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Vision Statement

In living out our mission as members of the CISVA community,

All Students will:

- develop an understanding of and share in the mission to proclaim and build the kingdom of God.
- acquire the skills, knowledge and attitudes to reach their fullest potential.
- develop as balanced persons spiritually, emotionally, physically and intellectually.
- respect others and be stewards over their environment.
- share their talents and participate in all aspects of school life.
- be Catholic leaders, responsible citizens and life-long learners.
- be accountable for their role within the system.

All Parents will:

- be committed to the mission to proclaim and build the kingdom of God.
- be advocates for Catholic education.
- work cooperatively with and support the administration and staff of the school.
- support opportunities that foster student success.
- treat others with respect.
- be committed to fostering education that promotes strong Catholic leaders.
- be accountable for their role within the system.

All Staff Members will:

- carry out their role in the mission to proclaim and build the kingdom of God.
- be committed to the development of the whole child.
- plan for and support appropriate, challenging learning experiences and positive learning environments for all students.
- be committed to build a Christian community and act with justice and integrity.
- be committed to continuous personal and professional development.
- treat others with respect.
- be committed to fostering education that promotes strong Catholic leaders.
- be accountable for their role within the system.

Philosophy



As members of the Catholic community of Our Lady of Perpetual Help School, we strive to deepen our faith and foster an environment where the children grow spiritually, morally, intellectually, socially and physically as a community, in order that they will be prepared to accept and live their Christian commitment to God and to the world.

Goal

A POSITIVE CATHOLIC FORMATION

Our Lady of Perpetual Help strives to provide its students with a positive learning environment in the light of the Catholic Faith. The Principal and Staff endeavor to develop in the School a genuine Christian community with each member participating in an active manner for the common good of the whole community. Thus our students are able to have a true experience of community life along with the individual development of academic and physical skills.

Personal Development

One of our goals is the development of well rounded pupils with good work habits as well as play and study habits. Emphasis is on the virtues of self-discipline, self-respect, consideration of others and respect for authority, property and academic excellence.

Active Parental Involvement

The school aims at supporting parents as the primary educators of their children and therefore tries to keep the lines of communication open on their child's progress, school activities and programs, current education concerns and religious activities. We also invite parents to attend all our School Liturgies, which are prepared by the children under the direction of their class teacher.

Environment for Learning

We, as a staff, are convinced that there are specific, definable attitudes and behaviors of students, parents, and teachers, which help to distinguish superior schools from schools content with mediocrity.

In order to help us attain the excellence for which we are constantly striving to attain at Our Lady's, we ask you to read and try to carry out what we consider to be reasonable expectations. These are listed below for your convenience.

Daily Schedule

8:45	Bell, School begins
10:30-10:45	Morning Recess
12:00-12:10	Lunch
12:10-12:50	Lunch Recess
3:00	Dismissal (2:00 on Wednesdays)

What to do if

Student is absent: Submit note through website www.olphbc.ca or email attendance@olphbc.ca

Student is late: Student is to report to the office first. Call ahead or email attendance@olphbc.ca

Student becomes ill at school: Student should speak to classroom teacher, who will advise the office. The office will contact the parent/guardian for pickup.

Student is in an accident at school: Immediately notify the nearest staff member or supervisor. Any necessary first aid will be administered and parents or emergency contacts will be notified.

Expectation for Students

1. To arrive at school punctually each day, attend regularly unless ill, and behave appropriately.
2. To be prepared each day with all the necessary books, completed homework assignments and all other necessary materials as required by the classroom teacher.
3. To be considerate at all times of the rights of other; peers, staff and neighbours.
4. To make a sincere, concentrated effort to do the best they can according to their ability.
5. To wear the proper school uniform at all times. To make sure their uniform is clean and to wear it with pride.
6. To respect and comply with all the school regulations.
7. To participate attentively and reverently in all religious functions of the school.

Expectation for Parents

1. To ensure that their children are at school on time each day.
2. To insist that their children conduct themselves in an orderly manner at all times.
3. To respond promptly and affirmatively to any misbehavior while in school or on the way to and from the school.
4. To encourage responsibility in their children for lunch, books, materials and homework assignments.
5. To encourage high efforts at achieving and at completing assignments promptly. (Guide homework time.)
6. To support the school, the principal and the entire staff in their efforts to maintain high standards of education in the school.
7. To supply the child with written and signed explanations of absences, lateness and lack of proper uniform including the gym strip and runners.
8. When there is a problem, to try and maintain a calm attitude when presenting a problem or difficulty to the school.

Expectation for the Staff

1. To provide a school and classroom atmosphere which is conducive to learning
2. To teach the basic curriculum skills as laid down by the Department of Education for BC and/or the Ministry of Education.
3. To put special emphasis on the Religious Instruction as well as mutual respect.
4. To provide as far as possible for children with special needs.
5. To respect the personal worth, dignity and characteristics of each child.
6. To keep parents and/or guardians informed of the progress, performance and conduct of each child.
To provide fair and just disciplinary treatment for all children as needed.
7. To maintain order, plan carefully, teach meaningfully and present a role model, which will be an inspiration to the children.
8. To be mutually supportive of each other and exhibit a spirit of friendly, kind and thoughtful appreciation of parents who are the first educators of their children.
9. To keep ever before us our spirit of CARE and CONCERN for all those under our care.

School Policy and Procedures

Attendance

Regular attendance is essential for success in school. If a student must be absent from school, he is to speak to his teacher about the work he missed and receive instructions regarding make-up work. The practice of taking family vacations during the school year is discouraged. *To qualify for government funding, students must be in attendance for 600 hours of instruction from September to May 15th. A student who, because of holidays or other reasons, is in attendance for less than 600 hours qualifies for partial funding only. Parents will be expected to make up the difference in funding for such students.*

Visitors

Parents are encouraged to visit our school. Parents and visitors must report to the office. If it is necessary to speak to a student, permission must be granted by the Administration.

The practice of bringing forgotten items during regular school hours is discouraged and items must be left at the Office. Parents should help their child to be responsible for remembering to bring all items to school. Students will not be allowed to telephone for the delivering of forgotten items.

Homework

Homework will be assigned to students on a regular basis to help develop self-discipline and good study habits. 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 returned on the due date unless an extension has been granted due to illness or an unforeseen circumstance.

Behavior and Discipline

Students are expected to act with **reverence, respect, and responsibility**. Disciplinary measures will be taken should a student misbehave.

Discipline Procedures

The school will set guidelines for handling students' misbehavior or disregard for school policy. Depending on the severity of the misconduct, the parents will be informed by the Administration. In case of vandalism resulting in property damage, reparation in full will be required. Parents will be notified.

Internet Acceptable Use Policy

Our Lady of Perpetual Help School has provided computers, internet access and email ("Facilities") for authorized users to support the educational purposes of our school. No use of the Facilities should conflict with the primary purposes of OLPH or with applicable laws and regulations.

OLPH may monitor any usage of the Facilities, including reviewing a list of sites accessed by an individual. Users should not have any expectation of privacy in terms of their usage of the internet or email. In addition, OLPH may restrict access to certain sites that it deems are not necessary for educational purposes.

This policy applies to all staff, students, and parents ("Users") when they are using the Facilities supplied by OLPH, whether or not during regular business hours.

Improper activities: Users may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of the Facilities, including offensive jokes or cartoons. Users may not use the Facilities for personal or commercial advertisements, solicitations or promotions.

The Facilities must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.

E-Mail: E-mail leaves a record that is often retrievable even after the sender and recipient delete it. Email messages are not private and may be disclosed to outside parties or law enforcement authorities. Users should safeguard against transmitting personal comments or statements or to post information to newsgroups or usenet that may be mistaken as the position of OLPH. Users should guard against the disclosure of confidential information through the use of internet e-mail, news groups or usenet.

Intellectual Property of Others: Users may not download or use material from the internet or elsewhere in violation of software licenses, or copyright trademark and patent laws. Users may not install or use any software obtained over the

internet without permission of the Administration. Downloading or disseminating of copyrighted material that is available on the internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.

Security: Without prior approval, software should not be downloaded from the internet as they could introduce a computer virus. In addition, the software may be covered by copyright laws. These downloads include but are not limited to: screen savers, language packs, games, music, video and chat programs. Do not install software unless expressly permitted by the Administration.

The Legal Duty to Report Abuse

General Duty to Children Owed by Every Person

Every person in British Columbia, having reason to believe that a child needs protection, must report the matter to the local child protection office.

When a Child Needs Protection

The *Child, Family and Community Service Act* (the "Act"), emphasizes the central role of parents in protecting children. A parent is defined as a mother, father, legal guardian, or a person standing in the place of a mother or father with whom a child lives. The general duty of persons other than a parent to protect children is owed when parents are unable or unwilling to fulfill that role.

"Needs protection" is defined very broadly, reflecting the importance of children and their safety.

A child, defined as any person under 19 years of age, needs protection when he or she:

- has been or is likely to be physically harmed, sexually abused, or sexually exploited by his or her parent;
- has been or is likely to be physically harmed, sexually abused, or sexually exploited by another person and the child's parent is unable or unwilling to protect the child;
- is neglected by the parent or deprived of necessary care, health or otherwise;
- is emotionally harmed by the parents' conduct as evidenced by severe anxiety, depression, withdrawal, or self destructive or aggressive behaviour;
- is endangered in any way and the parent will not or cannot protect the child.

What is a Reason to Believe a Child Needs Protection?

The purpose of the Act is to protect children from serious threats posed by their individual environments and by other people. It is not meant to insulate children from the more commonplace travails of childhood such as schoolyard bullies or unpleasant persons that a child may encounter from time to time. Those are better dealt with directly by the caring and responsible adults in the child's life. The purpose is to protect children from real harm when their parents are unwilling or unable to do so.

Teachers should be guided by their common sense and professional judgment, always acting in the best interests of children. A disclosure by a child that he or she needs protection is obviously a reason to believe that the child needs protection, as is a disclosure by a reliable third person.

When a parent is unaware that his or her child is endangered because abuse or harm is taking place away from the home or in secret, the parent is unable to protect the child. In such a case, other persons have the duty to protect the child.

Even in cases where a child has been but is no longer harmed, abused or exploited, there is still a duty to report. The purpose is to protect all children from future as well as present dangers.

Penalties for Failing to Report a Child's Need for Protection

A person with a reason to believe that a child needs protection who fails to report the matter to a local child protection office commits an offence under the Act and is liable to a fine of up to \$10,000 or a prison term of up to 6 months.

Belief Based on Privileged or Confidential Information

The duty to report a belief that a child needs protection applies even when the belief is based on confidential or privileged information. The only exception is for solicitor-client relationships. Teachers must report their reasonably held beliefs that a child needs protection.

Protections for Persons Reporting

As long as a person does not knowingly report false information, they cannot be held liable for reporting a child in need of protection. This applies even if the child did not, in fact, need protection.

The Professional Obligations of Certified Teachers

All teachers in CISVA must be certified according to the requirements of the *Independent School Act*. This includes certification under the *Teaching Profession Act* which establishes the British Columbia College of Teachers (the "College"). The College, governed by a 15-member council, sets the standards by which professional teachers conduct themselves and can discipline members of the College who fail to meet those standards.

The Standards

The College publishes "Standards for the Education, Competence and Professional Conduct of Educators in British Columbia."

Standard 1 states, "Professional educators value and care for all children, acting at all times in the best interests of children." This includes the duty to, "ensure the physical safety and intellectual and emotional security of all children (and) intervene where possible if others fail to value and care for all children."

Teachers must first and foremost act in the best interests of children. This obviously includes protecting them from harm, abuse and exploitation. This means that, at a minimum, teachers must report reasonably held beliefs that a child is in need of protection.

A teacher's duty extends to all children, known and unknown to that teacher. If a professional educator becomes aware of past abuse of a child, even one who is now an adult, that abuse must be reported if only to prevent future abuse of other children.

College Discipline

Failure to meet this minimum standard may result in disciplinary action from the College as well as the fine or prison sentence indicated in the Act. That disciplinary action can include suspension or revocation of a teacher's certification.

Multiple Jeopardy for Teachers

Any disciplinary action taken by the College is independent of and in addition to criminal or civil action against a member or disciplinary action taken by an employer. In this sense, teachers, like all professionals, are subject to "multiple jeopardy."

Child Protection Offices

Child Protection offices are listed in the Province of British Columbia section of the telephone book (blue pages) under Children and Family Development. The address and telephone number for Vancouver is:

Child Protection Intake Teams
Vancouver North South
10" & 11" Floors, 1177 West Broadway
(604) 660-5437



HUMAN RESOURCES

MAJOR COMPLAINTS POLICY 302

Rationale

The CISVA Board recognizes that in a Catholic school parents, students, teachers and support staff form an integral part of the Christian school community. From time to time, issues may arise where members of the community may differ in their perspectives.

Policy

Within the CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

Procedure

1. The issue must be dealt with first by the persons directly involved.
2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.
3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.
4. Determine what policy/policies of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson and a representative from the Superintendent's Office etc., to help provide a resolution to the issue.
5. The Principal having made a judgment to resolve the issue, shall promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.
6. If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.
7. Upon receiving the complaint, the Education Committee will form a subcommittee with authority to make a decision regarding the appeal. This committee must always include the school's Pastor/Archbishop Representative. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond. **The decision of the principal will be overturned only if school or CISVA policy was not followed.**
8. After this, the subcommittee shall, in camera, present its decision to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement the decision. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action. The Education Committee may reject the sub-committees decision only if there is a serious flaw in the procedures of the appeal process. At that time, the Superintendent must be notified and a decision will be delayed until the Education Committee receives direction from the Board of Directors.
9. The Education Committee shall notify the appellant, and the principal, of its decision within seven days of the meeting. The decision shall be communicated in written form.
10. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following.
The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision. **The decision of the Education Committee will be overturned only if school or CISVA policy was not followed.**
11. If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudspersons shall be obtained from the Superintendent of the CISVA.
12. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
13. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
14. The Board of Directors will communicate its final decision to all parties involved.
15. Requests for extensions of the timelines mentioned in the policy, will, for valid reasons,

Personal Information Privacy Policy

For Parents and Students

The School's Commitment to You

Safeguarding your confidentiality and protecting your personal information is a fundamental concern of Our Lady of Perpetual Help School. The school is committed to meeting or exceeding the privacy standards established by the BC ***Personal Information Protection Act (PIPA)***

This personal information privacy policy is intended to explain to you the current legislation which is designed to protect your privacy, to regulate the use and collection of information, and to state the steps the school has taken to ensure your personal and financial information is handled appropriately and securely.

Privacy Protection in British Columbia

The Act requires an organization to obtain informed consent from an individual before collecting personal information about that individual, with certain exemptions. The organization must state why it is collecting the information, and how it will use the information collected. The Act also requires the organization to keep the information it has collected in a secure and safe manner, protecting the individual's right to have his or her information protected. The Act also describes with whom the personal information may be shared.

Note: Our Lady of Perpetual Help School does not fall under the ***Freedom of Information and Protection of Privacy Act (FOIPPA)***, which applies only to provincial government and its bodies; neither does it fall under the ***Protection of Personal Information and Electronic Documents Act (PIPEDA)***, a federal statute.

Ten Privacy Principles

As part of Our Lady of Perpetual Help School's commitment, the following *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. These principles have been built upon the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and British Columbia's ***Personal Information Protection Act (PIPA)***.

Principle 1 – Accountability

Our Lady of Perpetual Help School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual(s) who is (are) accountable for the school's compliance with the *Ten Privacy Principles*. This individual is the *Privacy Officer* of the school.

Principle 2 – Identifying Purposes

Our Lady of Perpetual Help School will identify the purposes for which personal information is collected before or at the time the information is collected.

Principle 3 – Consent

Our Lady of Perpetual Help School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Principle 4 – Limiting Collection

Our Lady of Perpetual Help School will limit the personal information collected to those details necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

Our Lady of Perpetual Help School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

Principle 6 – Accuracy

Our Lady of Perpetual Help School will maintain personal information in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

Principle 7 – Safeguarding Personal Information

Our Lady of Perpetual Help School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

Principle 8 – Openness

Our Lady of Perpetual Help School will make information available to individuals concerning the policies and practices that apply to the management of their information.

Principle 9 – Individual Access

Our Lady of Perpetual Help School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's information, and shall give the individual access to it in accordance with the law. Individuals may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

Principle 10 – Complaint Process

Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of Our Lady of Perpetual Help School.

What Information is Collected?

Our Lady of Perpetual Help School gathers and uses personal information to provide your child with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from you, and only with your consent. When you apply to register your child the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs.

How is Information Used?

Our Lady of Perpetual Help School uses

- personal information to communicate with you, process applications and ultimately to provide you and your child with the educational services and co-curricular programs you expect.
- personal information to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- anonymous/personal information to constantly improve our school, e.g., surveys.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill a different purpose, the school will notify you and ask you for your consent before the school proceeds.

When May Information be Disclosed?

Our Lady of Perpetual Help School keeps personal information strictly confidential and treats it with care and respect. However, some of an individual's personal information may be shared with others as noted below.

When Authorized by You

- Other educational institutions routinely contact the school for personal information about students. For example, if your child moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when you register your child and authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of your child.
- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases, such as when you communicate through e-mail, your consent will be obtained electronically.

When Required by Law

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

When Permitted by Law

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities etc. Only pertinent information is disclosed. The school does not sell, lease or trade information about you to other parties.

The School's Employees

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about your child but not your account with the school.

All employees of Our Lady of Perpetual Help School are required to abide by the privacy standards governed under PIPA. They are also required to work within the principles of ethical behavior as set out in employment contracts and must follow all applicable laws and regulations. Employees are well informed about the importance of privacy and they are required to sign either a code of conduct or a confidentiality agreement that prohibits the disclosure of any personal information to unauthorized individuals or parties. To reinforce their understanding and commitment to upholding client privacy and confidentiality, employees periodically receive up-to-date literature about our privacy policy, principles and standards.

Outside Service Suppliers

At Our Lady of Perpetual Help School, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. For example, the school gives its yearbook publisher the information required to produce the annual yearbook. Suppliers of specialized services are given only the information necessary to perform those services.

Restricting Sharing Information

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

How Does The School Safeguard Information?

Our Lady of Perpetual Help School maintains current security standards to ensure that your personal and financial information is protected against unauthorized access, disclosure, inappropriate alteration or misuse.

Student Files

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them.

Electronic Security

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of your information is not compromised.

Record Management

Personal information is destroyed one year after the school no longer needs the information or one year after legal minimum retention requirements have been met.

Accessing and Amending Information

Our Lady of Perpetual Help School makes decisions based on the information it has. The school makes every effort to ensure information is accurate and complete.

Accessing Your Information

You may access and verify any of your personal information with appropriate notice so that the office is able to supply you with the information you require. Most of this information is available in the registration forms and other forms that you filled out.

Accessing Student Information

You may access and verify school records of your children, with appropriate notice, during normal school hours. In situations of family breakdown, the school will grant access to records of children as determined by judicial review. (High schools may wish to develop policy on access by students to their own records.)

Amending Your Information

To help the school keep your personal information up-to-date, the school encourages you to request the school to amend inaccuracies and make corrections. Where appropriate, the school will communicate these changes to other parties who may have unintentionally received incorrect information from the school.

Questions, Concerns and Complaints

The school may add, modify or remove portions of this policy when it is considered appropriate to do so. You may ask for the most recent update of this policy at the school office. Questions, concerns, and complaints about privacy, confidentiality and information handling of the school may be addressed to the school's Privacy Officer by calling the school office. If necessary, you will be referred to use the school's complaint procedure and appeals policies.

Routines

Before School Begins: Supervision of students begins at 8:30 a.m. Students should not be at school before this time unless for a supervised activity.

Recess: During outdoor recess, students must go outside. Students who must enter the school building before recess is over should report to the Office. When the bell rings to end recess, students are to immediately line up outside and enter the school quietly and quickly. Recess will be held indoors when there is inclement weather or for other, special circumstances.

Lunch Routines: Children are expected to bring a nutritious lunch and a water bottle. We discourage the consumption of "junk food." Every Monday, Wednesday and Friday, a hot lunch is offered. There are three terms and order forms will be sent home. The chewing of gum is not permitted in the school, on the school grounds, or at school functions.

Many of our students have a life threatening anaphylactic allergy to peanuts & nuts. To ensure a safe environment for these children is to make our school PEANUTS & NUT FREE and to ensure all parents and students are aware of the importance of not bringing any items to school that contain nuts.

Extra-Curricular Activities: Our Lady of Perpetual Help School offers a variety of extra-curricular activities in the areas of Fine Arts, Athletics, Academics and Services. All students are encouraged to participate in one or more of these extra-curricular activities. Any student who neglects their studies may be denied participation in these activities until improvement is shown. The decision will be made by the Administration in communication with the parents, the director of the extra-curricular activity and the class room teacher.

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 or if they present a note to the office that is signed by the parent/guardian. These guidelines are in effect for all school-related activities before, during, or after school. 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.

Ending the School Day: Five minutes before dismissal time, students are to prepare and organize their homework and personal belongings. The day will end with prayer. No class should be dismissed until the final bell is rung.

Classroom Duties: Students in cooperation with teachers are responsible for the appearance of their classroom. Students are to respect all school property. No student may use the teacher's desk without permission from that teacher. Since many other people use our school building, we expect that classrooms are to remain generally clean and orderly.

There is to be no running in the classroom or hall. Hallways are to be kept tidy at all times. Nothing should be left on the desks or on the floors in the classrooms or hallways after school.

School Property: Students are held responsible for textbooks, school equipment, sports uniform, etc., which are issued to them. Damage or loss will require that reparation be paid.

Lost and Found: The Lost and Found cupboard is located by the court yard door. Students must check the Lost and Found for their personal belongings. Unmarked and unclaimed items will be given to charities or sold as used uniforms. **All personal belongings, including clothing, should be marked with the student's full name.**

Student Valuables: Students are warned not to bring money to school or to leave valuables in their desks or lockers. During PE classes, items such as watches and jewelry should be left with the teacher and not in the change room.

Special Activities

School Mass: Mass is held every Friday at 9:00 a.m. for Our Lady's School and students are expected to be in full uniform, including tie. During the year there are regularly scheduled class 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. Parents are always welcome to attend.

General Assemblies: Monday morning 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.

Field Trips: Field trips augment the curriculum and, as such, all students are expected to attend. If, however, you choose to keep your child from participating in a fieldtrip, your child will not be accommodated at the school. You must keep your child at home and it is an unexcused absence. If your child has any medical or dietary conditions, which would affect or limit your child's participation, please advise the classroom teacher.

Special Areas: There are areas in the school and on the school grounds, which are off limit to students. These include teachers' desks, other students' desks, the paper room, staff room, PE office, and A.V. storage room. Only in case of emergency may a student look for a teacher in the staff room. Students are not permitted in the computer lab, gymnasium, kitchen, or paper room without adult supervision.

School Grounds: Students use most of the school grounds for play in their designated areas. Areas where play is not allowed are in or around the church and rectory and in the teacher parking area.

School Safety

Fire and Earthquake Drills: Our Lady of Perpetual Help School follows fire drill procedures as required by the Vancouver Fire Department. Fire drills are held at least once every two months. Expectations for these drills are given to all teachers and substitute teachers and are posted in the classrooms. Our Lady's School also follows the outline of earthquake drills as published by the Ministry of Education, Province of British Columbia, June 1989.

We are prepared to care for students until they are picked up and we expect for this to be up to 72 hours or longer. Student will ONLY be released to those people parents have listed as emergency contacts. Parents are asked not to phone the school following an earthquake as it is vital that lines stay open for emergency use. Please listen to emergency radio stations. If you drive to the school after an earthquake, it is important that your car does not block access routes potentially used by emergency vehicles.

Emergency Procedures: In case of emergencies, please listen to the following radio stations: CKNW 980 & CBC 690.

Inclement Weather: In case of severe inclement weather which would cause a driving hazard to those who commute to our school, the school will be closed. School closures will be announced on radio stations as listed above and families will also be contacted through the phoning tree.

Medical: Our Lady's School has staff trained in first aid. Minor emergencies will be dealt with at the school. In case of serious injury, the parent will be contacted to take the child for further care, or an ambulance will be called and the parent contacted. Please ensure emergency numbers are kept up to date.

Traffic & Parking Safety: Everyone is required to follow the traffic pattern and obey the directions as established by the school. Special care should be given at the beginning and the end of each school day. It is necessary that drivers follow the directions of the parking patrol.

Parking is limited. In consideration of others, please observe the parking restrictions (3 hour limit in front of residential homes) and the "no stopping" zone on 10th Avenue and Crown Crescent, directly in front of the school; these are "drop off" zones only. To ease the congestion, please park a block away and walk.

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 from 7:30 a.m. to 4:30 p.m. Bicycles should be walked during these times. All bicycles are to be locked to the bicycle rack on the north side of the building. The same rules apply to skateboard, roller blades and scooters.

School Uniform

Our Lady of Perpetual Help has a school uniform policy in place that requires your children wear the approved uniform. A school uniform builds community pride and serves to identify your children with our educational philosophy and faith. It is important that parents and children take the responsibility to follow the approved guidelines. Teaching your children to properly keep shirts and blouses tucked and paying attention to appearance teaches independence and confidence. Please go over the approved uniform with your children. Teachers will notify parents of items not approved.

Approved School Uniform is as Follows:

All students must wear the school uniform as prescribed. Students who are unable to wear the complete uniform (including gym uniform) at any given time are required to have a note of explanation from their parents. The uniform for Our Lady of Perpetual Help School is as follows:

Girls:

Tunic	(K to Gr. 3) – Dress Gordon Tartan
Skirt/Kilt (Gr. 4 to 7) – Dress Gordon Tartan	
Shirt	White OLPH crested oxford
Sweater	Navy v-neck raglan sleeved crested pullover
Socks	Navy blue knee highs or tights
Shoes	Black plain soft soled (crepe or rubber) Closure – ties, buckles, Velcro or slip-ons. <i>NO party shoes, platforms or boots.</i> Solid black runners will be allowed. Runners must be completely black, no stripes.
Hair	Only accessories (hairbands/scrunchies) sold at the Uniform Shop are acceptable. Students are strongly encouraged to keep their natural hair colour.

Note: School gym shorts or navy blue bike shorts can be worn under the uniform if playing on the playground structures.

Boys:

Trousers	Navy blue pants (available from the Uniform Shop)
Shirt	White OLPH crested oxford
Sweater	Navy v-neck raglan sleeved crested pullover
Socks	Plain navy blue or black
Shoes	Black plain soft soled (crepe or rubber). Closure – ties, buckle, Velcro or slip-ons. <i>NO party shoes or boots.</i> Solid black runners in good condition will be allowed. Runners must be completely black, no stripes.

Summer Uniform – Optional (After Spring Break to Thanksgiving)

Boys:

Shorts	Navy blue walking shorts - OLPH regulation
Shirt	White OLPH crested oxford
Socks	Navy socks/ black shoes

Girls:

Skort	Navy blue
Shirt	White OLPH crested oxford
Socks	Plain navy ankle or knee high with black shoes

Gym Uniform (Boys and Girls)

Navy shorts, OLPH t-shirt, white or natural color soled runners ~ to be worn for PE only, OLPH gym bag, white socks for sports teams.

Note: No makeup or nail polish is permitted. Girls may wear small earrings; however, for safety reasons large or dangling earrings or other pieces of jewellery are not permitted in school, at school functions or in the gym. Boys are not permitted to wear earrings at school or any school functions.

Winter – Optional

O.L.P.H. sweatshirt and navy blue sweat pants – grade K-4
Track suits – grade 4 – 7

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

Policy 5

OLPH Uniform and Grooming Policy

Rationale

The success of the policy on the school uniform and grooming depends upon the cooperation of the entire OLPH School Community – staff, students, parents, and administration.

Policy

A designated school uniform must be worn at all times, unless the principal has made an exception.

The OLPH school uniform was designed to best represent Our Lady's School.

If a student appears in class or in the hallways and common areas out of uniform, teachers will make every effort to ensure that the student is compliant with the uniform policy. If a student remains non-compliant, he/she will be referred immediately to the principal. A student may not be in class out of uniform without a note from the principal or his/her designate.

If there is a breach of the uniform and/or grooming policy, a note will be sent home by the principal to parents of non-compliers, indicating the nature of the infraction(s) and the expected date for remediation. If this responsibility is not met or there are repeated breaches of the uniform and grooming policy, consequences will become more serious.

Procedure & Guidelines

Uniform: The uniform must be purchased from Neat Uniforms or the School Uniform Shop. Only those items approved by the Administration and Parish Education Committee as the OLPH uniform are acceptable.

Hair:

- Hair must be clean and neat. Hair colour must be natural. No dyed, streaked, or bleached hair is permitted.
- Girls' hair should be neat and tied back if necessary to keep it off the face. Hair accessories must be simple and school colours - black, navy blue, or school plaid. Simple barrettes of school colours are also allowed.
- Boys' hair must be kept short and neat, above the ears on the side, above the eyes in front, and trimmed to collar length.
- Fad haircuts are not acceptable.

Make-Up/Nail Polish: Students are not allowed to wear make-up, nail polish or any form of appendage decorations to school unless it is permitted by Administration for a specified event or reason.

Jewellery/Accessories:

- If a student wishes to wear a watch, it must be simple and conservative.
- If a student wishes to wear earrings, it must be a matching pair that is small (e.g. studs) and simple.
- Students are not allowed to personalize or customize their uniforms with any accessory (e.g. broach, pin) that is not approved by Administration.

Requests for Special Consideration

If a student requires special consideration regarding a variation of the uniform and/or grooming, then an appropriate letter must be submitted by the student's parent/guardian to the principal for review. Careful and thoughtful consideration will be given by Administration for any such request. Approval will be determined and appropriate correspondence will be sent to the student's parent/guardian.

Updated May 24, 2011

Tips for Parents

Assemblies are held every Monday at 8:50 - 9:15 a.m. in the school gym. Each class takes a turn to prepare assembly but parents are invited to attend weekly. Useful information is provided on upcoming events and children receive awards and prizes.

School Mass is every Friday at 9:00 a.m. at the church. All parents are welcome to attend and students must be in full uniform including ties.

Room Parents: Each class has two room parents whose duties include asking for parent volunteers to help out with various events, supervising and driving on field trips, etc. Each class is responsible for one major event during the year. It is mandatory that each family participates with these events and room parents will contact parents.

Extra-curricular Activities

Sports: There is a wide variety of sports for both girls and boys taking place outside of normal school hours. This is a brief summary of what is available.

Boys

Cross Country (Sept - Oct) GRADES 1 - 7
Soccer (Sept – Nov) GRADES 4 - 7
Basketball (Dec - March) GRADES 5 - 7
Badminton (March - April) GRADES 5 - 7
Track and Field (March - April) GRADES 1 - 3
Track and Field (March - June) GRADES 4 - 7

Girls

Cross Country (Sept - Oct) GRADES 1 - 7
Volleyball (Sept – Nov) GRADES 5 - 7
Basketball (Beg. Dec - end March) GRADES 5 - 7
Badminton (March - April) GRADES 5 - 7
Track and Field (March - April) GRADES 1 - 3
Track and Field (March - June) GRADES 4 - 7

Students are provided with permission forms and information notices at the beginning of each term.

Choir: Students from Grade 3 upwards can join the choir which sings at various performances throughout the year. There is no audition necessary. All students are welcome. Choir practices are once per week at lunch hour and children are expected to attend. The choir also sings at school masses and those singing are expected to arrive at the school by 8.15 a.m.

Band: Band members are Grade 5, 6 & 7. All students in fifth grade under the direction of the music teacher choose a wood wind or brass instrument to play. Practices are during school hours.

Rock Band: Students from Grades 5, 6 & 7 who are proficient in an instrument are invited to join rock band.

Seasonal Clubs: Chess, French, Missions. Information is distributed to the children in the relevant grades

School Uniforms

Uniforms can be purchased from NEAT Uniforms www.neatuniforms.ca or 1050 Boundary Road, Burnaby. On Friday mornings at 8:30 a.m. parent volunteers sell used uniforms, new gym strip and ties from the school shop. STEP UP DAY, held at the school in June, is an ideal day for purchasing uniform and ordering kilts/tunics.

Tip: It is a good idea to purchase more than one tie and to keep one in a safe place. The tie is required every Friday for Mass and other special occasions, but can get lost easily when changing for gym etc. Make sure your ties are marked clearly with your child's name (as with all uniform and shoes). Regular uniform checks are made and your child will be told if something he or she is wearing is not suitable.

Jackets/coats: There is no official school coat; however it is advisable to purchase a dark coloured warm/waterproof coat for winter as children are encouraged to play outside whenever weather is suitable. A lighter waterproof is suitable for Spring/Summer.

Shoes must be black (not patent) with a heel no higher than 1/2"(girls). No boots permitted for boys or girls.

School Events

Report cards / Student Led Conferences /Parent Teacher Interviews: Report cards are issued 3 times a year at the conclusion of Fall, Winter and Spring term. **Meet the Teacher Night** is in mid September, Parent/Teacher interviews are midway through Fall term and Student Led Conferences are in the Spring. All parents are expected to attend. Meet the Teacher Night is an opportunity to meet your child's teacher, discuss the year's syllabus, ask questions regarding the curriculum and meet other parents. During **Parent/Teacher interviews**, parents have the opportunity to meet one on one with their child's teacher (students do not attend). At **Student Led conferences**, students attend with their parents at a

scheduled time. Students and teachers put considerable effort into preparing for this event and it provides the opportunity for students to showcase their work to parents.

Christmas Concert takes place the week before Christmas break. The entire school participates in this Christmas celebration. There are usually two concert performance times, one in the morning which parents with young siblings are encouraged to attend, and the second performance which takes place in the evening. As with all school events, you are encouraged to arrive early. Notices will be given out prior to the event giving details of any costumes your child may require.

Spring Concert: A concert is held for all choir and band members in the Spring.

Speech Arts usually takes place in March/April. Students must participate in an area of public speaking (Bible Reading, Story Telling, Poem Recitation or Speeches). Your child can perform a story or poem written by him/herself, or do a bible reading in front of the class. Information on Speech Arts week will be sent home. Students are selected from each class to compete in the Our Lady's School Speech Arts and winners go on to compete in the Archbishop Carney Speech Arts Festival.

Lost and Found is located in a cupboard by the courtyard entrance and should be checked regularly for mislaid items. Remember to label your child's name on all items.

Reconciliation/ First Communion preparation is included in the Grade 2 religion curriculum. Students receiving these sacraments who are not currently in Grade 2 need to notify the office so they will be included.

Confirmation preparation is included in the Grade 7 religion curriculum.

Parent Participation: Many activities arise throughout the year to enable all parents to achieve their required 40 hours. Each 40 hour requirement is comprised of 5 parking duty shifts, 2 hours at each of your child(ren)' Grade Event(s), and the remainder of hours at your discretion. Teachers will need help with field trips, classroom helpers and other activities. Events such as the Harvest Fair, annual fundraiser, Walkathon, working in the classroom/library, assisting teachers, helping with hot lunches are just a few ways in which volunteer hours can be achieved. Register on-line at www.olphbc.ca under Parent Participation.