

# OUR LADY OF PERPETUAL HELP SCHOOL



## PARENT HANDBOOK

# **Our Lady of Perpetual Help Parent Handbook**



## **Our Lady of Perpetual Help Catholic School Mission Statement**

**To provide an excellent education in a Christian environment; where Gospel values are lived and each individual's spiritual growth is nurtured while honoring Catholic traditions.**

# Our Lady of Perpetual Help Parent Handbook

## Our Lady of Perpetual Help – Mother of God: Perpetual Help



This icon received the title “Our Lady of Perpetual Help,” in Western Europe. The pose was first painted in the Balkan countries in the fourteenth century. The Christ Child has run to His mother and jumped into her arms after seeing two angels holding the instruments of His future passion. In His haste, one sandal has come off. The Christ Child continues to look, in fear and astonishment, at the angel holding the cross. Mary looks at us and entreats us to consider God’s love for the world.

In Byzantine theology Christ’s passion and death are not seen as a debt paid to a wrathful Father. Jesus Christ, as person, is God’s answer to the human condition. Christ embraced all of human suffering and oppression in solidarity with us. “Hades seized a body, and lo! It discovered God; it seized earth, and, behold! It encountered heaven; it seized the visible, and was overcome by the invisible. O death, where is your sting? O Hades, where is your victory? Christ is Risen and you are abolished...Christ is risen and life is freed...” (*St John Chrysostom*). Because Christ was both God and human, death was destroyed when it swallowed Him.

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## History of Our Lady of Perpetual Help School

The first day of school, September 1962, was a memorable occasion for thirty-five Grade One students and twenty-nine Grade Two students, their parents and parishioners. O.L.P.H. School was opened and the dream, begun in 1959, became a reality. Parishioners under the leadership of Bishop Michael Harrington had canvassed for the necessary funds and spent countless hours constructing the school. The school consisted of eight classrooms on the main floor and a basement which would serve as a gym/auditorium and more classrooms as the need arose.

The Sisters of Saint Martha, Antigonish, Nova Scotia, were invited to administer the school and to provide teaching sisters. Sister Ann Carmel (Claire MacNeil) taught Grade One and Sister Ian Marie (Margaret MacFarlane) taught Grade Two as well as being Principal.

In 1967 students were enrolled in Grade Seven and in 1977 the first Kindergarten class was enrolled. As the enrollment increased and the grades were added it was necessary to put on an addition. This addition was completed in 1967 and consisted of four rooms, two on the upper level and two in the basement. One of these served as a library, with Sister Mary Reginald, CSM as the first Librarian. With the closing of the Residential School in 1968 many of its students also enrolled in O.L.P.H.

Like all Catholic Schools O.L.P.H. shares in the mission of the Church to proclaim the GOOD NEWS and foster Catholic Education. We, the present members of the School Council, wish to express our gratitude to all who support us and make our mission possible, the staff, parents and all interested parishioners.

Let us pray for our school community so that we will continue to have much to celebrate at O.L.P.H. "A school you can believe in."

## School Crest

The Cross, Bible and Dove symbolize our Catholic faith and the mountains and the rivers represent the Kamloops area. Our school crest was designed by Annamaria Bittante a former student of Our Lady of Perpetual Help School.

## Philosophy

At O.L.P.H. School we recognize the fact that parents/legal guardians have the right and responsibility to attend to the education of their children. Catholic parents/legal guardians have the additional responsibility to see that their children receive the proper training in matters of Catholic faith and life.

We, the staff at O.L.P.H. School, strive for excellence in education and provide an atmosphere in which the Catholic faith permeates each and every aspect of the life of the school.

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## Objectives

To guide and challenge the whole child in his/her spiritual, intellectual, physical, social and emotional growth by:

- Promoting the Catholic faith and providing a Christian atmosphere in every aspect of daily living.
- Giving encouragement, praise, affection and being patient with all.
- Helping each child strive to do the best of his/her ability in all areas of the curriculum.
- Developing in each child an appreciation of his/her self-worth, abilities, potential, limitations and those of others.
- Helping each child to grow in appreciation, respect and acceptance of differences in race, culture and creed.
- Developing a co-operative spirit among family, school and parish community.

*We are convinced that there are specific, definable attitudes and behaviours of students, parents and teachers which help to build superior schools. In order for us to maintain the excellence that we desire at O.L.P.H., we ask you to read and support the expectations indicated below.*

## Expectations for Students

- To arrive punctually, attend regularly, and behave appropriately
- To be prepared with books and materials
- To be considerate of the rights of others
- To make a sincere, concentrated effort
- To respect and comply with school regulations
- To participate attentively and reverently in all religious observances

## Expectations for Parents

- To ensure that pupils are at school on time each day
- To teach children good manners, and act as good models for them
- To respond promptly and be supportive in dealing with any issues at school if your child is involved
- To encourage responsibility for lunches, books, materials and assignments

## Expectations for Staff

- To provide a school and classroom environment conducive to learning
- To teach the BC curriculum with special emphasis on our Catholic faith
- To provide for each child's special needs
- To respect the dignity and uniqueness of each child
- To keep parents/legal guardians adequately informed of the progress and performance of their children
- To provide fair and just disciplinary treatment as needed
- To maintain order, plan properly, teach meaningfully, and present a role model which will be an inspiration to all students

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## Our Lady of Perpetual Help School Council

The Council has seven members. These members are elected for a one or two year term. Two liaisons are appointed, one for St. John Vianney Parish and one for the Parent Support Group. Meetings are open to parents/legal guardians and interested parish members on designated dates throughout the school year.

The objectives and responsibilities of the School Council include:

- Fostering and developing the Christian education of our children
- Maintaining sound academic programs
- Finances
- Staffing

The School Council operates under the authority of the Catholic Independent Schools of the Kamloops Diocese. O.L.P.H. School operates under the direction of the policies of the O.L.P.H. School Council. The Council has established a School Policy Manual which is available at the school office.

## Our Lady of Perpetual Help School – Parent Support Group

The purpose of the Parent Support Group is to support and assist other parents/legal guardians, teachers and students of **Our Lady of Perpetual Help School** with major fundraising and parent education activities for the benefit of the school community.

The Parent Support Group will help foster a spirit of co-operation, active involvement and enthusiasm in the school community during the various school events and activities, for example, sports day, monthly liturgies, walkathon and other fun/athletic activities which occur during the school year.

## Family Statement of Commitment

### *Philosophy*

“Motivated by a Christ centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God’s plan for creation.” From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC. *(refer to pages from C.I.S.K.D. Policy & Procedures Manual )*

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

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any

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questions or concerns regarding this commitment form, please bring them to the Principal, Pastor, or the Chairperson of the School Council who will gladly discuss them with you.

By returning the signed statement with your completed application, you accept the responsibility of this commitment.

- Parents and legal guardians agree that they and their children will respect Catholic Denominational standards as contained in the Catechism of the Catholic Church.
- All students are required to participate in our religious education curriculum and co-curriculum programs including liturgical celebrations, retreats, prayer, etc.
- Parents/Legal Guardians are expected to support the Religious Education Program and participate in it as required.
- Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential.
- Each family is expected to support and participate in the fundraising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
- Each student is expected to know and follow school policies on behavior.
- Parents/Legal Guardians are expected to know and support school policy and procedures.
- **Parents/Legal guardians are expected to attend at least one orientation session, which will focus on the philosophy and goals of our school.**
- Parents/Legal Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.

If any of these conditions are not met the school reserves the right to: refuse admission, or remove the student from the school.

This Family Statement of Commitment is signed and dated and copies are kept on file with the students application form.

## Personal Information Privacy Policy

On January 2004, the Provincial Government enacted the Personal Information Privacy Act. The Catholic Independent Schools of Kamloops Diocese was required to formulate a policy that outlines how personal information of students, staff and volunteers is used and disclosed in our five schools. A complete copy of the policy is kept at the school office.

## Admission Policy for New Students

In accepting students, priority will be given to children of Catholic families who participate in the faith life of a Catholic parish.

Children of other denominations whose parents/legal guardians support the philosophy and Catholic teachings of the school may be admitted on a limited basis. Children will be expected to participate in the entire educational program of the school, including the religious educational program, and to show respect for the beliefs being taught.

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All new enquiries for admission may be directed to the Principal, who will require a completed registration package, a copy of birth and sacramental certificates, and an interview with the parents/legal guardians.

## **Tuition Policy – Revised February 2013**

Parents/Guardians are fully responsible for the timely payment of tuition. The School Council must ensure that appropriate action is taken, in consultation with the parents/legal guardians, when tuition accounts fall into arrears. The School Council will endeavor to deal fairly with all parents/legal guardians and will do everything possible within the limits of established policy to assist parents who cannot meet their tuition obligations. Parents/Legal guardians are requested to co-operate by providing the Finance Committee with any information requested.

Appropriate policies include:

- Tuition Relief (only for families who belong to Our Lady of Perpetual Help Parish or St. John Vianney Parish)
- Financial Assistance (for all qualifying Catholic families)

The Central Bookkeeping Office will contact parents/legal guardians through phone calls and/or by mail when any account is not paid on the date it is due. It is very important that all parents/legal guardians whose accounts are in arrears notify the school principal immediately. The Central Bookkeeper of the Finance Committee will advise on the application of the appropriate policy.

The school principal will make copies of these policies and the relevant application form available to parents/legal guardians when circumstances such as a loss of employment, sickness, injury or financial difficulties prevent the payment of tuition when due.

If tuition payments are in arrears 60 days or more after the first day of school in September of the current school year, and suitable arrangements have not been made, then – in consultation with The School Council – the parents/guardians will be asked to register their child(ren) at another school over the Christmas break. Similarly, if tuition payments fall into arrears 60 days or more after the first day back to school in January of the current school year, and suitable arrangements have not been made, the parents/guardians will be asked to register their child(ren) at another school during Spring Break.

(Re-enrolments for the next school year will be automatically suspended if tuition is in arrears 60 days or more after the Spring Break and suitable arrangements have not been made. Children will not be eligible for re-enrolment until the account is settled.

## **Notice of Student Leaving O.L.P.H. School**

Families who notify the school office after June 1<sup>st</sup> that their child(ren) will not be returning to O.L.P.H. School in September will not get their tuition deposit back. Parents/Legal Guardians of students leaving O.L.P.H. at other times are required to give the school office a minimum of one month's notice or the following month's tuition will be charged.

## **Pre-authorized Payments**

Parents/Legal Guardians may use the pre-authorized debit payment system to transfer funds from their bank account or credit union in twelve monthly payments or ten monthly payments.



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## Lump Sum Payments

A 5% discount is applied to a single lump sum payment for tuition received before September 30<sup>th</sup>, each year. A 2.5 % discount is applied to a 50% lump sum payment received before September 30<sup>th</sup> and a further 1% discount is applied to the remaining 50% payment received before March 1<sup>st</sup> each year.

## Post-dated Cheques and Cash Payments

These may be used by special permission of the principal but are generally discouraged because of the extra costs incurred by the school to administer these payment options.

## Financial Assistance Policy – For All Qualifying Catholic Families

Our Lady of Perpetual Help School is open to all families seeking a Catholic education for their children. The school admission policy does not discriminate on the basis of race, creed, national or ethnic origin. The financial assistance program aims to avoid enrolment discrimination on the basis of ability to pay. In a spirit of mutual support, the school has often established special fees for those experiencing financial difficulty. Qualifying Catholic parents/legal guardians with limited financial means are invited to apply to the board to negotiate an appropriate tuition fee to meet their individual circumstances. It should be noted, however, that the finance committee, in consultation with the principal and school pastor, remains the final arbiter of the tuition fee and will not condone a neglectful pattern of paying that tuition fee.

## Tuition Policy

*Qualifying Catholic parents/legal guardians with limited financial means are encouraged to apply for a tuition fee determined through confidential negotiations with the Pastor and the Finance Committee.*

### Guidelines:

1. Financial assistance application forms must be completed by parents/legal guardians in order to initiate discussions with the pastor regarding a special tuition fee.
2. The application form and the financial information disclosed will be held in strict confidence. The identity of those applying for financial assistance is known only to the Pastor and the Finance Committee.
3. The development of a financing plan to pay the tuition fee will be the first option considered in the discussions and negotiations. Secondly, discussions will review family expenditures and may provide assistance in developing a more appropriate household budget.
4. The greater the reduction in tuition fee, the greater the amount of financial disclosure that will be required.
5. Financial assistance applications must be renewed annually, at the time of re-registration, however the school and the parish understands that certain financial circumstances may occur during the school year that would require financial assistance.
6. If a special tuition fee agreement is achieved but a family's financial situation changes in the course of a school year, the family will be expected to pay the regular tuition fee as fully as possible.
7. As many families as possible will be assisted in times of personal financial difficulties.

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## Report Cards and Student Progress

Formal report cards are issued four times during the school year: November, January (Interim Reports) March and June. There will also be an informal student-led conference and a parent-teacher conference. In the Primary Grades – Kindergarten to Grade Three, we will be using a checklist and comments to inform parents/legal guardians of their child's progress. Grades Four to Seven will receive a letter grade as well as comments.

We encourage open communication between the teacher and the parents/legal guardians. By keeping in contact with your child's teacher, you can learn how your child is progressing and how you can be of help at home. We wish to work with you for continuing, quality education and a cooperative relationship between home and school.

## Curriculum

As you are aware, the Ministry of Education has implemented a new Provincial curriculum in schools. This curriculum places a new emphasis on personal learning by providing students more opportunities to follow their interests, set goals and reflect on their learning. The foundation of the curriculum is that mastery of concepts requires students to understand, know and do. To learn more about the BC Curriculum please visit the Ministry of Education curriculum webpage (<https://curriculum.gov.bc.ca/>).

OLPH School supports and implements the redesigned BC Curriculum in all areas of our instruction and are continuing to explore more meaningful ways of showcasing student learning and more effective means of communicating student learning.

In OLPH School "God, His Truth and His Life are integrated into each and every aspect of the life of the school."

## Learning Resources

The Learning Assistance/Special Needs program is a school-based program which assists the classroom teachers in meeting the needs of their students. Children, in their uniqueness, exhibit a variety of learning styles, intellectual abilities and interests. Some children may have special learning needs and require adaptations to their program or special assistance.

The roles of the LAT Specialists include providing assessments, giving direct instruction, providing special programming suggestions and material and connecting with appropriate community resources such as health professionals, social services, vision/health, etc.

When a child is referred for learning assistance help, the parents/legal guardians are first notified by the classroom teacher. The LAT Specialist, classroom teacher, administration, parents/legal guardians and child form a team (to identify learning needs and how they can best be met).

If a child's program is adapted or modified, or if he/she receives regular direct instruction in a Learning Assistance Program, written permission will be required from the parent/legal guardian. Regular reports will be part of the term report cards, more frequently if necessary. Written notification will also be given when the program ends. Parent/Legal guardian support is vital.

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## Extra-Curricular Activities

Our students are involved in interscholastic sports throughout the year such as volleyball, basketball, track & field and cross country runs. In the area of fine arts the students have the opportunity to be involved in the school choir, Festival of Performing Arts and the Young Authors Conference.

## Our Lady of Perpetual Help School Code of Conduct

In order to achieve the mission of Our Lady of Perpetual Help School, students are expected to behave according to this Code of Conduct. All students have the right to a safe, happy, orderly environment in which they can reach their maximum potential.

### Rights

1. Parents/Legal Guardians have a right to expect that:
  - Their children are safe from physical and emotional harassment
  - Their children are receiving the best instruction in a positive learning atmosphere
2. Students have a right to expect:
  - Fair and consistent treatment
  - An opportunity to learn to their maximum potential
  - That personal property is safe from theft or damage
  - An environment free from physical and emotional harassment
3. School Staff have the right to expect:
  - Respect, courtesy, and consistent effort from students
  - Support from parents/legal guardians in their efforts on behalf of students
  - That school and personal property is safe from theft or damage
  - An environment free from physical and emotional harassment

### Responsibilities

1. Parents/Legal Guardians have a responsibility to:
  - Provide spiritual guidance
  - Ensure students are consistently and properly fed, clothed and rested
  - Ensure students arrive at school on time and attend regularly
  - Teach responsible behavior
  - Teach socially acceptable values such as honesty, respect for others, work ethic
  - Show concern for their child's progress
  - Be supportive of the school
2. Students have a responsibility to:
  - Make a consistent effort in all their work
  - Treat students, adults, and property in the school with respect
  - Behave responsibly and appropriately
3. School Staff has a responsibility to:
  - Provide spiritual guidance
  - Treat students fairly, consistently, respectfully
  - Provide the best possible learning environment for each student
  - Act on behalf of a child's well being

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- Adequately inform parents/legal guardians of progress, performance and behavior of their children
- Be a positive role model for students
- Be supportive of the home

This Code of Conduct applies in a wide range of circumstances, including but not limited to:

1. In any school building and on any school grounds at any time
2. In the community, if the conduct directly impacts on the reputation or integrity of the school
3. At any time during the school day, including on the way to and from school
4. On Field Trips organized by the school
5. Towards school staff and their property at any time or place

In general, students whose conduct adversely impacts on the welfare of staff, parents/legal guardians, other students or the learning atmosphere of the school will be subject to discipline.

## Discipline Policy

Students are to follow the example of Jesus in their relationships with others.

Teachers are expected to act as a kind and judicious parent/legal guardian. The discipline of a student will be handled fairly, firmly and with understanding. Punishment will be administered according to the severity of the act.

## Student Expectations

### DEFINING BULLYING/HARASSING BEHAVIORS

OLPH School, under the Catholic Independent Schools of the Kamloops Diocese (CISKD) has a Harassment and Bullying Prevention Policy (please refer to the CISKD Policy Manual for more details). Bullying and harassment occur when there is an abusive power imbalance; it is different from conflict arguing. The following behavior exemplifies bullying or harassment that will not be tolerated at OLPH School. The fundamentals of discipline, as aforementioned, will be applied.

- Physical aggression: Hitting, pushing, budging, spitting
- Intimidation: Verbal threats, taunting, dirty looks, hateful letters
- Verbal Aggression/Teasing: Insult, offensive jokes, put downs, making fun of or mockery
- Discrimination: Judging or imitating a person because of their race, ethnic origin, or gender
- Exclusion: Gossiping, spreading rumors, isolating a person, refusing to acknowledge a person
- Trickery: Hurtful pranks, "accident" on purpose, lying, denying, blaming, setting someone up
- Stealing: Taking someone's personal possessions

At the discretion of School Administrator, bullying and harassing behaviors may lead to suspensions and possible expulsions. In an effort to be fair, each case is handled individually.

Students may be suspended or expelled from Our Lady of Perpetual Help School for the following reasons:

- Possession or use of drugs, alcohol, or weapons
- Theft within school jurisdiction

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- Gross insubordination
- Serious willful damage to the school
- Physical violence
- Disruptive behavior
- Truancy
- Profanity/gross swearing
- Leaving school grounds without permission
- Harassment/Bullying
- Smoking
- Other criminal acts

Normally, procedure will be as follows:

1. If a child has been involved in a serious offence he/she is immediately reported to the principal or vice-principal. The administration will meet with the child and then contact the parents/legal guardians. Appropriate disciplinary action will be taken by administration according to the Code of Conduct.
2. In the event of suspension, the parent/legal guardian will be called and asked to take the student home. The maximum period of suspension shall not exceed one week. Re-admission of a student requires a signed commitment from the student, supported by his/her parents/legal guardians, to behave in a manner acceptable to the school.
3. Expulsion – In extremely serious circumstances the Principal in consultation with the School Administration may expel a student.

## Playground/Hallway Supervision

- Supervisor on duty is responsible for playground/hallway discipline
- If the bell rings and the problem has not been dealt with, the student is sent to administration

## Classroom Discipline

- The classroom teacher is responsible for his or her classroom management
- Students must be supervised at all times

Disruptive behavior in the classroom or school is dealt with according to the following steps:

- The teacher will inform the student what is expected of him or her, and the steps dealing with disruptive behavior are clearly outlined.
- The teacher talks privately with any student whose behavior is not acceptable and may issue classroom disciplinary consequences.
- The teacher informs parents/legal guardians of the persisting behavior and future consequences
- Reconciliation of the problem

If the unacceptable behavior continues, the teacher will send the student to the office with notification of the kind of unacceptable behavior that he or she is experiencing. The Principal may issue a Minor or Major Infraction depending on circumstances.

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## Minor Discipline Procedure

- The Minor memo will be signed by the teacher/supervisor and administration.
- The student will take the minor home to have it signed by parent/legal guardian.
- The signed minor will be returned on the next school day and given to the teacher and/or the administration. The student will then serve their half hour detention after school or lunch hour in the assigned classroom.
- Administration will ensure that all involved parties (i.e. supervisor and/or classroom teacher have been informed of the incident, and will retain the signed copy which will be put on file.
- Three minor infractions in one month add up to a major infraction.
- Minor discipline memos accumulate monthly. At the end of each school year, they are destroyed.

## Major Discipline Procedure

- If a child has been involved in a serious offense he/she is immediately reported to administration.
- The administration will meet with the child and will complete the Major memo.
- Administration will attempt to contact parents/legal guardians as soon as possible after a serious incident.
- Police may be notified if an incident warrants their involvement.
- This major will be taken home and given to the parent/legal guardian by the child.
- A first major infraction will result in a half hour detention after school for one week.
- In the event a suspension of any type is administered, parents/legal guardians will be required to meet with the administration prior to the student's return to school.
- The teacher and/or other team members may also be present.
- The parent/legal guardian must be present at the meeting regarding Major Discipline procedures.
- A Behavior Agreement will be completed by the student and parent/legal guardian at the school meeting.
- Once all requirements have been met, the student will be allowed to return to school.
- At the discretion of the Administrator, a Major Infraction may result in the permanent expulsion of a student.
- Major discipline memos accumulate from one year to the next. They are kept on file at the school office.

### Examples of Types of Offenses (Not Necessarily Complete)

<i>Minor</i>	<i>Major</i>
<ul style="list-style-type: none"><li>• Inappropriate dress (uniform)</li><li>• Excessive noise in the building</li><li>• Being out of bounds</li><li>• Rough or potentially dangerous behavior</li><li>• Throwing snowballs or objects</li><li>• Misuse of playground equipment</li><li>• Inappropriate language</li></ul>	<ul style="list-style-type: none"><li>• Repeated minor offenses</li><li>• Violent behavior</li><li>• Fighting/Assault</li><li>• Harassment/Bullying</li><li>• Disobedience or disrespect</li><li>• Dishonesty or theft</li><li>• Use of foul language, profanity/gross swearing</li></ul>

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- Disruptive behavior in class
- Fooling around in the building
- Running in the school
- Littering
- Chewing gum
- Homework incomplete or not handed in

- Possession or use of alcohol, drugs or weapons
- Smoking
- Truancy

## Procedure for Concerns:

Open communication is the key to a successful relationship. We encourage you to contact us as soon as possible if you have any concerns. The procedure is as follows:

1. A parent/legal guardian with a complaint should **FIRST** contact the person in question. Example – Teacher or Aide involved. (Please make an appointment to address serious concerns.)
2. If no solution to the problem is found, the parent/legal guardian should contact the principal for solving the problem. (Please make an appointment.)
3. If not satisfied with the action taken, the parent/legal guardian should bring the matter in writing to the School Council. (Individual persons or delegations wishing to make a presentation must state the purpose of the presentation, in writing, three days prior to the school council meeting.) The School Council will not make a response during the meeting but will send a written response to the parent/legal guardian.
4. If the parent/legal guardian does not receive satisfaction from the School Council, an appeal in writing may be made to the Board of Directors of C.I.S.K.D. The Board of Directors will respond to the appeal in writing.
5. If the parents/legal guardians do not receive satisfaction from the Board of Directors of C.I.S.K.D. they may contact their ombudsperson.

## Summary of Pertinent Customs and Regulations

### Absences

Please telephone the school (250-376-2343) if your child is ill or will be absent. Someone will be in the Office to take your call between 8:00 am and 4:00 pm. Please leave a message on the answering machine if someone is away from the office. If your child is away and we haven't heard from you, someone from the School Office will call you. We expect your child to bring a written, signed note explaining the reason for his/her absence upon returning to school.

### Illness

In the event that your child is absent from school, please telephone the school to inform them. Please ensure that the "Emergency Contact" information on your child's registration form is correct. Please do not send your child to school if he/she is ill.

### Tardiness

Continual tardiness is disruptive to the start of the day, not only for the student, but also for the class. Children must present a "late slip" (obtained from the Office) to their teacher before they will be admitted to class when they are late.

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## First Aid Procedures

In order to avoid undue parental alarm and/or concern about injuries which occur during school hours O.L.P.H. School will communicate with parents/legal guardians promptly and calmly when an accident occurs. Staff will inform parents/legal guardians about the extent and type of injury. For injuries considered to be more serious than cuts, bruises and minor abrasions, the following procedures will be followed:

- Emergency (but temporary) treatment implemented.
- Parent/Legal Guardian or emergency contact person will be phoned and informed and requested to take child to family doctor or emergency if treatment is required.
- If both parents/legal guardians and the alternate emergency contact persons are not available, the staff will arrange to have the student taken to Emergency. The secretary will continue to try and contact the parent/legal guardian or emergency person.
- Students who become sick during school hours are asked to lie down in the sick room near the secretary's office. The parent/legal guardian will be contacted and asked to take the child home if necessary.
- A list of all students with medical problems are copied and given to each teacher. This information is also posted in the office and staff room. If your child has prescribed medication, Epi Pen, Puffers, etc. that need to be administered during school hours, please complete forms at the school office.

## Lunches

Elementary students are to eat their lunch in the classroom. They must remain in the classroom from 12:25 until 12:40 pm to eat their lunch. Students wishing more time will certainly be allowed to stay longer. No student may mistreat, handle, or conceal food belonging to another Student. Students are not permitted to leave the school grounds at anytime during the lunch hour.

## Safety

With the exception of Gym activities, students are to walk when they are inside the school. Outside access doors are to be properly closed and locked at all times to prevent undesirable strangers from entering the school.

Children who walk to school should regularly follow an open, populated route. Parents/Legal Guardians can easily check the route if there is a delay or question about arrival or departure. Avoid using shortcuts. Cooperating, sharing, helping, and having fun are essential elements in our outdoor activities. Activities which have a high injury potential are not acceptable – such as, play fighting, tackle soccer/football, piggy backing, and ball tag targets above the waist or throwing the ball with undue force.

Parents/Legal guardians have the responsibility to ensure that their child comes to school dressed in the proper uniform. Parents/legal Guardians will be contacted by the Administrator if there is a concern about the completeness or correctness of the school uniform worn.



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## School Cleanliness

Students are expected to demonstrate a “pride in ownership” by caring for school property – picking up after themselves, shaking snow and mud off clothing before entering the school, leaving the sand in the sand pit, keeping books and desks clean and tidy.

## Office & School Hours

Our school office is open Monday through Friday from 8:00 am to 4:00 pm. Parents/Legal guardians will be notified of the school hours prior to September of each school year. In June and September of each year, a calendar outlining holidays and In-Service days will be sent home.

## Staff Prayer

Our staff gathers together for prayer each morning at 8:00 – 8:10 am.

## Telephone

Please make every effort to finalize arrangements with your child before they leave for school. If you telephone to have a message given to your child, please be very specific in what it is you want your child to do, and please telephone no later than 2:15 pm.

Children will be allowed to call home only in an emergency or if you have requested by phone or note that they call you. We expect that arrangements for friends to come over will be made between parents/legal guardians prior to the children coming to school.

## Home Electronics Radios, MP3s/iPods, Cell Phones

Items such as radios, MP3 players, iPods, or cell phones should not be brought to the school at anytime. In the event that these items are brought to school, students will be asked to leave them at the office until the end of the day for pick up. This will help eliminate disappointment if items are lost or stolen.

## Updating Information

Please keep the School Office informed of any changes in your address, home phone numbers, emergency contact person and phone number, and health information regarding your child.

## Weather Conditions

Fresh air and exercise are important for your child’s good health and sense of well – being. All students are encouraged to be outdoors before and after school and during the recess and lunch breaks. During severe storms or when the temperature is very cold, students will be allowed to stay indoors. Please ensure that your child is wearing clothing suitable for the weather – jackets, toques, mittens, boots, and rain gear.

## Cold Weather Policy

Students are expected to go outside during regular supervision times (before school, recess, lunch and after school). Parents should ensure that their child bring the following items needed to stay warm and comfortable when outside: Warm Coat, Gloves/Mittens, Head/Ear covering,

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Boots, and Waterproof snow pants.

## **Temperature Guidelines:**

### **➤ BELOW FREEZING (-1° Celsius to -15° Celsius)**

Students will be expected to go outside for the duration of regularly scheduled outdoor time (before school, recess, lunch and after school) providing the wind speed is less than 15 km/h. If the wind speed is 15 km/h or more, reference will be made to the wind chill ('feels like') temperature. If the wind speed is 15 km/h or greater and the wind chill is -15° Celsius or colder, students will remain inside for supervision.

### **➤ TEMPERATURE REACHES -16° Celsius to -19° Celsius**

If the temperature reaches -16° Celsius to -19° Celsius, but the wind speed is less than 15 km/h, students will go outside for regular morning recess (15 minutes) and outside for 15 minutes of lunch recess (instead of 30 minutes). Students will be supervised in classrooms for the remaining 15 minutes of lunch recess. Should the wind speed be 15 km/h or higher, reference will be made to the wind chill ('feels like') temperature; should the wind chill be -15° Celsius or colder, students will remain inside for supervision.

### **➤ TEMPERATURE REACHES -20 Celsius**

If the temperature reaches -20° Celsius, students will be supervised indoors (before school, recess, lunch, and/or after school).

## **Before & After School Care**

We are fortunate to offer this service to our families here at Our Lady of Perpetual Help School. This program is not offered on in-service days or during Christmas, Spring or Easter break.

Before School Care – 7:30 am – 8:00 am (\$5.00/child with a maximum of \$10.00/family)

After School Care – 2:30 – 5:30 pm (\$5.00/child up until 4:00; \$10.00/child up until 5:30 pm)

## **Pre-School & Daycare Centre**

We are fortunate to offer this service to our families here at Our Lady of Perpetual Help School. Our Preschool provides opportunities for 3 to 5 year olds to develop social skills, meet peers and explore learning through hands on activities and experiences.

Daycare is available from 7:30 am until 5:30 pm for children (30 months and older).

For more information or to register your child for the preschool or daycare program please contact OLPH School at 250-376-2343.

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## O.L.P.H. School Uniform Policy

All O.L.P.H. School students from Kindergarten to Grade Seven will be expected to comply with the uniform policy as established by the School Council.

The philosophy of a uniform is that students are “the same” in their attire and that this will reduce the pressure for students to wear particular brands of clothing or look a certain way. This then allows students to focus on their academic, spiritual and social development rather than concerning themselves with the latest trends and fads in outward appearance.

### O.L.P.H. SCHOOL UNIFORMS

#### **GIRLS:**

**Uniforms must be purchased through School Uniform Provider**

- Navy Tunic, Skort or Navy Pants must be ***no greater than 4” above the top of the kneecap***
- Navy Unisex shorts (***May until September***)
- White or Navy Polo shirt or white/navy turtleneck with school logo
- Navy sweatshirt or vest with school logo (optional piece) ***students must wear the white/navy polo shirt with this uniform piece***
- White, Navy/Black leotards or socks (NO LOGO)
- White or Navy hair accessories (NO LOGO)
- Earrings – STUDS ONLY
- NO nail polish
- NO Make up

#### **BOYS:**

**Uniforms must be purchased through School Uniform Provider**

- Navy Pants
- Navy Unisex shorts (***May until September***)
- White/Navy Polo shirt or white/navy turtleneck with school logo
- Navy sweatshirt or vest with school logo (optional) ***students must wear the white/navy polo shirt with this uniform piece***
- White or Navy/Black socks (NO LOGO)
- NO Earrings

#### ***Gym Strip:***

- Royal Blue Dolphin T-shirt, Navy blue shorts, runners with non-marking soles, for gym wear only. **Gymstrip is purchased through the school \$6 T-shirt & \$11 shorts**

#### ***Hair Color Policy:***

Our Lady of Perpetual Help School Council has determined that the school will follow the present school policy regarding hair color which states that: “students may not have bleached, dyed, or colored hair”. The reasoning for this decision was that the hair policy is an extension of the uniform policy. The philosophy of a uniform is that students are “the same” in their attire and that this will reduce the pressure for students to wear particular brands of clothing or look a certain way. This then allows students to focus on their academic, spiritual and social development rather than concerning themselves with the latest trends and fads in outward appearance.