

OUR LADY OF GOOD COUNSEL SCHOOL

I Can Do All Things Through Christ

**Parent & Student Handbook/Planner
2019-2020**



**Mr. Gerard Wright
Principal**

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OUR LADY OF GOOD COUNSEL SCHOOL
2019-2020 CALENDAR
I Can Do All Things Through Christ

SEPTEMBER 2019

I Can Choose to Follow Jesus

- 3 School Re-opens (**12:15 Dismissal**)
- 4-6 Gr. 7 Outdoor Ed.
- 9 Individual Student Picture
- 10 "Meet the Teacher" Evening

- 26 Terry Fox Run
- 27 **Pro-D – No School**

OCTOBER

I Can Love in Grace & Truth

- 2 CISVA X Country Championships
- 4 Gr.7 Girls' Volleyball Tournament
- 11 OLGC Lap-a-Thon (**12:15 Dismissal**)
- 11 Interim Report Cards Issued
- 14 **Thanksgiving Day – No School**
- 25 **Pro D – No School**
- 30 Living Rosary
- 31 Spirit/Costume Day

NOVEMBER

I Can Live According to God's Word

- 1 All Saints Day
- 7 Remembrance Day Mass/Assembly
- 8 **Pro D- No School**
- 11 **Remembrance Day**
- 12 Gr. 2 Confession Meeting (6:30 p.m.)
- 22 **Pro-D- No School**
- 26 (CSL) Report Cards Home
- 27 Parent-Teacher Interviews

DECEMBER

I Can Declare Jesus is Lord

- 18 Christmas Concert Rehearsal 1:00 p.m.
- 19 Christmas Concert Matinee 1:00 p.m.
- 19 Christmas Concert Evening 6:30 p.m.
- 20 Last Day before Christmas Holidays
(Dismissal – 12.15 p.m.)

JANUARY 2020

I Can Pass On My Faith Intergenerationally

- 6 School Re- Opens
- 7 Kindergarten applications accepted
- 9-30 Spirit Day Thursdays
- 21 First Communion Meeting (6:30 p.m.)
- 31 SDB Gr.7 Boys BBall Tourney
- 31 SDB Spirit Day
- 31 St. John Bosco Feast Day

FEBRUARY

I Can Walk In The Power of The H.S.

- 6 Confirmation Meeting
- 8 Confirmation Retreat & Mass
- 12 St. Valentine's Day – Red Day
- 13-14 **CEC Conference – No School**
- 17 **Family Day – No School**
- 22 1st Communion Retreat
- 26 Ash Wednesday

March

I Can Reflect Christ Everywhere I Go

- 11 Parent Meeting – AGM & REG
- 13 (CSL) Report Cards Home
- 16-27 **Spring Break**
- 30 School Reopens

APRIL

I Can Share Christ's Power With Others

- 1 Student Led Conferences
- 9 Holy Thursday – School Retreat
- 10 **Good Friday- No School**
- 12 **Easter Sunday – No School**

- 13 **Easter Monday -No School**
- 24 OLGC Feast Mass

MAY

**I Can Love God With All My Heart,
Mind, Soul & Strength**

- 9 First Communion
- 15 **Non Inst. Day – No School**
- 18 **Victoria Day – No School**
- 27 **CISVA Track & Field Meet**

JUNE

I Can Watch & Be Ready For Jesus' Return

- 3 **CISVA Track & Field Meet**
- TBA Confirmation
- 12 Fun Day

- 22 Gr. 7 Farewell
- 23 School Awards (Virtues)
- 25 (CSL) Reports Home & Last Day
(10:30) Dismissal

OUR LADY OF GOOD COUNSEL SCHOOL STAFF
2019-2020
I Can Do All Things Through Christ

ADMINISTRATION

Pastor
Principal
Bookkeeper
Secretary
Secretary

Father John Cosgrove S.D.B.
Mr. Gerard Wright
Mrs. Nelia Yelle
Mrs. Maribel Cowan
Mrs. Margaret Jones

TEACHING STAFF:

Kindergarten
Grade One
Grade Two

Mrs. Tracy Palitti
Mrs. Sonja Bourpoulas
Mrs. Ciara Taddei
Mrs. Leslie Calandra
Mr. James Rodas
Mrs. Kathy Robson
Mrs. Josie Spagnuolo
Miss Kathryn Manuel
Mrs. Jacinta Quickert

Grade Three
Grade Four
Grade Five
Grade Six
Grade Seven

SUPPORT TEACHERS:

Librarian
Music
P.E.
Learning Resources
Learning Resources
Learning Resources

Mrs. Margrit Garzitto
Mrs. Evon Olsen
Mr. Frank Egitto
Mrs. Vernice Garcia
Mrs. Praveena Geider
Ms. Jenny Guiotto

SUPPORT STAFF:

Educational Assistant
Educational Assistant

Miss Jo Anne Aguinaldo
Miss Joma Aguinaldo
Mrs. Ruth Bagayawa
Miss Eleonor Dator
Mrs. Lynette D'Souza
Mrs. Meghan Fletcher
Miss Micaela Monk
Ms. Cecilia Murphy
Miss Cassandra Olazo
Mrs. Myra Ruiz
Mr. Philip Silva
Mrs. Marie Wilkinson

Maintenance

Mr. Brian Guze

1. SCHOOL PHILOSOPHY

At Our Lady of Good Counsel School students, parents, staff and clergy collaborate in the building of a community of faith that spreads the Good News of Jesus Christ. We recognize the value of the family and the role of parents as the primary educators of their children. We work together to create an atmosphere of love and mutual respect where ALL students are respected, valued, safe and accepted regardless of their gender, race, religion, culture, sexual orientation or gender identity and expression.

As a school community, we seek to nurture the intellectual, physical, emotional, social, moral and spiritual potential of our students. We acknowledge the innate worth and dignity of our students, and work to help them develop respect for themselves and for one another. We assist them in their efforts to become mature and self-disciplined citizens. We encourage them to value and develop their unique, God-given talents and gifts in the service of others.

In our role as Christian educators, the staff and teachers strive to imitate St. John Bosco in being joyful signs and bearers of God's love for the young, a love that is essential in achieving our spiritual and academic goals.

2. GOALS AND OBJECTIVES

Our Lady of Good Counsel School aims to provide our students with a positive Christian learning environment. The pastor, principal, and staff work closely with the parents to develop a genuine and active Christian community. Students experience this community while they develop their own individual academic and physical skills and talents.

Our deep hope is that students become Saints by doing their "ordinary deeds extraordinarily well".

Our ultimate goal is the formation of students who are well-mannered, who possess good work and study habits, who strive for excellence, and who can play and work together as a cohesive team, using their individual gifts to complement one another. Emphasis is placed on the virtues of self-discipline and respect for self, others, authority and property.

Within our school community, we are dedicated to developing a greater awareness, respect and appreciation of the ethnic, religious, and social diversity of Canadian society.

The school recognizes parents as the primary educators of their children and strives to keep them informed of school programs, extra-curricular activities and current educational trends.

The spirit of Our Lady of Good Counsel School is reflected in our openness to the Word of God and our effort to live according to that Word. We follow Mary, our patroness, who "*heard the Word of God and kept it.*"

C. FAITH LIFE

Christ is the focal point of school life at Our Lady of Good Counsel. We not only come to know about Christ, but also come to know Him personally, imitating Him by word and example. Our central purpose is to provide a setting where students will realize the richness of the Catholic faith. The school hopes to build on the foundations of faith already established at home, assisting the parents in guiding the students toward a fuller understanding of and commitment to Christ, our Saviour.

The Eucharist is recognized both as a means of fostering the faith of the individual and of building Christian community. By their weekly attendance at Sunday mass, families bear witness to their belief in Christ present in the Eucharist. Parents are also encouraged to participate in the Friday school masses and our special Feast Days, including *Our Lady of Good Counsel*, *St. John Bosco*, and *Mary Help of Christians*.

It is the parents' responsibility to encourage frequent reception of the Sacraments. Opportunities for individual reconciliation are provided throughout the school year with special school Penitential Services held during Advent and Lent.

Prayer is our basic communication with God and is essential to the faith life of both staff and students. As a staff, we pray together in the morning and before staff meetings. Before school starts in September and several times during the year, the staff also takes part in retreats. For our students, a spirit of prayer is fostered throughout the day. The school day begins and ends with prayer. Prayer is also said before lunch. A prayer corner in each of the classrooms is used to lend focus to and help develop various spiritual themes. Children become familiar with different types of prayer including scriptural, spontaneous, liturgical, and formal prayer.

Regular classroom visits by the pastor and other priests provide the students with an opportunity to discuss spiritual matters, to participate in special class celebrations, and to see the school as a part of the wider parish community.

D. STRUCTURE AND ADMINISTRATION

Our Lady of Good Counsel School is a parochial elementary school established by the Roman Catholic Archdiocese of Vancouver and operated as a Catholic Independent School of the Vancouver Archdiocese (CISVA). It is the immediate responsibility of Our Lady of Good Counsel Parish.

The pastor and the Parish Education Committee administer our school. The pastor, principal and Parish Education Committee work closely together to manage all aspects of the school. The pastor delegates his authority to the principal for the day-to-day running of the school. In addition to ensuring that educational policies are followed, the Parish Education Committee is delegated to handle issues related to the physical structure of the school, as well as the business and finances pertaining to it.

SECTION II

EDUCATIONAL OBJECTIVES

A. ROLE OF THE STUDENT

The whole school community exists solely for the students. Their behaviour should always reflect a positive attitude. They should be cooperative, courteous, accepting and respectful in their dealings with others. The staff is dedicated to the students' best interests. Students are expected to carry out directions from the school staff. Only with this trust and cooperation can our desired educational and spiritual goals be met.

Students must develop a sense of respect, honesty and justice. While they strive to develop their own ideas, they should act in a way that shows respect for themselves and pride in their school. They are to treat books, equipment, and learning materials, as well as the school building, grounds, and equipment with care. They are not to litter and are to help keep their classroom and playground clean and orderly.

Students are expected to be diligent and serious about their studies, to be prompt and well prepared for class, and to be fully involved in the life of the school.

B. SPIRITUAL AND INTELLECTUAL FORMATION

1. CHRISTIAN RELIGIOUS EDUCATION

Christian Religious Education is a vital and integral part of the school. The objective is to help the students develop a deep and life-long love for God, the Church and sacraments, and a strong prayer life. This should be shown not only in a love for God, but also in their Christ-like dealings with one another.

Our aim is to teach our students to love God, to see Christ in others, and to love and serve Him by serving others. By presenting the basic teachings of our Catholic faith, we strive to develop in the student the ability to weigh moral issues with an informed conscience. Living daily in a Christian community, as well as studying the Word of God reinforces this. In addition, students have an opportunity to receive the Eucharist every Friday and on special Feast Days. All students attending OLG School are required to participate in the Religious Education program and attend all Catholic celebrations.

The Christian Religion programs used by OLG School are: "*Christ Our Life*" in Grades Kindergarten-7. Also, for Grade 7 "*Chosen*" and in Grade 2 "*Blessed*" is also used. These programs are prescribed by the Archdiocese of Vancouver and are chosen in consultation with the pastor. Supplementary Archdiocesan programs "*Theology of the Body*" for Grades 6 & 7 and "*I Am A Gift From God*" for all Primary Grades are also used. Teachers use a variety of Religious Resources to supplement our Catholic Christian Program.

The Christian Religious Education program follows the liturgical year, incorporating special Feasts into the curriculum. Wherever feasible, we integrate religion into the other academic subjects and various themes. A staff member acts as the liaison between school staff and the Office of Religious Education, and informs teachers about religious in-service programs.

Sacramental programs are held jointly with the Parish Religious Education Program (PREP). Parent evenings are a vital part of the Confirmation and First Holy Communion/Reconciliation programs.

The Grade 7 Confirmation program calls the students to Christian maturity and to exercise more fully the gifts of the Spirit received in Baptism. It is crucial that parents and sponsors be active witnesses of their faith and supports all aspects of the program.

The Grade 2 Sacramental program instills an awareness of Christ's presence in the Eucharist and His loving forgiveness in Reconciliation. Students are helped to develop a fuller sense of right and wrong, to accept responsibility for their actions, and to appreciate how their actions affect others. It is essential that parents actively witness their faith, and help in the instruction of their children.

2. CURRICULUM AND STUDENT PROGRAMS

Our Lady of Good Counsel School follows the *British Columbia Ministry of Education, Skills, and Training* guidelines for the Academic Program of instruction, including subjects and time allotment. Teachers regularly receive in-service training regarding new curriculum expectations, methods of instruction, and ways of evaluating and reporting.

A Learning Resource Program provides students with remedial help, confidence building and encouragement. Our Learning Resource teachers work closely with individual classroom teachers to modify and adapt work so all students can meet the specified learning outcomes outlined in the curriculum. OLGC School has a Special Education policy that falls in line with CISVA policy 421. These policies can be found on our olgcschool.ca website or by paper copy upon request.

In addition to academic instruction, cultural, athletic and social activities are important parts of the total program offered at our school. French, Art, Music and Physical Education classes are offered to all our students. We have an extensive library that contains up-to-date academic resource materials, as well as a variety of picture books, novels and magazines. Our computer lab, laptops and iPads offer students the opportunity to integrate technology into all academic areas allowing them to develop research, spreadsheets, publishing, and word processing skills. Each family upon acceptance to O.L.G.C. School is asked to sign a Acceptable Policy for the Internet Use.

Learning Resources used at OLGC School are reviewed by our school's Curriculum Review Team and follows the guidelines set out in the CISVA's Learning Resources Policy 433. These policies can be found on our olgcschool.ca website or by paper copy upon request.

Extra-curricular activities are a vital part of our school, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. They also serve to build community and support the basic goals of our school. OLGC School staff members are dedicated to offering programs outside of school time.

Activities include sports (volleyball, soccer, cross-country, basketball, floor hockey, track and field), as well as choir, student leadership teams, (seasonal), etc.

1. ROLE OF PARENTS

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

1. See that Christian attitudes and religious practices are continued in the home.
2. Ensure their child attends school regularly and arrives at school on time. (Note: Children should not be brought to school before adult supervision begins at 8:15 a.m.)
3. Advise the school before 9:00 a.m. if their child will be absent or late.
4. Send in a written note giving the date and reason for their child's absence.
5. Arrange for prompt pick-up of their child following dismissal and advise the office if delayed. (Note: After school supervision ends 30 minutes following the bell.)
6. Pick-up their child, when requested, for reasons of illness, misbehaviour, etc.
7. Inform the school (preferably the child's classroom teacher in writing) if a different arrangement is being made for the pick-up of their child.
8. Keep the school advised of any changes to the information (address, work and home phone numbers, emergency contacts, etc.) on the registration form.
9. Assist in the academic growth of their child by ensuring that homework and other assignments are complete. Check the homework planner and use it to communicate with the teacher.
11. Provide a variety of educational and physical activities outside the school setting.
12. Take an interest in school events, particularly what their child is learning.
13. Participate in school functions; attend meetings as required.
14. Assist in fund-raising projects.
15. See that the school uniform and gym strip are presentable and worn in their entirety.
16. Take financial responsibility in the event their child damages or loses school property, such as textbooks and/or library books.
17. Not allow their child to bring valuables to school, including items such as money, personal electronic devices, expensive name brand clothing.
(Note: The school is not responsible for personal property. Any item considered inappropriate on school grounds will be confiscated.)
18. When transporting students, ensure that each child has a functioning seat belt and if required a booster seat.
19. Follow the guidelines in place when dropping off or picking up their child.
20. Keep the emergency vehicle entrances accessible at all times and follow the directions of those supervising.
21. Abide by the NO SMOKING and NO VAPING law.
22. Address concerns and suggestions in the proper order: first to the class teacher, then to the principal, and then to the Parish Education Committee. Concerns addressed to the PEC are to be in writing.

B. PARENT PARTICIPATION PROGRAM

The Parent Participation Program is an opportunity for building community, giving financial support, and working together for the benefit of all children. Parents are encouraged to take an active role in the school and parish. Parent's participation is vital in these areas:

1. Parish Education Committee (PEC)

The Parish Education Committee is composed of seven members (5 elected and 2 appointed). The PEC assists the Pastor in ensuring that educational policies are followed. It also handles issues related to the physical structure of the school, and the business and finances pertaining to it. Meetings are held once a month.

2. Parent Work Program

The Parent Work Program functions under the direction of the Parish Education Committee. Each family is expected to complete a minimum of 30 hours of service per school year between June 1 and May 31 of the following year. It is the parents' responsibility to fulfill their entire 30 hours during this time. Those who do not do so, will be assessed the \$300.00 non-participation fee. It should be noted that the 30 hours requirement is a minimum and that we encourage parents to participate voluntarily beyond their 30 hours commitment.

3. Supervision Duty Days

Each family is assigned two (2) *Supervision Duty Days*, which consist of 1 hour in the morning, 1 hour at lunch, and 30 minutes after school each of those two days.

4. Parent Meetings

Parents are to attend two (2) Parent Meetings as called by the PEC each school year.

(N.B. At least one parent from each family is to attend. Failure to attend will result in five (5) extra hours added to the family's Parent Work Program hours. Parents who have paid the 300.00 non-participation fee will be charged \$50.00 per missed time. Please advise the PEC Chairperson in writing, prior to the meeting, regarding extenuating circumstances preventing you from attending.)

5. Fundraising

Each family is expected to support and participate in school fundraisers as determined by the PEC each school year.

(N.B. Parents not participating will be assessed a Fundraising Fee, which will be \$50.00 per fundraiser.)

Parents failing to meet their participation obligations (hours or fees) may be unable to re-register their child (ren) for the next school year.

6. Voluntarily leave the school

Please note that should a family voluntarily leave the school at any time during the school year, tuition will not be pro-rated nor refunded for that particular month.

C. COMMUNICATION BETWEEN PARENTS AND SCHOOL

Communication between the school and the home is vital. It enables parents and teachers to discuss the needs of the child. Concerns regarding any aspect of the child's development should be discussed immediately to ensure the child's continued progress. The school and the home must work together to provide the best possible learning situation for the child.

Teachers communicate with parents regarding the progress of their child through formal written Communicating Student Learning Progress Reports (CSL) three times a year. Interim reports are issued midway through the first reporting period. Following the First Term CSL Reports, parents are to attend Parent-Teacher Interviews. After the Second Term CSL Reports students, parents and teachers meet for Student Led Conferences. Our Third Term Final Summative CSL Reports include a student self-assessment of the core competencies. At other times, either teachers or parents may initiate phone calls, written notes, or interviews to discuss an issue regarding the child.

At the beginning of the year, a "*Meet the Teacher*" evening is held to review policies, discuss goals for the year, and introduce all staff. Parents are invited to meet their child's classroom teacher and learn about the academic program and expectations for that particular grade.

Other meetings may be called during the year to keep parents informed. Parents with children in Grade 2 and Grade 7 are expected to attend all parent evenings and activities associated with these Sacramental programs.

The school regularly updates its school website (olgcschool.ca) and weekly sends out an electronic newsletter that provides information about what is currently happening in the school. The yearly and monthly calendars, as well as updates via MailChimp, help remind parents of important events, such as student field trips, sports events, meetings, etc.

In an emergency situation the school will do the best of its ability to send out an electronic email/update to inform parents of the current situation and advise parents how to proceed for student release/pick-up.

D. CONCERNS

If parents have concerns or wish to resolve issues, they are asked to contact the teacher immediately. If the difficulty cannot be resolved, they should then go to the principal. In certain instances it may be necessary to contact the Chairperson of the Education Committee. Concerns to the PEC are to be in writing. It is important that any complaint be registered immediately with the individual involved to ensure good relations within the school community.

E. STATEMENT OF COMMITMENT

When parents enroll their children in OLGCS School, they do so with the understanding that they will support the goals and objectives of our school, and comply with the policies set down by the school: the religion program, tuition fees, discipline, parental participation, the school dress code, etc. Both parents sign a "Family Statement of Commitment" each year.

SECTION IV

SCHOOL PROCEDURES

A. SCHOOL AND OFFICE HOURS

Kindergarten through Grade Seven:

School begins at 8:45 a.m.

Recess 10:15 a.m. – 10:30 a.m.

Lunch 12:00 p.m. – 12:45 a.m.

Regular dismissal is at 2:50 p.m.

The school office is open Monday to Friday from 8:00 a.m. until 4:00 p.m.

B. DROP-OFF AND PICK-UP OF STUDENTS

For the students' safety, a fence marks the limits of the school grounds. Cars are not permitted on the grounds. Parents are to park in the designated areas near the church and Don Bosco Youth Centre. When entering from 140th Street, a "Drop-off Zone" (marked by a yellow line), is provided near the fence marked, **No PARKING DURING SCHOOL HOURS**. Parents are asked to move ahead as far as possible before letting their child out. Do not park in this zone or block the emergency vehicle entrances. This zone is not to be used after school.

C. VISITORS

For the safety of our students and staff, all visitors to the school are required to report to the secretary's office where a "Visitor" tag will be issued. **Parents are not to go to their child's classroom during instructional times.** If parents wish to discuss their child with the classroom teacher or the principal, an appointment should be made in advance.

D. SUPERVISION OF STUDENTS POLICY

Students are expected to respect and obey supervising parents as well as school staff. Students are not permitted in the building before school or during the recess and lunch breaks. If they need to use the washroom facilities, they are to ask permission from the supervisor or teacher on duty. The back playing field is not to be used before or after school unless a staff member is supervising an activity.

Outside supervision of students begins at 8:15 a.m. Students will go outside during the morning recess and lunch breaks except in inclement weather. Staff and parents are on supervision during these times. **After school, outside supervision is for 30 minutes.**

Supervision is not provided to students beyond this time unless they are in one of the school's extra-curricular activities.

School staff is responsible for all of its students from the hours of 8:15 a.m. up to and including 3:20 p.m.

Students who walk or bike to and from school are to go straight home. Parents of such students need to provide a letter notifying us of their intention to walk home alone.

Students may not leave the school during the day without bringing a written note from their parents.

E. STUDENT ILLNESS

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

In dealing with a contagious disease, the school will follow the directives given by the Fraser Health Unit regarding the period of time the child is to remain at home.

It is the parents' responsibility to supply the school with a current emergency number. If a student takes ill during the course of the school day, the parent will be notified. While the student may need to use the medical room, a parent (or other designated adult) is expected to pick up the sick child as soon as possible.

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

F. MEDICATION POLICY

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

Parents are responsible for administering medication to their children. Whenever possible, arrangements should be made for medication to be administered outside school hours. If this is not possible, parents should come to the school to administer it.

In extreme circumstances, where neither of the above alternatives is possible, medication can be administered only when a formal request is completed and signed by the parents and the prescribing physician. The request form must specify the kind of medication, the dosage, and the directions for use. The request must specify that neither the school nor its personnel will in any way be held responsible for any ill effects of the medication.

G. ANAPYLAXIS POLICY

Anaphylaxis is a severe, life-threatening reaction to an allergen (a substance that causes allergy). Reactions are often rapid, occurring within seconds of exposure, and in some cases to only microscopic amounts of the allergen. Peanut products are by far the most common allergens causing anaphylaxis. Peanuts and nut butters present particular challenges in terms of cleanliness and cross-contamination. Examples of other life-threatening allergens are:

- foods, e.g. eggs, fish, milk & nut products
- insect stings
- drugs e.g. penicillin
- latex

Ensuring the safety of anaphylactic children in a school setting depends on the cooperation of the entire school community. We are a "nut aware" school not a "nut free" school but endeavor to minimize the risk of exposure by requesting students bring only nut free products to school. For efficient retrieval, the school requires that each student in Grades K to 7 who necessitates the use of an injection kit/Epipen have two up-to-date injection kits/Epipens at school; one in the school's first aid room and one with the student. When on fieldtrips the injection kit/Epipen must travel with the classroom teacher.

OLGC Staff are trained and recertified regularly with the use of an auto-injector/Epipen. For more information please consult OLGC Anaphylaxis Policy & CISVA Policy #434.

H. NOTES

Upon returning to school following an absence, **students must bring a note from home stating the date and reason for their absence.** Notes are also required if children are late for school or need to leave early. This information is necessary for government funding.

Written permission from parents is required for a child to leave the school grounds at any time other than dismissal. This includes leaving for doctor's appointments, going out for lunch, and taking part in a field trip. The supervising teacher issues notes requesting permission for students to attend a school field trip or outing.

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

Students are required to participate in Physical Education classes as they would in any other subject area. The principal or teacher must be notified in writing if a child's participation is limited for medical reasons. A note from the family doctor must be included if a child is to be excused for an extended period of time. Similarly, a doctor must authorize a child's return to physical activities after any extended illness.

I. FIELD TRIPS POLICY

OLGC School recognizes the importance of field trips as an integral part of the curriculum and an extension of what is being taught in the classroom. Students are to attend, unless kept from the outing for disciplinary reasons. Parents or legal guardians must return a signed consent form to the school for each field trip. No student will attend an out of class field trip without parental permission. Student supervision ratios are set depending upon age of students so that all participants are safe. Students with special needs/medical issues (e.g. anaphylaxis, asthma etc.) must be provided with appropriate safety equipment/medication both for their transportation and their participation in activities.

High Risk events require additional supervision, documentation and consent forms/indemnification. The special permission/consent forms will be sent home by classroom teacher and some require a parent meeting (e.g. Grade Seven Outdoor Education).

Field Trip Emergency Preparedness

The field trip leader/teacher shall carry with them a Field Trip Kit/Red Backpack containing emergency First Aid supplies and required emergency contact information in order to be as prepared as possible for emergencies. Accompanying supervisors will be made aware of Red Backpack. The contents of this kit will depend on whether the field trip is designated to be low or increased risk. Communication will be possible between the school and the group on the field trip. A cell phone or other phone will be available in the event of an emergency.

J. TELEPHONE CALLS

Students are not ordinarily permitted to use the school telephone. Arrangements for rides following school and/or extra-curricular activities are to be made before school. Students should also ensure they have all the necessary items for the day before leaving home. Teachers and students will not be called to the phone during class time. Exceptions will be made in emergencies. As per PEDs Policy no student should be using their own cell phone during school hours.

K. VACATION NOTICE

Vacations should be planned during school holidays. For exceptions, a letter to the PEC and the principal is required. Students are responsible for all work assigned during their absence. **Teachers are not required to provide work prior to a vacation.** If a student's attendance is below the minimum required to receive the full Government Grant, the parents will make up the financial loss incurred.

L. SCHOOL CLOSURE

Weather or emergency conditions may cause cancellation of school. Listen to **CKNW 980 AM** and check our school website at **olgcschool.ca** for notification of school closures. If school is open, parents use their own judgment on whether or not to send their child(ren) to school. If it should snow heavily during school hours, parents may pick-up their child(ren) at any time. School will remain open until all the children have been picked up.

M. NO-SMOKING/VAPING POLICY

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

N. PERSONAL ELECTRONIC DEVICES & SCHOOL TECH.

Personal electronic devices (PEDs) and school-based technology have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns.

The use of PEDs and school-based technology should in no way interfere with the safety, security and privacy of students and/or staff. In addition, the use of PEDs and school-based technology should not interfere in any way with student learning and school operations. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by the school.

The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been willfully abused.

This policy applies to all electronic devices whether owned or leased by the school or the user. This policy also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, and volunteers.

Personal Electronic Devices (PEDs) are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies and any other convergent communication technologies that do any number of functions.

PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

PEDs include, but are not limited to, laptops, phones, tablet computers, wearable technology such as glasses or watches, and cameras.

Our Lady of Good Counsel Elementary School recommends that all Personal Electronic Devices be left at home. Should your child require PEDs please ensure that your child is aware that the PED must be kept in their school bag from 8:15 a.m. to 3:15 p.m. and any time they are in the school building. PEDs found outside of school bags will be confiscated.

School does not assume any responsibility for any lost or stolen PEDs.

For more information refer to CISVA Policy #430.

SECTION V

SCHOOL UNIFORM POLICY

A. DESCRIPTION OF THE UNIFORM

Uniforms must be worn at all times unless special concessions are made. Parents must contact the principal or classroom teacher by written note if, for any reason, the child cannot wear the entire uniform. **The school uniform is to be kept clean, neat and presentable.** All uniform items are to be labeled with the child's name.

1. GIRLS' UNIFORM

- Jumper:** Grades K-3: Blue plaid jumper
Grades 4-7: Blue plaid Kilt
Skirt lengths are to be modest and should be at knee level. *Skirts may not be shorter than 5 cm (2") above the knee.*
- Blouse:** Plain white cotton blouse purchased through the school.
The *OLGC* logo polo shirt, purchased through school, may also be worn.
Girls are not to wear their gym shirts or patterned T-shirts under their blouses.
- Sweater:** Navy blue cardigan sweater purchased through the school.
School sweaters must be worn at the beginning of each day and at every School gathering, Mass, and assembly.
- Shoes:** Plain dark navy blue or black oxford dress shoes. An oxford shoe is defined as a shoe having no noticeable heel. However, due to current fashion trends and the difficulty in locating shoes that meet this description, a heel height of no higher than 4 cm (1 1/2") (*measured in the in the back from where the heel joins the upper shoe*) is permitted. The heel is to be solid (i.e. pump style heels are not allowed). Black runners or shoes with identifying trademarks and logos, thick coloured lines, noticeable stitching, etc. are not permitted.
- Socks:** Plain white or navy blue socks, knee-highs or leotards.
No frill, lace, pattern, logo or designs on socks or leotards.
- NOTE:** *Nail polish and make-up are not permitted. One earring per ear (small stud or sleeper) is permitted. Haircuts should be neat and complement the school uniform. Hair dying, streaking, bleaching or exaggerated cuts are not allowed.*

2. BOYS' UNIFORM

- Pants:** Navy blue boys pants must be purchased through the school.
- Shirt:** Plain white long sleeved or short-sleeved dress shirt and/or *OLGC* logo polo shirt purchased through the school. Boys are not to wear their gym shirts or patterned T-shirts under their shirts.
- Sweater:** Navy blue V-neck pullover sweater purchased through the school.
School sweaters must be worn at the beginning of each day and at every school gathering, Mass and assembly.
- Shoes:** Plain dark navy blue or black oxford dress shoes. An oxford shoe is defined as a shoe having no noticeable heel. Black runners or shoes with identifying trademarks and logos, thick coloured lines, noticeable stitching, etc. are not permitted.
- Socks:** Plain navy blue or white. No logos or designs.
- Note:** *Earrings/studs are not to be worn to school. Hair length is to be above the shirt collar. Haircuts should be neat and complement the school uniform. Hair dying, streaking, bleaching or exaggerated cuts are not allowed.*

3. PHYSICAL EDUCATION UNIFORM

Boys and girls have the same uniforms: T-shirt, navy blue shorts, jogging suit (optional), runners (non-marking soles), socks (may be navy or white). Except for runners and socks, these items must be purchased through the school.

Parents are to write a note in the event that their child does not have his/her complete gym uniform on P.E. days.

4. SUMMER UNIFORM

The summer uniform is optional and may be worn from May 1 - October 15. The uniform consists of:

1. Navy blue dress walking shorts purchased through the school. *Shorts are to be no shorter than 5 cm (2") above the knee.*
2. White plain *OLGC* polo shirt purchased through the school or white plain short sleeved shirt/blouse shirt/blouse must be purchased through the school or a plain white short sleeved shirt/blouse.
3. Dark navy blue or black school dress shoes
4. School sweater

5. NAVY POLAR FLEECE JACKET with LOGO

This jacket has the OLGC Logo on the front and can be purchased through OLGC School.

Please Note:

This garment does not replace the required Cardigan Sweater for the girls nor the Pullover Sweater for the boys.

B. EXPECTATION

The O.L.G.C. school uniform policy will be strictly adhered. It is the responsibility of the parents to ensure that their children attend school wearing the entire uniform in a neat and presentable manner.

C. EXCEPTIONS

From time to time, special “non-uniform” days, such as *Spirit Days* or *Colour Days* may be scheduled. Dress is to be modest and in good taste. The school administration will contact parents of students who are not dressed appropriately. Students are encouraged to participate following the specific guidelines. They do have the option of wearing their school uniform instead. Most field trips require that school uniforms be worn. However, in consultation with the principal, the teacher may advise that children dress more appropriately for specific activities.

D. UNIFORM COMPLAINTS

Any questions or concerns regarding uniform product quality, service or policy, **must** be in writing and directed to the PEC Chairperson.

SECTION VI

STUDENT DISCIPLINE

INTRODUCTION

One of the major roles of Our Lady of Good Counsel School is to develop socially responsible, inner directed, and self-disciplined persons capable of choosing freely in accordance with a well-formed conscience. This conscience is reinforced by the rules and norms established by the school and the classroom teacher.

Discipline at OLGC School is meant to develop within the students' courtesy and respect for themselves, their teachers, other adults and their fellow students. Rules and policies are also set to insure the safety and health of all the students.

A. CLASSROOM CONDUCT

Emphasis is placed on developing good habits in work, play and study. The effectiveness of any learning situation relies on the positive participation and self-discipline of the students. Both teachers and students function best in an atmosphere that is purposeful, responsive and conducive to learning, and free of disruption. Students who come to class unprepared for their lessons, with an unreceptive or negative attitude, unwilling to apply themselves to the learning task, or disrupting the class with unnecessary talking and/or inappropriate conduct will be corrected. If the inappropriate conduct persists, the parents will be contacted. In certain instances the principal may also be involved. Cell phones use is not permitted during the school day.

B. STUDENT SAFETY AND SECURITY – Harassment & Bullying Prevention

At Our Lady of Good Counsel we strive to create a safe, caring, respectful and welcoming school environment where **all** are accepted regardless of their gender, race, religion, culture, sexual orientation or gender identity and expression.

This environment is characterized by positive relationships between students, staff and parents. Every student has the right to an education and the right to be and feel safe in and around the school. Therefore, everyone has rights and responsibilities in cultivating and maintaining a safe environment where **all** have the right to belong.

Our Lady of Good Counsel School does not tolerate aggressive or violent behaviour. This includes deliberate acts intended to harm, intimidate, alienate or injure another person. Aggressive retaliation also falls into this category. OLGC School community works to protect each student's physical safety, social connectedness, inclusiveness and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity.

HARASSMENT is defined as directing derogatory or vexatious comments, or acting in an unchristian manner towards another individual. If a student is involved in such behaviour, the facts are carefully reviewed and assessed to determine if a suspension or expulsion from school is warranted.

BULLYING OR CYBER-BULLYING is defined 'as a pattern of repeated aggressive behaviour, with negative intent directed from one person to another where there is a power imbalance'

Bullying can include but not limited to:

1. physical intimidation or assault
2. extortion or stealing money or possessions
3. oral or written threats
4. teasing, put downs, name calling
5. threatening looks, gestures or actions
6. cruel rumours, false accusations and social isolation

Cyber-Bullying can include but not limited to:

1. Written threats
2. Teasing, put downs and name calling
3. Cruel rumours and false accusations
4. Using obscene, harassing or insulting language
5. Revealing personal information about another person

Bullying or Cyber-Bullying is not permitted at Our Lady of Good Counsel School on or off school grounds or on any school activity. This includes use of telephone, computer and e-mail messages to members of the school community at or away from school.

Prevention of bullying behaviour is the ultimate goal. Prevention strategies are ongoing and should include: a broad range of educational experiences for students, staff, parents/guardians, and community, common language and understanding of bullying: open communication and collaboration.

Students and parents are advised that weapons or replicas of any kind are prohibited on the school premises or at any school event. A weapon is defined as:

1. anything used or intended for use for the purpose of threatening or intimidating any person; or
2. anything used or intended for use in causing death or injury.

Student who has brought a dangerous object to school will be subject to disciplinary action. Carrying a concealed weapon is contrary to the Criminal Code of Canada. Anyone convicted of such a charge is liable for imprisonment.

Please consult the school website for the **Fair Notice Policies** for students and parents in regards to Violent Threat Risk Assessment.

CONSEQUENCES

Any student who assaults, displays aggressive and/or violent behavior towards another individual, or harasses, or bullies/or cyber bullies another person, is subject to suspension. This behavior may also lead to expulsion. The RCMP may be involved.

Any student who

- assaults another person with or without a weapon; or
- brings a weapon to school; or
- displays or brandishes a weapon in a threatening or intimidating manner is subject to immediate suspension or expulsion.

A student's age, maturity and or special needs will be taken into consideration when making the decision about appropriate consequences.

The principal shall notify the student's parent/guardian, and may refer the matter to the police. The principal will initiate suspension procedures that may lead to expulsion. Police investigation may result in arrest and criminal charges.

All reasonable steps will be made to prevent retaliation by a person against a student who has made a complaint.

GROSS MISCONDUCT

A serious breach of discipline may result in a student's immediate suspension or expulsion at the discretion of the principal. Serious matters include but not limited to:

1. Repeated failure to obey school regulations.
2. Defiance of authority and disrespect to teachers, supervisors and parent volunteers.
3. Aggressive behavior and carrying or using potentially dangerous instruments such as knives, guns, firecrackers, matches, etc.
4. Stealing materials from a student, staff member, the school, etc.
5. Continual harassment of another student.
6. Continual Bullying or cyber bullying of another student.

Three (3) suspensions in one (1) school year may result in expulsion.

Parents are expected to reimburse the school for damages to or theft of school property

CISVA POLICY DEALING WITH SUSPENSIONS AND EXPULSIONS

In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from school. When dealing with such matters, schools are required to act for the protection of all members of the school community.

An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour, which, if continued, would ultimately result in an expulsion.

The principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

A suspension is decided upon by the principal or vice-principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the principal or vice-principal and the Pastor/Archbishop's representative and/or the Chairperson of the Education Committee. A written notification of suspension must be given to the parents or guardian. The letter must contain the school's expectations of the student if re-admission to the school is granted.

If the principal has determined that the incident is serious enough to warrant expulsion, the principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

Parents may appeal a suspension or expulsion decision. Refer to CISVA Policy #302 for Dealing With Major Complaints and #426 Suspension and Expulsion.

APPEALING A SUSPENSION OR EXPULSION

When an appeal of a suspension or expulsion is brought to an education committee, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

- Did the student commit the infraction he/she is accused of?
- Is the infraction covered by policy and does the policy require or allow expulsion?
- Is the policy being applied properly? (*The wording in some policies is intentionally broad, e.g. gross misconduct. Was this infraction intended to be considered gross misconduct?*)
- Has the school followed its own and CISVA policy regarding the handling of the expulsion? (*proper notification in writing, due process, procedure and documentation, time lines, etc.*)

At the appeal, the Principal and the appellant will present their case addressing in writing with the necessary supporting documentation.

The parents or guardians may choose, but are not required, to ask a lawyer to assist them in their appeal process. The cost of such legal assistance will be the sole responsibility of the parents or guardians. If parents or guardians decide to have legal representation, they must communicate this to the Principal or his or her representative 7 days in advance of filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process.

APPEALS TO THE BOARD OF DIRECTORS

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 appeals 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 (14) days after the Education Committee's decision. *The decision of the Education Committee will not be overturned if school or CISVA policy and procedures were appropriately and fairly applied.*

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 Ombudsperson shall be obtained from the Superintendent. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent. ***The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.***

The Board of Directors will communicate its final decision to all parties involved.

SECTION VII

EMERGENCY PREPAREDNESS

A. INTRODUCTION

OLGC School is constantly updating and improving our safety plan for the well being of our students in the event of a fire, earthquake or other natural disaster. This plan includes training for staff and students, fire drills (6/year) and earthquake drills (3/year), lock down drills (2/year) school evacuation procedures, hazard reduction, and the storage of first-aid supplies, food and water. Staff are trained in Emergency First Aid and CPR and recertify regularly.

B. COMFORT KITS

Our Emergency Preparedness Committee has prepared “Comfort Kits” for every student and staff member. These “Comfort Kits” contain health and safety items, basic food products and familiar items from home. The “Comfort Kits” are kept in personalized bags and stored securely at the Don Bosco Youth Centre.

C. EMERGENCY PROCEDURES

In the event of an earthquake or other emergency requiring the closure of the school, the following procedures will be followed:

1. Students will evacuate the building and assemble on the paved playground area in front of the school
2. No student will be allowed to leave with another person unless that individual is listed on the Student’s Emergency Release Form.
3. The school will care for children in the event of a critical situation, or if parents are unable to reach the school. Unclaimed children will be kept at the school for up to 24 hours. Subsequent arrangements will be posted at the school.

In the case of a major earthquake or disaster, parents are:

1. to come to the school if they are able to offer assistance.
2. not to call the school; we must have the line open for emergency calls.
3. to park away from the school. The school access routes and street entrances must remain clear for emergency vehicles.
4. to go to the Student Release Station to pick-up their child or any other child for whom they have permission granted on the Emergency Release Form to assume responsibility. Adults taking a child from the school grounds will be required to sign the release form.
5. to turn to CKNW 980 AM. Information and directions will be given over the radio.

In an emergency situation the school will to the best of its ability send out an electronic email/update to inform parents of the current situation and advise parents how to proceed for student release/pick-up (Play area or Don Bosco Youth Centre).

SUPERVISION DUTY DAYS GUIDELINES FOR PARENT SUPERVISORS

In the event that a Supervision Day or time cannot be met, parents are responsible for making their own arrangements by either switching with another parent from the school, or selecting and paying for a replacement/substitute from the approved school list.

Please note that failure to complete a Supervision Day, or portion thereof, will result in five (5) additional hours added to the 30 Parent Work Program hours. Families that have paid the \$300 non-participation fee will be charged \$50.00 per missed day or portion thereof.

CLARIFICATION OF SUPERVISION TIMES

Morning Supervision: The one hour morning time is from **8:15 a.m. until 9:15 a.m.** Parents will assist with supervision of the playground and drop-off zone, as well as yard clean-up.

Lunch Supervision: The one hour lunch supervision is from **11:50 a.m. – 12:50 p.m.** It includes supervising in the classroom while the teacher on duty has lunch. When the 12:15 bell rings, parents are to supervise on the playground or indoors on rainy days.

After School Supervision: The 30 minute supervision time begins at dismissal time. This is at **2:50 p.m.** every day. There may be other times during the year when there is an early (e.g. 12:15 noon) dismissal. Please check the calendar and any notices or weekly updates for further notification.

SUPERVISION SCHEDULE

The Supervision Coordinator will make a schedule, which begins June 1 of the previous school year and ends May 31 of the current school year. With the exception of those families who will begin supervision in June, all families will be notified of their 2 supervision days for the year in approximately mid September.

SUBSTITUTE SUPERVISORS

The school will issue the names, phone numbers, and times available of parents who have agreed to be on the list of substitute supervisors. Parents may select and pay for a replacement from this list or make their own arrangements for another parent to switch days for them. **(Please note: Relatives, family friends, etc. are not approved to supervise. For safety reasons, supervision is to be completed by parents only.)**

DUTIES AND RESPONSIBILITIES

The parents' role as playground/classroom supervisors is very important in helping to keep our children safe.

It is very important that parents are **consistent in enforcing the school rules and procedures.** Parents are to make themselves familiar with the attached school rules (*Playground Rules* and *Rules for Indoor Recess*). If there is a situation that parents are unable to handle, please refer it to the teacher on duty. Our students are expected to be respectful and obey parent supervisors at all time. Parent supervisors are to inform the teacher on duty, the office staff or the principal immediately if a student is rude or disobedient. When students need more than a quick reminder of how to behave or follow school rules students should be sent to see the staff member on duty to deal with the situation. Parents are not to reprimand students and should defer to OLG Staff.

Supervisors should be available for students at all times. Parent supervisors are to refrain from having personal discussions with other parents. If supervisors are talking to other parents, students are reluctant to interrupt and the supervisor's effectiveness is lost.

MORNING SUPERVISION

8:15 a.m. – 9:15 a.m.

Parent A: Your job is to monitor and supervise the parking *Drop-Off Zone*, as well as the students playing beside this area on the paved basketball court area. Please motion drivers who use the *Drop-Off Zone* to pull ahead as far as possible to allow other cars to pull in behind. Once students are inside the building (8:45 a.m.), assist Parent B with grounds clean-up. He/she will advise you of the jobs you can help with.

Parent B: Your job is split into 2 parts:

i.) 8:15 a.m. – 8:30 a.m.

Your job will be to do grounds clean-up. You will not be able to get everything done before students arrive on the grounds. This task is to be completed after the students are inside the building. At that time, Parent A will come to assist you. Please advise him/her what jobs you still need to do.

ii.) 8:30 a.m. – 8:50 a.m.

At 8:30 a.m. (or earlier if there are more children in this area), your job will be to supervise at the playground area. Please note that students are not permitted on the back field during this time. Please ensure that students are playing safely and following the rules for this area.

CLEAN-UP PROCEDURE

From the janitor's closet, get the following items:

- Tongs used to pick-up garbage
 - Small "Kitchen Catcher" bag
 - Rake and broom
1. Sweep the main entry to the school under the covered area by the front doors.
 2. Sweep the covered, paved area by the Playground. Rocks are to be swept into the playground
 3. Make a sweep of the grounds to pick up all visible paper litter.
 4. If you find a needle, use the proper protocol to get rid of it. Take to the Main Office.
 5. Rake the fibar by the playground checking for foreign debris and leveling the gravel.
 6. With Parent A's help, empty the garbage cans on the grounds into the large garbage dumpster adjacent to the back field. Do not empty the garbage into the large can by the front door.

NOON SUPERVISION

11:50 a.m. – 12:50 p.m.

Parent A

1. Follow the sign in procedure as in the morning. Our Secretary will advise you which teacher's class you are to supervise from 12:00 – 12:15 p.m.

NOTE: Speak to the teacher to see if he/she has any special rules. In general, students are to be seated fairly quietly at their desks eating their lunch. Once they are finished, talking is permitted. Before the bell rings, students are to clean up their desk area, get their jackets on, and line up orderly at the door. They are to wait for the supervisor to dismiss them for lunch. When the students are dismissed, it is important to ensure that they exit their classroom and the building quietly.

2. Supervise outside in the playground area. It is important to walk around that area and the adjacent soccer field to ensure that students are playing safely and following school rules.
3. Please speak with the teacher on duty if there is a problem you cannot handle or if you have any questions.
4. **Rainy Day Procedure:** Patrol the hallways and classrooms. Also make a sweep of the Grade 1 portable.

Parent B

1. See #1 of Parent A above.
2. Supervise outside in the back playing area. You should stand primarily on the grass field at the south end by the fence separating the grass and the paved area. This will allow you to oversee the back playing field and the paved area adjacent to it.
3. If you see students not playing safely or not following school rules, it is important to intervene immediately. Please speak with the teacher on duty if there is a problem you cannot handle or if you have any questions.
4. **Rainy Day Procedure:** Patrol the hallways and classrooms. Also make a sweep of the Grade 1 portable.

AFTER SCHOOL SUPERVISION (For 30 minutes following dismissal time)

Parent A

1. Follow the sign-in procedure from the morning.
2. Our Secretary will tell you where the safety cones and crossing guard “**Stop**” sign are kept.
3. Take the cones out and mark the area by the crosswalk. Also put cones in place so that parents do not use the *Drop-Off Zone*.
4. Supervise in the crosswalk area to ensure that students cross safely to the DBYC area.
NOTE: Parents are not to stop and pick up their children in this area. Have the children walk across to meet their parents on the other side.
5. When children arrive by the fence area, make them stop by holding up your **STOP** sign. Then, when it is safe to do so, walk part way into the crosswalk holding the sign out to stop oncoming traffic. Motion that the children can now cross safely. When they have crossed, indicate that the cars can continue to drive by. Go back to the fence and wait for more children.
6. Repeat this procedure until the children have cleared the playground or no one else wishes to cross.
7. Spend the remainder of your duty time doing grounds clean-up and then clean up the cones.

Parent B

1. Follow the sign in procedure for the morning.
2. Supervise on the paved playground and also by the Big Toy structure. Be sure to circulate so that you are visible. (As in the morning, students are **not permitted** in the back field.) Keep your eye out that children are playing safely and following school rules.
3. If there are still children remaining on the playground 30 minutes after the dismissal bell has rung, please ask them to come into the school for safety reasons.
It is most important that you do not leave any students unattended outside.

OTHER IMPORTANT NOTES FOR SUPERVISORS

PLAYGROUND RULES

Please ensure that you read and become familiar with the *Playground Rules* attached. Please be consistent in following through. If there is something you are not sure how to handle, please see the teacher on duty.

BELL TIMES

The 8:45 a.m. and 12:45 p.m. bells are signals that students should line up. Please ask students to hurry to their line-up. Make a sweep of the swings, playground area and back field to ensure that all students are back at the school, and check for any clothing items left in these areas.

INDOOR RECESS DAYS

On "*Indoor Recess*" days, the supervisor monitors the classrooms and hallways. Be sure to include a sweep of the Kindergarten and Grade 1 classroom. Two Grade 7 students are assigned to each grade (1-6) to help with supervision. The following *Rules for Indoor Recess* apply:

1. Listen to parent supervisors and Grade 7 monitors and obey them
2. No running or jumping in the classroom
3. No loud talking or yelling
4. No writing on whiteboards
5. Respect the teacher's desk
6. Play games, read, draw, or do other teacher-authorized activities
7. Clean up food wrappers and other litter
8. Be ready for class when the bell goes
9. Teachers should have a variety of indoor games for students' use

GENERAL

1. Please report any suspicious activity to school staff immediately. This includes strangers on or loitering near the grounds.
2. If you see needles, condoms, etc. on the property, please dispose of these. (Tongs, etc. are available from the office).
3. If there is a stray dog on the property, advise children to stay away from it and report this to the office.
4. Students are not permitted to use the library unless the Teacher/Liberian is available and the student's teacher has given permission.
5. If students need to use the washrooms during recess times or before school, they are to use the downstairs washrooms only.

OUTDOOR RECESS GUIDELINES

A. BEHAVIOUR

1. No fighting, hitting, kicking, rough housing
2. No spitting, bad language
3. No rudeness to teachers and other adult supervisors
4. No climbing on fences or trees
5. No sitting or loitering on fire exit stairs (south and east)
6. No stone or dirt throwing
7. No tackle football
8. No snowball throwing

B. AREAS OUT OF BOUND

1. Any area outside of the marked school boundaries. Students are to stay inside fenced area. Students may not climb over the fences to retrieve balls, etc. Supervisor must be present to do this.
2. Students are never permitted off the school grounds during the regular school day. Students are not permitted to go to the store unless they have written permission from their parents.

C. "QUIET ZONES"

1. Covered area outside the front door Secretary's office.
2. All hallways
3. Teachers' Work Room
4. Library
5. The Two Preschool porches

D. SOCCER FIELD

1. Front gravel field (139th St.) for use of students from K-3
2. Back grass field (140th St.) for use by Grades 4-7

E. BALLS

1. Allowed on gravel fields and on paved blacktop with basketball courts and hoops
2. Primary balls may be used on paved area between Pre-school and auditorium

F. SWINGS

1. Looking to 139th Street: Three left hand swings are for Primaries/Three right hand swings are for Intermediate students
2. One student per swing
3. No under-ducking
4. No twisting of chains
5. No standing on or jumping off swing
6. Swings must be kept at the long length. (i.e. Students are not to throw swings over the top to shorten the chain length.)

G. PLAYGROUND AREA

1. No throwing fibar at anytime or moving them outside the wood boundaries
2. No pushing or shoving
3. **NEVER** climb on top of the monkey bars or the Tarzan Swing

Tarzan Swing Ride

1. Taller students may not pick up shorter students to use Tarzan Swing.
2. Students who are not tall enough to reach the handle are not allowed to use this swing.
3. Students must wait in line to use this ride.
4. Only one student is allowed to be on the platform at the start of the Tarzan Swing.
5. The student finishing the rise is to return the handle to the next student in line.
6. Students are not to push others students or “jump off” at the end of the ride.

Slides

1. Only one person at a time is allowed on the slides except for the double slide.
2. Students are not to walk up the slides or throw rocks on the slides.

SECTION VIII CISVA POLICIES & MINISTRY OF EDUCATION REQUIREMENTS

OLGC School follows CISVA, Vancouver Archdiocesan, and BC Ministry of Education Policies and Procedures. For example, Admissions Policy, Special Education Policy, Learning Resources Policy, Child Abuse Policy, Student Health, Complaints, Family Statement of Commitment, Gender Expression and Gender Dysphoria, Harassment and Bullying, Parent Code of Conduct, PEC, Anaphylaxis and Personal Electronic Devices as well as many other policies are available on the cisva.bc.ca website as well as on our olgschool.ca website.

If you do not have access to a computer or the internet for these policies please contact the OLGC School Office for a hard copy.