

Our Lady of Sorrows School

In Faith and Love we build Christian Community

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Policy Handbook

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

POSTAL CODE: _____

PHONE: _____ GRADE: _____

OUR LADY OF SORROWS SCHOOL

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THE CATHOLIC SCHOOL

THE CATHOLIC SCHOOL SHARES IN THE MISSION OF THE CHURCH

At the beginning of the third millennium, all those involved in Catholic education are called to build communities of faith and holiness. In partnership with the family and the parish, the Catholic school participates in the saving mission of the Church. By evangelization, catechesis and works of service, the Catholic school builds up both the family of faith and human community. The Catholic school provides religious and moral reference points to help students critically examine the culture around them and build a society enlightened by the values of the Gospel: (Excerpt from the CISVA website www.cisva.rcav.org).

B.C. MINISTRY OF EDUCATION MANDATE

As a Catholic school, ***Our Lady of Sorrows School*** reserves the right to reject any part of the prescribed B.C. curriculum which reflects opinions or attitudes contrary to our Christian philosophy. Our school supports the B.C. Ministry of Education mandate for the Public School System as presented in the following Mission Statement regarding the goals of education and description of the educated citizen. "The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy."

PHILOSOPHY OF THE SCHOOL

Our Lady of Sorrows School sets the attainment of its motto, "***IN FAITH AND LOVE WE BUILD CHRISTIAN COMMUNITY,***" as its ideal goal. Accordingly, while the students are urged to aim for academic excellence in the regular subjects of the curriculum, they are instructed in the Catholic faith as a way of life to be lived with empathy and understanding of others. They are encouraged to attain their full potential – spiritually, intellectually, socially, physically, and culturally. Parents, priests, and teachers share the responsibility of providing the opportunities which will aid the students in acquiring such basic convictions as will enable them to take their place in society as mature, loving, caring citizens, loyal to their country, and faithful to their Christian commitment.

SCHOOL MISSION STATEMENT

Mary, our Blessed Mother, is a model for the staff, students, parents and parishioners at ***Our Lady of Sorrows School*** for her unwavering spirit of being willing to be the handmaid of the Lord. Thus, our willingness to serve is expressed in these words:

OUR LADY OF SORROWS SCHOOL SAYS "YES"

AN AFFIRMATIVE "YES"

TO BE WILLING TO SERVE,

READY TO SACRIFICE

AND OPEN TO CHALLENGE

SO AS TO MEET THE NEEDS

OF EVERYONE IN THE COMMUNITY.

OUR LADY OF SORROWS SCHOOL REGULATIONS INFORMATION

THE FOLLOWING REGULATIONS ARE TO BE OBSERVED:

1. SCHOOL SCHEDULE AND OFFICE HOURS:

Grades Kindergarten to Grade 7

Monday to Friday	8:45 a.m. to 2:50 p.m.
Recess	10:15 a.m. to 10:30 a.m.
Lunch Recess (Gr. K-4)	11:55 a.m. to 12:20 p.m.
Lunch Recess (Gr. 5-7)	12:20 p.m. to 12:45 p.m.

Office hours are Monday to Friday from 8:00 a.m. until 3:30 p.m. Please keep disturbances to the office to a minimum.

Pupils shall enter quietly, move about and leave the building in an orderly manner at all times. When using the stairs, pupils shall ascend and descend on the right-hand side.

Those students who need to arrive at school early are encouraged to attend the **8:00 a.m. daily Mass** instead of staying on the school grounds. The school cannot be held responsible for the safety of any student who arrives before 8:15 a.m. or stays after 3:15 p.m. or 20 minutes after the school bell on regular dismissal days. In such cases, it is the parents' responsibility to find other arrangements rather than leaving children unsupervised on the school premises.

2. LUNCH BREAK

Any food brought to school should be packed in a lunch box with the child's name clearly printed on it (the school is not responsible for any late lunches brought in which are not clearly marked with the student's name). Lunches should be eaten in classrooms within the allotted time. A student shall lose the privilege of remaining at school during lunch break for a given period of time if he/she fails to abide by regulations or proves to be persistently unruly. Parents will be informed before this measure is taken.

3. SCHOOL TELEPHONE/CELL PHONES /PED's

Telephone calls by students during school hours should be restricted to emergencies only. Since the school phone is for business purposes only, students will be allowed to make important calls only with the written permission of the classroom teacher or Principal. **Students may not be called out during class time to receive phone calls.**

- The use of PEDs and school-based technology should in no way interfere with the safety, security and privacy of students and/or staff. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by the school. NO PED's are allowed in class, in bathrooms, or during school time fieldtrips without Teacher approval. No personal social media is allowed to be used or posts sent from school grounds or during school activities on or off site.
- The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been willfully abused.

4. PARENT COMMITMENT

"Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral, and spiritual dimensions of human growth. Intellect, emotions, creative ability, and cultural heritage have a place in the school. Human knowledge and skills are recognized as precious in themselves but find their deepest meaning in God's plan for creation." From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C. by Catholic Bishops of B.C.

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding these commitments, please bring them to the Pastor, Principal, or the Chairperson of the Education Committee who will gladly discuss them with you.

By returning the signed Statement of Commitment with your completed registration package, parents are expected to (but not limited to):

- a) Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass with their children (proclaiming and building the Kingdom of God – see Policy 411 - Family Statement of Commitment).
- b) Be supportive of the mission of the Catholic Church and supportive of the religious educational programs of the school.
- c) Respect the decision-making of school administration and the Education Committee.
- d) Respect the rights and dignity of all persons in the parish/school community at all times.
- e) Refrain from participating in or promoting any behaviour that would threaten, intimidate, demean, verbally assault (use of abusive language) or cause harm to any person within the school community.
- f) Refrain from behaviour or communications, including the use of any technology/media devices to defame the character or reputation 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, Parent Support Evenings (Sexuality and Your Child, Human Growth and Development), student progress interviews/conferences etc.).
- g) Ensure that their child attends school regularly, is on time and is prepared.
- h) Work cooperatively with teachers in all areas of their child's school life including academic or disciplinary issues.
- i) Be familiar with and abide by the school's codes of conduct, policies and rules (i.e., uniforms, internet use, traffic safety on school grounds, etc.).
- j) Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA policy 302 – Major Complaints.
- k) Avoid involvement in rumours and dissemination of rumours.
- l) Build bridges of acceptance and understanding among the different cultures represented in the school community.
- m) Support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our students.
- n) Attend all mandatory meetings.
- o) Accept the responsibility for the cost of tuition, supplies and other school activities.
- p) If any of these conditions are not met the school reserves the right to refuse admission or remove the student from the school.

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

5. PRINCIPAL'S AUTHORITY

The Principal has the discretionary right to take appropriate action to maintain a safe and orderly school environment, and to ensure that staff, students, parish members or other members of the school community are not subjected to threatening, intimidating, or harassing behaviour. The Principal's authority includes the right to prohibit or remove any person from the school premises or property who is deemed to be a disruption to the school or threat (in deed or word) to the safety or security of students, employees, or any other member of the parish or school community. The Principal will inform the Education Committee, Pastor and Superintendent's Office if any person is prohibited or removed from school premises.

If a person is prohibited or removed from the school premises by the Principal, that person must immediately leave, and must not enter the school premises again except with prior written approval from the Principal.

If the Principal suspects a student is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students or staff, the Principal may exclude the student from school until a certificate is obtained for the student from a qualified medical professional confirming that the student may return to school. Parents/ guardians are expected to comply with an exclusion of a student on this basis, and to assist with providing the required documentation to support a return to school.

All parents have a signed copy of the Parent/Guardian Statement of Commitment. Therefore, if any of these conditions are not met the school reserves the right to refuse admission or remove the student from the school.

6. STUDENT AND PARENT RESPONSIBILITIES

- a) Students must present a written excuse to the teacher, from the parent or guardian for tardiness or absence from school. Request for early dismissal will be granted ONLY if it is absolutely necessary. When coming to the school to get your child for appointments, please report to the secretary first and the secretary will call your child down to the office. If you do not send a note to the teacher in the morning advising of an early dismissal, your child may not be dismissed promptly.
- b) During class time, parents are to please avoid taking up any classroom teacher's time. All parents who need to make an appointment to see the teacher must do so through the secretary. An option is to place the request in writing to the teacher.
- c) Students are not allowed off school grounds to go to any store, restaurants, etc. Any student who is found off school property during school hours (8:15 a.m. – 3:10 p.m.) will be considered truant. This rule also applies to any extracurricular activities which take place beyond school hours.
- d) Students should not bring pocket money to school unless this is for bus fare.
- e) Areas considered out of bounds are as follows:
 - i) Behind the school hall
 - ii) Sidewalk between the rectory and the Church
 - iii) Area between the hall and the Church
- f) For safety reasons, students are not permitted to climb on or over any fence on school property.
- g) Thoughtful and safety conscious indoor and outdoor behavior is expected of all students at all times.
- h) All students are subject to school regulations and discipline procedures while on the school premises, going to or returning from school and at all school games and functions whenever and wherever held.
- i) Students must have all the school materials needed in the classroom. All students must have a school bag to protect their books.
- j) Since the school cannot assume responsibility for any treasured or valuable items, jewelry or cellular phones, students are asked not to bring these to school.

7. UNIFORMS

Uniforms are conducive to fostering school unity, good order, and pride. Uniforms also provide a sense of school identity, safety, and security. They reduce distractions to learning and level socioeconomic barriers.

Overall appearance is important. Therefore, brightly colored or extreme streaked hair, bows, ribbons, scarves, clips, barrettes, heavy or dangling earrings, chains, necklaces, or extra pins hanging from kilts, or kilt pins etc. are not allowed. Nail polish, lipstick, make-up including coloured lip gloss may not be worn. Hair must be kept neat and cannot affect learning or student safety.

ALL OF THE ITEMS EXCEPT FOR SHOES AND RUNNERS ARE TO BE PURCHASED THROUGH "NEAT UNIFORMS". NO OTHER ATTIRE IS ALLOWED.

a) Standard Attire (October 1 – May 31)

Girls: The girls' uniform is a **DOUGLAS TARTAN KILT**, white short-sleeved logoed oxford blouse, **NAVY BLUE KNEE LENGTH SOCKS** (tights may be worn during the colder weather), navy blue vest and **BLACK FLAT HEELED SHOES**. **NO OTHER TYPE OF SHOE IS ALLOWED IN CLASS.** **SHOES MUST BE NON-MARKING.**

Boys: The boys' uniform is a **NAVY-BLUE RUGBY PANT**, white short sleeved logoed oxford shirt and a navy-blue vest, **NAVY BLUE SOCKS** and **BLACK SHOES**. **NO OTHER TYPE OF SHOE IS ALLOWED IN CLASS.** **SHOES MUST BE NON-MARKING.**

b) Winter Option (November 1 – February 28)

Optional – long-sleeved logoed oxford shirt, short sleeved logoed polo shirt, navy blue cardigan or sweater.

c) Summer Option may be worn during warm weather (September until Thanksgiving Day and May 15th to end of school year).

Girls: The summer uniform for girls is a white short sleeved logoed polo shirt, navy blue twill walking skort, navy blue crew socks, and black shoes. Shoes must be non-marking.

Boys: The summer uniform for boys is either a white short sleeved logoed polo shirt or a white short sleeved logoed oxford shirt, navy blue twill walking shorts, navy blue crew socks and black shoes. Shoes must be non-marking.

PLEASE NOTE: In addition to black oxford shoes ALL BLACK RUNNERS may be used as an option only if they have absolutely no other markings or color on them.

d) Physical Education Uniform (Gym Strip)

The school has a regular gym uniform which must be worn at all times while participating in Physical Education classes:

Navy blue athletic shorts, white school t-shirt, white socks preferred in intermediate only (navy blue uniform socks or tights in colder weather are acceptable), preferably non-marking runners.

NOTE: IF STUDENTS DO NOT HAVE PROPER UNIFORM PURCHASED AFTER THREE WRITTEN NOTIFICATIONS, THE SCHOOL MAY PURCHASE THE UNIFORM FROM "NEAT UNIFORMS" AND BILL PARENTS DIRECTLY TO ENSURE ALL STUDENTS COMPLY WITH SCHOOL POLICY.

8. USE OF GYM HALL

Students must proceed from the school in a quiet manner and walk over to the hall in an orderly way. They must enter and leave the hall by the fire exit door only. During gym class, hall washrooms are to be used only when necessary and only with the permission of the presiding teacher. This same rule applies during all other activities held in the hall. All pupils must change for their PE class in the school both before and after their class since there are no facilities available for this purpose in the gym. Pupils may not use the gym hall at any time unless properly supervised by a teacher or an adult acting in the teacher's place.

9. DISCIPLINARY PROCEDURE

- a) When a pupil willfully or carelessly mutilates or destroys, or without permission or authority removes any school, parish, or any staff member or other pupil's property, his/her parent or guardian may be held liable for damages jointly with the pupil.
- b) In order to avoid any damage to school property and to ensure the safety of all children, pupils are not permitted to have pointed objects such as nails, knives, needles, etc. on their person or in their possession. To help maintain clean classrooms, pupils are encouraged to keep their belongings safe and neat.
- c) A pupil may be suspended or expelled for any of the following reasons:
 - i) Repeated failure to obey school regulations (this includes not being in full school uniform);
 - ii) Public defiance of authority or disrespect to teachers, teaching assistants and other school personnel;
 - iii) Truancy or repeated tardiness;
 - iv) Serious infractions, such as: deliberately causing physical harm to self; student to student harassment (e.g., verbal or physical bullying, name calling, exclusion); deliberate destruction of school's, parish's or another's property; smoking, alcohol or drugs (use of or selling); possessing dangerous weapons; repeated use of unacceptable or offensive language.
- d) The following procedures apply when dealing with pupils requiring disciplinary action:
 - i) The pupil will be warned;
 - ii) The parents will be notified by letter;
 - iii) If the undesirable conduct continues or if a pupil is persistently disobedient or involved in any practice likely to injuriously affect the characters or persons of staff members or other pupils, the Principal shall dismiss the pupil from school after contacting the parent or the guardian or the person stated on the Alternate Contact Form if the parent or guardian cannot be reached. The Principal shall report the case immediately to the Pastor/Executive/Director and the Chairperson of the Local Parish Education Committee. The Superintendent of the Catholic Independent Schools will also be sent a completed suspension/expulsion form describing the nature of the offence. For further information, see the CISVA Policy Manual – Suspension/ Expulsion. Part of the process of having a student reinstated into the school following a suspension or expulsion may require drawing up of a school contract.

10. GOOD CHRISTIAN CITIZENSHIP

Good Christian citizenship is encouraged and should be practiced at all times. There are several ways in which pupils may fulfill their obligations as good citizens, including the following:

- a) All children are encouraged to participate in our school and parish service groups. Boys and girls from the third grade and up are encouraged to become altar servers. Older students may provide service such as peer tutoring, peer mediation, classroom supervision, monitoring, first aid attendants, phone receptionists, door monitors, and liturgical choir members.
- b) All pupils are obliged to keep our school buildings and yard free of litter; or no food will be permitted in the playground.
- c) All pupils are encouraged to show their charity for those in need by offering prayers and doing acts of charity. Pupils are also encouraged to be involved in Works of Charity in the community.

11. PARENT/TEACHER CONFERENCES

Parents and teachers can guide the child better by getting together rather than by working independently. Parents should feel free to initiate a conference with the classroom teacher, the Principal or the Pastor/Executive Director when concerns arise for the child's academic emotional, spiritual and social growth or physical well-being. Whenever a conference is desired, please make sure an appointment is made first through the school secretary. An option is to make the request in writing.

Parents are obliged to attend any conferences which teachers and administration find necessary to arrange with individual families. Any family that fails to comply with requests to attend a conference, related to infractions of school regulations, will need to keep the pupil at home until the existing problem has been addressed to the satisfaction of everyone involved. The Principal or classroom teacher may provide assignments to a pupil during his/her period of absence from school due to any violations.

12. MAJOR COMPLAINTS

The procedures stated in the CISVA Policy Manual – Major Complaints must be followed when lodging complaints.

13. SAFETY

For the safety of the children, there is no parking or driving into the school yard, as well as no parking on the school side of the streets, at any time between the hours of 8:00 a.m. and 5:00 p.m. while school is in session.

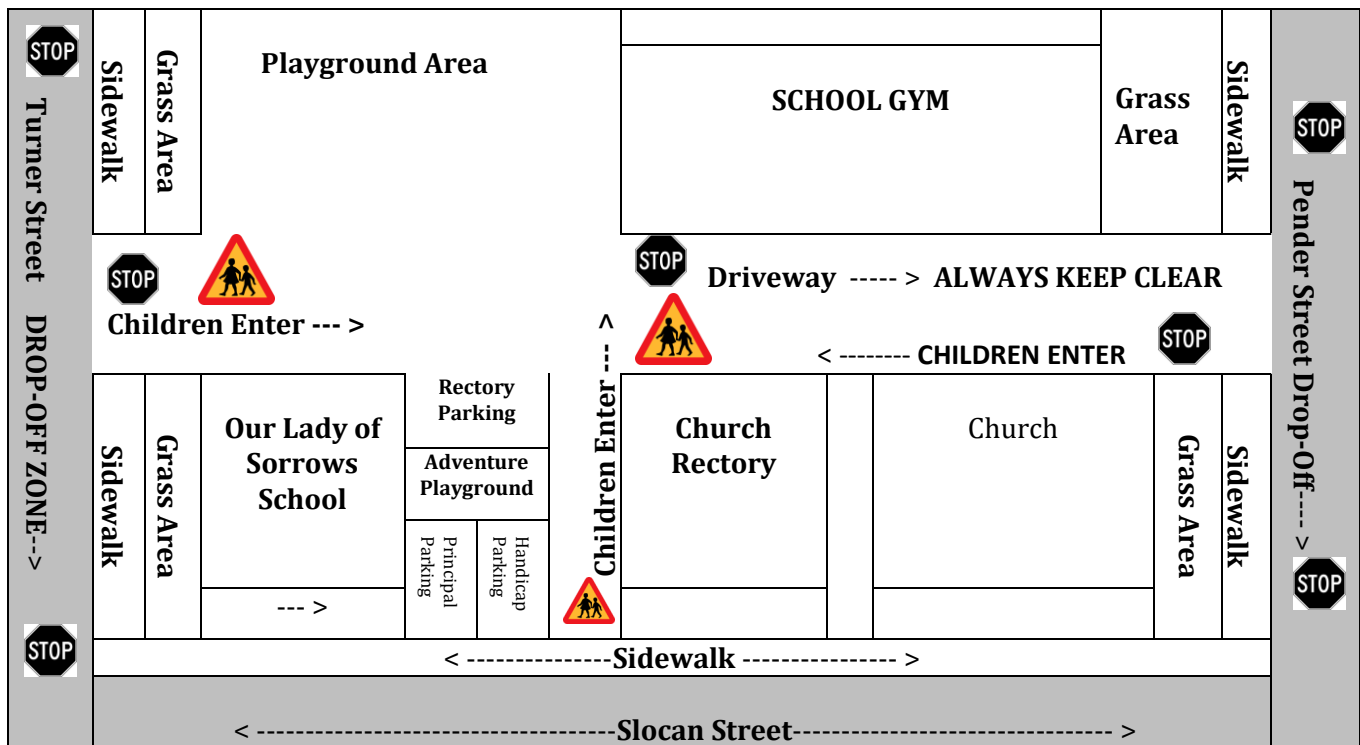
The lane between the Hall and the Church has been designated as a Fire Lane. There is no parking, stopping or drop-off in this area at any time!

Parents are to refrain from parking in or obstructing the two areas designated as parking for handicapped and the Principal's parking.

Please avoid creating traffic congestion on the **Turner** and **Slocan** side of the school. Parents are asked to please park further away from the immediate school area and take time to walk their children to the school. Furthermore, morning supervision of the playground begins at 8:15 a.m. Children are therefore not to be left alone by parents before this time. When children are coming to school for early morning instruction or club and sports activity, it is the responsibility of parents to make sure children have entered the building area in which they are expected to be.

- Please, whenever possible, do not have children cross the street or please do not drive the wrong way or back up into the drop-off zone.
- If you are going **East**, then use **Pender Street** and DO NOT enter using the lane between the Hall and the Church. This will allow students safe entry into the school yard from sidewalk and walkways. Keeping the drop-off clockwise around the church and school ensures cars and children do not crisscross through traffic.

WEST



EAST

14. VISITORS

For the safety of our students and staff, all visitors to the school are required to report to the secretary's office. **Parents are not to go to their child's classroom during instructional times.** Supplies or lunches are to be left at the office (items MUST be labelled with the student's name on it). The office will contact students. If parents wish to discuss their child with the classroom teacher or the Principal, an appointment should be made in advance.

15. STUDENT ILLNESS

For the health of all in the class, sick children should be kept at home. Colds and flu spread quickly in enclosed areas. The office is to be notified before 9:00 a.m. when a child will be absent or late. Children arriving late at school are to report to the office.

In dealing with a contagious disease, the school will follow the directives given by the Coastal Health Unit regarding the period of time the child is to remain at home. It is the parents' responsibility to supply the school with a current emergency number. If a student becomes ill during the course of the school day, the parent will be notified. While the student may need to use the medical bed, a parent (or another designated adult) is expected to pick up the sick child as soon as possible.

Although students may want to return to school before they are completely well, parents are asked to keep them home until they are capable of handling a full school day. P.E. and outdoor play at recess and lunchtime are part of the school day. The school is not equipped to supervise sick children at these times. Requests for children to remain indoors cannot be honored.

16. MEDICATION POLICY

It is the parents' responsibility to notify the school of any medical conditions by completing the appropriate section on the registration form. Medical files must be kept current, and parents must advise the school in writing of any changes or any new medical conditions. Parents should contact the teacher personally if the medical condition is life threatening.

Parents are responsible for administering medication to their children. Whenever possible parents should arrange for medication to be administered outside school hours. If this is not possible, parents should come to the school to administer it. In extreme circumstances where neither of the above alternatives is possible, medication can be administered only when a formal request is completed and signed by the parents and the prescribing physician. The request must specify that neither the school nor its personnel will in any way be held responsible for any ill effects of the medication.

17. ABSENTEE, LATE OR EARLY LEAVE NOTES

When a student is absent, going to be late or needs to leave early, parents are required to notify the school in writing. This can be done through the website (www.ourladyofsorrows.ca), by email (office@myollosschool.com) or by providing a written note. Ensure you include the date, child's name and reason for absence. This information is necessary for the official records.

Written permission from parents is required for a child to leave school at any time other than dismissal. This includes leaving for doctor's appointments and taking part in a field trip or off-school field trip or outing.

If a child is not in proper school or gym uniform, a note of explanation must be given to the classroom teacher.

Notes are also required to excuse students from participating in Physical Education classes or any other subject area. A note from the family doctor must be included if a child is to be excused for an extended period of time. Similarly, a doctor must authorize a child's return to physical activities after any extended illness.

18. VACATION NOTICE

Vacations should be planned during school holidays. For exceptions, the Principal should be notified of vacation plans well in advance. Students are responsible for all work assigned during their absence. **If a student's attendance is below the minimum required to receive the full Government Grant, the parents will make up the loss of monies incurred.**

19. SCHOOL CLOSURES

In the event of severe snowfall, the school may be closed. Parents will be notified by the school website (www.ourladyofsorrows.ca) and emails. We will try to do all prior to 7:15 am. Check any of these methods:

- a) Check your emails, as school email blasts will also be used as a way to contact parents on short notice. Please make sure you have the most updated information at the school office.
- b) The school website or school phone message prior to leaving home or dropping off your children!
- c) School closures may also be announced on Global B.C. TV and CKNW 980 radio.

If there is no announcement on the website or answering machine, then school will be open. Please ensure the school is not dark and there are staff at school. In case of power outages communication may be affected.

Only call the school phone #604-253-2434 before 8:00 a.m. to check if the phone message has been updated. Please avoid calling the school after 8:00 a.m., as it is difficult for the school to handle so many calls in the morning. The office will be trying to take calls for absences only.

As conditions are local, it is difficult to gauge closures by the surrounding schools. It is also possible that the school may be closed due to power outages, or local hazards (water, fire, flooding, icy road conditions or other safety issues) which may happen at any time. If it is a normal school day, when we close, we will keep the students safe as long as necessary to allow parents to pick them up. It is very important that the office has up-to-date emergency contact information, parent work numbers and emails. Please inform the office of any changes in personal information as soon as necessary. Also, parents are asked to ensure the school is open before dropping off their children.

Parents must make individual decisions as to the safety, and feasibility of sending their child to school. Parents are always encouraged to do what is in the best interest of their child and family in these types of conditions, as well as in health issues. We just ask that a note come in as soon as possible to explain the absence (safety or illness). Thank you for your understanding and cooperation. Let us continue to pray for safety on the roads and for our students.

20. CLASS SIZES/COMPOSITION

Class sizes are restricted to 31 pupils. Exception for any number over this must be presented to, and approved by, the Parish Education Committee. Classrooms which have children with exceptional needs and/or those which exceed 31 pupils, are to be assigned education assistants or personal needs care assistants as required.

APPENDIX SECTIONS

APPENDIX (I) PARENTAL INVOLVEMENT

1. MANDATORY MEETINGS

It is expected that at least one family member be present at any of the following P.E.C. Parent Meetings: 1) The Welcome Back Meeting held in September 2) The Annual General Meeting held in March, and 3) Introductory meeting for various areas of participation, particularly BINGO. Parents who do not attend without a valid reason will be charged a non-participation fee.

2. FUNDRAISING

Fundraising is an integral part of **Our Lady of Sorrows School**. The focus of our fundraising efforts is to provide community involvement while raising money to enhance the quality of the education programs provided to the students of **Our Lady of Sorrows School**. Proceeds from the various events are earmarked for specific items or resources to enrich curriculum areas. It is expected that all families participate in fundraising activities by contributing their time or resources towards the event's success and attending functions, when possible.

During the **2023-24** school year, all families are expected to ensure that the financial goals set for our "in-school" suggested fund-raisers are achieved or surpassed (Walk-a-thon and Read-a-thon) minimum of \$40.00 per family per each fundraiser (Walk-a-thon and Read-a-thon). The success of these fundraisers is needed to help offset costs of budgeted field trips and activities for all grades. Some of these are skating, skiing, outdoor education and other class field trips, etc.

3. ROLE OF PARENTS

Parents are recognized as the primary educators of their children. It is of utmost importance that a spirit of cooperation and trust exists between parents and teachers. Parents should keep in close contact with teachers and should not hesitate to contact them regarding their children. It is the responsibility of parents to:

- See that Christian attitudes and religious practices are continued in the home.
- Ensure their child attends school regularly and arrives at school on time. (Note: Children should not be brought to school before adult supervision begins at 8:25 a.m.).
- Advise the school before 9:00 a.m. if their child will be absent or late.
- Send in a written note giving the date and reason for their child's absence or email to office@myolosschool.com.
- Arrange for prompt pick up of their child following dismissal and advise the office if delayed (Note: After school supervision ends 20 minutes (3:10 p.m.) following the bell.)
- Pick up their child, when requested, for reasons of illness, misbehavior, etc.
- Inform the school (**preferably the child's classroom teacher in writing**) if a different arrangement is being made for the pick up of their child.
- Keep the school informed of any changes to the information (address, work and home phone numbers, emergency contacts, etc.) on the registration form.
- Assist in the academic growth of their child by ensuring that homework and other assignments are complete. Check the homework planner and use it to communicate with the teacher when necessary.
- Allow a variety of educational experiences outside school setting.
- Take an interest in school events, particularly what their child is learning.
- See that the school uniform and gym strip are presentable and worn in their entirety.
- Take financial responsibility in the event their child damages or loses school property, such as textbooks and/or library books.
- Not allow their child to bring valuables or items such as disc/radio, ipads, ipods, iphones etc. to school. (Note: The school is not responsible for personal property. Any item considered inappropriate on school grounds will be confiscated.)
- **When transporting students, ensure that each has a functioning seat belt and a valid Driver's License. A parent driver form, and copy of a valid BCDL, and valid and adequate insurance for the car being used MUST be submitted Prior to driving any students.**
- Follow the guidelines in place when dropping-off or picking up their child. Keep the emergency vehicle entrances accessible at all times and follow the directions of those supervising.
- Address concerns and suggestions in the proper order; first to the classroom teacher, then to the Principal, and then to the Education Committee. Concerns addressed to the PEC are to be in writing.

APPENDIX (II) EXTRACURRICULAR ACTIVITIES

1. ALL ACTIVITIES (A-Z)

"Athletics on the elementary level should encourage participation. All students that are willing to meet the requirements of the team should be given the opportunity to play. At this level giving each player some playing time should be a higher goal outscoring an opponent" (See: CISVA Elementary Athletic Commission).

2. PARENT RESPONSIBILITIES

In accordance with the philosophy of **Our Lady of Sorrows School**, parents are called upon to encourage their children to participate in the school's extracurricular programs as fully as possible.

It is the responsibility of the parents of children involved in extracurricular activities to:

- a) Assist the staff by ensuring that their child is present and punctual at all scheduled practices and events;
- b) Inform the staff member in charge the reason for their child's absence; this should be done as soon as possible and well in advance of the activity;
- c) Be aware of the rules and regulations regarding participation;
- d) Follow due process as stated in the CISVA Policy Manual – Major Complaints i.e., first attempt to communicate any suggestions, issues, or concerns directly to the coach in charge of an activity in question;
- e) Make sure their child has the necessary and proper equipment;
- f) Assist the staff in the transportation of the children whenever possible;
- g) Support the children by attending as many events as possible; and
- h) Cheer for the team, but do not "COACH" the children from the sidelines.
- i) Not interact with referees, other parents from other schools, especially in negative or verbal abuse.

3. STUDENT RESPONSIBILITIES

The students of **Our Lady of Sorrows School** are called upon to participate as fully as possible in the school's extracurricular programs.

It is the responsibility of the students participating in the school's extracurricular activities to:

- a) Attend all scheduled practices and events unless there is a valid reason;
- b) Notify the staff member in charge the reason for the absence. When possible, this should be done well in advance of the activity. If advance notice is not possible, the student must explain his/her reason for being absent, to the staff member in charge of the activity at the earliest opportunity;
- c) Ensure that all assignments – including homework are handed in on time in order to be able to take part in non-academic activities;
- d) Follow all instructions of those in authority;
- e) Be dressed in full uniform, as required by the activity;
- f) At all times, act in a manner consistent with the philosophy of **Our Lady of Sorrows School**.

4. STUDENT PARTICIPATION

The number of children involved in any extracurricular activity should be limited to that number which permits a reasonable amount of participation time. The participation time activity will be determined by the staff member/coach responsible, in consultation with the Principal.

Whenever possible, a second group should be formed to provide participation opportunities to a larger number of students.

5. **DISCIPLINE**

Discipline for misconduct relating to an extracurricular activity will be consistent with the philosophy of discipline for the school.

In addition:

- a) Students participating in any extracurricular activity will be informed of the rules and regulations regarding this activity. After receiving suitable warning for infraction of these rules, students may be removed from the activity for the following reasons:
 - i) Constant tardiness or missing practices and events;
 - ii) Unacceptable behavior towards those in authority, schoolmates or the opposition
 - iii) Incomplete assignments or homework
- b) Parents of students who disregard the directives stated in the CISVA Policy Manual – Major Complaints to withdraw their child(ren) from participating in the activity in question.
- c) Discipline will only be issued for infraction of the rules regarding attitude, lack of participation, and inappropriate behavior and not for lack of ability.
- d) In accordance with the school philosophy, consequences for inappropriate behavior will be issued to the individual(s) responsible for any infraction(s) rather than to the entire group.

6. **OUTSIDE STAFF**

When someone, other than **a member of Our Lady of Sorrows School staff**, co-ordinates an extracurricular activity, a member of the staff must assume responsibility. This staff member need not have the expertise required but must:

- a) Ensure that the philosophy of the school is maintained;
- b) Be present at all practices and events;
- c) Provide supervision at all practices and events; this includes providing supervision for students waiting to be picked up by parents after practices and events.

Note: The group may practice without the actual physical presence of the sponsor teacher as long as:

- i) There is an adult, approved by the Principal, in attendance;
- ii) The sponsor teacher is readily available;

In the event that the activity is held away from the school property, the sponsor teacher must either be in attendance, or must delegate the responsibility to another member of the staff who will attend.

7. **STAFF RESPONSIBILITIES**

- a) It is the responsibility of staff member in charge of any extracurricular activity to:
 - Schedule all practices and events in consultation with the Principal and Coordinators;
 - Arrange an adequate amount of practice as required by the activity;
 - Provide a schedule of practices and events to the administration, parents and students well in advance of the activity;
 - Communicate immediately any last-minute changes, to all parties involved;
 - Advertise as fully as possible any events of special significance;
 - Provide adequate supervision at all practices and events; this includes providing supervision for students waiting to be picked up by parents after practices and events;
 - Co-ordinate and supervise all required transportation;
- b) Dress only in appropriate Our Lady of Sorrows School uniform, or gym strip.
- c) Act at all times, in a manner consistent with the philosophy of Our Lady of Sorrows School and the CISVA Athletic Commission Policy.
- d) Report all major issues directly to the Principal.

8. ADMISSION POLICY

Our Lady of Sorrows School follows the Admission Policy set out by the CISVA. For purposes of this policy, practicing Catholics shall mean those individuals who are registered in a parish and attend Sunday Mass regularly; active in a parish shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required.

Priorities for admission into **Our Lady of Sorrows School** are:

- 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, attending Catholic 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. Enrollment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.