

Our Lady of Sorrows School

In Faith and Love we build Christian Community

575 Slocan Street • Vancouver, B.C. • V5K 3X5

Phone: (604)253-2434 • Fax: (604)253-1523

e-mail: ourladyofsorrows1@telus.net

Website: www.ourladyofsorrows.ca



Policy Handbook

OUR LADY OF SORROWS SCHOOL
POLICY HANDBOOK TABLE OF CONTENT

Table of Contents.....	Page 2
The Catholic School Shares in the Mission of the Church.....	Page 3
B.C. Ministry of Education Mandate.....	Page 3
Philosophy of the School.....	Page 3
School Mission Statement.....	Page 3
School Regulations:	
School Schedule/Office Hours.....	Page 4
Lunch Break.....	Page 4
School Telephone.....	Page 4
Student and Parent Responsibilities.....	Page 4 & 5
Uniforms.....	Page 5 & 6
Use of Gym Hall.....	Page 6
Disciplinary Procedure.....	Page 6 & 7
Good Christian Citizenship.....	Page 7
Parent/Teacher Conferences.....	Page 7
Major Complaints.....	Page 7
Safety.....	Page 7 – 8
Visitors.....	Page 8
Student Illness.....	Page 9
Medication Policy.....	Page 9
Notes.....	Page 9
Vacation Notice.....	Page 9-10
School Closures.....	Page 10
Telephone Calls.....	Page 10
Class Sizes/Composition.....	Page 10
Mandatory Meetings	Page 10
Fundraising.....	Page 10-11
Role of Parents.....	Page 11
Sports Activities (A-Z).....	Page 12
Parent Responsibilities.....	Page 12
Student Responsibilities.....	Page 12
Student Participation.....	Page 13
Discipline.....	Page 13
Outside Staff.....	Page 13
Staff Responsibilities.....	Page 14
Admission Policy.....	Page 14

THE CATHOLIC SCHOOL

THE CATHOLIC SCHOOL SHARES IN THE MISSION OF THE CHURCH

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

B.C. MINISTRY OF EDUCATION MANDATE

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

PHILOSOPHY OF THE SCHOOL

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

SCHOOL MISSION STATEMENT

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

**OUR LADY OF SORROWS SCHOOL SAYS "YES"
AN AFFIRMATIVE "YES", A POSITIVE "YES",
AN UNCONDITIONAL "YES"
TO BE WILLING TO SERVE,
READY TO SACRIFICE
AND OPEN TO CHALLENGE
SO AS TO MEET THE NEEDS
OF EVERYONE IN THE COMMUNITY.**

OUR LADY OF SORROWS REGULATIONS INFORMATION

THE FOLLOWING REGULATIONS ARE TO BE OBSERVED:

1. SCHEDULE

Grades 1 to 7

Monday to Friday	8:45 a.m. to 2:45 p.m.
Recess	10:15 a.m. to 10:30 a.m.
Lunch Break	12:00 p.m. to 12:45 p.m.

Kindergarten

Monday to Friday Morning Class	8:45 a.m. to 11:30 a.m.
Monday to Friday Afternoon Class	12:15 p.m. to 2:45 p.m.

Office hours are Monday to Friday from 8:00 a.m. until 4:00 p.m. Please keep disturbances to the office to a minimum.

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

Those students who need to arrive at school early are encouraged to attend the 8:00 a.m. daily Mass instead of staying on the school ground. The school cannot be held responsible for the safety of any student who arrives before 8:15 a.m. or stays after 3:15 p.m. or 30 minutes after the school bell on regular dismissal days. In such cases, it is the parents' responsibility to find other arrangements rather than leaving children unsupervised on the school premises.

2. LUNCH BREAK

Any food brought to school should be packed in a lunch box with the child's name clearly printed on it. Lunches should be eaten in classrooms within the allotted time. A student shall lose the privilege of remaining at school during lunch break for a given period of time if he/she fails to abide by regulations or proves to be persistently unruly. Parents will be informed before this measure is taken..

3. SCHOOL TELEPHONE

Telephone calls by students during school hours should be restricted to emergencies only. Since the school phone is for business purposes only, students will be allowed to make important calls only with the written permission of the classroom teacher or Principal.

4. STUDENT AND PARENT RESPONSIBILITIES

- (a) Students must present a written excuse to the teacher, from the parent or guardian for tardiness or absence from school. Request for early dismissal will be granted only if it is absolutely necessary. When coming to the school to get your child for appointments, please report to the secretary first, before picking up your child from the classroom.

- (b) During class time, parents are to please avoid taking up any classroom teacher's time. All parents who need to make an appointment to see the teacher must do so through the secretary. An option is to place the request in writing to the teacher.
- (c) Students are not allowed off school grounds to go to any store, restaurants, etc. Any student who is found off school property during school hours (8:15 a.m. - 3:15 p.m.) Will be considered truant. This rule also applies to any extra-curricular activities which take place beyond school hours.
- (d) Students should not bring pocket money to school unless this is for bus fare.
- (e) Areas considered out of bounds are as follows:
 - (i) behind the school hall
 - (ii) sidewalk between the rectory and the church
 - (iii) area between the hall and the church
- (f) For safety reasons, students are not permitted to climb on or over any fence on school property.
- (g) Thoughtful and safety conscious indoor and outdoor behaviour is expected of all students at all times.
- (h) All students are subject to school regulations and discipline procedures while on the school premises, going to or returning from school and at all school games and functions whenever and wherever held.
- (i) Students must have all the school materials needed in the classroom. All students must have a school bag to protect books.
- (j) Since the school cannot assume responsibility for any treasured or valuable items or jewellery, students are asked not to bring these to school.

5. UNIFORMS

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

(k) Standard Attire

The girls' uniform is a Douglas Tartan Kilt, white short-sleeved logoed oxford blouse, navy-blue knee length socks (tights may be worn during the colder weather), navy blue pullover or cardigan and black flat heeled shoes or all black runners only. No other type of shoes are allowed in class. All shoes must be non-marking.

Overall appearance is important. Therefore brightly colored hair bows, ribbons, scarves, clips, barrettes, heavy or dangling earrings, chains, necklaces, or extra pins hanging from kilts, or kilt pins etc. are not allowed. Nail polish, lipstick, make-up including coloured lip gloss may not be worn.

The boys' uniform is navy blue rugby pants, white short-sleeved logoed oxford shirt and a navy blue V neck pullover, or cardigan, navy blue socks and black shoes or all black runners only. No other type of shoes are allowed in class. All shoes must be non-marking.

(l) Early Fall/Summer Season Attire

Early Fall/Summer uniforms may be worn during warm weather (September and October, May and June).

The uniforms for girls is a white short sleeved polo shirt or white short sleeved logoed oxford shirt, navy blue twill walking shorts, navy blue sleeveless vest, navy blue crew socks, and black shoes or ALL black runners. All shoes must be non-marking.

The uniform for boys is either a white short sleeved polo shirt or white short sleeved logoed oxford shirt, navy blue twill walking shorts, navy blue sleeveless vest, navy blue crew socks and black shoes, or ALL black runners. All shoes must be non-marking.

(m) Physical Education Uniform (Gym Strip)

The school has a regular gym uniform which must be worn at all times while participating in Physical Education classes: navy blue athletic shorts, white school t-shirt, white socks preferred, navy blue uniform socks (or tights in colder weather) are acceptable, preferably white runners.

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

6. USE OF GYM HALL

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

7. DISCIPLINARY PROCEDURE

- (n) When a pupil willfully or carelessly mutilates or destroys, or without permission or authority removes any school, parish, or any staff member's or other pupil's property, his/her parent or guardian may be held liable for damages jointly with the pupil.
- (o) In order to avoid any damage to school property and to ensure the safety of all children, pupils are not permitted to have pointed objects such as nails, knives, needles, etc., on their person or in their possession. To help maintain clean classrooms, pupils are encouraged to keep their belongings safe and neat.
- (p) A pupil may be suspended or expelled for any of the following reasons:
 - (i) repeated failure to obey school regulations (this includes not being in full school uniform);
 - (ii) public defiance of authority or disrespect to teachers, teaching assistants, and other school personnel;
 - (iii) truancy or repeated tardiness;
 - (iv) serious infractions, such as: deliberately causing physical harm to self; student to student harassment (e.g. verbal or physical bullying, name calling, exclusion); deliberate destruction of school's, parish's or another's property; smoking, alcohol or drugs (use of or selling); possessing dangerous weapons; repeated use of unacceptable or offensive language.
- (q) The following procedures apply when dealing with pupils requiring disciplinary action:
 - (i) The pupil will be warned;

- (ii) The parents will be notified by letter;
- (iii) If the undesirable conduct continues or if a pupil is persistently disobedient or involved in any practice likely to injuriously affect the characters or persons of staff members or other pupils, the Principal shall dismiss the pupil from school after contacting the parent or the guardian or the person stated on the Alternate Address Form if the parent or guardian is not at home. The Principal shall report the case immediately to the Pastor/Executive/Director and the Chairman of the Local Parish Education Committee. The Superintendent of the Catholic Independent Schools will also be sent a completed suspension/expulsion form describing the nature of the offence. For further information, see the CISVA Policy Manual - Suspension/Expulsion. Part of the process of having a student reinstated into the school following a suspension or expulsion may require drawing up of a school contract.

8. GOOD CHRISTIAN CITIZENSHIP

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

- (r) All children are encouraged to participate in our Monday noon hour Rosary Club. Boys and girls from the third grade and up are encouraged to act as Our Lady's Servants by becoming altar servers. Older students may provide service such as peer tutoring, peer mediation, classroom supervision, monitoring, first aid attendants, phone receptionists, door monitors, and liturgical choir members.
- (s) All pupils are obliged to keep our school buildings and yard free of litter; or no food will be permitted on the playground.
- (t) All pupils are encouraged to show their charity for those in need by offering prayers and sacrifices. Pupils are encouraged to be involved in Works of Charity and in community service.

9. PARENT/TEACHER CONFERENCES

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

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

10. MAJOR COMPLAINTS

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

11. SAFETY

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

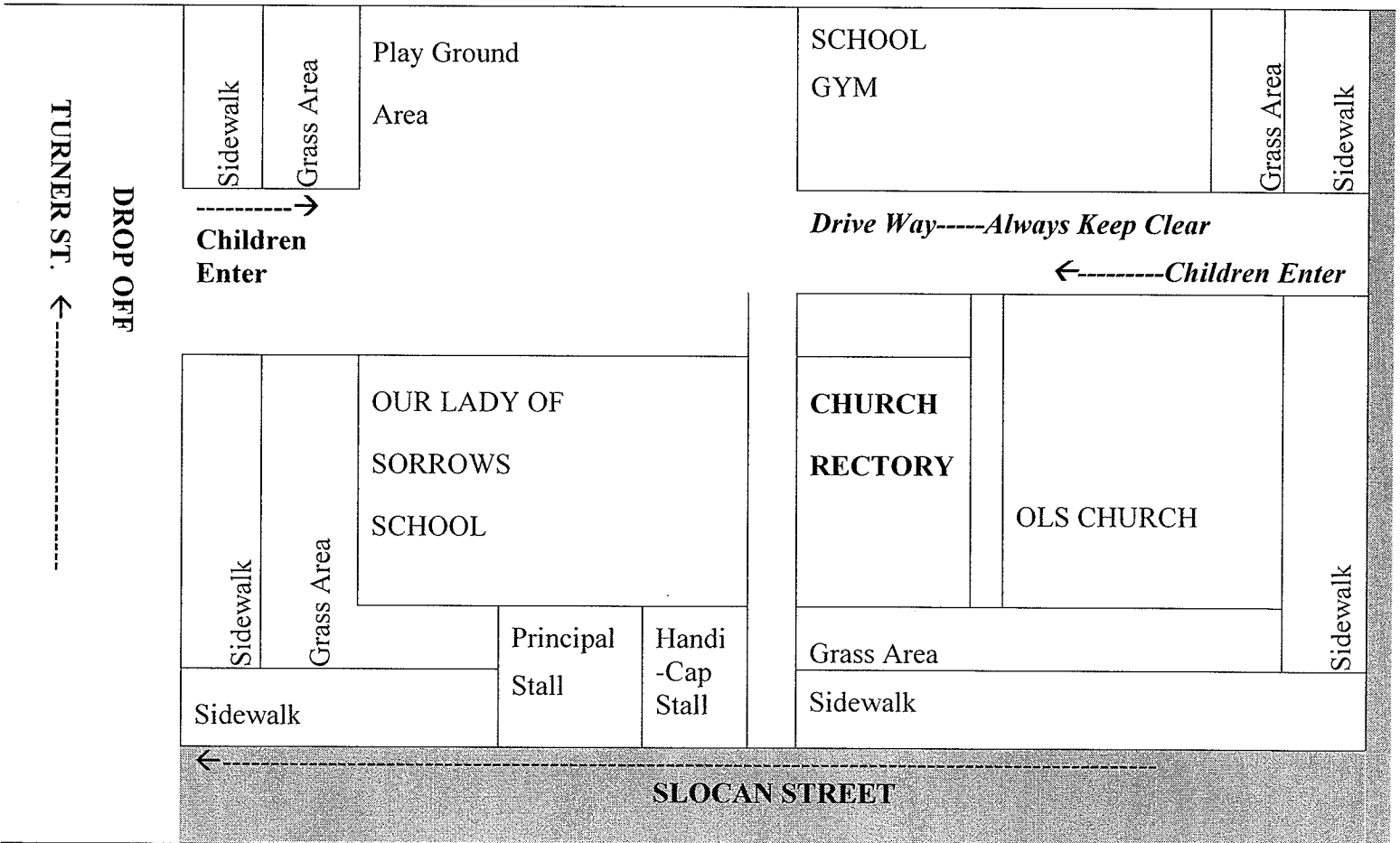
The lane between the Hall and the Church has been designated as a Fire Lane. There is no parking, stopping or drop-off in this area at any time!

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

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

- Please whenever possible do not have children cross the street or please do not drive the wrong-way or backup into the drop-off zone.
- If you are going East then use Pender and do not enter the lane between the Hall and the Church. This will allow students safe entry into the school yard from side-walk and walkways. Keeping the drop-off clockwise around the church and school ensures cars and children don't criss-cross traffic.

WEST



EAST

12. VISITORS

For the safety of our students and staff, all visitors to the school are required to report to the secretary's office. Parents are not to go to their child's classroom during instructional times.

Supplies or lunches are to be left at the office. The office will contact students. If parents wish to discuss their child with the classroom teacher or the Principal, an appointment should be made in advance.

13. 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.

In dealing with a contagious disease, the school will follow the directives given by the Boundary Health Unit regarding the period of time the child is to remain at home. It is the parents' responsibility to supply the school with a current emergency number. If a student becomes ill during the course of the school day, the parent will be notified. While the student may need to use the medical 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.

14. MEDICATION POLICY

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

Parents are responsible for administering medication to their children. Whenever possible parents should arrange for medication to be administered outside school hours. If this is not possible, parents should come to the school to administer it. In extreme circumstances where neither of the above alternatives is possible, medication can be administered only when a formal request is completed and signed by the parents and the prescribing physician. The request 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.

15. NOTES

Upon returning to school, students must bring a note 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 the official records.

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

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

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

16. VACATION NOTICE

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

17. SCHOOL CLOSURES

In the event of severe snowfall the school may be closed. It is important that parents listen to **CKNW radio 980 AM**, as school closures will be announced by 8:00 a.m. [We will also start the parent fan out list by 7:30 a.m., if possible.] If there is no announcement, or call from the Parent fan out, then school will be open. Parent Fan out callers, please ensure that you know who to call and have the appropriate numbers. Please avoid trying to call the school, as it is difficult for us to handle the many calls in the morning, and we are trying to take calls for absences only.

As conditions are local, it is difficult to gage closures by the surrounding schools. It is also possible that the school may be closed due to power outages, or local hazards, (water, fire, flooding, or other safety issues) which may happen at anytime. If it is a normal school day, when we close, we will keep the students safe as long as necessary to allow parents to pick them up. So it is very important that the office has up to date emergency contact information, and parent work numbers. Please inform the office of any changes in personal information as soon as necessary. Also parents are asked to ensure the school is open before dropping off their children before 8:15 a.m.

Parents must make individual decisions as to the safety, and feasibility of sending your child to school. Parents are always encouraged to do what is in the best interest of their child and family in these types of conditions, as well as in health issues. We just ask that a note comes in as soon as possible to explain the absence due to safety or illness.

18. TELEPHONE CALLS

Students are not 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.

CLASS SIZES/COMPOSITION

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

Appendix Sections

APPENDIX (I) PARENTAL INVOLVEMENT

1. MANDATORY MEETINGS

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

2. FUNDRAISING

Fundraising is an integral part of Our Lady of Sorrows School. The focus of our fundraising efforts is to provide community involvement while raising money to enhance the quality of the education programs provided to the students of Our Lady of Sorrows School. Proceeds from the

various events are earmarked for specific items or resources to enrich curriculum areas. It is expected that all families participate in fundraising activities by contributing their time or resources towards the event's success and attending functions, when possible.

During the 2007-2008 school year, all families are expected to ensure that the financial goals set for our "in-school" mandatory fund-raisers are achieved or surpassed (walk-a-thon/read-a-thon) minimum of \$40.00 per family per each event. The success of these fundraisers is needed to help offset costs of important field trips and activities for all grades. Some of these are swimming, skating, skiing, outdoor education and other class field trips, etc.

3. ROLE OF PARENTS

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

- see that Christian attitudes and religious practices are continued in the home.
- ensure their child attends school regularly and arrives at school on time. (Note: Children should not be brought to school before adult supervision begins at 8:15 a.m.)
- advise the school before 9:00 a.m. if their child will be absent or late.
- send in a written note giving the date and reason for their child's absence.
- 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.)
- pick-up their child, when requested, for reasons of illness, misbehaviour, etc.
- inform the school (preferably the child's classroom teacher in writing) if a different arrangement is being made for the pick-up of their child.
- keep the school advised of any changes to the information (address, work and home phone numbers, emergency contacts, etc.) on the registration form.
- assist in the academic growth of their child by ensuring that homework and other assignments are complete. Check the homework planner and use it to communicate with the teacher when necessary.
- allow a variety of educational experiences outside the school setting.
- take an interest in school events, particularly what their child is learning.
- see that the school uniform and gym strip are presentable and worn in their entirety.
- take financial responsibility in the event their child damages or loses school property, such as textbooks and/or library books.
- not allow their child to bring valuables or items such as disc/radio "walkmans", "Gameboys", etc. to school. (Note: The school is not responsible for personal property. Any item considered inappropriate on school grounds will be confiscated.)
- when transporting students, ensure that each has a functioning seat belt and a valid Driver's License.
- follow the guide-lines in place when dropping-off or picking-up their child. Keep the emergency vehicle entrances accessible at all times and follow the directions of those supervising.
- address concerns and suggestions in the proper order; first to the classroom teacher, then to the Principal, and then to the Education Committee. Concerns addressed to the PEC are to be in writing.

APPENDIX (II) EXTRA-CURRICULAR ACTIVITIES

SPORTS ACTIVITIES (A-Z)

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

PARENT RESPONSIBILITIES

In accordance with the philosophy of Our Lady of Sorrows, parents are called upon to encourage their children to participate in the school’s extra-curricular programs as fully as possible.

It is the responsibility of the parents of children involved in extra-curricular activities to:

- (a) assist the staff by ensuring that their child is present and punctual at all scheduled practices and events;
- (b) inform the staff member in charge the reason for their child’s absence; this should be done as soon as possible and well in advance of the activity;
- (c) be aware of the rules and regulations regarding participation;
- (d) follow due process as stated in the CISVA Policy Manual - Major Complaints. i.e. first attempt to communicate any suggestions, issues, or concerns directly to the coach in charge of an activity in question;
- (e) make sure their child has the necessary and proper equipment;
- (f) assist the staff in the transportation of the children whenever possible;
- (g) support the children by attending as many events as possible; and
- (h) cheer for the team, but do not “coach” the children from the sidelines.

STUDENT RESPONSIBILITIES

The students of Our Lady of Sorrows School are called upon to participate as fully as possible in the school’s extra-curricular programs.

It is the responsibility of the students participating in the school’s extra-curricular activities to:

- (i) attend all scheduled practices and events unless there is a valid reason;
- (j) notify the staff member in charge the reason for the absence. When possible, this should be done well in advance of the activity. If advance notice is not possible, the student must explain his/her reason for being absent, to the staff member in charge of the activity at the earliest opportunity;
- (k) ensure that all assignments - including homework are handed in on time in order to be able to take part in non-academic activities;
- (l) follow all instructions of those in authority;
- (m) be dressed in full uniform, as required by the activity;
- (n) at all times, act in a manner consistent with the philosophy of Our Lady of Sorrows.

STUDENT PARTICIPATION

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

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

DISCIPLINE

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

In addition:

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

OUTSIDE STAFF

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

- (s) ensure that the philosophy of the school is maintained;
- (t) be present at all practices and events;
- (u) provide supervision at all practices and events; this includes providing supervision for students waiting to be picked up by parents after practices and events.

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

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

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

STAFF RESPONSIBILITIES

- (v) It is the responsibility of staff member in charge of any extra-curricular activity to:
 - schedule all practices and events in consultation with the Principal and Sports Coordinator;
 - arrange an adequate amount of practice as required by the activity;
 - provide a schedule of practices and events to the administration, parents and students well in advance of the activity;
 - communicate immediately any last minute changes, to all parties involved;
 - advertise as fully as possible any events of special significance;
 - provide adequate supervision at all practices and events; this includes providing supervision for students waiting to be picked up by parents after practices and events;
 - co-ordinate and supervise all required transportation;
- (w) **Dress only in appropriate Our Lady of Sorrows uniform, or gym strip.**
- (x) **Act at all times, in a manner consistent with the philosophy of Our Lady of Sorrows and the CISVA Athletic Commission Policy.**
- (y) **Report all major issues directly to the Principal**

ADMISSION POLICY

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

Priorities for admission into Our Lady of Sorrows School are:

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics, active in the parish.
3. Children whose families are practicing Catholics, active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics, active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, attending Catholic school elsewhere.
6. Children whose families are practicing Catholics, active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Enrollment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.