



Our Lady of Fatima School
LOCAL POLICIES MANUAL


Updated January 2018

The PEC will keep this manual updated on an ongoing basis. The PEC Policy Review subcommittee with review at the beginning of each school year the local school policies, update them, bring to the PEC any changes for approval, create new policies when necessary and forward updates to all PEC members and the principal. The principal will share the updated information with the school staff. The PEC will be responsible to update the manual in the school website.

Policies in this manual should follow the same template and format.

LOCAL POLICIES (click or CTRL click on the link to go to each policy)

1. [Field Trip Policy](#)
2. [Pets Policy](#)
3. [Personal Electronic Devices and Technology Policy](#)
4. [Tobacco and Vapor Policy](#)
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6. [Drinking Water Testing Policy](#)
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	POLICY	N: OLF-P1	
	FIELD TRIP	Title:	Version: V2
			Approved by: PEC 2017-2018
			Approval Date: Dec 6 th , 2017
			Revision dates:

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 participate 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 | - Vancouver Symphony |
| – Science World | - Track Meets |
| – Grouse Mountain | - UBC Botanical Gardens |
| – Apple Barn Pumpkin Farm | - Power House at Stave Falls |
| – Laity Pumpkin Patch | - A Rocha Canada |

- Mission Abbey
- Maritime Museum
- Pacific National Exhibition (PNE)
- Vancouver Holocaust Centre
- Allouette Watershed

6. Transportation of Students by Private Vehicles

Local field trips will include the Tri-City area, Burnaby and New Westminister. 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

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	POLICY	N: OLF-P2
	PETS	Version: V1
		Approved by: PEC 2017-2018
		Approval Date: Dec 6th, 2017
		Revision dates:

Policy Statement

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 behaviour.

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.

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	POLICY	
	PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY	N: OLF-P3
		Version: V1
		Approved by: PEC 2017-2018
		Approval Date: Dec 6 th , 2017
	Revision dates:	

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 behavioural 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

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	POLICY	N: OLF-P4	
	TOBACCO AND VAPOR	Title:	Version: V1
			Approved by: PEC chair 2016-2017
			Approval Date: Jan 2017
			Revision dates: Dec 6 th 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

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	POLICY	N: OLF-P5
	SPECIAL LEAVE REQUESTS Support Staff	Version: V2
		Approved by: PEC 2011-2012
		Approval Date: Sep 2011
		Revision dates: Mar 5 th , 2018
Title:		

Policy Statement

The Employment Standards Act will be the minimum standard followed in all instances of leave of absence, where applicable.

The Our Lady of Fatima Parish Education Committee (PEC) recognizes that from time to time an employee may require special leave from their job in order to attend to pressing personal matters. The PEC acknowledges that, although there is a special leave policy defined by CISVA for teachers (CISVA policy 310 - Employee Leaves of Absence), CISVA does not provide an equivalent policy for support staff and advises that this must be determined at the local level. To maintain consistency and internal equity amongst the entire staff a similar policy must be implemented.

Policy

Upon request to the Employer, with at least two weeks notice where possible, an employee may be granted days of Special Leave per school year for pressing personal business that cannot be dealt with at any time other than during the school day.

The Parish Education Committee may grant a leave of absence with or without pay and with or without benefits, on written application from the employee for compassionate or other reasons accepted by the Employer. Such leave is to be considered in its entirety and not to extend beyond the term of the contract year.

Procedures


1. The PEC will mandate the Principal to determine the appropriate granting of Special Leave.

2. Special Leave requests up to three (3) days will be approved by the Principal. Special leave requests that go beyond 3 days (cumulative) within a single school year must be presented to the Education Committee for approval.
3. Each instance of request for Special Leave will be dealt with independently, and on its own merit.
4. Special instances may require consultation with the Pastor and/or the PEC chairperson.
5. Special leave requests must be made in writing, must include the date and reasons for requested leave, and must be signed and dated by both the Principal and the employee.
6. Ordinarily, these days may not be taken: just prior to, immediately after a school vacation period or long weekend, holidays, or on days requiring the presence of the entire staff (i.e. special staff days, etc.).

RESOURCES

CISVA Policy 310 – Employee Leaves of Absence

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	POLICY	N: OLF-P6
	DRINKING WATER TESTING	Title:
		Version: V2
		Approved by: PEC chair 2016-2017
		Approval Date: Mar 2017
Revision dates: Feb 5 th , 2018		

Policy Statement

Independent school authorities are responsible for ensuring the overall safety of their facilities, including, the quality of drinking water within their systems and plumbing. Independent school facilities must comply with the enactments of British Columbia, including those relating to health, safety, and water quality.

Policy

Our Lady of Fatima School takes seriously the importance of providing safe, healthy drinking water to students, staff, and visitors by ensuring the water drinking quality at the school complies with Water Management Best Practices and the *Drinking Water Protection Act*.

Our Lady of Fatima School is working collaboratively with the Senior Environmental Health Office at Vancouver Coastal Health (Richmond, BC) to establish a comprehensive evaluation and management plan to test for lead levels in drinking water at the school.

1. Evaluation and Assessment

A. Overview

- Date of piping for Main Building
- Typical water quality in the system of Municipal Richmond
- Map of plumbing system of Our Lady of Fatima School

B. Areas that provide Drinking Water and Food Preparation

- Drinking water fountains: (3) three in total
- Tap in Staff lunchroom: (1) one

Key locations that require water assessment and flushing: (2) two water fountains and kitchen taps.

Accredited laboratory for Richmond, BC: **CARO Analytical Services** for sampling, assessment and data analysis report.

2. Communication of Findings

Findings are to be communicated by the school administration to the local health authority within two weeks after the assessment report is completed.

3. Long-Term Management Plan

Under the direction and care of the Facilities Department / School Administration:

- Facility Drinking Water Flushing Record: After Christmas, spring and summer break
- Water Sampling and Assessment: Yearly

If/when the school lead sampling history is elevated above 10 micrograms per litre, flushing will need to occur **daily**. Otherwise, flushing will occur **weekly**.


RESOURCES

Vancouver Coastal Health: Recommendations of the Medical Health Office to School Districts (2016)

Vancouver Coastal Health: School Flushing Program Development Guide (2016)

Vancouver Coastal Health: Flushing, Sampling and Testing Information for Drinking Water (2016)

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	POLICY	N: OLF-P7	
	ELECTRONIC COMMUNICATION	Title:	Version: V2
			Approved by: PEC 2012-2013
			Approval Date: Mar 2013
			Revision dates: Mar 5 th , 2018

Policy Statement

Communication to parents on matters specific to their child and/or children (educational, behavioural, medical, etc.), school related activities (field trips, assemblies, masses, etc.), school related procedures (uniforms, bell schedule, safety, snow day, etc.) and general information; is critical component of the day-to-day operation and functionality of the school. All methods of communication (verbal, electronic, paper hardcopy, etc.) are utilized by the school administration, school teachers, school support staff, Parish Education Committee (PEC) and the Parent Participation Coordinators.

The proper and appropriate implementation of communication is essential to the accountability of the school, the PEC and the Parent Participation Coordinators to the parents.

Policy

The school administration, school teachers, school support staff, PEC members and Parent Participation Coordinators will have access to all parent email addresses (as consented in the registration form) for the sole purpose of communicating specific information related specifically to their respected responsibility or responsibilities. Use of email addresses, that are provided in the registration form, for any other purpose than school related activity communication is strictly prohibited.

Procedure

1. All electronic communication from the administration, teachers, school support staff and PEC members must use email addresses with “@fatimaschool.ca” domain name only.
2. All Parent Participation Coordinators and Classroom Parents must strictly use the OnVolunteers portal to communicate with parents.
3. Any email communication by Parent Participation Coordinators and/or Classroom regarding information about the PPH program should be reviewed and authorized by the PPH Coordinator prior to be sent to parents.


4. Any email communication initiated and drafted by Parent Participation Coordinators and/or PEC members; that is considered outside of the normal day-to-day communication, must be reviewed and authorized by the PEC Chairperson before submission to parents.
5. Any email communication initiated and drafted by teachers and/or support staff; that is considered outside of the normal day-to-day communication, must be reviewed and authorized by the school administration (Principal or Vice-Principal) before submission to parents.
6. All responses to parents should reflect respect, simplicity and kept to the core of the matter. Present objective information without taking a stand.
7. PEC members should avoid the use of their professional titles or credentials when signing emails to other school parents or entities on behalf of the school. PEC members should ONLY use the title of their PEC role, i.e.:
NAME
PEC Maintenance Coordinator
École Notre Dame de Fatima – Our Lady of Fatima School
8. Email addresses referred to in this policy are those that are recorded and obtained from “CONSENT FORM FOR THE USE OF PERSONAL INFORMATION” section of the school registration forms submitted by parents. All other email addresses outside of the school registration forms are not included in this policy.
9. Email address lists compiled and obtained by parents at the classroom level for inter-parent email communication is not included in this policy.
10. All receiver email addresses must be inputted into the “BCC” (Blind Carbon Copy) field of the email. The sender must input their email addresses into the “To:” field of the email.
11. Every sent forwarded and/or reply email must include the following statement as part of the email body:

This email is intended only for the individual named above. Any distribution, use or copying of this email or the information it contains by other than an intended recipient is unauthorized. If you have received this email in error, please delete immediately.

RESOURCES

Personal Information Protection Act (PIPA) 2003

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	POLICY	N: OLF-P8	
	ANTI-BULLYING	Title:	Version: V2
			Approved by: PEC 2017-2018
			Approval Date: May 16 th , 2018
			Revision dates:

**“LOVE ONE ANOTHER AS I HAVE LOVED YOU”
(John 13:34)**

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
- 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.

RESOURCES

CISVA Policy 408 – Anti-Bullying

Our Lady of Fatima School “Project Respect” (Positive Behaviour Support Initiative)

Ministry of Education Resources

“Safe, Caring and Orderly Schools – A Guide”

“Focus on Bullying – A Prevention Program for Elementary School Communities”

“Keeping it Safe – A Guide for Parents of Students K-12”

“Call It Safe – A Parent Guide for Dealing with Bullying in Elementary Schools”

“Call It Safe – A Guide for Dealing with Harassment and Intimidation in Secondary Schools”

www.erasebullying.ca

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