

## Immaculate Conception School

### Policy Manual

This policy manual supplements and does not supercede or replace the policy manual of the Catholic Independent Schools of the Vancouver Archdiocese which can be found at [www.cisva.bc.ca](http://www.cisva.bc.ca).

### PEC Welcome Letter

#### **Dear Parents:**

On behalf of the Parish Education Committee (PEC), welcome to Immaculate Conception School. As parents we try to offer our children the best in education. By choosing to send your child to a Catholic School, you acknowledge that Christ is the centre of education. Immaculate Conception School provides a rich environment of growth in the faith.

The curriculum at Immaculate Conception achieves the B.C. Ministry of Education requirements and is enriched with a religious program that is approved by the Archdiocese of Vancouver. At Immaculate Conception, we strive to develop each child's respect for him/herself, their peers, teachers, staff and parents, as well as for the community. Together, we can prepare our children for a successful future.

The Parish Education Committee welcomes any and all feedback. If you have any comments, questions, suggestions or concerns, please contact one of the committee members or our Principal, Mr. Maurice Jacob. PEC meetings are held every month with dates listed on the school website calendar. Parents wishing to speak at a PEC meeting must notify the committee in writing at least 7 days in advance of the meeting.

Thank you for entrusting your children to Immaculate Conception School. We look forward to a very successful year for all our children.

Yours Truly,

Parish Education Committee

## **Admissions Policy**

Recognizing the need for limitations on the enrollment at Immaculate Conception School, policies have been established to prioritize applications for admission.

Application for enrollment will be given preference in the following order:

1. Children presently enrolled, and their siblings whose families are registered members of Immaculate Conception Parish and who are up to date in their payment of fees and parent participation.
2. Children of registered families of Immaculate Conception Parish who have previously applied.
3. Children of families registered in Immaculate Conception Parish.
4. Children transferring from other Catholic schools with a recommendation from the previous pastor.
5. Children of Catholic families not registered in Immaculate Conception Parish.
6. Children of non-Catholic families.
7. Children of families registered in the school who are delinquent in their fees and/or parent participation.

## **Major Complaints Policy**

Major complaints are processed in accordance with CISVA (Catholic Independent Schools of the Vancouver Archdiocese) Major Complaints Policy 302 which is available online (<https://cisva.bc.ca/home/policy-manual/>) or can be requested from the school office.

Parents, students, teachers and support staff form an integral part of the Catholic school community. From time to time issues may arise where the concerned parties differ in their perspectives. Each member of the community is expected to follow the appropriate complaint procedure. All parties must maintain confidentiality with respect to all aspects of this procedure.

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

- The Principal will clarify the issue(s) of disagreement and document all matters pertaining to the issue and its resolution and determine what policy(ies) of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson of the Education Committee and a representative from the Superintendent's Office, or others, to facilitate a resolution of the issue. This may include a process of mediation as facilitated by the Superintendent's Office.
- The Principal, having made a judgment to resolve the issue, shall promptly notify both parties of the resolution in writing within seven (7) days of receipt of the complaint. In this written notification, the parties must be informed of the available appeal process.
- If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven (7) days after the Principal's decision has been received.

## **Curriculum**

### **Promotion**

The Principal, in consultation with teachers, will decide the grade promotion for students. In all cases, parents will be consulted.

### **Evaluation**

There are three formal written term reports during the school year to communicate student learning. Conferences and interim reports supplement these to ensure parents are aware of ongoing student progress.

### **Academics**

The school follows the curriculum prescribed by the Ministry of Education in British Columbia in conjunction with the guidelines established by the Archdiocese of Vancouver.

### **Learning Resources**

Learning resources that are used in the classroom will be evaluated and approved with due consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness and conformance with Church teaching and CISVA's overall mission and purpose.

### **Religious Education**

The school uses a variety of programs and resources approved by the Archdiocese of Vancouver which are supplemented during the study of the liturgical year and feast days.

During the year there are regularly scheduled School Masses. Students are given an opportunity to share in the preparation of these Masses. All students are expected to participate fully in the celebration of the Eucharist and other Church related functions. The dates of these Masses are listed on the calendar sent home each month.

### **Prayer Partner Program**

A special feature of Immaculate Conception School is the Prayer Partner program in which older students are paired with younger students. The partner classes meet weekly and also go on various outings together such as bowling and skating. It is hoped that through this program our students will learn to develop a greater sense of responsibility and friendship for each other while mentoring the younger students in their faith, reverence and behavior.

### **Homework**

Homework will be assigned to students on a regular basis to help develop self-discipline and good study habits. Homework may consist of review and practice of skills and knowledge as well as the completion of incomplete classwork and project-based learning. Regular home reading is encouraged and assigned to develop important literacy skills. Students are responsible for completing their homework. Parents and teachers play a role to ensure that homework is completed. It is the policy of this school to expect assigned homework to be completed and turned in on time.

## Field Trips

### **Outdoor Education Program**

The Immaculate Conception School Outdoor Education Program may include the following activities:

- classroom/school field trips
- skating/skiing
- Grade Seven Outdoor Education program

### **Extra-Curricular Activities**

Immaculate Conception School offers a variety of extra-curricular activities in the area of Fine Arts, Athletics, Academics and Service. All students are encouraged to participate in one or more of these extra-curricular activities. Any student who neglects his/her studies may be denied participation in these activities until he/she shows improvement. This decision will be made by the Administration in communication with the parents, the coach or director of the extra-curricular activity and the classroom teacher.

### **Field Trips**

The staff at Immaculate Conception school are obliged to inform parents and obtain their permission for their children to participate in all school field trips. Parents will be asked to complete a "Field Trip Consent Form". This form is intended to inform parents of the purpose of the trip as well as the possible risks involved in the activities that the children will participate in while away from the school. No student will attend an out of class field trip without parental permission. If there are any concerns about a field trip, contact the teacher immediately.

### **High Risk Field Trips**

In the case of High Risk Field Trips such as the Grade 7 Outdoor Education Field Trip, parents will be asked to complete a "High Risk Field Trip Consent Form". This form is intended to inform parents of the purpose of the trip as well as the possible risks involved in some of the activities that the children will participate in while away from the school. Any parent who has children participating in "High Risk Field Trips" must complete all forms and understand the nature of such trips.

## Assemblies

### **General Assemblies**

Regularly scheduled General Assemblies are designed to develop the spirit of Christian Community within the school by enabling students to share their talents and creativity with their fellow students, teachers and parents. General Assemblies for the school year are printed on the calendar in the calendar sent home each month.

### **Special Assemblies**

From time to time the Administration will bring the entire student body together to review rules, to present students with awards, or to make special announcements.

## PIPA

### **Personal Information Protection Act (PIPA)**

Under this Act, our students, parents and employees' rights are protected. The school has put into place policies which require the collection of personal and financial information in a manner that is secure and safe. We adhere to the Act and will protect each individual's rights and use the personal information to provide your children with the best possible educational services as set out in our school's Mission Statement.

## School Attendance

### **School Closures**

In the event of school closure due to severe weather, please visit the school web site at [icdelta.org](http://icdelta.org) or listen to CKNW 980 for details. A notification will also be sent out via email and Remind text message alert. If the school will be closed, an announcement will be made between 6:30am and 7:00am and repeated often on the radio. Please do not call the school.

### **Lateness, Absences and Early Dismissals**

Whenever a student is going to be absent or significantly late, a phone call to 604-596-6116 or email to the office to [info@icdelta.org](mailto:info@icdelta.org) is required before 8:45 A.M. In addition, whenever a student is absent from school, a note must be sent to the school when the he/she returns, giving the reason for the absence even though a phone call has been made to the office. A note is essential for school records and is required by the Ministry of Education. If an email has been sent to [info@icdelta.org](mailto:info@icdelta.org), this serves as both notification to the school and the parent note.

Notes are also required to explain extraordinary lateness or to request early dismissal. For an early dismissal, the note should be handed to the classroom teacher first thing in the morning. After the teacher has initialed the note, it is brought to the office along with the teacher's attendance book. When the student leaves the school, he/she must notify the office of their departure. A student who is late or returning to school after an appointment must first report to the office to obtain a late slip. No late student may enter a classroom without this slip.

Whenever an intermediate (grades 4 – 7) student returns to class after an absence, it is the student's responsibility to meet the teacher to get work, assignments or quizzes that were missed. It is not the teacher's responsibility to pursue students in these matters.

### **School Timetable**

The organization of the school day is marked by the ringing of school bells according to the schedule printed below. Expectations for students during these times are described in the next section of this handbook.

Students are expected to be engaged in school activities from 8:50 A.M. to 3:00 P.M. The schedule for grades K – 7 are listed below.

8:35            School doors open for students

8:50            School Begins

10:30	Morning Recess Begins
10:45	Morning Recess Ends
12:00 noon	Noon Recess
12:30	Recess Ends, Lunch begins
12:45	Lunch Ends
2:55	Prepare to Dismiss (2:10 P.M. on Mondays)
3:00	Dismissal (2:15 P.M. on Mondays)

## **School Bus**

### **Automobile Liability (Volunteer Drivers)**

The Archdiocese of Vancouver has a special liability policy that increases the person's liability coverage for each volunteer driver when transporting students to and from school activities (i.e. Field Trips, sports events, etc.).

Bus fees are reviewed annually by the PEC. All bus fees are paid by Electronic Fund Transfer (EFT) at the same time as tuition on the first day of each month.

### **School Bus Service**

The Education Committee authorizes all policies and procedures relating to the operation of the school bus. Parents interested in the School Bus Service are to complete the application available through the school office. Completed applications can be returned with the Registration package. The routing of the school bus and acceptance of ridership will be determined before the first day of school. All applicants will be contacted.

Notifications regarding interruptions to school bus service will be disseminated via email.

## **School Safety**

### **Bicycle Safety**

Students who ride their bicycles are asked to follow all regular traffic regulations. Students should walk their bicycles through all crosswalks. No student is permitted to ride a bicycle on the school grounds. Bicycles should be walked from the entrance to and from the bicycle rack area. All bicycles are to be locked to the bicycle rack.

### **Traffic Safety**

Everyone is required to follow the traffic pattern and obey the directions as established by the school. Special care should be taken at the beginning and the end of each school day (during drop off and pick up times). Detailed procedures are outlined at the end of this handbook. It is the parent's responsibility to ensure that all drivers who assist with pick-up or drop-off of students are aware of and abide by these procedures.

### **Safety Drills**

Immaculate Conception School follows the fire drill procedures required by the Delta Fire Department. Fire Drills are held in both school buildings once every two months. Expectations for these drills are given to all teachers and substitute teachers and are posted in the classrooms. Immaculate Conception School also follows the outline of earthquake drill published by the CISVA “Responding to a School Emergency.”

Immaculate Conception School follows the School Lockdown procedures established by the Delta Police. Code Yellow drills are held at least twice per year. Expectations for these drills are reviewed with staff annually as are the procedures to follow in a Hold and Secure or Lockdown situation.

### **Drinking Water Testing**

Drinking water supplies (sinks and fountains) for staff and student use are tested every three years for lead and other contaminants as per CISVA policy. The results of these tests are reported to the CISVA and the Ministry of Education. Remedial action is taken as required to ensure all supplies are safe for consumption.

## **Special Areas**

### **School Property**

Students are responsible for any damage or loss to school issued textbooks, equipment and sports uniforms. Textbooks and notebooks not left in desks or on shelves at school should be taken home for the night.

### **School Bus**

All school policies apply to the school bus and public transportation. There is to be no eating or chewing of gum on the school bus. The bus driver will report any incidence of inappropriate behaviour to the Principal or Vice-Principal and the parents will be notified. A second incident will result in a five school day suspension from the bus. Any further incident will result in expulsion from the bus as well as other possible consequences. The Principal, in communication with the Chairperson of the PEC, is responsible for making this decision. Willful damage to the bus is a serious infraction. Parents of students involved will be expected to make full restitution.

### **Leaving the School Grounds**

Students are not permitted to leave the school grounds during school hours unless they are in the company of a parent/guardian. These guidelines are in effect for all school-related activities before, during, or after school. Students are not permitted to run errands during the lunch or recess break. Students are required to follow all school rules on the way to and from school. Students are strongly discouraged from going to corner stores on their way to and from school. Parents are encouraged to reinforce these rules.

### **School Grounds**

Students may use the school grounds for play in their designated areas.

Areas where play is not allowed are:

- In or around the Church and Rectory
- In or around the PREP office

- In the teacher parking area (South and West of the Annex)
- Behind the Main Building

### **Big Toy & Playground Area**

Students are permitted to use the Big Toy during school hours according to the printed schedule and only when under the supervision of an adult. The Big Toy area is not available for play before and after school. No running or chasing or aggressive behaviour is permitted in the Big Toy area.

### **Gymnasium**

Students are permitted in the gymnasium only under the direct supervision of a teacher. During intramural events, pep rallies and athletic contests, students are expected to show enthusiasm, sportsmanship, respect and appropriate behaviour. The use of the gym during school hours is to be coordinated through the Administration and the Athletic Director. Requests for evening use for school activities must be made to the Administration.

### **Office Area and School Telephone**

The phone in the main office only is available to students in emergency situations and with the permission of the office staff. Forgetting a lunch, school money, a gym uniform and making after school arrangements are not emergencies. Students must be responsible in these matters.

### **Parish Education Committee**

The Parish Education Committee will assist the Pastor in the operation of the school as outlined in the CISVA Policy Manual (<https://cisva.bc.ca/home/policy-manual/>). The Education Committee is composed of the Pastor, the Chairperson and six other members. Five members are elected and the Pastor appoints two. Eligibility, term of office and responsibilities are outlined in the CISVA Policy Manual. The Education Committee shall meet at least ten times per year. All members are expected to be in attendance at all meetings. The Chairperson heads all Education Committee meetings.

Education Committee members should develop an informed understanding of the nature and operation of the school and other schools to guide them in their decision making. All Education Committee members should become familiar with the online CISVA Policy Manual available on the CISVA website. All members should also be prepared to serve on subcommittees when necessary.

The Principal shall participate in meetings of the Education Committee and shall submit a written operational report. A Teaching Staff Representative shall also participate in these meetings (except for “in camera” sessions) and will present a report. Requests for non-members to speak at these meetings must be in writing and received by the Principal, Pastor and Chairperson at least seven days in advance of the scheduled meeting. Extra-ordinary meetings may be required and may be called by the Chairperson as needed. The Education Committee may also require various sub-committees which may be permanent or temporary.

Permanent role descriptions for the Chairperson, Vice-chairperson, Treasurer, Secretary and Staff Representative are listed below:



## Chairperson

The Chairperson of the Education Committee is to work closely with the Pastor and the Principal. The Chairperson is elected to fulfill the following responsibilities:

- **Authority:** to ensure that the Education Committee uses its authority responsibly in accordance with the Society's policies and guidelines.
- **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.
- **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.
- **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.
- **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.
- **Budgets:** to ensure the Treasurer prepares an annual budget in cooperation with the Chairperson, Pastor, Principal and Facilities & Maintenance person.
- **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.
- **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.)
- **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.
- **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.
- **Superintendent's Office:** to keep the Superintendent informed of all situations that could have a negative, though indirect effect, on the Society. This, in fact, recognizes the parish or regional Education Committee as an extension of the Society.

## Vice-Chairperson

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

- Act as the chairperson during the chairperson's absence;
- Act as the designated Society delegate/representative;
- Ensure CISVA policies are accessible during each PEC meeting;
- Facilitate faith formation in consultation with the Pastor; and

- Carry on any other duties as assigned.

### **Treasurer**

The Treasurer is elected to fulfill the following responsibilities:

#### Budgets

- 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.
- 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

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

#### Reporting

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

### **Secretary**

The secretary of the Education Committee has the following responsibilities:

- Ensure proper and thorough reporting and documentation of all committee-meeting proceedings;
- Take attendance at all committee meetings;
- Duplicate and circulate to all members of the committee the minutes of previous meetings;
- Ensure the minutes are received by members at least one week prior to regular meetings;
- Collect reports from sub committees;
- Reply to and process Education Committee correspondence in consultation with the chairperson; and

- File all correspondence, minutes and reports.

### **Facilities and Maintenance Coordinator**

Facilities and Maintenance Coordinator has the following responsibilities:

- Routine Maintenance: To plan for and undertake regular and routine maintenance of the school's physical plant.
- 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.
- 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.

### **Staff Representative**

The Staff Representative, a teacher under contract, is elected by the staff for a one year term.

The responsibilities of the Staff Representative are to:

- Attend the P.E.C meetings and provide a report; and
- Be a liaison between the P.E.C and staff.

In addition to the above required positions, Immaculate Conception School also has the following roles on the PEC.

### **Parent Participation Coordinators**

The Parent Participation Coordinators are responsible for overall leadership and coordination of the Parent Participation Program, including but not limited to:

- Assignment of responsibilities;
- Tracking compliance and enforcement of the parent participation policy, including levy of fines where appropriate; and
- Resolution of issues.

### **Uniform/Community Building Coordinator**

The Uniform/Community Building Coordinator has the following responsibilities:

- Coordination of uniform checks to ensure compliance with the uniform policy;
- Liaise with the school uniform supplier to ensure issues are addressed promptly; and
- Coordinate community-building activities (e.g. IC Community Fair, movie nights, Dinner/Dance) and fund-raising activities in conjunction with members of the PEC, school community and parish.

## **Uniform And Dress Code**

### **Uniform Policy**

All students attending Immaculate Conception School must wear the school uniform. If, at any time, a student is unable to wear a uniform, a note explaining the reason must be submitted to the classroom teacher. The Immaculate Conception School uniform is as follows:

**All items marked with an asterisk(\*) MUST be purchased from the uniform supplier NEAT Uniforms.**

**Gym Uniform**

- I.C. shirt and shorts (purchased through the school)
- Non-marking white soled runners – to be worn for P.E. only
- Drawstring bag to store gym uniform at school

**Summer Uniform (May 1 - Oct.1)**

- \*Navy walking shorts (Boys)
- \*Navy skort (Girls)
- \*Crested white golf shirt
- White socks— **no sockettes permitted**
- All black dress shoe or solid black runner.

**Girls**

- K-3 \*Plaid tunic, knee length
- 4 -7 \* Plaid kilt knee length
- \*Navy twill pants (plain)
- \*Crested white golf shirt
- \*Navy crested cardigan, v-neck pullover or crested school vest
- White or navy blue knee highs or tights — **no sockettes permitted**
- All black dress shoe or solid black runner. No sandals, open back shoes; two inch heel maximum.

**Boys:**

- \*Navy twill pants (plain)
- \*Navy long sleeved crested pullover sweater, cardigan or crested vest
- \*White crested golf shirt
- All black dress shoe or solid black runner. No high tops permitted
- Solid navy, black or white socks — **no sockettes permitted**

**Note:**

Please keep accessories simple and discreet. For safety reasons, large or dangling earrings are not permitted in school or at school functions.

Students are not permitted to colour, dye, bleach, highlight or streak their hair.

Hair accessories (ties, clips, headbands, etc.) must be the uniform colour: gray, navy, black, or white.

No make-up or nail polish is permitted.

All personal belongings including clothing should be marked with the student's full name.

### **Dress for Recess Activities**

For chilly, cold or inclement weather, students are expected to be dressed appropriately with coats, hats, gloves and boots. On cold days, girls are permitted to bring warm pants to wear during recess times.

### **Non-Uniform Days**

For special occasions, which have a given theme, students are encouraged to dress in the spirit of this theme. However, students may choose to wear the school uniform on these days.

## **Parent Expectations**

### **Mandatory Annual General Meeting**

There is one mandatory annual general meeting (AGM) every year in February, which all families are required to attend. Registration packages are handed out at this meeting.

Registration packages must be returned, in person, at the times and dates announced, usually 2-3 weeks following the AGM. Failure to return the packages on the specified dates will result in an administrative fee of \$50, which will be added to the registration fee. After submitting the registration package, any family that falls into arrears will have their registration suspended and will have their spot filled by another family, unless the arrears are-paid in full.

### **Parent Code of Conduct**

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.

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.

Parents and Guardians 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.
- Show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meetings, Human Growth and Development Meetings, student progress interviews/conferences etc.).
- Ensure their child attends school regularly, is on time and is 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.
- 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.

### **No Smoking or Use of Vapour Products**

There is no smoking or use of vapour products permitted anywhere on parish/school property or in any of the buildings on the property. Drivers or passengers in automobiles which are on the parish/school property are not permitted to smoke or use vapour products either.

### **Parent Participation Program**

Our Catholic School is part of the Christian Community and parents are expected to participate to help support the operation of the school. The Parent Participation Program, which functions under the direction of the Parish Education Committee, supports school operations, reduces costs, and fosters community spirit. The PEC will try to facilitate all the various work programs but it is ultimately the responsibility of the parent to ensure that they complete their participation responsibility as instructed.

Participation is expected to take place between September 1 and June 30 the following year.

- A participating family with children enrolled in the school is committed to a minimum of 40 hours of PEC-approved service per school year.
- It is the responsibility of each family to communicate regularly with their coordinators and to ensure that they complete their assigned Parent Participation hours. Failure to do so by the end of the school year may result in the processing of your parent participation deposits.
- Participating families are required to sign a pre-authorized deposit form authorizing the withdrawal, from their account, of \$100, then \$150 and then \$200 for failure to deliver committed services. If the parent is unable to fulfill their scheduled services, it is the responsibility of the parent to find an approved replacement. If the parent (or replacement) has missed a scheduled session or fails to sign in/out, a debit will be

processed. Subsequent missed scheduled sessions (or failure to sign in/out) will result in further debits being processed.

- A non-participating family will pay an Opt-Out surcharge of \$400.00 over and above the tuition fee in lieu of contributed hours of service. This pre-authorized payment may be processed in two \$200 installments on September 1<sup>st</sup> and November 1<sup>st</sup>.
- Any family that is fined two or more times in one year for missing their Parent Participation shift will be required, by the PEC, to opt-out of the Parent Participation Program the following year by paying the opt-out surcharge.

### **Parent Participation Program Frequently Asked Questions**

Q: We do not know what our parent participation duty assignment is for this year.

A: Please contact the parent participation coordinators *immediately* at [parentparticipation@icdelta.org](mailto:parentparticipation@icdelta.org)

Q: We would like to split our parent participation hours between several different duties.

A: Unfortunately at this time, the parent participation program is not administratively setup to accommodate this request. Parent participation hours must only be earned in the category assigned.

Q: Can I double up my hours and finish my duties by January?

A: Most duties require coverage for the entire school year, participation is expected to take place between September 1 and June 30 (there may be pre-approved exceptions).

Q: What if I am late for my shift?

A: Please make every effort to contact the school office (not while you are driving :) ) to let them know when you will arrive, especially for supervision, hot lunch, etc. This way the office may find an interim replacement until you arrive.

Q: What if I am unable to make my assigned shift time?

A: Your coordinator and the school office must be informed prior to your shift date/time, however, you are responsible for finding an appropriate adult replacement for your shift. Failure to fulfill a shift without warning will usually result in the processing of your parent participation deposit.

Q: We frequently volunteer at Parish and school events. Can these hours count towards my parent participation 40 hours?

A: Volunteer commitments in a Parish or school event will not count towards parent participation hours unless *prior approval* from the PEC has been given. These activities such as driving to/from sports events, fundraising, field trip chaperoning, walkathon, Fun Day, etc provide additional opportunities for parents to participate in the school community and help strengthen our Catholic community. Typically, volunteering for the Parish is not counted as contribution to the school Parent Participation program. Parent participation jobs/duties are pre-approved and set by the PEC so please submit any requests to the PEC for discussion.

### **Traffic Procedures**

Please read and review these procedures with your children and any other adult that may be dropping off or picking up your children.

- Please drive at a maximum of 10 km/h through the parking lot and around the Annex at all times during the school day.
- Using an electronic device behind the wheel is a dangerous distraction. Please refrain from all forms of distracted driving such as using your phone or calling to your child from your moving vehicle.
- There is a series of pylons in front of the school, which outline the drop-off lane in the morning. Please pull all the way forward, to the right, so we can unload as many cars as possible at once. For their safety, make sure the children have their bags ready to exit out of the right side of the vehicle only, as cars are permitted to pass on the left side.
- If your child is not ready to exit the car on their own, or you need to get out of the car to assist the child, then please DO NOT use the drive through drop off lane in the morning as this holds up traffic.
- There is no parking or drop off permitted in the lane behind Lordco Auto Parts, even for a short time. The “no parking” signs posted have been disregarded by many parents as they continue to park in that area at both drop off and pick up times. Please do not park there at any time.
- Students are assigned crossing guard duty and it is their duty to guide pedestrians to cross the traffic path only when it is safe. To show that it is safe, crossing guards display the “stop” sign so that drivers can clearly see, it is then safe for pedestrians to cross. As pedestrians and/or drivers your awareness and patience is appreciated.
- Staff members supervise students at the end of the day from 2:15 - 2:45 on Mondays and 3:00pm - 3:30pm Tuesdays to Fridays. Students who have not been picked up by 2:45 Mondays, 3:30 Tues-Fridays, will be brought to the main office, signed in and will wait there for pickup. Those picking up the students must then come into the office to sign them out.
- We understand that there are times when another adult will be dropping off or picking up your child. We ask that you please share these simple guidelines with them.



