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1 THE SCHOOL COMMUNITY
Pastor FATHER PATRICK TEPOORTEN
Assistant REV. FATHER DASS

Rectory Telephone 485-5300

1.2 SCHOOL STAFF

Mrs. Lisa BergPrincipal
Miss Angela De VitaKindergarten
Mrs. Kelly Neri/Miss Katelyn Potesta (Fri)Grade 1/2
Mrs. Gemma Neath/ Mrs. Andrea Massullo (Fri)Grade 2/3
Mrs. Carol WyattGrade 4/5
Mr. Claude LaFranceGrade 5/6
Mr. Mark Watson.....Grade 7
Mr. Brendan Maguire.....Grade 8/9

Miss Katelyn Potesta.....Special Ed & LA
Mrs. Cathy GiguereEducation Assistant
Mrs. Toni English Education Assistant
Mrs. Heather MacLeod.....Education Assistant

Mrs. Claudia Cappiello.....Office Manager/Secretary
Mrs. Lisa Beeching.....Bookkeeper

Mr. Casey Bullock.....Custodian
Mr. Rolland DesiletsBus Drivers
Mr. Terry Phillips.....Bus Drivers

Mrs. Cynthia Spent.....Preschool

1.3 EDUCATION COMMITTEE

Mr. Mark Merlino Chairperson
Ms. Melissa Fraser Vice-Chairperson
Ms. Loretta Netter Secretary
Mrs. Stacey Ruegg Treasurer
Mr. Peter Bordignon Building & Grounds (Maintenance)
Mr. Noah Schweitzer Grants

1.4 PTA EXECUTIVE

Mrs. Terri-Lynn Parsons President
Mrs. Sarah Murphy President Liaison
Mrs. Andrea Massullo Vice President
Mrs. Jolene Palmquist Treasurer
Mrs. Robyn Penner Secretary

1.5 Parent Support Group (PSG)

Mrs. Lindsay Zakkour – Mrs. Erin Neall

2 SCHOOL PHILOSOPHY/VISION STATEMENT

We strive to be a warm, welcoming Christ-centered family where all will grow in faith, love and knowledge.

2.1 GOALS - A POSITIVE CATHOLIC FORMATION

Assumption School strives to provide its students with a positive learning environment in the light of the Catholic faith. In co-operation with the parents and parish community we strive to:

- Work to build a living Christian community.
- Nurture a positive self-image in the students.
- Encourage students to live their lives in empathy and understanding of others.
- Develop a greater awareness of the variety of values and attitudes in regard to ethnic, religious and social differences within our own school.
- Provide an environment for, and encourage students to strive for academic excellence.
- Recognize that enrichment is the core of educational goals for all students and strive to expose all children to a curriculum that enhances their ability to think creatively and critically as they learn.
- Endeavour to develop the whole person.
- Integrate faith in personal life so that the students are able to take their place in society as mature, loving and caring persons committed to the living of their faith.

3 SCHOOL ORGANIZATION

3.1 ROLE OF THE PASTOR

The Pastor is a direct representative of the Archbishop. The Pastor is an integral member of the School Community and also has special responsibility in matters of religious instruction and guidelines.

In the exercise of his authority, the Pastor is an ex-officio member of the Education Committee and all appointed sub-committees. As the Archbishop's direct representative the Pastor works closely with the Principal and Education Committee on activities pertaining to the function of the school to ensure at all times a clear recognition of the school's objectives. See policy # 113 of the CISVA policy manual at http://www.cisva.bc.ca/policy_manual/

3.2 PARISH EDUCATION COMMITTEE

MANDATE: The Constitution of the Catholic Independent Schools of Vancouver Archdiocese (CISVA) provides for the formation of committees. Among the committees that are authorized by the Society are Parish and Regional Education Committees. They receive their mandate from the Society.

The Education Committee is composed of the Pastor, two members appointed by him and five elected members. The Principal is not a member of the committee, but attends most

meetings in an advisory role and should be present for the entire meeting. However, there may be occasions when the Principal or an Education Committee member may be excluded from a meeting.

The Education Committee is responsible for assisting the Pastor in developing educational policies, preparing budgets, exercising fiscal responsibility, hiring teachers, and for the overall operation of the school. As well, working together with the Principal, they will ensure that the spiritual and academic climate of the school reflect the principles outlined in policy # 110 of the CISVA Policy Manual found at the website: http://www.cisva.bc.ca/policy_manual/

The Committee meets every **fourth Tuesday of the month**. Meetings are open to parents except for in-camera sessions. Requests by non-members to speak at meetings must be made in writing and received seven (7) days in advance. The written request must state the subject matter the non-member wishes to discuss.

A more detailed account of the Roles and Responsibilities of the Assumption Education Committee can be acquired from the office or by contacting a committee member or visiting the website: http://www.cisva.bc.ca/policy_manual/ and review policies: #110 and #113-117.

3.3 PARENT-TEACHER ASSOCIATION (PTA) (Revised February 2014)

The aims of the Assumption School PTA are:

1. To foster cooperation and open communication between parents and teachers.
2. To enable parents to understand the school system and its policies.
3. To raise money, through fundraising, to support in the non-funded needs of the school.

All parents/guardians of children in the school are members of the Parent Teacher Association. Assumption School has a very dedicated and active PTA.

The PTA Executive consists of the President, who is appointed from the Parish Education Committee (PEC), the Vice President/Fundraising Head, Recording Secretary, Corresponding Secretary and Treasurer who are elected for a one year term at the final PTA meeting in June.

The PTA general meetings are normally in the Library of the school. The meetings are sometimes addressed by a guest speaker and include reports from the PEC, Principal, sub-committee heads, old and new business, and discussion on a chosen topic. Meeting dates will be posted on the monthly calendars and the school website under the PTA tab. An email reminder of upcoming meetings will also be sent out to families. Parents are encouraged to attend these meetings.

Special meetings may also be called as the need arises.

The PTA operates as a sub-committee of Assumption Parish and the Parish Education Committee.

The amount of money that the PEC requests the PTA to raise for the following year's budget will be approved at the regular May PTA meeting (by motion, discussion and vote) and then approved by the PEC. Other money the PTA wishes to raise for specific projects will be approved by the PTA (by motion, discussion and vote) and then approved by the PEC.

3.3.1 Fiscal Responsibility

According to CISVA policy #210, "all monies derived from fundraising must be properly accounted for by the parish and the school. Monies from fundraising in a parish school will be deposited in the parish books first before being transferred to the parish school."

The PTA may operate with a "School Fundraising account to receive fundraising income and pay fundraising expenses before the net proceeds are deposited into the parish account. These net funds must be used for the purpose for which they were raised. The balance of this school fundraising account shall be zero at fiscal year-end, June 30th and it shall be included in the annual financial audit."

With PEC approval a "float" may be held in the school fundraising account. The amount may vary from year to year.

3.4 PTA SUB-COMMITTEES AND OTHER PTA TASKS

3.4.1 Fundraising

The fundraising committee is chaired by the Vice-President of the PTA executive. The PTA president is also a member of this committee. Meetings may be called as the need arises.

They are responsible to raise money for the PEC budget, year end miscellaneous expenses and specific PTA projects.

Assumption School's Fundraising program consists of three major events during the school year.

1. Coffee/Tea/Hot chocolate Sales
2. Poinsettia Sales
3. Walkathon

All families are encouraged to support and participate in the program.

3.4.2 Bingo

The Parish Bingo contributes substantially to the needs of the school. Some of the money raised at bingo is filtered directly into the school so that all the children benefit.

The PTA provides floor workers, pull-tab sellers, callers and concession workers every Wednesday night.

3.4.3 Hot Lunch

This committee is responsible for preparing and organizing the distribution of pre-purchased hot lunch orders once per month for the students.

3.4.4 Gardening

This committee is responsible to maintain a portion of the school grounds by weed eating once per month or more when needed. The committee is also responsible to enhance the grounds by planting flowers or shrubs as needed.

3.4.5 Lost and Found

This committee is responsible to return lost items to their rightful owner but if items are not claimed they will be donated to charity.

3.4.6 Head Check

~~This committee comes into the school to check the heads for lice on all the students.~~

3.4.7 Uniform

This committee is responsible to communicate with the uniform supplier, to order stock, to keep inventory, to organize volunteers, to supply products and uniform samples for sale in June. The committee must also organize one pick up day in August, must open uniform room twice per month for sales and must be available for sales during the school year.

3.4.8 Book Fair

This committee is responsible to plan, organize and execute the Book Fair usually held in October.

3.4.9 Emergency Phoning

This committee is responsible to notify parents/guardians of any changes occurring out of the regular school schedule. e.g. bus breakdown

3.4.10 Lunch Hour Supervision

This committee is responsible to organize a schedule for parents to supervise the children during lunch hours.

3.4.11 Teacher's Luncheon

This committee is responsible to plan, organize and execute the teacher's luncheon usually held in June.

3.4.12 Parish Bazaar Tea Room

This committee is responsible to organize and execute the Tea Room at the annual Parish Bazaar held in November.

3.3.13 Campbell Soup Label

~~This committee is responsible to sort, count and bundle Campbell soup labels so that points may be redeemed for school equipment.~~

3.4.14 Library

Parent volunteers, under the direction of the Librarian, are responsible to check books in and out, keep library in order and assist children find books.

3.4.15 Special Events

This committee is responsible to plan, organize and execute any approved special event needed for either fundraising or promoting the school as the need arises.

3.4.16 Playground

This committee is responsible to maintain the grounds around the playground area and to maintain the equipment.

3.5 PARENT SUPPORT GROUP (CISVA policy #416) (Added January 2014)

Support Group (PSG) is a necessary parent liaison group between the school and the BC Gaming Commission. The formation of this group meets the eligibility for receiving gaming funds from the BC Gaming Commission.

Policy - CISVA schools shall establish a Parent Support Group independent of the Parish Education Committee and any other group in the school.

Procedure

Each school shall hold an election for three officers that will comprise the Parent Support Group. The officers will be elected annually from the parent body of the school. It is recommended that nominations and elections take place at an annual general meeting of the parents. Officers on the PSG have a one year term but can stand for re-election.

The PSG in accordance with BC Gaming Commission regulations (Gaming Policy and Enforcement Branch) opens its own banking account to receive funds from BC Gaming.

Gaming Policy and Enforcement Branch – *Guidelines for Applying for a Community Gaming Grant* states “grant funds must remain under the control and management of the PAC (note: PSG is the term used in CISVA whereas PAC is a public school term) whose membership is comprised of parents or guardians of students attending the school”.

The PSG is to follow all the regulations of the Gaming Policy and Enforcement Branch in making application for gaming funds and the expenditure of funds benefiting students.

The PSG receives a grant of approximately \$3,900 per year. Over the last several years, the PSG has purchased volleyballs, basketballs, musical stands, stage curtains, new playground equipment, audio system, computers, monitors, jerseys, hockey equipment, new volleyball nets/poles and funded the DARE program.

4 ADMISSION POLICY AND SCHOOL FEES

4.1 ADMISSION POLICY (from CISVA policy #401)

Recognizing limitations of enrolment at Assumption School, certain policies have been established to prioritize application for admission. Every eventuality cannot be anticipated. Therefore, the Education Committee is responsible for the final decisions on applications submitted for enrolment.

In accepting children for admission, preference will be given to certain groups according to the following priority guidelines:

1. Children of practicing Catholics presently enrolled 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. Children of non-practicing Catholics who have other children presently enrolled if they and their families meet the expectations of the school.
5. Children of non-practicing Catholics if they and their families meet the expectations of the school.
6. Children of non-Catholics who have other children presently enrolled and meet the expectations of the school.
7. Children of non-Catholics if they and their families meet the expectations of the school.

"Practicing Catholic," means those who are registered in the parish and attend Sunday Mass regularly. "Active in the parish" means those who support the parish by using envelopes and participate in the work activities required of them.

All new registrations for the following school year must fill out an application form with all pertinent information being available upon request. The application is valid only for the upcoming school year. Applicants new to the school and their parents are required to meet with the Principal, Pastor and PEC Member. All parents must sign and statement of commitment as required by the CISVA prior to being accepted into the school. Families will be notified of acceptance or non-acceptance soon after the interview process.

The Education Committee or school Principal reserves the right to deviate from this order of admission for special reasons.

4.1.1 Applications for Registration/Re-registration

Re-registration of current students (and their siblings even if new to the school) occurs within the following guidelines:

1. Registration will take place in February (date set by PEC)
2. All current students are required to re-register at Assumption School.
3. All delinquent fees must be paid one week prior to registration.
4. The annual \$25.00 registration fee per family, for the school year must be paid at the time of submission of re-registration. A late fee of \$50.00 will be charged when families register after the deadline.
5. EFT or Post- dated cheques for tuition fees, for the forthcoming school year, must be received at the time of registration. .
6. Registration will not be accepted until (3), (4), and (5) have been met.

If siblings of enrolled students do not submit their applications at this time, they lose their priority status.

4.2 TUITION FEES

4.2.1 Explanation

Catholics who have Sunday envelopes qualify for the **Contributor's Rate**.

Non-Catholics who have Sunday envelopes and donate to the Parish are required to speak to the Pastor.

Everyone else is required to pay the **non-contributor's rate**. Any exceptions are to be discussed with the Pastor for approval. Only the Pastor has access to information about who does or does not qualify for the **Contributor's Rate**.

The reason for the lower fee is recognition that an individual or family, within the Parish, is contributing to the Church, which, in turn, subsidizes the school. The envelope number is the only way to verify this. Without a number, the Parish office is unable even to issue an income tax receipt.

4.2.2 Monthly tuition fee schedule:

Monthly tuition fee schedule for the 2017-2018 school year:				
	Contributor's Rate	**Example of Cost after Tax Receipt	Non Contributor's Rate	**Example of Cost after Tax Receipt
1 Child (Grade K - 7)	285	165	310	179
1 Child (Grade 8 - 9)	305	176	330	191
2 Children (K - Grade 7)	365	210	390	224
2 Children (K - Grade 9)	385	221	410	236
3 or more Children (K - Grade 7)	440	252	465	267
3 or more Children (K - Grade 9)	460	264	485	278

4.3 METHOD OF PAYMENT (Revised April 2014)

There are two options for tuition payment:

4.3.1 EFT - Electronic Funds Transfer (preferred payment method.) Parents sign a one-page EFT agreement and provide a VOID cheque. Tuition payments are automatically debited to families' bank account on the first of the month from Sept thru June.

4.3.2 10 Monthly post dated cheques – Ten posted dated cheques for first of each month (Sept to June) are to be provided at time of registration.

4.3.3 NSF - Any EFT or cheque not processed due to insufficient funds will be assessed a \$20 fee, to be paid in cash, to Assumption School.

4.4 OUTSTANDING PAYMENTS

4.4.1 If parents are anticipating any problems making payments, they are strongly encouraged to contact the school.

4.4.2 If payments are not received due to insufficient funds, parents/guardians will be contacted by the school office and will be asked the soonest possible time that payment will be made.

4.4.3 The Parish Education Committee will determine any further steps for collecting unpaid tuition fees.

4.5 TUITION ASSISTANCE (CISVA policy #401-Added January 2014)

If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance in helping you meet your tuition payments. The pastor, on an individual case basis, will determine the assistance to needy Catholic families. Requests for assistance must be made and approved on an annual basis.

4.6 CLASS SIZE

Determining the maximum enrolment remains the responsibility of the Education Committee. It is generally determined in the prior year in consultation with the Pastor and Principal.

5 SCHOOL SCHEDULES AND ACTIVITIES

5.1 REGULAR TIMETABLE AND EVENTS

8:50 am.....Bell to line up
10:30 - 10:45 am.....Morning recess
12:25 - 1:10 pm.....Lunch break
2:55 pm (except 1st Tues.- see below).....Warning Bell
3:00 pm (except 1st Tues.- see below).....Dismiss students

NOTE: 1st Tuesday of each month -2:00 pm Dismissal (See Early Dismissal below)

Weekly Masses occur on Fridays at 9:00 a.m. All parents are welcome to attend. All school Masses require that standard uniform be worn. Jumpers, kilts, skorts, long pants and sweaters. Black shoes are preferred and encouraged.

NOTE: Children are asked to bring a small donation on each First Friday to support the school's foster children from various countries.

Students arriving at school before or during the 8:00 am Mass are encouraged to attend Mass (Monday to Thursday). There will be a supervising teacher or parent or both in attendance on the school-grounds beginning at 8:30 am daily.

The organization of the school day is marked by the ringing of school bells. When the school bell rings in the morning, at recess and at lunch, students in grades 4-9 enter and exit through the Glacier St door (South) walking on the paved path on east side of school to play ground. Grades K-3 down enter and exit through the playground (North) door.

We would like to remind families, especially new families about the **parking lot at school**. From 8:40 to 9:00 am and 3:00 to 3:20 pm the parking lot is very busy.

The procedure is for cars to drop off/pick up students at the yellow gate only. This way they walk straight onto the playground and are at no risk.

If you are parking your car, try to do so along the edge of the field and either way please walk with children close to you to the yellow gate.

No students should be walking through the parking lot at these times and no students should be coming through the main doors. Thanks for your support with this.

5.2 EARLY DISMISSAL

The first Tuesday of each month students will be dismissed at 2:00 pm. Teachers and staff will have an extended staff meeting to create and establish goals. Parents will be given advance notice by way of the events calendar or notice home.

1:55 p.m. – Warning bell

2:00 p.m. – Final dismissal bell for all students

5.3 CLASSROOM TIMETABLE

Assumption School follows the basic academic programmes set by the BC Ministry of Education. Some flexibility is allowed to teachers to meet individual needs. Teachers are expected to provide a challenging learning experience so that all students are encouraged to perform to the best of their abilities.

5.4 LUNCH BREAKS

Children are expected to bring their own lunches from home. The nutritional supervision of students' lunches remains with the parents. However, gum is not permitted.

Students must eat their lunches in the classroom.

On rainy days, students stay indoors at lunch unless excused. At recess time they go outside and play under the covered area. On nice days, students go outside unless excused.

Running in hallways is not permitted.

5.4.1 Forgotten Lunch/Item Delivery

In the event that lunches or other items must be delivered after school is in session, we ask that you leave them on the counter inside the Secretary's office with the child's name on it or wait in the hall until the noon lunch bell. Your child may get his lunch at the office.

5.5 EXTRA CURRICULAR ACTIVITIES

Teachers sponsor activities for the students. These include basketball, volleyball, track and field, intramurals, PREP and choir. The goals of such activities are to:

1. Encourage all children to participate with others.
2. Train children to strive to reach their potential.
3. Stress hard work and dedication to the group members.
4. Prepare children properly for games and events.
5. Develop and encourage good sportsmanship.

When possible, teams will compete in District 47 tournaments and may travel to other meets or competitions. The fundamental goal of all activities is to help children realize that hard work will result in success. Success is making and keeping a commitment.

5.6 FIELD TRIPS

Field trips tie into the curriculum and are adequately planned in advance to ensure the safety of students. Teachers who are organizing field trips for their class must first obtain the approval of the Principal and Education Committee.

5.6.1 Field Trip Policy

As per CISVA policy # 409, a completed off-site proposal experience form referenced to the *YouthSafe Outdoors* manual is required for each field trip and should provide:

- field trip goals and objectives
- relationship to the curriculum and/or school mission, vision, philosophy
- a description of how the trip is appropriate for students of the proposed age/grade and level of preparation
- statement of potential risks to participants

PTA contributes to funding of these trips. A contribution from participating students may be necessary.

Parents interested in assisting with field trip organization can obtain more detailed information from the office.

5.6.2 Budget issues:

1. The field trip budget is to be used for sports or club travel
2. No more than two paid staff is to be part of the chaperone team if the trip is during school time. *Exception: When a special education student's assistant must travel with the student.
3. Salaries for substitute teachers replacing staff on field trips are to be calculated into the cost of the field trip.
4. School buses may be used on any trip on the approval by PEC
5. Bus costs are to be paid from the field trip budget for all activities for which a field trip form is required.
6. The field trips anticipated each year are (in order of priority):
 - a) Grade 9 trip (7 days maximum)
 - b) Grade 8 trip (4 days maximum)
 - c) Grade 7 trip (4 days maximum)
 - d) Grades 7 & 8 one day ski trip (on hold)
 - e) Grade 6 (one day trip)
 - f) Grade 5 swimming
7. Grades K to 5 inclusive will not travel on out of town trips without special permission from, the Principal, Pastor and PEC. These trips will be for no more than one day.

5.6.3 Safety Issues

1. Parents of all students travelling out of town must provide the principal with a signed School Travel Contract at least one week prior to departure.
2. At least one chaperone or teacher travelling with the students must be trained in Basic First Aid.
3. When groups of students split up on a field trip for accommodation (other than billets) or extended activities:
 - a minimum of two adults must be with each group of students
 - transportation must be available for each group of students in the event of an emergency.
 - Students will not be billeted without an approved supervisor.
4. Students will wear uniforms unless permission not to wear uniforms is granted by the Principal.
5. The class teacher will fully brief parent chaperones on trip itinerary, rules, and their responsibilities prior to the day of departure.
6. Ratio of chaperones to be: Primary 1:5 Intermediate 1:8
7. The teacher sponsor(s) may hold a parent meeting prior to an out of town field trip being set, unless the trip is only an overnight sport team trip, in which all of the travel and accommodation details have been approved by the Principal, Chairperson of the PEC and the Pastor.

6 HOME/SCHOOL LINKS/CHANNELS OF COMMUNICATION

6.1 SCHOOL SUPPLY LISTS

At the end of each school year, attached to the child's report card will be a school supply list for the following September. Parents are asked to have the supplies available for the beginning of the new school year.

6.2 ATTENDANCE

6.2.1 Lates

Parents should make a sincere effort to ensure that their children are on time for school in the morning and they attend classes regularly to avoid interruption of teaching programmes.

6.2.2 Absenteeism (revised January 2014)

When a child has been unable to attend school, please **email** the school by 9:15am at assump.office@shaw.ca. Just let us know if your child is absent due to sickness or holiday. The email will count as a sick/absent note – if you are not able to email, you must call the school and follow up with a note as soon as your child comes back to school (include dates and reason). The government requires these notes for our grant. Thank you!

6.2.3 Vacations

Two week's notice should be given to the teacher and principal before taking a child out of school for long periods of time associated with vacations. Parents are reminded that a minimum of 135 days is required for a student to complete the school year. Absenteeism for reason other than illness supported by a note may jeopardize reception of the full government grant. Parents may be asked to pay the amount lost.

6.3 SCHOOL VISITS/CONFERENCES

The school would be glad to arrange visits to the classrooms for parents who request them. It is not wise to show up for unscheduled conferences or visits just prior to, or after school, as often the teachers have other plans or duties already scheduled. Please call the school secretary, and she would be glad to arrange a time that is mutually agreeable to parent and teacher. Many teachers welcome parent assistance in a variety of class needs and programmes.

Parents wishing to speak to the Principal are encouraged to also phone ahead and arrange a time for a scheduled appointment.

6.4 HOMEWORK EXPECTATIONS (revised February 2014)

Homework assigned from the classrooms is up to the individual teachers. Generally, the definition of homework will include:

1. Work not finished in class time.
2. Ongoing independent study.
3. Long term projects.

If a child is sick for longer than 2 days, contact the teacher for homework.

Students are encouraged to use after school hours to develop their physical, emotional, social and intellectual well being.

Parents are encouraged to read to/with their child each night.

If parents take a child out of school for an extended holiday, they will be responsible for student learning while away. Arranging a meeting with teacher well ahead of time is recommended.

6.5 REPORT CARDS

There are 3 formal and 2 informal reporting periods during the school year. The school will notify parents in regards to report cards and parent/teacher conferences. A notice will be sent out informing parents of the day reports will be issued and the time for parent/teacher conferences. Parent may receive an interim report, but this is done as a courtesy and will not involve all students. Teachers will be glad to schedule conferences with individual parents when they have concerns about their children's progress.

Parents will be notified should a student present a discipline problem or encounter academic difficulties.

6.6 ADMINISTRATION OF MEDICATION

6.6.1 Assumption follows a policy from the *Ministry of Education* on the administration of prescription medication to students. A parent must request the school's assistance and sign a release form concerning administration by the teacher.

6.6.2 Anaphylaxis Information and Awareness: (2008)

*It is the parent's responsibility to annually inform the school of their child's allergies/medical conditions on the medical/registration form; give consent to administer epinephrin/medication; and also provide the necessary treatment for these allergies.

6.7 LOST ARTICLES/CLOTHING

Please see that all your child's books and clothing are marked with his/her name. Looking after his/her property is the child's responsibility. Lost or misplaced articles can be claimed in the "Lost and Found" box in the Medical Room.

6.8 STUDENT PHONE

A telephone is available for students in the outer school office. Passes for the use of the telephone will be available from class teachers.

6.9 BIKES

It is highly recommended that only students in Grade 4 and up be allowed to ride bikes to school. All students will walk their bikes onto the school grounds from Glacier Street, walking behind the school to the bike racks. They will walk their bikes by the same route to leave the school grounds.

***NO BIKES ARE PERMITTED IN THE PARKING LOT.

***NO BIKES MAY BE RIDDEN ON THE SCHOOL GROUNDS.

***BIKES SHOULD BE KEPT IN BIKE RACKS AND LOCKED.

***BIKE RACKS ARE OFF LIMITS DURING SCHOOL HOURS.

6.10 BUS ROUTES

6.10.1 Guidelines

The Education Committee using the following guidelines establishes bus routes:

- Buses are primarily intended for those living distant from the school.
- It is not desirable to make the earliest pick up much before 8:00 a.m., or to have children arrive home too late.
- Buses should efficiently service as many people as reasonably possible.
- Changes to the routes or stops should be made as equitably as possible.
- It is not possible to accommodate everyone as to times and bus stops.

6.10.2 Changes to Routes/Adding & Deleting Stops

Parents should approach the Principal if they wish to add, delete or move a stop on an existing bus route during the school year.

Direct requests for a change of route or pickup times to the Education Committee.

Bus drivers are not authorized to make any changes to their times, routes or stop. Please do not ask them to do so.

Parents should understand that it may take some time to properly consider a request, since one change can affect many people.

6.11 COMMUNICATION

Assumption School strives to maintain a high level of harmony and goodwill among its staff, students and parents. In order to develop these positive feelings we would like staff and administrative personnel to maintain a direct and open line of communication with students and parents.

If you have any concerns about your child's education please follow the procedures outlined below in order that a reasonable, fair and speedy resolution may be attained.

6.11.1 Academic, Social or Emotional Problems

If you have any concerns about your child, contact your child's classroom teacher by making an appointment through the School Secretary. If you see the teacher and do not feel satisfied with your meeting you are then welcome to schedule a meeting with the Principal. After meeting with the Principal and still feeling that you have not solved your issues then you may write to the Education Committee as a whole, voicing your concerns.

6.11.2 Confidential Matters

Should you experience a problem of a confidential nature, please contact the Principal, the Chairperson of the Education Committee or the Pastor.

6.11.3 Major Complaints (Added January 2014)

CISVA has developed a policy #302 for dealing with major complaints. The policy is outlined here and full details are available in the office or on the CISVA website.

The issue must first be dealt with the persons involved. If the issue cannot be resolved using the suggested strategies, the matter must be brought to the attention of the principal of the school. The principal will follow the outline guidelines to come to a judgment in the matter. If the principal's resolution is not accepted, the matter may be appealed to the Education Committee. This appeal must be submitted in writing no more than seven days after the principal's decision has been received. The education committee will notify the parents and principal of its decision within seven days of meeting.

The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the board considers valid and appropriate.

6.12 BRING YOUR OWN DEVICE POLICY – BYOD (Created December 2013)

6.12.1 Preamble

At Assumption School we recognize the importance that technology can play in the education of our students. As such, we encourage the proper use of technology, in all of its many forms as a tool in students' learning. At the same time, we also acknowledge that technology can be used as a distraction from education. Our goal is to therefore see that the technology our students have is used to the best educational purposes possible.

While not all students possess their own electronic device, it is imperative to develop such a policy with the growing use of such devices.

Definition of Technology: For the purpose of this policy, technology will be defined as any electronic device that the students can use at school. This includes, but is not limited to: calculators, I pads, cell phones, tablets, laptops, and mp3 players.

6.12.2 Policy

- 1) All devices are brought to school at the owner's risk. While all reasonable precautions will be taken to safeguard the devices, the school cannot and will not take responsibility for devices that are lost, stolen or damaged.
- 2) Devices operated during instructional time are to be used for educational purposes only. Staff members will determine if the use is acceptable or not.
- 3) Devices operated during non-instructional time are to be used for appropriate communication and will be subject to review at any time by a staff member.
- 4) There is a diminished expectation of privacy on any device brought into the school **at any time**. Upon request, the student must show a staff member what is on their device. This includes unlocking said device if needed.
- 5) The electronic transmission or posting of digital content (e.g. images, video, audio, and/or text etc.) is prohibited without the permission of the person or persons involved, and where the student is below the age of 18, the consent of the parent/guardian.

6.12.3 Consequences: Failure to follow this policy will have the device confiscated and will only be returned to the student's legal guardian. Multiple offences will lead to the loss of the privilege of bringing one's own device.

As parents/guardians we assume all rights and responsibilities to the Assumption School Bring Your Own Device Policy. In order to demonstrate parent and student understanding, this policy must be read and signed for students to bring and use their device at school.

Remember, *bringing a device to school is a privilege, not a right!*

6.13 INTERNET POLICY (September 2009): Acceptable use of the Internet

6.13.1 Rationale

Our goal is to promote innovative and educational excellence by using Internet Tools for research, worldwide resource sharing, and communication.

Because the use of internet is subject to abuse such as accessing objectionable material, cyber bullying and inappropriate sharing of personal information, the Board has established the following acceptable internet use at Assumption School.

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on school grounds. General school rules for behaviour and communications apply and it is expected that users will comply with school standards at all times. Please remember that students will be held personally responsible for their actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep or send anything they would not want their parents or teachers to see.

It is essential that students adhere to the guidelines, as set forth below, to ensure their well being and safety as well as to maintain the integrity of the School's Network.

6.13.2 Policy Statement

The use of the internet at Assumption School is limited for educational purposes only.

6.13.3 Procedure

Sites that are considered inappropriate are blocked after they are discovered. However, no system is perfect. On a global network it is impossible to control access to all materials that are objectionable or inappropriate. In addition, a malicious user may be able to gain access to sites that are supposed to be blocked. The School cannot, and does not, guarantee that users will not have access to inappropriate or objectionable material. Parents/guardians must consider this in deciding whether to permit their children access to the internet.

The School cannot be held accountable for services it is providing. The School will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6.13.4 Acceptable Use:

To prevent the loss of network privileges or more severe consequences:

- 1 - Do not use a computer to harm or interfere with other people or their work.
- 2 - Do not damage the computer or the network in any way.
- 3 - Do not interfere with the operation of the network by installing software, shareware or freeware.
- 4 - Do not view, send, or display offensive messages or pictures.
- 5 - Do not share your password with another person(s).
- 6 - Do not reveal personal information such as phone numbers or addresses on the Internet.
- 7 - Do not waste limited resources such as disk space, printing capacity or bandwidth.
- 8 - Do not trespass in someone else's folders, work or files.
- 9 - Do notify a teacher immediately, if by accident, you encounter inappropriate materials, or you observe any problems.
- 10 - BE PREPARED to be held accountable for your actions if these rules are violated.

6.13.5 Consequences

Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrator will close an account when necessary. The Principal or a staff member may request the system administrator to deny, or revoke, or suspend specific access and/or user accounts.

Anyone who is found using the internet inappropriately, and not for educational purposes, will be given one warning. Any subsequent infractions will result in the user being prohibited indefinitely from using the schools internet system.

7 GENERAL BEHAVIOUR AND DEMEANOR

Christian values and attitudes are integrated throughout the day and should be evident in how we treat each other within the classroom, on the playground and in community gatherings. Together, we will foster a climate of understanding, caring and learning.

7.1 PARENT/SCHOOL CO-OPERATION

The moral obligation of instructing children in a Christian lifestyle rests first with the parents. The responsibility of Assumption School is to provide an extension and training ground to parental training in the practice of these life skills. The teachers and staff at Assumption School will be dedicated to finding the best means of guiding and teaching the children and in this way reinforce the example set by the parents of our enrolled students.

In order to carry through this directive into the school and classroom, it is extremely important that the child be thoroughly convinced that the parents stand behind the school and that they will demand an accounting of behaviour within the school.

Without such an understanding, the child can come to think that home and school are unrelated areas of authority. For this reason, parents and teachers are encouraged to communicate their common goals to the children and encourage the child's respect for his or her peers within the school and in the community as a whole.

7.2 EXPECTATIONS

7.2.1 Students

- * Arrive punctually, attend regularly, and behave appropriately.
- * Prepare for lessons by having ready the appropriate books, materials and assignments.
- * Show consideration for others: the rights of peers, staff and visitors.
- * Make a sincere, concentrated effort to do well in studies.
- * Wear the correct uniform at all times.
- * Bring a written note signed by the parents/guardian explaining lack of uniform if necessary.
- * Respect and comply with school regulations.
- * Participate attentively and reverently in all religious observances.

In addition to the above, a pleasant co-operative attitude is expected of each student. This is to be shown to both peers and staff. A priest is a representative of Jesus, so he must be greeted and treated with the utmost respect at all times by all students.

We believe that the display of good manners reflects proper home training, including "Please", "Thank you", "Excuse me", "I'm sorry", and other such expressions. Gestures and behaviour should also show proper manners. Consistent courtesy will encourage mutual respect and help to build a caring community.

7.2.2 Parents

- Ensure that students are at school on time each day.
- Encourage children to conduct themselves in an orderly manner at all times.
- Respond promptly and affirmatively to any student misbehaviour while in school or on the way to and from school.
- Encourage high personal effort, achievement and prompt completion of assignments.
- Support the school, the principal and the entire staff in their efforts to maintain high standards of education in the school.
- Ensure that students are dressed in correct uniform and adhere to the dress code.
- Supply written and signed explanations of absences/lateness
- Assist with any fund raising or volunteer committees to aid the school and children financially.

Part of our education in forming a Christian community is to teach sensitivity to others' feelings. We ask you to please make delivery of party invitations outside of school hours for the sake of children not being invited.

7.2.3 Teachers

- Provide a school and classroom environment conducive to learning.
- Teach basic curriculum skills as laid down by the Ministry of Education of BC
- Put special emphasis on religious instruction and mutual respect.
- Respond when possible, to children with special needs.
- Respect the personal worth, dignity and individual characteristics of each child.
- Provide fair and just disciplinary treatment for all children as needed.
- Maintain order, plan carefully, teach meaningfully, and present a role model, which will be an inspiration to the children.
- Be mutually supportive of each other and of parents who are the first educators of their children.
- Keep ever before us a spirit of care and concern for all students under our care.
- Communicate with parents.

7.3 LOSS/DAMAGE

It is expected that students will properly care for textbooks, library books, desks, and other school property entrusted to them. It is also expected that they will take care not to damage the school buses, school building and equipment, and demonstrate the same care for the belongings of other students.

Parents of students responsible for loss or damage of school property or the belongings of another student will be expected to pay for repairs/replacement of the articles. This includes textbooks or library books which have been defaced by writing or drawing.

7.4 SPECIFIC RULES

7.4.1 Conduct on the School Bus

We consider the buses an extension of the classroom. The Education Committee requires students to conduct themselves on the buses in a manner consistent with established standards for classroom behaviour.

1. Conduct must be orderly at all times
2. There is to be no moving around on the bus while it is in motion. Students must occupy seats assigned to them by the bus driver.
3. Students must not approach the bus until it has come to a full stop and the door has opened.
4. Passengers must remain in their seats until the bus has come to a complete stop.
5. Students are not to put heads or arms out of the open windows. There shall be no eating or drinking on the bus.
6. While talking among students is permitted, there is to be no undue noise.
7. Students may open windows with the permission of the bus driver. And students must close windows at the bus drivers' request. Objects or paper must not be thrown out of the windows.
8. The bus driver will confiscate any sharp objects used to damage the bus. The culprit or his/her parents must pay for wilful damage to a bus.
9. Students must board the bus at the stop nearest their homes at all times. Students may not board a bus at one stop one day and at a different stop at other times. Students must line up for the bus, as instructed by the bus driver, before embarking on the bus.
10. Students must provide the school office with written permission from their parents or guardians to disembark at other than their normal location.
11. When disembarking, students must cross in front of the bus while the lights are flashing.
12. Students must obey the instructions of the bus driver. All cases of misbehaviour on the school bus will be reported by the driver to the Principal, who will contact parents. Continued misbehaviour will result in suspension from riding on the school bus. Serious misbehaviour will result in suspension from school.
13. Smoking on the school bus is strictly prohibited.

7.4.2 Computer Lab (Revised January 2014)

Assumption School has multiple computers through out our facility. The majority of computers for student use are located within our Portable Computer Lab, consisting of 25 laptops. These computers are used to enhance and facilitate learning amongst our students.

The Assumption Library also has a number of computers for student use, 7 as of January 2014. These can be used by students under staff supervision, for educational purposes only.

Every classroom also has (a) computer(s) for staff use to aid in the administration of the educational programs at school. There are also classrooms that have extra computers for student use, the location and number of these computers varies over time.

Students can make arrangements with individual teachers to make use of computers before and after school.

RULES AND REGULATIONS

- 1.) Students are not permitted to take home any equipment or software from the school.
- 2) The computers at Assumption School all have an Anti-Virus software installed and will automatically scan any disk or memory stick inserted into it. Students must immediately inform a staff member of any message that appears on a computer with regard to Viruses. Student shall not try to deal with this situation by themselves.
- 3.) Students are not permitted to install or uninstall any programs on computers.
- 4.) Students are not permitted to copy any programs from the computers.
- 5.) No food or drink is permitted while using a computer

7.4.3 Library

The Library is designed as a place for quiet study and research and should be used for no other purpose unless specifically scheduled. All books must be returned promptly by the due date.

7.4.4 Playground Rules (Revised February 2014)

Parent supervisors should be aware of the following playground rules. Please report to the office prior to supervision. When you become involved in a problem while you are supervising, report it immediately to the teacher on duty. Map and basic yard rules are posted in the office. Essentially, teachers stress “Respect others, Respect property, Respect yourself” and for the youngest students this often comes back to “Play Safe”

- Grade 8/9’s going off campus are to travel down east wall of school then down Glacier Street sidewalk or through the field to sidewalk on Field St. to avoid parking lot
- Grade 4-7 must exit and enter the school via the south (Glacier) entrance, walk down east wall of school to head to the playground
- Grades K-3 must enter/exit through the north entrance of the school-undercover play area.
- Balls to be used on hard top or field (not in covered area due to windows)
- Hill above Academy for grade six to nines
- Students should be in clear view on hill and above fence (slope below too steep for play)
- Academy foyer and washrooms optional for 8/9’s only
- Hockey court schedule is on supervisors clipboard (if not playing safely remove from court and stick away)
- Hockey sticks to be used in hockey court only (carried straight up with blade down)Goggles required. Return school goggles promptly to office after use
- Playground equipment should be used safely and as intended (e.g. one at a time on ladder or swing, sitting on swing)
- Field open to all (students should not be on hill of field)
- During all play/games students should keep hands and feet to themselves (e.g. can’t grab opponent in soccer game, no play fighting, wrestling or contact games/sports)

Supervisors should be pro active, observing, circulating around perimeter of hard top, and engaging students in conversation positively and if there seems to be a problem (if students seem to be having difficulties inquire e.g. Is there a problem here, did I hear something inappropriate, come and walk with me for a minute)

Any Serious concerns should be reported to staff on supervision or sent to office.

All students and staff are responsible to keep grounds clean.

Parent supervisors should be aware of the following playground rules. Please report to the office

8 DISCIPLINE POLICY

8.1 GENERAL COMMENTS

The discipline policy was developed for two reasons:

- 1) To help ensure a safe, secure school environment in which all students have the maximum opportunity to learn
- 2) To provide a fair and consistent means of helping students to choose to behave appropriately.

We would like Assumption School to be a school which exemplifies caring and charity. With this in mind, we have developed three rules which will be used as guidelines for all of us at Assumption School.

**RESPECT YOURSELF
RESPECT OTHERS
RESPECT PROPERTY**

Through classroom discussion, newsletters, assemblies and our day-to-day dealing with children, we will recognize and reinforce all student behaviour which fits within these rules in order to develop in our students a caring attitude which we hope will carry over into their lives outside of the school.

Students who choose not to work within these rules at school will be held responsible for their actions through discussion and logical consequences which may involve 'time outs', community service or simply repeating the behaviour in an acceptable way.

Some students who continue to misbehave in spite of minor consequences or whose behaviour is severe enough to compromise the safety of others or jeopardize the learning environment will move up the steps of the schematic plan outlined in the Education Committee policy manual. The purpose of the plan is to give students plenty of opportunity to choose appropriate ways to behave at school. At the same time, we want students and their parents to know exactly what the consequences of continuous misbehaviour will be.

8.2 DETENTIONS

Detentions may be given for various reasons. For example:

- not attempting/completing classroom work
- failing to complete homework on time
- missing from class for no apparent reason
- breaking school rules

These will be held in classrooms after school. Parents will be given 24 hours notice of detentions so that they can make arrangements for transportation, unless permission is given by phone to detain the student that day.

Parents and students should take special note of the following:

8.3 MAJOR OFFENCES

- 1) Hitting, roughing, physical abuse.
- 2) Throwing and irresponsible use of rocks, snowballs, sticks, food and sand.
- 3) Defiance of rightful authority. (lesser incidence of theft)
- 4) Disrespectful and abusive language - examples:
 - a) talking back to a supervisor
 - b) arguing over consequences
 - c) ignoring the request of a supervisor
 - d) swearing at anyone
- 5) Damage to property caused by recklessness.

****Severe situations may yield a full day or out-of-school suspension immediately.**

****Escalating or repeated minor offences can and may be considered a major offence**

8.4 ZERO TOLERANCE OFFENSES

(Incidents of the sort listed here will most often result in expulsion for students involved)

- 1) Use, possession or sale of explosive devices.
- 2) Aggressive assault (see below)
- 3) Possession of a dangerous weapon or use of an object to inflict bodily injury to another person.
- 4) Use, possession or sale of alcoholic substances, illicit drugs or noxious substances
- 5) Wilful (i.e., not merely careless) damage to property
- 6) Theft

****Aggressive assault means striking, kicking or manhandling another person in a manner likely to cause injury, that goes beyond what is reasonably necessary to defend oneself against physical aggressions.**

An assault with a weapon (anything used as a weapon, whether or not it is designed as a weapon) is an aggressive assault.

It should be noted that the standard of proof required is not “beyond a reasonable doubt, but the “balance of probabilities.” If the evidence would lead a person to conclude that there probably was intention to dominate or terrorize, for example, would be sufficient.

8.5 ASSUMPTION SCHOOL ANTI-BULLYING POLICY (created September, 2013)

Definition – Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening and evokes fear of physical harm or emotional distress in the person being targeted.

Encompasses a wide range of behaviours between a dominant and a less dominant person or group where:

- **Physical** abuse (imbalance of power results in aggression)
- **Psychological** abuse (verbal and social)
- Negative interactions occur **directly** (face to face) or **indirectly** (gossip, exclusion)
- The intent is to **harm**, may include:
 - Punching, kicking, biting, unwanted touching, damaged belongings, making the person feel badly about themselves
 - Threats, name calling, insults, racial slurs, inappropriate jokes or comments, taunting, talking about sensitive issues, creating rumours derogatory comments on a person's perceived sexual identity
 - Social exclusion (e.g. spreading rumours, ignoring, gossiping, excluding)

Negative actions are repeated and/or the intensity or duration of them establishes the bully's dominance over the person. The person becomes the victim of injustice.

Social media/ technology is used to threaten, verbally harass or socially exclude

Rationale:

- Schools must be a **safe** place for students to **learn**
- Catholic teaching is all about the **dignity of** and respect for the human person
- Also see www.cisva.bc.ca/policy_manual & policy #408

Roles/Responsibilities (Prevention, Management & Follow-up):

Staff:

1. Create positive classroom environments
2. Proactive supervision (clip board, find out what happened, record on the spot intervention, report to teacher or principal if serious)
3. Be informed of current issues in school
4. Educate students about bullying (what it looks like/roles of those involved)
5. Continue with ongoing education for students and follow up with specific anti-bullying lessons
6. Deal directly and promptly with bullying behaviour
7. Stop the hurtful behaviours
8. Consequences determined by age, maturity, degree of harm done, incidences of past or continuing pattern of behaviour, relationship between parties and context in which incidents occurred
9. Serious incidents sent to the office
10. Tracking/recording system within classroom to create a history when/if needed

11. Ensure follow up occurs, and assess whether the response to bullying incident has led to desired outcome
12. Increase supervision in high risk areas when specific issues are going on
13. Educate parents about support
14. Periodically review bullying policy and responses
15. Track incidents (including cyber bullying – if reported by students/parents – forms in office)
16. support those seeking help (include support for bully)

Students:

1. Students must understand/ recognize bullying behaviour, and identify who is the victim who is the bystander
2. Students must know their responsibility to report and take an active stand against bullying (this can be private)
3. Peer buddies – older students help younger students
4. Deal with it right away (while it is a small problem) not wait for weeks/months
5. Tell supervising teacher at time, then classroom teacher (if needed)
6. Speak to counsellor for resources and strategies to help deal with problem

Other Adults (Parents, volunteers etc.):

1. Become aware and make use of good resources to best support their child
2. Ensure child has reported incident
3. Know what your child is doing when using the computer/internet
4. Contact school for suggested resources re Anti-bullying strategies and Student Code of Conduct
5. Parents of Victims or Bullies - look into appropriate supports and resources e.g.: counselling intervention/ strategies to deal with bullies
6. Parents continue to communicate with child and teachers

9 SCHOOL UNIFORM (Revised November 2013)

9.1 REASON FOR THE UNIFORM

- * neat, tidy and consistent appearance
- * children are on an equal footing regardless of family income
- * reduces one area of peer pressure, and enhances our commitment to formation and growth of Christian spiritual values and academic skills.

9.2 GIRLS' UNIFORM

- 9.2.1 Standard**
- Tunic preferred K – 3
 - Plaid Kilt 4 – 7
 - White Peter Pan blouse – embroidered
 - Navy V-Neck Sweater
 - Navy knee high socks or navy tights

- 9.2.2 Optional K-7 Walking shorts
K-7 Hooded sweatshirt
- 9.2.3 Grade 8&9 Navy skort and/or Navy pant
3/4 Sleeve White Shirt and/or fitted golf shirt
Sweater, vest and/or navy hooded sweatshirt with zipper
- 9.2.4 Optional Navy hooded sweatshirt with zipper
- 9.2.5 **All girls must wear full uniform and sweater, vest. Assumption zippered sweatshirt (gr. 8&9) or grade 9 hoodie to church and on special days.**
- 9.2.6 Hemlines Kilts and Jumpers are to be no shorter than 3 inches above knee, no longer than knee length. Navy walking shorts must be worn at full length.

9.3 **BOYS' UNIFORM**

- 9.3.1 Standard Navy twill pant
Burgundy embroidered polo shirt
Navy V-Neck Sweater
Navy socks
- 9.3.2 Optional K-7 Walking shorts
K-7 Hooded sweatshirt
- 9.3.3 Grade 8&9 Navy twill pleated pant or flat front navy pant
Burgundy embroidered polo shirt
Sweater, vest and/or navy hooded sweatshirt with zipper
- 9.3.4 **All boys must wear full uniform and sweater, vest. Assumption zippered sweatshirt (gr.8&9) or grade 9 hoodie to church and on special days.**

- 9.4 **SHOES** Shoes should be dark (prefer black) with non-marking soles.
Boots, if worn seasonally, must be dark (prefer black)

9.5 **BOYS AND GIRLS GYM STRIP**

- 9.5.1 Grade 2 – 7 Navy blue shorts
Light blue crested t-shirt
Running shoes with non-marking soles
- 9.5.2 Optional Hooded blue sweatshirt
- 9.5.3 Grade 8&9 Navy shorts
White crested t-shirt
- 9.5.4 Skate shoes are not permitted in P.E. Class.

9.6 GENERAL APPEARANCE

- KNEE SOCKS are to be worn at knees.
- HATS may not be worn indoors.

PLEASE LABEL ALL CLOTHING CLEARLY.

9.7 SAFETY

No jewellery of any kind may be worn during PE classes or extracurricular sports practices and games. Students will be responsible for removing and safeguarding these items at such times. Parents who wish their child exempted from this policy must inform the school in writing and be prepared to accept responsibility for any injuries that occur.

9.8 UNIFORM PURCHASE

All uniform items must be purchased from the school except footwear, socks and tights. Payment must be in full on the date of purchase. No uniform pieces will leave school property without payment. Second hand uniforms are available.

Please check the monthly school calendar for Uniform hours. The calendar can be found on our website. The Uniform Room is located at the outside entrance to the Kindergarten room on the northwest corner of the school.

We look forward to the full co-operation of our parents and students in ensuring that the dress code is followed.

PLEASE LABEL ALL CLOTHING CLEARLY.

9.9 PERSONAL GROOMING (May 2011)

Students are expected to dress in a neat, tidy and appropriate manner while attending school and school related events. Hair should be clean and neatly styled. Unconventional hairstyles and colours (e.g. green, blue, pink, purple, etc) are not acceptable.

Inappropriate appearance may result in the following:

- a) a student receiving a warning letter from Administration;
- b) If the infraction continues, after consulting the parent, the student will be sent home to correct the unconventional hairstyle and colour; and
- c) repeated infractions could result in suspension

The Principal, Pastor and Education Committee are not comfortable thwarting individual student expression through clothing accessories and adornments, etc, but feel that some comments are necessary to promote and safeguard the values of the school.

10 OTHER POLICIES

10.1 ABUSE OF AUTHORITY POLICY

“Abuse of Authority” means conduct by a person in authority towards a subject person that apparently involves:

- Unjustified use of force
- Oppressive discipline
- An attempt to secure preferential treatment or advantage, inducing a subject person to develop or maintain an undesired personal relationship with another person that does beyond what is required for the operation of the school;
But does not include reasonable supervisory evaluation, notification and direction.

“Oppressive discipline” means disciplinary practices that are intended to demean or humiliate a subject person

“Person in authority” means a school employee, and Education Committee member, or a volunteer assisting or acting in the place of school employee or Education Committee member.

“Subject person” means a person who is subject to a person in authority.

POLICY

- 1) Abuse of authority is considered a Major Complaint for the purposes of CISVA policy
- 2) School employees, volunteers or Education Committee members who become aware of an abuse of authority shall forthwith report the matter
To:
 - a) The Education Committee, when the alleged conduct does not involve a member of the Education Committee
 - b) The Pastor, when the alleged conduct involves a member of the Education Committee
- 3) Upon receipt of a complaint of abuse of authority, the Education Committee or the Pastor, as the case may be, shall investigate the complaint or refer it for investigation to an appropriate authority, applying the Major Complaint policy to the extent possible in the circumstances.
- 4) Records of all abuse of authority investigations shall be maintained by the Education Committee for five years after the persons involved cease to be connected with the school.

For Education Committee members, records shall be maintained by the Pastor for five years.

- 5) The outcome of all abuse of authority investigations shall be documented in the personnel files of employees directly involved.
- 6) CISVA shall be notified of all substantiated complaints of abuse of authority.
- 7) Provincial legislation will be followed re: reporting of sexual/physical abuse.

10.2 MUSIC/DANCE/SOCIAL FUNCTION POLICY (revised February 2014)

Dates for Assumption School dances/after school social functions (sponsored by the school) will be set in advance by Student Council and approved by the PEC. All dances/after school social functions sponsored by the school are to be held in the school gymnasium. These functions are for Assumption School students only.

When requesting approval for a dance, the following information is to be provided and approved:

- Chaperones
- Music
- Time
- Cost
- Theme

Music being played during school hours or at any social function/dance must reflect the values of our school and faith. Music must be selected from the play list compiled by the committee as reviewed by the teacher sponsor(s) of the event.

Lighting. One row of stage lights to be on. The flash flood lights in front of the stage to be on and directed towards the gymnasium. Kitchen lights to be on.

Dancing to be appropriate for the grade 7-9 age group. Slow dancing must be done modestly. Any dancing which is not appropriate will be stopped by the Principal/Teachers/Chaperones.

Dress Code. No low neck lines. No hemlines shorter than 3" above the knees (same as school policy).

Chaperones: Parents are encouraged to help chaperone.

- School Dances must end by 9:30 p.m.
- Students may not leave the gym/room without a chaperone.

10.3 ASSUMPTION SCHOOL HEALTHY NUTRITION POLICY (Created Nov 28, 2013)

Overview

Healthy children are better able to learn. Children with healthy diets have improved brain development and mental abilities, increased self-esteem, reduced anxiety, and less depression and hyperactivity. Schools provide an ideal setting to enable children and youth to make healthy eating choices that support the realization of their individual potential. (Guidelines for Food and Beverage Sales in BC Schools, Aug 2010)

At Assumption School, we strive to equip our children with knowledge to make healthy food choices. This policy supports our efforts to ensure that our school “walks the talk” for healthy nutrition.

****Food Categories**

-For simplicity, foods have been categorized into 4 groups, following the BC Ministry guidelines as follows:

Not recommended – highly processed foods containing very high amounts of sweeteners, salt, fat, trans fat, or calories relative to their nutritional value

Choose Least – low in key nutrients (like iron or calcium) or may be highly salted, sweetened or processed

Choose Sometimes – tend to be nutritious but moderately salted, sweetened or processed

Choose Most – tend to be the highest in nutrients, lowest in unhealthy components, and the least processed

****Foods Served At Assumption School**

-Foods served for the hot lunch program and other school activities like fun days shall include healthy nutritious choices such as whole grains, whole vegetables and fruit

-Foods falling into the “Not Recommended” category, will not be served, and we will strive to include the majority of foods from the “Choose Most” category for all school activities.

****Sharing of Food**

Parents are encouraged to pack nutrient dense, whole foods in their children’s lunch boxes.

To ensure that children have access to the highest quality of foods as chosen by their families and to minimize exposure to foods that could compromise a child’s functional capacity while at school:

-Students are asked to eat only the items that they bring in lunches or snacks.

-To facilitate students eating their own foods, every opportunity will be given for students to finish their snacks and lunches in their classroom prior to going out to the playground. Special accommodation to bring healthy foods out of their classroom may be granted for students requiring extra time to finish their snacks/lunches.

****Candy and Junk Food**

Parents are encouraged to pack nutrient dense, whole foods in their children’s lunch boxes.

- We encourage families to keep candy and junk food at home during school hours, including school activities such as Fun Days and field trips.

- Please do not send candy/sweets for special occasions or candy gift bags to school (includes Halloween, Christmas, Valentine’s Day, Easter, etc). Please check with your teacher prior to bringing in birthday celebration foods.

Note: It is understood that the senior students are allowed to leave the school grounds at lunch break. We appreciate any items purchased off school property to be consumed off school property, rather than be distributed or eaten on the playground or outdoor parish property.