

QUEEN OF ALL SAINTS SCHOOL



POLICY HANDBOOK FOR PARENTS

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I. GENERAL INFORMATION

A. MISSION STATEMENT

Queen of All Saints School is an integral part of All Saints Parish and provides a Catholic Christian environment fostering Christ-like attitudes and discipleship among the students.

We are dedicated to meeting the unique needs of each of our students by nurturing their spiritual, intellectual, moral, emotional, social, and physical growth, and helping them live out God's call in the global community.

With Mary as our model and guide, we work together imitating Christ in our love and service of God and our neighbour.

B. SCHOOL PHILOSOPHY

Queen of All Saints School is dedicated to providing a safe, nurturing Catholic Christian environment where children may develop as unique persons. This development focuses on the whole person – spiritually, intellectually, morally, emotionally, socially, and physically – to enable the child to become a responsible, caring member of society.

The school community (administration, teachers, parents, clergy and students) works collaboratively to prepare our students for living in today's world. We encourage them to seek knowledge and to understand and respect others. We provide opportunities for growth and self-discipline, and teach them to communicate effectively.

We all collaborate in the building of a community of faith. We recognize the value of the family and the parents' role as the primary educators of their children. We work together in an atmosphere of mutual love and respect.

C. FAITH LIFE

Christ is at the centre of Queen of All Saints School. Our primary purpose is to provide a Christian setting where students can grow in the richness of the Catholic faith. The school builds on the foundation of faith established at home, and assists the parents in guiding their children toward a fuller understanding of and commitment to Christ, our Saviour.

The Eucharist is recognized as a means of both fostering the faith of the individual and of building Christian community. By their weekly attendance at Sunday mass, families witness their belief in Christ present in the Eucharist. Parents are also invited and encouraged to attend the Friday school masses and celebrate special feast days with our students.

It is the parents' responsibility to encourage, by word and example, frequent reception of the Sacraments.

Opportunities for individual Reconciliation are also provided at school during the year.

Prayer is our basic means of communication with God and is essential in the faith life of both staff and students. As a staff, we pray together each morning and before staff meetings. Before school starts in September and either during Advent or Lent, the staff takes part in retreats. For our students, prayer is also part of their day. The school day begins and ends with prayer. Prayer is said before lunch. A prayer corner is used in each of the classrooms to help focus on and develop various spiritual themes. The children also participate in different types of prayer including scriptural, spontaneous, liturgical and formal prayer.

D. SCHOOL CREST

The designing of the crest was open to the children of the school in June 1996. Iris Lee's design was the one chosen as it represented the four aspects of our school life.

Top Left:

The open book symbolizes learning.

Top Right:

The Rosary is the prayer that honours our mother Mary, Queen of All Saints.

Bottom Left

The basketball represents all the activities which help make our students well-rounded individuals.

Bottom Right:

The flames symbolize the moving activity of the Holy Spirit in His 7 gifts.



E. HISTORY

Queen of All Saints School is a parochial elementary school. It was established by the Roman Catholic Archdiocese of Vancouver and operates within the Catholic Independent Schools of the Vancouver Archdiocese (CISVA) system. It is the immediate responsibility of All Saints Parish. The school's history began in 1987 when All Saints Parish took over Our Lady of Lourdes School in Maillardville. Following a parish referendum, in 1996 All Saints Parish built a new school adjacent to the church and called it Queen of All Saints.

F. STRUCTURE AND ADMINISTRATION

The pastor and the Parish Education Committee (PEC) administer our school. The pastor, principal and PEC 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 [CISVA](#) policies are followed, the PEC is delegated to handle issues related to the physical structure of the school, as well as the business and finances pertaining to it.

The PEC ensures that the school operates in accordance with the policies established by:

- ◆ The BC Provincial Ministry of Education
- ◆ The Catholic Independent Schools of the Vancouver Archdiocese (CISVA)

G. FUNDING

Queen of All Saints School receives funding from several sources:

- ◆ Provincial Government (50% of the operating grant received per child by the public schools in Coquitlam)
- ◆ Tuition Fees
- ◆ All Saints Parish
- ◆ Fundraising
- ◆ Parent Support Group (PSG) (non-curricular funding)

II. SCHOOL PROCEDURES

A. SCHOOL HOURS

Regular School Hours

8:45 a.m.	Bell
(Students arriving after 9am must report to the office.)	
10:15 a.m. – 10:30 a.m.	Recess
12:00 – 12:20 p.m.	Lunch
12:20 – 12:50 p.m.	Lunch Recess
3:00 p.m.	Dismissal

B. DROP OFF/PICK-UP ZONE

Our school and church parking lots can pose a hazard to our children, and we ask parents to drive slowly at all times and respect parent/teacher supervisors and student crossing guards in those areas. For the safety of all our children, it is important that all parents follow the protocols for drop-off and pick-up.

FRONT PARKING LOT

Enter **from** Como Lake. Has both Drop-off only and Parking:

- Morning Drop-off option-** stay in the right lane and proceed to the far “west” end of the drop-off lane. **This lane is to be used only when just a student(s) is exiting the vehicle, NOT the driver. Stopping time to be limited to 30 seconds or less.**

THE DROP OFF AREA IS NOT FOR PICK-UP OR PARKING

- Morning/Afternoon Parking option** – to be used when the driver wants to exit the vehicle and walk/meet the student to/at the school. When arriving in the morning, students should then proceed to the back playground area, using the path on the “east” side of the school (near the Pre-School and Kindergarten).

A parent supervisor will be monitoring this area.

BACK PARKING LOT (Morning and Afternoon)

Parking spaces are available to allow students to exit the vehicle. Drivers **MUST** park and accompany the student to the playground area.

THERE IS NO PARKING OR DROP OFF ALONG THE WEST SIDE OF THE GYM OR BY THE “ROPES”.

A Staff member will be monitoring this area

GENERAL REMINDERS

PLEASE KEEP YOUR SPEED TO A MINIMUM.

PLEASE DO NOT ALLOW YOUR CHILDREN TO EXIT OR ENTER YOUR VEHICLE WHILE WAITING IN TRAFFIC.

Please follow the directions of the supervisors; They are there for student safety. Your patience and understanding is greatly appreciated.

C. ENTERING THE SCHOOL

Parents and students walking to and from the front parking lot are to use the marked crosswalk. In order to avoid traffic by the office area, the front door is **not to be used by students**. Students are to line up at their specified door immediately when the bell rings. Students, whose classrooms are on the lower level, are to line up by their classroom door. Students whose classrooms are on the upper level are to line up in the area designated by their teacher at the east entrance. After school, students are to exit using either their classroom door or the door designated by their teacher. Students are not to exit through the front doors.

D. LATE ARRIVALS

All students who arrive after 8:45am and before 9:00am, must use the east entrance and obtain a late slip from the Parent Supervisor.

All students arriving after 9:00am must use the front entrance and obtain a late slip from the office.

E. VISITORS

All parents and visitors are welcome in our school. For the safety of our students and staff, parents and visitors are to use the front door. All visitors (parents and otherwise) are to sign in with the office and obtain a “Visitor” tag.

Parents may not go to their child’s classroom during instructional times unless permission has been obtained from the teacher or from the office. Labeled supplies or lunches are to be left at the office and the office will ensure delivery to the student.

If parents wish to discuss their child with the classroom teacher or the principal, they should notify the school in advance.

F. SUPERVISION OF STUDENTS

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 recess, unless the weather is inclement. If they need to use the washrooms, they are to ask permission from the supervisor or teacher on duty.

Outside supervision of students begins at 8:30 a.m. For the safety of students, they should not be brought to school before this time. 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 ends at 3:20 p.m.

The parking lot is out of bounds for students. They are to keep away from bicycles and cars parked near the school.

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

G. ALLERGY ALERT – NUTS/PEANUTS

We have several students in our school who have a severe and dangerous, life threatening allergy (anaphylaxis) to nuts or peanuts and products that contain them. For the health of these children, we ask all parents to be conscious of this when preparing their children's lunches and snacks and to ensure that nut products are not brought to school.

H. TOBACCO/VAPOUR/MARIJUANA PRODUCTS

All School property is designated no smoking and no vaping allowed. The use of tobacco, vapour products and cannabis is banned. The ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, private vehicles parked on school property and areas abutting school property.

I. MEDICATION AND ANAPHYLAXIS 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 new medical conditions. Parents are to contact the office and 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 and 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 approved permission form is available at the office.

Please refer to [CISVA policy 434 – Anaphylaxis Policy](#) for further details.

J. STUDENT ILLNESS

In consideration of others, sick children should be kept at home. Colds and flu spread quickly in enclosed areas. When a child will be absent or late, please notify the office by filling out the absentee form located on the school website before 9:00 a.m.

In dealing with a contagious disease, the school will follow the directives given by the [Fraser Health Authority](#) as to how long a child is to remain at home.

If a student takes ill during the school day, the parent will be notified. While the student may need to use the medical room, a parent (or other designated adult) must pick up the sick child as soon as possible.

****It is the parents' responsibility to supply the school with a current emergency contact number.***

Although students may want to return to school before they are completely well, parents are 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 honored.

If a child's participation in school is limited for medical reasons, the principal or teacher must be notified in writing. 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.

K. ABSENTEE FORM

The "[Absentee Form](#)" on the QAS website is to be used for the following reasons.

When a student is/has:

- Late
- Sick
- Medical appointment
- Family matters
- Sport/activity
- Vacation*

*please note that for vacations, parents are required to complete the [Vacation Notice Form](#).

The online absentee form is also required if children are late for school (after 10:15a.m.) or need to leave early. A paper trail is necessary for government funding.

L. VACATION NOTICE

Vacations should be planned during school holidays. For exceptions, the office (principal) and teacher should be notified of vacation plans well in advance, by filling out a “[Vacation Notice Form](#)”, which is available at the office or online. Prior to the vacation, teachers may not be able to provide all the work that will be missed during an extended absence; however, students are responsible for work assigned and it is to be completed upon returning to school. If a student’s attendance is below the minimum required to receive the full Government Grant, the parents will be asked to make up any financial loss incurred by the school.

M. LUNCH POLICY

Students staying for lunch are to arrive at school with their lunch. Parents of students who go home for lunch on a regular basis are to provide a note to the teacher to advise them of this request.

If parents require that their child has a hot lunch or want to treat their child to restaurant/fast food on occasions, parents are to take their child home or out for lunch. A note to the classroom teacher is required for these occasions.

To give children a break from their regular lunch routine, Hot Food Days and special events are scheduled throughout the year. In order to support our Hot Food program, as always, no outside/fast food should be brought in.

N. FIELD TRIPS

Queen of all Saints 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. Field trips are to

- i. have a curriculum focus that is linked directly to the redesigned curriculum learning standards;
- ii. have curriculum outcomes that cannot be accomplished in the regular school setting;
- iii. have as its prime consideration the safety of all participants, considering the potential for increased risk in any educational opportunity away from the regular school setting; and
- iv. have the approval of the Principal, and adhere to the planning guidelines as outlined in the [CISVA Policy 409 - Field Trip/Off-Site Experiences](#).

Field trips are privileged outings, however, and participation can be denied if a student fails to meet academic or behavioural requirements. Parents or legal guardians must return a signed informed consent form to the school prior to departure.

Buses are usually hired for field trips that require extensive travel (i.e. trips outside the Tri-city area). Parents may be responsible for the transportation costs. Students who are transported to a field trip by bus are

required to ride to/from the site with the class unless otherwise specified by the classroom teacher. An extenuating circumstance such as an early doctor’s or dentist’s appointment would indicate the need to leave a field trip in a private vehicle. A note is required from the parent prior to the field trip for this circumstance.

Classroom teachers use a rotation system to try and ensure that parents have the opportunity to help with supervision. Parents accompanying the class for the purpose of supervision are chosen at the teacher’s discretion based on

- i. specific criteria given to the school by the host facility (e.g. Science World, etc.)
- ii. the needs (physical, emotional, social) of students in the class, and
- iii. the suitability and availability of parents.

Supervising parents with pre-schoolers are to arrange alternate care for these children.

Parents driving for field trips must complete a [Driver’s Certification of Insurance](#) and [Criminal Record Check](#) must be up to date.

O. ATHLETICS

Athletics provide learning situations that are difficult to duplicate in a classroom setting. Students have the opportunity to learn about and practice self-discipline, teamwork, fair play, loyalty, tolerance, humility and many other positive characteristics in an open, life-like environment. In the Catholic school setting, these opportunities must be permeated with those Christian values that are the foundation of our schools.

Our extra-curricular athletic programs challenge both the individual athlete and the team to strive for excellence and develop their talents. As an elementary school, we encourage participation. All students who are willing to meet the requirements of the team are given the opportunity to play. At the elementary level, giving each player some playing time is the higher goal than out scoring an opponent.

Before committing to a team, both the athlete and his/her parents are asked to sign that they will abide by the *QAS Guidelines for Participation*, which are sport specific. All athletes and parents are expected to abide by the [CISVA Spectator and Player Conduct Regulations](#), which are available at the office or online. Being involved in an extra-curricular team requires excellent time management skills to ensure that all school assignments are completed to the best of the student’s ability. Extra-curricular sports should never be used as an excuse for incomplete homework assignments. Athletes, who are not able to keep up with their studies because of after school athletics, will be suspended from their team until their schoolwork shows signs of improvement.

III. EDUCATIONAL OBJECTIVES

P. 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.

Q. PERSONAL ELECTRONIC DEVICES

To promote and maintain respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of Personal Electronic Devices (PEDs) by students is strictly prohibited on school premises and on school sanctioned activities such as field trips and sporting events. Please leave all PEDs at home. PEDs include: Game Systems (Gameboy, PSP, Nintendo DSi, etc.) iPods, MP3 players, phones, smart watches, video and digital cameras.

Parents whose children need cell phone access as a measure of safety when travelling to and from school must complete a PED Permission Form and are expected to comply with the terms set out for the usage of these devices. These forms are available at the office.

A violation of this school policy may result in the confiscation of the device. A parent or guardian will be required to contact the principal to make arrangements for the retrieval of any confiscated PED.

R. AFTER SCHOOL DISMISSAL

Unless they are participating in an extra-curricular sport after school, all students are to leave the school promptly following dismissal. Students who walk home are to leave immediately. After school supervision is in effect for 20 minutes following dismissal. If parents will be late in picking up their child, please notify the office in advance. Your child must wait for you in the office lobby until your arrival, as this is the only area with active supervision after the 3:20 bell.

S. SCHOOL CLOSURE

Weather or emergency conditions may cause cancellation of school. Check the school website, [listen to or view the CKNW 98AM](#) or [GLOBAL BC](#) website/station 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.

A. ROLE OF THE STUDENT

The whole community exists for the students whose behaviour should be positive, cooperative, courteous and respectful. Students are to carry out directions from the school staff, trusting that the staff has their best interests at heart. Only with this trust and cooperation can our educational and spiritual goals be met.

Our goal is that during their years at QAS, students grow in respect, honesty and justice. We encourage them to develop their own ideas while showing respect for themselves and pride in their school. They are to show this by treating books, uniforms, equipment, learning materials, the school building, grounds, and playground apparatus with care. They are to dispose of litter properly and 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 total life of the school.

B. SPIRITUAL AND INTELLECTUAL FORMATION

1. RELIGIOUS EDUCATION

Religious Education is an integral and vital part of QAS. Through the Religious Education Program, students develop a deep and life-long love for God, the Church and sacraments, and a strong prayer life. This leads to love for God and Christ-like dealings with one another.

Our students learn 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 develop in the students the ability to weigh moral issues with an informed conscience. This is reinforced by living daily in a Christian community, as well as studying the Word of God. The students' sacramental life is nurtured by participation in and attendance of Friday Masses, special liturgies and feast day celebrations.

Participation in the Religious Education program and in all Catholic celebrations is required of all QAS students.

The Religion program used by Queen of All Saints School is *Call to Faith*, a program prescribed by the Archdiocese of Vancouver and selected in consultation with the pastor. This program is supplemented by the Archdiocesan program, *I Am a Gift from God* (Kindergarten to Grade 3).

The Religious Education program follows the liturgical year, incorporating special feasts into the curriculum. Wherever feasible, Religion is integrated into other subjects and various themes. One staff member is selected each year as the liaison between school staff and the Office of Religious Education and informs teachers about religious in-service programs.

Sacramental preparation is 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 2 Sacramental program instills an awareness of Christ's real 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, to appreciate how their actions affect others, and to take steps to improve their words and actions. It is essential that parents actively witness their faith, be good role models, and help in the instruction of their children.

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, good role models, and support all aspects of the program.

2. CURRICULUM AND STUDENT PROGRAMS

Queen of All Saints School follows the [British Columbia Ministry of Education's](#) guidelines for the Academic Program of Instruction. 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 according to need so that all students can meet the goals outlined in their individualized education programs.

In addition to academic instruction, cultural, athletic and social activities are important parts of the total program offered at our school. French, Art, Music, Physical Education and Computer classes are offered to all our students. Drama is a vital component of our Fine Arts program. Christmas and/or Spring Concerts are performed. QAS has 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 offers students the opportunity to develop basic keyboarding and word processing skills, as well as manipulate documents using a variety of tools.

Extra-curricular activities are also an important part of our school, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. They serve to build community and support the basic goals of our school. QAS School staff members are dedicated to offering programs outside of school time. Activities include but are not limited to sports (e.g. volleyball, soccer, cross-country, basketball, floor hockey, and track and field), and music (e.g. choir and band).

IV. PARENTAL INVOLVEMENT

A. 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.
- ◆ advise the school before 9:00 a.m. if their child will be absent or late.
- ◆ complete the online [Absentee Form](#) 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.
- ◆ pick-up their child, when requested, for reasons of illness, misbehaviour, etc.
- ◆ inform the school in writing (preferably a note to the child's classroom teacher) if a different arrangement is being made for the pick-up of their child.
- ◆ keep the school advised of any changes to the information on the registration form (address, work and home phone numbers, emergency contacts, etc.).
- ◆ 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.
- ◆ provide a variety of educational experiences outside the school setting.
- ◆ take an interest in school events, particularly what their child is learning.
- ◆ participate in school functions; attend meetings as required.
- ◆ assist in fund-raising projects.
- ◆ see that the school uniform and gym strip are presentable and worn in their entirety; ensure that all uniform items are clearly marked.
- ◆ take financial responsibility in the event their child damages or loses school property, such as textbooks and/or library books.
- ◆ note that the school is not responsible for personal property. Parents should not allow their child to bring valuables to school, including items such as jewelry, money, personal electronic devices, etc. Any item/toy considered inappropriate on school grounds will be confiscated.
- ◆ complete a [Driver's Certification of Insurance](#) issued by the office before transporting students for field trips/outings. Parents are to ensure that children do not sit in seats with an airbag, and that each child has a functioning seat belt.
- ◆ follow the guidelines in place when dropping off or picking up their child, keeping the emergency vehicle entrances accessible at all times and following the directions of supervisors.

- ◆ address concerns and suggestions in the proper order: first to the classroom teacher, then, if needed, to the principal, and then to the Parish Education Committee. All written concerns to the PEC should be received 2 weeks prior to a PEC meeting, unless there are extenuating circumstances.
- ◆ Abide by the principles of respect outlined in [CISVA Policy 412 – Parent Code of Conduct](#).

B. PARENT ORGANIZATIONS

There are two organizations which allow parents to help in the operation of the school.

1. PARISH EDUCATION COMMITTEE (PEC)

The Parish Education Committee is composed of seven members (5 elected and 2 appointed). The PEC assists the Pastor and principal 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. Meetings are open to all parents except for the in-camera portion of the meeting. If parents wish to speak at a meeting, they are to give a written request to the Chairperson seven (7) days in advance.

2. QAS SCHOOL AUXILIARY

Parents are an integral part of the parish and school community and are encouraged to take part in the activities of the school. Parents provide the leadership needed for special activities, fund-raisers, socials and other community building events. Queen of All Saints School has an active School Auxiliary which functions under the direction of the Parish Education Committee. From its membership, the PEC appoints the Chairperson of the School Auxiliary. The members of the School Auxiliary is comprised of Class Parents. Meetings are held once a month.

C. COMMUNICATION BETWEEN PARENTS AND SCHOOL

Communication between the school and the home is essential. 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 Progress Reports (report cards) three times a year. Before the First Term Progress Report, parents are to attend Parent-Teacher Conferences. Students, parents and teachers meet for Student-Led Conferences. 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 new 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/or Grade 7 are expected to attend all parent evenings and activities associated with the Sacramental program taught in those grades.

A bi-weekly school newsletter provides information about what is currently happening in the school. The yearly and monthly calendars, as well as weekly updates, help remind parents of important events, such as student field trips, sports events, meetings, etc.

D. CONCERNS

The school and home should work collaboratively to enable students to achieve success and make positive progress in all areas. From time to time, parents may have concerns and/or differences of opinion. We appreciate and invite parents to come to the school to voice any concerns. It is important that the following protocol is followed:

- i) When concerns or issues arise relating to any aspect of their child’s development, it is very important that parents contact the teacher immediately.
- ii) If the difficulty cannot be resolved, parents should then go to the principal.

It is important that any complaint be registered immediately with the individual involved to ensure good relations within the school community.

E. CISVA POLICY DEALING WITH MAJOR COMPLAINTS

Queen of All Saints School follows the [CISVA Policy 302 - Major Complaints](#), which can be accessed via this link.

V. REGISTRATION AND TUITION

A. ADMISSION POLICY

Queen of All Saints School follows the [CISVA Policy 401 - Admissions](#), which can be accessed via this link.

B. REGISTRATION AND TUITION POLICY

When parents **enrol** their child(ren) in Queen of All Saints School, it is understood 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. Prior to acceptance at QAS School and every year thereafter, both parents must sign the [CISVA Policy 411 - Family Statement of Commitment](#).

The Parish Education Committee reviews tuition fees each year. The fees vary for contributing parishioners and non-contributing parishioners or non-parishioners. They also vary when additional children from the same family are enrolled in the school. All parents are required to fill out the Pre-Paid Authorized Debit (PAD) form or issue postdated cheques for the school year. Each year, parents are also charged a non-refundable registration fee.

No child will be refused admission because of inability to pay. Those families seeking exemption and/or assistance must contact the pastor.

In order for the school to receive government funding, ministry regulations require that students be in attendance at QAS for a minimum of 135 days between the start of school and May 15. Except in cases of serious illness, families whose children do not meet this requirement must reimburse the school for an amount equal to the government grant.

New students to the school must submit a photocopy of their birth certificate, baptismal certificate, the latest report card and a copy of a utility bill to support residency in B.C.

Students from outside Canada must also submit a photocopy of their Landed Immigrant Certificate or Certificate of Citizenship.

International students require additional documents. Please contact the office for further details.

C. NON-SUFFICIENT FUNDS POLICY

If a bank returns a non-sufficient funds (NSF) cheque to the school, an additional charge may be levied to the family.

D. TUITION NON-PAYMENT POLICY

Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities. If a family is having difficulty paying the school fees, the parents should discuss the issue with the principal or pastor. If a family is in arrears, or has an outstanding amount owed to the school, the family will be contacted by the principal, pastor or Chair of the PEC to settle the account in a prompt manner. The school reserves the right to: a. refuse re-admission, or b. ask the family to leave the school.

E. PARENT PARTICIPATION PROGRAM

Parents are recognized as the primary educators of their children. Catholic education exists to assist them in their task of educating their children in the faith. We need the entire school community to share in the responsibility of educating the children and to help implement our vision, mission and goals. The [Parent Participation Program](#) is an opportunity for building community, giving financial support, and offering support to each other as we work

together for the benefit of the children. We encourage parents to take an active role in our school and parish, and we appreciate their support.

1) PHILOSOPHY

Queen of All Saints School is part of the wider parish community. Once a child has been admitted to the school, as active school community members, parents will be required to participate in various activities of the school, including fundraising. The [Parent Participation Program](#) also keeps down the operational costs of running the school. A family who participates in the program completes the work in lieu of a Non-Participation Fee. Completing the Participation Hours, therefore, is not true volunteer work. Other jobs exist in the school that are of a true volunteer nature, and this type of participation is encouraged and most welcome.

The [Parent Participation Program](#) functions under the direction of the Parish Education Committee. The Parent Participation Coordinator is a member of the PEC and responsible for the appointment of Category Managers, monitoring compliance with the program, and serving as a liaison between Category Managers and the PEC.

2) RESPONSIBILITIES

Families who participate in the [Parent Participation Program](#) commit to a minimum number of hours of service per school year

It is the parents' responsibility to fulfill their hours of participation. If a parent is unable to attend their assigned job, it is the parent's responsibility to find another parent or person over the age of 16 to complete their Participation Hours for them.

3) PARTICIPATION DEPOSIT

Families who do not fulfill the requirements of [the Parent Participation Program](#) will be assessed a Non-Participation Fee. Upon registration, parents issue ten cheques, one for each month. These cheques will be held as a deposit and will not be cashed unless parents fail to complete their participation commitment. Cheques will be held from one year to the next unless a parent requests their return. If your banking information changes, please ensure that you issue new cheques to the office.

4) NON-PARTICIPATION FEE

A family unable to commit to the required hours may elect to pay a Non-Participation Fee, which is over and above the tuition fees. *(Please refer to the current Tuition and Fee Schedule for this amount found in the registration package.)* This option is to be indicated on the Parent Participation Form.

5) SPECIAL EXEMPTION FROM PARTICIPATION

Those who have special circumstances and can neither participate in the [Parent Participation Program](#) nor pay

the Non-Participation Fee must contact the Pastor for special exemption. This is to be noted on the Parent Participation Form.

6) TRACKING HOURS

All parents are responsible for keeping a personal record of their hours and ensuring that hours are posted accurately on the website. Details of how to track and submit hours are found in the [Parent Participation Program Handbook](#), which can be found on our website.

7) AREAS OF PARTICIPATION

General job descriptions are included in the Registration Package. Areas may need to be combined to make up the required hours. Please keep in mind that required hours are used as a **minimum guideline only** and that fulfillment of specified work commitment areas may require **more** than the minimum requirement.

Unless otherwise stated, hours volunteered for Parish activities are excluded from the [Parent Participation Program](#). Also any parent hired by the school may not use their paid time as hours worked.

VI. SCHOOL UNIFORM POLICY

A. DESCRIPTION OF THE UNIFORM

The students of Queen of All Saints School are expected to be in the approved uniform at all times, unless special concessions are made. The approved uniform will be the decision of the Parish Education Committee in consultation with the principal and teaching staff.

Parents must contact the principal or classroom teacher in writing 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. In order to keep our school free from outside dirt, students are not to use their uniform shoes for arriving to/from school, outdoor play at recess, etc.

The dress code contributes in a very important way to the overall sense of unity and pride as a school community. The dress code enhances the learning atmosphere and adds a sense of pride. QAS students are expected to wear their uniform in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement.

Please note that uniform items below which are marked with an asterisk MUST be purchased from the approved school supplier – Cambridge Uniforms, North Vancouver, BC*

1. SPRING UNIFORM – *Worn from the first Monday in May to Thanksgiving Day.* (Principal may change dates due to weather.)

<i>GIRLS</i>	<i>BOYS</i>
*Grey skort	*Grey walking short
*White crested polo shirt with QAS logo	*White crested polo shirt with QAS logo
*Green crested V-Neck, cardigan or long sleeve sweater	*Green crested V-Neck, cardigan or long sleeve sweater
Plain white dress ankle/knee socks (no logos)	Plain white dress ankle/knee socks (no logos)
Black dress shoes	Black dress shoes

2. WINTER UNIFORM – *Worn from Thanksgiving Day to the first Monday in May.* (Principal may change dates due to weather.)

In the 2018/2019 school year, mandatory tunics were introduced to the girls' winter uniform for Kindergarten students, in 2019/2020 the tunic was mandatory for K & 1, in 2020/2021 for K, 1 & 2. Beginning in the 2021/2022 school year the tunic will be mandatory for K - 3 (Primary). Kilts will be worn from Grade 4 - 7.

<i>GIRLS</i>	<i>BOYS</i>
*Green plaid kilt (Gr.4-7) *Green plaid Tunic (K-3)	*Black dress pants
*White button collared oxford short sleeve shirt with QAS logo	*White button collared oxford short sleeve shirt with QAS logo
*Green crested V-Neck, cardigan or long sleeve sweater	*Green crested V-Neck, cardigan or long sleeve sweater
Plain black knee high socks or tights (<i>leggings are not permitted</i>)	Plain black socks
Black modesty shorts	
Black dress shoes	Black dress shoes

B. PHYSICAL EDUCATION UNIFORM

Boys and girls have the same uniforms: QAS grey T-shirt or QAS green dri-fit shirt, black mesh shorts (with QAS logo), jogging suits (optional), runners (non-marking soles), and socks. 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.

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. NON-COMPLIANCE WITH POLICY

If a child is not in proper school or gym uniform, a note of explanation must be given to the classroom teacher, otherwise the following process will apply:

For a first offence, the parents will receive a letter from the office, to be signed and returned the following school day. The family will be given one week to correct the issue. Should the issue not be corrected the student will be sent home.

E. ADDITIONAL UNIFORM INFORMATION

i.) Wearing of Sweaters

Students must have their school sweater with them at all times, even if they are choosing not to wear it. Unless otherwise stated, the school sweater is mandatory at assemblies, school masses and functions. Sweaters that are ripped, worn or damaged must be repaired or replaced when the problem develops.

ii.) Label All Uniform Items

Please label all uniform items clearly on the inside of garments and check for mix-ups regularly.
Note: Visible monogramming of uniform items is not allowed.

iii.) Wearing of Girls' Kilts, Tunics & Skorts

The length of girls' kilts, tunics and skorts can range from 5 cm (2") below the knee to a maximum of 5 cm (2") above the knee.

iv.) Shoes

Black dress shoes must have a closed heel area. "Boot" type shoes or sports shoes, no matter how thick or thin the soles, are not to be worn. For safety reasons, heel height is to be kept below 4 cm (1 ½") measured from the base of the heel to the floor.

Students are not to use their uniform shoes for arriving to/from school or for outdoor play at recess, etc.

v.) Hairstyles

Hair must be neat, clean and combed.

Boys' hair length may not fall below the top of the shirt collar.

Haircuts or styles may not be distracting in any way; no dyeing, streaking, bleaching, lines, patterns, etc. are permitted.

Hair color must be consistent with natural hair color and may not be distracting in any way.

vi.) Jewelry and Accessories

Students may wear holy medals, cross necklaces, birthstone rings, Cambridge headbands and solid colored headbands (green, grey and black only). Costume jewelry, chokers, accessories, novelty headbands, etc. are not allowed. Girls/boys may wear pierced earrings provided they are a single small stud or small hoop per ear. For safety reasons, the teacher/coach may request that jewelry be removed during sports activities. The school is not responsible for loss of jewelry items. Body piercing and tattoos are not allowed. Students are not permitted to wear make-up or nail polish.

VII. STUDENT DISCIPLINE

A. INTRODUCTION

Jesus is the heart of our school. He is our centre, our focus. He is the one we try to follow. His words are those which we try to speak. His actions are those that we try to imitate. The discipline policy at Queen of All Saints is built on the teachings of Christ.

Through discipline, students are meant to develop courtesy and respect for themselves, their teachers, other adults and their fellow students.

We have 4 basic rules to ensure that our school is a safe, caring and respectful environment for all students.

- 1. Treat others in a respectful, Christ-like manner.*
- 2. Respect the property of others.*
- 3. Follow school safety rules and play safely.*
- 4. Take responsibility for your actions and your learning.*

The staff at QAS School is committed to ensuring that our school environment is safe and non-threatening for every student. We believe that all students should be valued and treated with respect and dignity.

We believe that all students should be able to learn in an atmosphere free of fear, hatred, bullying, harassment and intolerance.

For further details please refer to the [QAS Student Code of Conduct](#).

B. 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. Therefore, 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 disciplined by the teacher. If the inappropriate conduct persists, the parents will be contacted. In certain instances the principal may also be involved.

C. SERIOUS 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:

- i) Repeated failure to obey school regulations.**
- ii) Defiance of authority and/or disrespect to teachers, supervisors and parent volunteers.**

- iii) Aggressive behaviour (physical or verbal) and carrying, using or throwing potentially dangerous items including, but not limited to, rocks, snowballs, knives, guns, fireworks, and matches.
- iv) Stealing.
- v) Continual bullying or harassment 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.

D. STUDENT SAFETY AND SECURITY

Queen of All Saints School follows the BC Ministry's guide: [Safe, Caring and Orderly Schools](#). This document provides provincial standards for codes of conduct, and identifies attributes for safe, caring and orderly schools. QAS strives to create and maintain an environment that supports student achievement by addressing safety issues that can become barriers to optimal learning.

To work towards a safe climate where all members of the school community are free of the fear of harm, the school does not tolerate aggressive or violent behaviour. This includes deliberate acts intended to harm, intimidate, bully, alienate or injure another person. Aggressive retaliation also falls into this category.

The school will make every possible effort to see that no child is bullied or harassed. Each year, classroom teachers actively engage students in discussions and lessons about bullying and solutions to stop bullying when it occurs. Bullying behaviour is intentional and repeated aggressive behaviour meant to inflict injury or discomfort on another person, and involves a power imbalance. There are 3 categories: physical aggression, verbal aggression and social alienation. Harassment is defined as directing derogatory or vexatious comments, or acting in an un—Christ-like manner towards another individual. If a student is involved in such behaviours, the facts are carefully reviewed and assessed to determine if a suspension or expulsion from school is warranted. It is critical that parents are alert to signs that their child is being bullied or may be bullying others, and inform the school immediately. Adult intervention and support is a key to stopping bullying behaviour. [Call It Safe](#), a parent guide, for dealing with bullying in elementary schools, can be obtained from the school or from <https://bccpac.bc.ca/>

Any student who assaults, displays aggressive and/or violent behaviour towards another individual, or bullies or harasses another person is subject to suspension. This behaviour may also lead to expulsion.

Weapons or replicas of any kind are prohibited on the school premises or at any school event. A weapon is defined as:

- i) anything used or intended for use for the purpose of threatening or intimidating any person; or

- ii) anything used or intended for use in causing injury or harm.

A student who has brought a dangerous object to school will be subject to severe disciplinary action. Any student who

- i) brings a weapon to school; or
- ii) displays or brandishes a weapon in a threatening or intimidating manner; or
- iii) assaults another person with or without a weapon

is subject to immediate suspension or expulsion.

The principal shall notify the student's parent/guardian, and may refer the matter to the police.

Carrying a concealed weapon is contrary to the Criminal Code of Canada. Anyone convicted of such a charge is liable for imprisonment.

E. CHILD ABUSE AND NEGLECT POLICY

The CISVA Board of Directors and Queen of All Saints School prohibits and will not condone any form of child abuse, neglect or violence. All school personnel in the CISVA, including QAS School will comply with the requirements of the Ministry of Children and Family Development and be familiar with the procedures for reporting suspected child abuse/neglect as outlined in the ["Child, Family, and Community Service Act"](#) and ["The BC Handbook for Action on Child Abuse and Neglect"](#), ["Responding to Child Welfare Concern"](#), ["Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse"](#) and as well as, [CISVA Policy 405 – Student Abuse/Neglect](#).

F. CISVA POLICY DEALING WITH SUSPENSIONS AND EXPULSIONS

See [CISVA Policy 426 - Suspensions & Expulsions](#) for detailed information.

Parents may appeal a suspension or expulsion decision. Refer to ["CISVA Policy 302 - Major Complaints"](#)

VIII. EMERGENCY PREPAREDNESS

A. INTRODUCTION

Queen of All Saints School is continually developing and updating specific plans for the safety and well being of our students in the event of a fire, earthquake or other natural disaster. These plans include training for staff and students, fire and earthquake drills, school evacuation procedures, hazard reduction, and the storage of first-aid supplies, food and water.

B. EMERGENCY SUPPLIES

Our Emergency Preparedness Committee has prepared emergency supplies for every student and staff member. These supplies include health and safety items, and basic food products. We will store emergency supplies

securely outside the building as well as in the classrooms.

C. EMERGENCY PROCEDURES

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

- ◆ Students will evacuate the building and assemble in a safe area near the school.
- ◆ No student will be allowed to leave with anyone not listed on the student's Emergency Release Form.
- ◆ 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 72 hours. Subsequent arrangements will be posted at the school.

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

- ◆ not call the school. The phone line must be open for outgoing emergency calls.
- ◆ turn to radio station **CKNW 98AM** for information and directions.
- ◆ come to the school if they are able to offer assistance.
- ◆ refrain from driving to the school, as the school's access routes and street entrances **MUST** remain clear for emergency vehicles. Either walk or park away from the school.
- ◆ go to the Student Release Station, once it is safe to travel, to pick-up their child or any other child for whom they are assuming responsibility. Adults taking a child from the school grounds will be required to sign the release form.

IX. COMMUNITY INVOLVEMENT

A. SCHOOL NURSE

A school nurse from the Simon Fraser Health Unit comes to visit on a regular basis, keeps a record of the general health of each student, and consults with parents and teachers in assessing health problems needing attention. Parents have access to the Public Health Nurse. The number is available from the school.

B. POLICE

Our school has an RCMP Liaison officer who comes to the school, when requested, to instruct students on topics such as general traffic safety, emergency procedures, etc.

C. FIRE

Our school receives regular fire inspections to ensure that our fire safety equipment and alarms are functioning properly. The fire inspector ensures that both staff and students are familiar with fire drill procedures and, on request, instructs the children on fire safety.