signature of the nominee consenting to stand for election and with the signatures of two nominators. This form must then be submitted in a sealed envelope addressed to the Nominating Committee and delivered not later than ten days before the date of election.

The nominee must also submit a signed copy of the "Statement of Commitment and Understanding for Education Committee Members" (see Policy 110) along with the nomination form.

## **2.0 Education Committee**

### **2.1 Regional**

2.1.1 each parish with an Education Committee, which is designated as a participating member of a Regional school, shall on Election Day, vote on eligible candidates for membership on its Regional Education Committee; one member shall be elected by the parish in even numbered years and one member appointed in odd numbered years;

2.1.2 in the case of the designation of a new regional school, a Regional Education Committee will be elected for that school at a date to be determined by the CISVA Board. Each parish with an Education Committee, which is designated as a participating member of a regional school, shall elect one member to this Regional Education Committee for a two-year term.

### **2.2 Parish**

In the case of a new parish school, three of the members are to be elected for a two-year term and two members for a one-year term. Thereafter, all terms of office will be for two years as specified in Policy 111 Education Committee Composition and Term of Office.

## **3.0 Election Date**

The election date in all parishes shall be the last Sunday in May.

## **4.0 Advance Poll**

It is permissible to allot a time to vote during the week immediately preceding Election Day for the Parish and/or Regional School Education Committee and eligible voters whose children attend a French immersion school.

## **5.0 Election Day Procedures**

5.1). Election Day, which is a Sunday, is to be interpreted in such a way as to allow the polling place to be open for one hour on the immediately preceding Saturday following a regularly scheduled anticipated Sunday Mass, should there be one.

5.2). Polls will be open after each Mass for one hour and close one hour after the last Mass.

5.3). Each eligible voter shall be given a ballot and have a line drawn through his/her name on the Voters' List. The number of such stricken names shall be checked by the returning officer and scrutineers against the number of ballots at the time of ballot counting.

5.4). The ballot shall be presented with the nominees in alphabetical order with a space opposite each name, which will be marked with an "X" to record the vote. Only the names of the nominees and directions regarding the number of votes to be marked will appear on the ballot.

5.5). Votes shall be counted by the returning officer and the scrutineers. The ballots shall be kept for one week, allowing the recount if requested. At the end of this time, the ballots will be destroyed.

5.6). The returning officer, on counting the ballots, will record the number of votes each candidate received, thus indicating the order in which the candidates placed, and report these results in writing to the Education Committee over his/her signature and those of the scrutineers.

5.7). In the event of a tied vote, the returning officer shall inform the Pastor and Chairperson of the tie.

Notice will be posted of a run-off election to be held the following weekend. The same Voters' list and election day procedures will apply.

## **6.0 Availability of Voters' List**

For two consecutive Sundays before the election, the Voters' List of those eligible to vote is to be made available for viewing under the supervision of the returning officer. Any eligible person whose name does not appear on the Voters' List must establish his/her eligibility to the satisfaction of the Pastor who shall have final say in the matter.

## **7.0 Irregularities**

Any irregularities in the election should be brought to the attention of the Chairperson of the Elections and Procedures Sub-Committee.

## **8.0 Procedures After the Election**

8.1 The first meeting of the Education Committee after an election must be held prior to 21 June. This will be the last meeting of the old committee. The new members shall be in attendance. At the conclusion of this meeting, the new Education Committee shall elect from among its members a Chairperson, Vice-chairperson, Secretary, Treasurer, and Society Delegate as well as appoint or reappoint the authorized users of the school's online banking platform. The new officers shall assume office as of 21 June.

8.2 Immediately the chairperson shall forward in writing to the Superintendent's Office the names and addresses of the new officers, delegate and members (see Policy 116 – Annex A). This information must be forwarded not later than 21 June.

8.3 At this first meeting after the election, and if are new to the role, the Chairperson and Treasurer shall sign the Change of Bank Signatories form (see Policy 204 – Annex A) and send the original copy to the Superintendent's Office not later than 21 June. The new officers signing authority takes effect from 1 July.

8.4 At the discretion of the newly elected Education Committee, retiring members may be invited to remain in an advisory capacity until the beginning of the next school term.

## **9.0 Vacancies**

### **9.1 Parish Education Committee**

9.1.1 In the event that a vacancy occurs on an Education Committee due to the loss of an elected member, the vacancy will be filled through appointment by the Parish Education Committee. The appointee shall serve for the duration of the term remaining;

9.1.2 In the event that a vacancy occurs on an Education Committee due to the loss of an appointed member the vacancy will be filled through an appointment by the pastor. The appointee shall serve for the duration of the term remaining.

### **9.2 Regional Education Committee**

9.2.1 In the event that a vacancy occurs on an Education Committee due to the loss of an elected

member, the vacancy will be filled through appointment by the Education Committee of the parish the member represented. The appointee shall serve for the duration of the term remaining;

9.2.2 In the event that a vacancy occurs on an Education Committee due to the loss of an appointed member the vacancy will be filled through appointment by the pastor of the parish the member represented. The appointee shall serve for the duration of the term remaining.

9.3 Persons so appointed must be eligible to hold office.

#### **10). Regional Representation (Elementary Schools)**

10.1). In CISVA elementary schools where there is a large number of families that are registered at parishes elsewhere in the Archdiocese other than the parish at which the school is located, these families will have representation on the school's Education Committee provided the following criteria are met.

The Parish Education Committees at a school, with the consent of the Pastor, can choose to elect from this wider parent community up to two of the five elected members for their Education Committee.

Such members will be known as Regional Representatives (elected). One elected position will be assigned provided there are 20% of the families whose children attend the school but are registered at a parish other than the parish with the school. A second elected position will be assigned where 40% of families meet this threshold.

10.2). Nominations: In such cases the nomination process for prospective Regional Representatives (elected) candidates will require the endorsement to stand for election by both the pastor of the parish with the school and the pastor of the parish at which the family is registered.

10.3). Voter's List: A voter's list will be prepared by the Principal of the school that provides the names of families whose children attend the school but are registered at parishes other than the parish that has the school. This list will be given to the Elections and Procedures Sub-Committee of the parish with the school. Only those names on this list are eligible to vote for the slate of Regional Representatives (elected) candidates.

10.4). Election: While Education Committee elections take place on the last Sunday of May there is provision for advance balloting the week prior to the last Sunday in May. In this way, eligible voters for the slate of Regional Representatives (elected) can vote provided arrangements are in place. The Principal should work closely with the Elections and Procedures Sub-Committee to ensure that advance polling stations are made available for these voters at the school.

#### **MAJOR COMPLAINTS – CISVA POLICY 302 (FEB 1, 2022)**

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 believes in the importance of all members of the CISVA Community working together to create a positive and unified school culture that inspires success for every student. The values of trust, respect, responsibility, and collaboration set the tone for how the entire Catholic school community works together to pursue a common vision. From time to time, issues may arise where members of the community may differ in their perspectives.

### **Policy**

CISVA seeks to ensure that complaints are dealt with in a confidential and timely manner that reflects mutual respect and the principles of procedural fairness. All parties involved are expected to maintain confidentiality with respect to any information they obtain during a complaint investigation, and to conduct themselves with Christian charity.

### **Procedure**

Every effort should be made whenever possible to resolve the issue by the parties directly involved. If the issue cannot be resolved at this level, then a formal written complaint can be brought forward following the procedures outlined below. Procedures for dealing with such situations should ensure that:

- Issues are handled as near the source as possible.
- All parties involved in the complaint are given a fair opportunity to respond and provide their perspective.
- Complaints are dealt with in a courteous confidential and constructive manner
- Complaints are investigated and resolved expeditiously.

### **Informal Resolution**

Issues and concerns should, wherever possible, first be brought to the attention of the person(s) involved to attempt to resolve the matter. If a formal complaint is filed before that person has been consulted with, then the Complainant will be asked to explain why such a discussion has not taken place. Unless there are extenuating circumstances, the complaint process will generally be deferred to allow a discussion to take place. If the Complainant is not comfortable with a face-to-face meeting with the respondent but still desires an informal resolution of the complaint, the Complainant may request the assistance of another colleague, staff member or trusted person to help facilitate a resolution.

Other individuals may be included in this process as appropriate to assist in resolving the matter. Advisors might include the Pastor, Chairperson of the Education Committee, a representative from the Superintendent’s Office or others to help facilitate a resolution of the issue. Informal resolution may also include a process of mediation facilitated by the Superintendent’s Office.

## **Formal Complaint and Investigation**

If the issue cannot be resolved by the parties directly involved, and if the Complainant wishes to pursue the matter further, the Complainant will be asked to complete a Major Complaint using the “Notice of Major Complaint” form attached to this policy, which is to be submitted to the investigating body (identified below). The Complainant should also supply any supporting documentation.

Unless there are extenuating circumstances (such as safety concerns), a copy of the Notice of Major Complaint form and supporting documentation, will be provided to the Respondent(s) for their review and response. The Complainant should raise any such concerns at the time of filing the Complaint. Depending on the circumstances, alternate methods of informing the Respondent of the complaint might include providing a verbal or written summary of the complaint or taking other precautions to protect the privacy of the Complainant while also preserving the fairness of the process for the Respondent(s).

Where a Complaint concerns more than one Respondent, the Complainant should submit separate complaint forms. The investigating body may decide to investigate the matters jointly, or separately.

The investigating body will then investigate the matter in an effort to obtain the facts necessary to reach a decision. Such investigation may include but is not limited to:

- Review of the information and documents supplied by the Complainant and Respondent(s);
- Interviews of the Complainant or Respondent(s);
- Interviews of witnesses;
- Reviews of additional documentation, including School and CISVA policy.

Throughout the investigation, the investigating body will be guided by principles of procedural fairness which includes ensuring that both the Complainant and Respondent have a fair opportunity to be heard and are informed of relevant information gained through the investigation process.

If appropriate, the investigating body may bring in a designate with expertise to assist in the process, including to conduct the investigation. In addition, the Superintendent (or his/her designate) may be consulted at any time for guidance regarding the investigation process. Where a complaint involves educational policy or educational matters, then the investigating body must consult with the Superintendent (or his/her designate) before reaching a decision on the matter.

The investigation should be completed in a confidential and timely manner. If an investigation is expected to take longer than 7 days, the parties to the Complaint should be informed and provided an expected timeline for the investigation to be completed. Unless there are unexpected circumstances (including but not limited to complexity or severity), investigations should be concluded within 7-14 days.

Both the Complainant(s) and Respondent(s) are entitled to be informed of the outcome of the investigation, and where corrective action is taken, the nature of the corrective action. The

extent of the information supplied to those individuals will take due account of the privacy interests of those impacted by the decision.

In the event that disciplinary action is recommended as a result of the findings reached in an investigation, the investigating body must consult with and obtain approval from the Superintendent (or his/her designate) prior to releasing its decision.

### **Appeals Process**

Either party can appeal the decision of the investigating body. The appeal should be filed within 7 days of receipt of the decision, and a copy of the appeal will be supplied to the Superintendent (or his/her designate). The procedures for an appeal are outlined below.

If a member of the appellate body was consulted or involved in the investigation, that individual must recuse themselves from involvement in the appeal process.

The appellate body will form a sub-committee responsible for reviewing the findings of the investigation. The Sub-committee will then report their findings and their recommended resolution to the appellate body for ratification.

An appeal is not a re-hearing of the original complaint, nor is it an investigation into the underlying facts of the complaint. The focus of the appeal is on procedural fairness and adherence to applicable School and CISVA policy.

The decision of the investigating body will not be overturned if CISVA and School policy were fairly and appropriately applied.

Generally speaking, the appeal will be based on the decision under review, and the written submissions of the Complainant and Respondent(s). The appellate body may also request additional information and submissions from the investigating body as necessary to understand the investigation and decision-making process. Throughout the appeal, the appellate body will be guided by principles of procedural fairness including ensuring that the participants have a fair opportunity to be heard.

If appropriate, the appellate body may bring in a designate with expertise to assist in the appeal process. In addition, the Superintendent (or his/her designate) may be consulted at any time for guidance in regard to the appeal process.

The Complainant(s), Respondent(s), as well as the investigating body, are entitled to be informed of the outcome of the appeal. The extent of the information supplied to those individuals will take due account of the privacy interests of those impacted by the decision. Appeals should be conducted in a timely manner. In the event that the appellate body expects that it will take longer than 14 days to reach a decision, both the Complainant and Respondent should be informed.

Where there is a second level of appeal, the same principles apply. An appeal should be filed within 7 days. The decision of the appellate body will not be overturned if CISVA and School policy were fairly and appropriately applied.

### **General**

Requests for extensions of timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.



Nothing in this policy restricts an investigating body or appellate body from adjusting the investigation or appeal process where necessary and justified, to ensure the safety and well-being of participants, while also ensuring that principles of procedural fairness are maintained.

### **Independent School Ombudsperson**

If either the Complainant or Respondent disagrees with the decision of the final appellate body, then they may request a Catholic Independent Schools of BC (CISBC) Ombudsperson to review the appeal no later than fourteen (14) days after the decision is received.

The names and contact information of the CISBC Ombudsperson shall be obtained from the Superintendent. The procedure and scope of the Ombudsperson's review shall be communicated to the appellant by the Superintendent's Office. The outcome of the Ombudsperson's review shall be communicated to the appellant by the Superintendent (or his/her designate).

The CISBC Ombudsperson does not have the ability to review complaints concerning employment matters. To file a complaint concerning bullying and harassment, please refer to CISVA Policy 321.

#### **1.0 Complaint involving all employees and all others under the supervision of the Principal.**

- a. Submit Complaint to: Principal (Note: If the Complaint is against more than one individual, and one of those individuals is the Principal, the Complaint should be submitted directly to the Education Committee).
- b. Investigating body: Principal or Vice-Principal (as appropriate).
- c. Appeal: Education Committee Sub-Committee of the School (note: the Sub-Committee must include the school's Pastor/Archbishop's Representation or his delegate).
- d. Second level of appeal: Board of Directors of the CISVA.

#### **2.0 Complaint Involving a Principal**

- a. Submit Complaint to: Chair of Education Committee.
- b. Investigating Body: Education Committee Sub-Committee of the School (note: the Sub-Committee must include the school's Pastor/Archbishop's Representation or his delegate).
- c. Appeal: Board of Directors of the CISVA.

#### **3.0 Complaint Involving an Education Committee Member**

- a. Submit Complaint to: Another member of the Education Committee.
- b. Investigating Body: Education Committee Sub-Committee of the School (note: the Sub-Committee must include the school's Pastor/Archbishop's Representation or his delegate, and the education committee member who is the subject of the complaint must be recused from all aspects of the investigation).
- c. Appeal: Board of Directors of the CISVA.

#### **4.0 Issue Involving the Pastor of the School**

- a. Submit Complaint to: CISVA Superintendent.
- b. Investigating Body: Roman Catholic Archbishop of Vancouver.
  - c. Please note that such complaints will be handled using the RCAV procedures for complaints.

**5.0 Issue involving the Superintendent’s office**

- a. Submit Complaint to: CISVA Board of Directors.
- b. Investigating Body: Sub-Committee of the CISVA Board of Directors.

<p>References Policy 321 – Harassment/Bullying Prevention</p>	<p>Approved Board of Directors</p> <p>Date 1 March 2005</p>
<p>Cross-reference Policy 426 – _Suspensions and Expulsions</p>	<p>Revised 5 February 2008 5 May 2009 6 March 2017 5 June 2018 5 February 2019 1 February 2022</p>

## NOTICE OF MAJOR COMPLAINT

Submitted by (Name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone Number		E-mail address	
Work Phone Number			
Cell Number			

Please be as detailed as possible in filling out this form. If you require more space, please attach additional pages to this Notice of Major Complaint. Please also enclose with this Notice of Major Complaint any and all documents, notes, or correspondence that you believe to be relevant or of assistance in considering this Notice of Major Complaint.

1. This complaint is made against \_\_\_\_\_ (the **“Respondent”**)

2. What is your relationship to the school? (staff member, parent, etc.)

3. Please describe the nature of your complaint, including the details of any and all conduct complained of (the **“Conduct”**), the names of all persons involved and witnesses to the events. Please be as detailed as possible, including where and when the Conduct took place.

4. How did you learn of the Conduct (i.e. personally witnessed it, learned of it from other staff, or informed by a student?) If you learned of the Conduct from a secondary source, please provide details of that source, and if the source is aware that you are filing this complaint.

5. Please describe any and all attempts that you have made to discuss your concerns with the Respondent and when those attempts occurred. If you have not discussed your concerns with the Respondent directly, please advise of the reasons why you have not done so prior to submitting this Notice of Major Complaint.

6. What would you like to see occur as a result of this Notice of Major Complaint (i.e. the outcome)?

7. Please list the names of any other persons who you believe have information regarding the Conduct.

In signing below, you confirm each of the following:

(a) you have reviewed CISVA Major Complaints Policy 302 prior to submitting this Notice of Major Complaint;

(b) it is your intention that this Notice of Major Complaint be made as a Major Complaint pursuant to CISVA Major Complaints Policy 302;

(c) you understand that you must maintain confidentiality with respect to all aspects of the Major Complaints process and related investigations or processes and that you are expected to conduct yourself throughout this process in accordance with Christian charity and all CISVA policies, including but not limited to the CISVA Harassment /Bullying Prevention Policy 321;

(d) you understand that a copy of this Notice of Major Complaint will be provided to the Respondent for his or her response and that copies may also be provided to the relevant Parish or Regional Education Committee and the Office of the Superintendent, in addition to the school's principal and pastor and other necessary parties, as appropriate, for their records, review, and investigation;

(e) you understand that in the course of investigating the Conduct, the school principal, the school pastor, the Office of the Superintendent, or the relevant Parish or Regional Education Committee, or representatives of one or all of them, may request that you

provide further documents or information and you agree to cooperate with all such requests to the best of your abilities;

(f) all of the contents of this Notice of Major Complaint are true and accurate to the best of your knowledge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**CISVA's MISSION STATEMENT**

*Our Catholic schools provide each student with an education rooted in the Gospel of Jesus Christ.*

*Guided by the Holy Spirit and Catholic teaching, in partnership with home and parish, our schools foster the growth of responsible citizens who will live, celebrate, and proclaim their faith.*

Adopted as of July, 2022