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<b>Policy:</b>	<b>101</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	
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## **AUTHORITY**

### **Policy 101**

Authority for the operation of all Catholic Independent Schools in the Diocese of Prince George is vested in the Catholic Independent Schools Diocese of Prince George (CISPG), a legal body incorporated under the Societies Act, December 10th, 1957, as a Society.

As the sole legal entity for all Catholic schools in the Diocese of Prince George the CISPG is legally responsible for all negotiations and litigation involving diocesan schools.

#### Reason for Policy

The CISPG is recognized by the government of British Columbia as the “authority” under the Independent Schools Act and as such is solely responsible for relations with the Ministry of Education as represented by the Inspector of Independent Schools.

As a Catholic institution within the Diocese of Prince George, the CISPG is subject to Canon Law and the policies and directives of the Diocese of Prince George.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Policy:</b>	<b>102</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	
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## **BOARD OF DIRECTORS**

### **Policy 102**

The Board of Directors of the CISP is vested with the administration of the affairs of the Society. It has and exercises all the powers of the Society, except for the revision, alteration, and addition to the bylaws.

#### Reason for Policy

As a Catholic institution within the Diocese of Prince George, the CISP is subject to Canon Law and the policies and directives of the Diocese of Prince George. The constitution of the CISP stipulates that the Board of Directors has the responsibility and authority to manage the affairs of the Society.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Policy:</b>	<b>103</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
<b>Revised Date:</b>	<b>November 15, 2004</b>
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**CISPG BOARD OF DIRECTORS: MEMBERSHIP AND ROLE DESCRIPTION OF ELECTED AND APPOINTED DIRECTORS**

**Policy 103**

Members of the Board of Directors have the responsibility to serve the best interests of the diocesan school community when serving on the Board. This does not preclude members from presenting their interests on pertinent issues.

**Reason for Policy**

The function of the Board of Directors is to exercise its authority in the management of the affairs of the Society. In this respect the members are not delegates from local councils acting on the latter's instruction but rather they serve the needs of the diocesan community. However, as members of the local councils they do bring a local perspective to the Board.

**Reference:** Regulation 103



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Regulation:</b>	<b>103</b>
<b>Approved Date:</b>	<b>November 15, 2004</b>
<b>Revised Date:</b>	
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## **CISPG BOARD OF DIRECTORS: MEMBERSHIP AND ROLE DESCRIPTION OF ELECTED AND APPOINTED DIRECTORS**

### **Guidelines and Regulations:**

1. Each Director elected as a Regional Representative is expected to provide the Board of Directors at its regular meetings with information pertinent to the operation of School Councils within the Director's region.
2. The elected Director should make at least one visit to each of the School Councils within his/her region during each year of his/her term and request to be on the agenda of one Regular meeting to discuss concerns, requests and other issues that a Council may raise.
3. The elected Director should make monthly contact with the Chairperson of each Council in his/her region to keep abreast of information that would be of interest to the Board of Directors.
4. Each elected or appointed Director should provide a brief summary of the developments that the Board of Directors has accomplished especially developments that has or will have an effect on the School Councils.
5. Elected and appointed Director should provide written reports for the Board of Directors.
6. Each elected Director should wherever possible work to develop and encourage consistency of practice within his/her region with regard to salaries, benefits and other school related matters.
7. Each elected Director should attend meetings as a member at large of the local School Councils within the Region they represent. Each Director should attend all aspects of School Council meetings including in-camera sessions, as a non-voting member.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Policy:</b>	<b>104</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **CISPG BOARD OF DIRECTORS: APPOINTMENT AND TERM OF OFFICE**

### **Policy 104**

Lay members of the Board of Directors are elected from the constituencies of the Northern Region of Dawson Creek/Ft. St. John; Central Region of Vanderhoof/Prince George; Western Region of Smithers, Kitimat, Terrace, and Prince Rupert; and one or more appointments- to represent post secondary education or other mandates made by the president of the Society (The Bishop).

Lay members to the Board of Directors may serve for a (2) year term twice renewable for a six-year period. Appointments by the Bishop are according to his pleasure.

The Board of Directors has three (3) permanent members: the president (the Bishop); the vicar general and the chancellor.

The Chairperson of the Board is the President or his delegate.

Reference

Society Constitution



<b>Category:</b>	<b>EDUCATION POLICY MANUAL DIOCESAN GOVERNANCE</b>
<b>Policy:</b>	<b>105</b>
<b>Approved Date:</b>	<b>January 21, 2002</b>
<b>Revised Date:</b>	<b>November 15, 2004</b>
<b>DRAFT</b>	<b>March 11, 2013</b>
<b>Page:</b>	<b>1 of 1</b>

## **NOMINATION OF CIS BOARD MEMBERS**

### **Policy 105**

The Constitution of the Catholic Independent Schools identifies the Bishop, Vicar General and the Chancellor as Directors to the CIS Board. In addition provisions exist for the appointment of Directors by the Bishop as well as election of at least three additional Directors. The election of the additional Directors is achieved through a nomination and election process conducted by the Vicar General and the Chancellor according to the following guidelines and regulations.

**Reference:** Regulation 105



<b>Category:</b>	<b>EDUCATION POLICY MANUAL DIOCESAN GOVERNANCE</b>
<b>Regulation:</b>	<b>105</b>
<b>Approved Date:</b>	<b>January 21, 2002</b>
<b>Revised Date:</b>	<b>November 15, 2004</b>
<b>DRAFT</b>	<b>March 11, 2013</b>
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### **Guidelines and Regulations:**

1. Directors from the Regions are four in number; one from the Northern Region, one from the Western Region, Smithers, and one from the Central Region.
2. These Directors serve for two-year terms renewable twice for a total of six consecutive years. Directors may seek re-election after they have been off the Board for one term.
3. Each Region nominates suitable candidates no later than August 31<sup>st</sup> and submits the names on the nomination sheets to the Nomination Committee of the Vicar General and Chancellor.
4. Each nomination form must be properly signed by the local nominators and the Pastor.
5. Each candidate must be approved and meet the criteria for a Practising Catholic.
6. Each candidate seeking election should have some previous School Council experience.
7. Each candidate must present a brief resume to the Annual General Meeting at the time of election.
8. Each eligible member of the Catholic Independent Schools Society has a vote for each Regional Candidate Position.
9. If a Director is unable to complete the term of office the Bishop may appoint a replacement to complete the balance of the term of office.
10. No candidates may be nominated from the floor of the Annual General Meeting.
11. Notwithstanding the above, if at the time of the vacancy there are no candidates presented for the position from the Region the Bishop may appoint a Regional Director.

**Catholic Independent Schools Diocese of Prince George**

**BOARD OF DIRECTORS**

**NOMINATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parish member (at this Parish) for \_\_\_\_\_ years.

School Council Member      Yes \_\_\_\_\_      No \_\_\_\_\_

Name of School Council      \_\_\_\_\_

Number of Years      \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Signature of Pastor

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PASTOR: Please review terms of reference and Catholicity Requirements of Position



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Policy:</b>	<b>106</b>
<b>Approved Date:</b>	<b>August 10, 1998</b>
<b>Revised Date:</b>	<b>Revised</b>
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## **CODE OF ETHICS FOR CATHOLIC INDEPENDENT SCHOOLS BOARD AND SCHOOL COUNCIL MEMBERS**

### **Policy 106**

#### **Board Members and School Council Members**

The effectiveness of our Catholic schools is strengthened by the clergy and lay people who work together with faith and commitment for the education of our young people. Such an expression is found in the philosophy of Catholic Education as promulgated by the Catholic Bishops of British Columbia. It is therefore essential for those who accept the call to serve on School Councils to understand the expectations of the office and conduct themselves in a way that will foster collaboration and Christian community. Further, all members are charged with strictly supporting the role of the Catholic Independent Schools Society of Prince George, its policies and directives, and the policies and directives of the local school council.

Whereas the aim of Catholic Education is the development of each student towards personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ, the Catholic School Council member shall within the duties described in Policies and Regulations and reflecting a Ministry within the Church:

#### **Reason for Policy**

The governing bodies of CISPG are church ministries within the Diocesan and parish communities. As such, a standard of conduct, similar to the expectations of members of other church ministries, is required of members of these bodies.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Regulation:</b>	<b>106</b>
<b>Approved Date:</b>	<b>August 10, 1998</b>
<b>Revised Date:</b>	<b>Revised</b>
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## **CODE OF ETHICS FOR CATHOLIC INDEPENDENT SCHOOLS BOARD AND SCHOOL COUNCIL MEMBERS**

### **REGULATIONS:**

As a member of a Catholic School Council, I will

1. acknowledge that Catholic schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
2. provide witness to the Catholic community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teaching of the Church;
3. endeavour to become more knowledgeable about Catholic education, its mission, and educational and religious goals;
4. provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Ministry of Education;
5. recognize the need for continuous education about my responsibilities and know that I do not represent the council officially unless explicitly authorized to do so.
6. Be fully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports.
7. attend regular, extraordinary, and committee meetings of the council and participate in discussions and decisions to the best of their ability;
8. share and utilize their knowledge and experience for the betterment of the Council and the school as a whole;
9. be alert to alternate solutions to problems and keep an open mind.
10. Be loyal to council decisions even when personally differing from the final recommendations and decisions;
11. strictly ensure the confidentiality of the Council and all matters dealt with "In Confidence";
12. be familiar with and comply with the mandate, policies, and bylaws of the local school council;
13. ensure the affairs of the council are conducted with openness, justice, and compassion;
14. ensure that all complaints are to be made directly to the person involved and if to the council, in writing to the Chairperson;



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Regulation:</b>	<b>106</b>
<b>Approved Date:</b>	<b>August 10, 1998</b>
<b>Revised Date:</b>	<b>Revised</b>
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15. support and recognize the Principal as the chief administrator of the day to day operation of the school and avoid intruding into administrative detail unless requested to do so;
16. Pray often for other members of the Council, Catholic schools, and the community they serve;
17. Complete an authorization form for a Criminal Records Search;
18. **Disqualify myself from all discussion and voting on any issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits. If and when such an issue arises I shall excuse myself from that part of the meeting that deals with such issues. My exclusion will be requested to be recorded in the minutes.**



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Policy:</b>	<b>107</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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## **DELEGATION REPRESENTATION TO CISPG BOARD OF DIRECTORS OR LOCAL SCHOOL COUNCILS**

### **Policy 107**

The local school council meetings are open to the public and opportunities are available for individuals or groups to make representation to the council through a presentation of a written text. Such presentations must be in accordance with the attached regulations.

The Board of Directors of CISP Society will entertain written presentations at its regular meetings provided such presentations are made within the regulations governing this policy.

#### **Reason for Policy**

The local school council, as a matter of principle, is very interested in becoming informed regarding the views of individuals, or delegations of stakeholders on educational matters at public meetings provided written texts are provided in advance.

**Reference:** Regulation 107



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Regulation:</b>	<b>107</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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## DELEGATION REPRESENTATIONS TO CISPG BOARD OF DIRECTORS OR LOCAL SCHOOL COUNCILS

### Regulations

1. Delegations to appear must:
  - 1.1 notify the Superintendent of Schools or Principal in writing at least one week prior to the meeting date.
  - 1.2 name the spokesperson and subject presentations.
  - 1.3 present a written statement in advance for circulation with the agenda.
2. A delegation, which presents itself at a meeting without prior notice, will be scheduled to appear at the next regular meeting.
3. The chairperson of the council/CISPG Board will be responsible to initiate and close the delegation representation process.
4. Normally the council/CISPG Board will only seek clarification on issues raised. A response will be provided, in writing, at a later date, usually prior to the next regular meeting.
5. The chairperson will not entertain any debate on the issue between members of council/CISPG Board and the presenters.
6. Delegations will be limited to a spokesperson and two (2) supporters.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL ADMINISTRATION</b>
<b>Policy:</b>	<b>108</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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## **THE SUPERINTENDENT OF SCHOOLS: HIRING**

### **Policy 108**

The Board of Directors and the Bishop hire The Superintendent of Schools.

### **Reason for Policy**

The person holding the position of Superintendent of Schools is directly responsible to the Bishop and the Board of Directors for the educational and professional administration of the Catholic Independent Schools of the Diocese.

**Reference:** Regulation #108



<b>Category:</b>	<b>EDUCATION POLICY MANUAL ADMINISTRATION</b>
<b>Regulation:</b>	<b>108</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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## **THE SUPERINTENDENT OF SCHOOLS: HIRING**

### **Regulation**

#### **1. With respect to the qualifications for the Superintendent of Schools**

The following minimum qualifications will be required for candidates for the position of Superintendent of Schools:

- 1.1 practising Catholic;
- 1.2 graduate degree in educational administration or equivalent;
- 1.3 at least five (5) years administration experience at school or district level in a Catholic school system;
- 1.4 demonstrated commitment to the aims and goals of Catholic education.

#### **2. With respect to the appointment of the Superintendent of Schools**

The appointment is the responsibility of the Board of Directors who will:

- 2.1 review the role of the Superintendent of Schools;
- 2.2 prepare and place initial advertisements in Catholic and secular press;
- 2.3 appoint a selection committee which will:
  - 2.3.1 prepare a suitable short-list of qualified candidates;
  - 2.3.2 check references
  - 2.3.3 prepare for the interviewing of the short-listed candidates;
  - 2.3.4 interview the candidates;
  - 2.3.5 present the name of the successful candidate to the Board of Directors for approval;
  - 2.3.6 finalize contractual arrangements and appointment;
  - 2.3.7 notify unsuccessful candidates.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL ADMINISTRATION</b>
<b>Policy:</b>	<b>109</b>
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## **SUPERINTENDENT OF SCHOOLS: APPRAISAL**

### **Policy 109**

The Bishop of the Diocese of Prince George will be responsible for the appraisal of the Superintendent of Schools.

### **Reason for Policy**

Regular evaluation of the Superintendent of Schools will ensure that the objectives of CISP Society are being met. Further, regular review of the Superintendent's performance ensures that expectations are clearly understood and that areas of strength are recognized and areas requiring attention are identified.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL ADMINISTRATION</b>
<b>Policy:</b>	<b>115</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **EXECUTIVE ASSISTANT: ROLE**

### **Policy 115**

The Executive Assistant works under the direction of the Superintendent of Schools and in co-operation with the Director of Instruction.

#### Reason for Policy

To provide secretarial and support services to the Superintendent of Schools and to the Director of Instruction, to effectively and efficiently provide confidential secretarial services to the CISPG's administrative offices, and to provide receptionist support services as required for the Diocesan Pastoral Centre.

**Reference:** Regulation 115





<b>Category:</b>	<b>EDUCATION POLICY MANUAL ADMINISTRATION</b>
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## **EXECUTIVE ASSISTANT: ROLE**

### **Regulations**

#### **Specific Duties Related To CISPG**

1. The Executive Assistant will:
  - 1.1 attend Principal and Board of Directors' meetings. Be responsible for taking and distributing the minutes of these meetings.
  - 1.2 process all documentation on government grants and forms and mail information and appropriate documents to the schools.
  - 1.3 assist in the smooth organization and operation of special events including principal meetings and other gatherings, AGM, Board of Directors' meetings.
  - 1.4 prepare confidential personnel reports, correspondence and other documents for internal and external uses.
  - 1.5 process accounts payable including processing documentation, preparing cheques, allocating expenses, and maintaining accurate records and documentation.
  - 1.6 process accounts receivable including preparing deposits for banking and providing accurate documentation for billing.
  - 1.7 disburse and account for petty cash.
  - 1.8 assist with accounting procedures associated with CISPG.
  - 1.9 use effectively and efficiently computer software including word-processing, spreadsheets, database, and other applications as required.
  - 1.10 use effectively and efficiently, office equipment including the fax machine and photocopier to prepare documents, reports, and correspondence.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>ADMINISTRATION</b>
<b>Regulation:</b>	<b>115</b>
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- 1.11 provide receptionist services for CISPG telephone calls. Assist the receptionist in answering the Diocesan Pastoral Centre telephones on a timely and co-operative basis.
- 1.12 open incoming correspondence, assign priority, and direct to the Superintendent of Schools or Director of Instruction for further action. Post outgoing mail.
- 1.13 maintain personnel files on all teaching staff in the Diocesan schools.
- 1.14 maintain all CISPG and Board of Directors' files.
- 1.15 order and maintain all CISPG office supplies.
- 1.16 order and process materials for the Superintendent of Schools and the Director of Instruction.
- 1.17 maintain files on teacher applications including the preparation of a database as time warrants.
- 1.18 maintain and process documents of an archival value or documents that must be retained by the Society and system.
- 1.19 maintain a calendar of dates for annual recurring responsibilities.
- 1.20 carry out other related duties as assigned from time to time by the Superintendent of Schools or assist other personnel on a timely and needs basis.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL ADMINISTRATION</b>
<b>Policy:</b>	<b>118</b>
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## **ADMINISTRATIVE COUNCIL**

### **Policy 118**

The CISPg Board of Directors advocates regular meetings of the administrative council from which the CISPg Board of Directors can expect the Superintendent of Schools and the Director of Instruction to bring recommendations on such matters as general administration, curriculum, instruction, and student welfare.

#### **Reason for Policy**

As the leaders within the schools the administrators are a valuable resource to the CISPg and serve as an advisory committee to the Society. The Society recognizes the need for the principals of the Diocese to meet on a regular basis to discuss similar issues, and to foster communication.

**Reference:** Regulation 118



<b>Category:</b>	<b>EDUCATION POLICY MANUAL ADMINISTRATION</b>
<b>Regulation:</b>	<b>118</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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## **ADMINISTRATIVE COUNCIL**

### **Regulations**

1. **The administrative council will be responsible for the following:**
  - 1.1 to initiate, revise, or review policy statements and guidelines, which have a common application throughout the CISPg schools, and to submit such policies to the CISPg Board through the Superintendent of Schools.
  - 1.2 to consider the effectiveness of the total educational program and recommend steps that could be taken to promote improvements.
  - 1.3 to facilitate the co-ordination of educational activities between the schools within the Diocese.
  - 1.4 to carry out professional activities aimed at developing administrative skills among the members.
2. **With respect to membership of the administrators' council:**
  - 2.1 The membership of the administrators' council will include:
    - 2.1.1 all principals;
    - 2.1.2 the Director of Instruction;
    - 2.1.3 the Superintendent of Schools.
  - 2.2 It is expected that the principals will attend all meetings.
3. **With respect to the meetings of the council:**
  - 3.1 The council will meet three (3) times on a regular basis per year.
  - 3.2 The Director of Instruction or designate will chair the meetings.
  - 3.3 The Executive Assistant of the Superintendent of Schools and Director of Instruction will record the business of the meetings.
  - 3.4 Agenda items may be forwarded by any member one (1) week prior to the meeting.
  - 3.5 Items should be provided as early as possible to the Director of Instruction in order that such items can be dealt with on the agenda.
  - 3.6 Copies of the agenda will be forwarded to each member prior to the meeting.
  - 3.7 The outcome of the meetings will be sent to all members along with an action sheet if follow up action is to occur.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Policy:</b>	<b>120</b>
<b>Approved Date:</b>	<b>August 21, 1995</b>
<b>Revised Date:</b>	<b>January 1, 2005 November 5, 2007 January 13, 2012</b>
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## **TRAVEL EXPENSE REIMBURSEMENT**

### **Policy 120**

Representatives of the CIS Board of Directors and Directors shall be reimbursed for reasonable out of pocket expenses incurred when travelling and working on CIS business. Representatives of the CIS Board of Directors shall include central office administrators and others who are approved by the Superintendent of Schools for specific tasks.

**Note:** School Councils may develop their own Local Policy for Employee Travel Expenses.

**Reference:** Regulation 120



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Regulation:</b>	<b>120</b>
<b>Approved Date:</b>	<b>August 21, 1995</b>
<b>Revised Date:</b>	<b>January 1, 2005 November 5, 2007 January 13, 2012</b>
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### Regulations:

1. Reimbursement rates shall be established by the CIS Board of Directors at the first meeting after September 1<sup>st</sup>.
2. Rates approved become effective ***immediately***.
3. Claims should be submitted on a current basis.
4. Claims shall be on the CIS form to which is attached appropriate receipts and documentation. Claim sheets must be signed by the claimant.
5. Advances for registration, accommodation, and transportation may be approved by the Superintendent of Schools. (Remove the following – ***up to 75% of identifiable costs***).

### Procedures:

These procedures do not preclude the establishment of mutually agreeable rates of travel reimbursement for attendance at professional development activities.

#### 1. Accommodation

When a representative, or director is required to travel on CIS business and overnight accommodation is necessary, the recovery of costs may be claimed as outlined on the approved rate schedule.

#### 2. Meals and Incidental Expenses

A representative or director may claim the currently approved rate upon submission of receipts and the employee will be compensated for expenses incurred to the maximum allowed in the schedule of approved rates.

Meals may be claimed as follows:

##### Day of departure

- To claim breakfast – depart from home/work before 7:00 am
- To claim lunch – depart from home/work before 11:00 am
- To claim dinner – depart from home/work before 6:00 pm

##### On day of return

- To claim breakfast – arrive at home/work after 7:00 am
- To claim lunch – arrive at home/work after 12:00 noon
- To claim dinner – arrive at home/work after 7:00 pm



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
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A claim for incidental expenses as outlined in the approved schedule will be paid for each night that the representative or director claims overnight accommodation.

3. Travel

The most economical mode of transportation shall be used unless otherwise approved by the Superintendent of Schools. Automobile rental may be approved subject to pre-authorization by the Superintendent of Schools.

4. Vehicle Expenses

When private vehicles are used, compensation will be based on map distances in the schedule of rates. Ferry costs and tollbooth charges are costs that require a receipt.

When private vehicles are used in lieu of air transportation meals and accommodation en route will be paid for a one 24-hour period.

5. Hospitality Expenses and Meeting Costs

Hospitality and entertainment of guests are the responsibility of the Superintendent of Schools. The Superintendent of Schools may delegate this responsibility from time to time. This type of hospitality is used nominally and is usually extended to maintain positive relations.

Meeting costs represent coffee, tea, light lunches, and/or snacks associated with meetings within the CIS jurisdiction.

6. Approvals

All approved expenses for hospitality or claims in excess of rates or car rentals requires approval from the Superintendent of Schools.

Travel claims and advances must be approved by the Superintendent of Schools and the Superintendent of Schools' claim must be approved by the Bishop or delegate.

Receipts are required for accommodation, business telephone calls, hospitality, car rental, airport/hotel parking, air travel, and ground transport.

In the absence of receipts for meals and/or ground transportation, approved rates will apply.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>SOCIETY GOVERNANCE</b>
<b>Regulation:</b>	<b>120</b>
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**Within the Diocese**

Destination	KM/Round Trip	<b><i>\$.46/KM</i></b>
Burns Lake	458	<b><i>210.68</i></b>
Dawson Creek	806	<b><i>370.76</i></b>
Fraser Lake	300	<b><i>138.00</i></b>
Fort St. John	952	<b><i>437.92</i></b>
Hazelton	884	<b><i>406.64</i></b>
Houston	620	<b><i>285.20</i></b>
Kitimat	1270	<b><i>584.20</i></b>
Prince Rupert	1446	<b><i>665.16</i></b>
Smithers	748	<b><i>344.08</i></b>
Terrace	1150	<b><i>529.00</i></b>
Vanderhoof	200	<b><i>92.00</i></b>

**Destination Outside of the Diocese**

Destination	KM One Way	KM Round Trip	<b><i>\$.46/KM</i></b>
Calgary	793	1,586	<b><i>729.56</i></b>
Edmonton	738	1,476	<b><i>678.96</i></b>
Kamloops	529	1,058	<b><i>486.68</i></b>
Kelowna	692	1,384	<b><i>636.64</i></b>
Penticton	751	1,502	<b><i>690.92</i></b>
Quesnel	123	246	<b><i>113.16</i></b>
Seattle	902	1,804	<b><i>829.84</i></b>
Vancouver	798	1,596	<b><i>734.16</i></b>
Vernon	645	1,290	<b><i>593.40</i></b>
Victoria	829	1,658	<b><i>762.68</i></b>
Williams Lake	240	480	<b><i>220.80</i></b>

**NOTE:**

Travel out of the Diocese: Where economy air fare plus ground transportation are cheaper than the approved rates for personal vehicle travel the representative or director shall be reimbursed the lower of the two sums if a personal vehicle is used. This will be based on a 10-day advance booking rate for air fare.





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**Schedule of Approved Rates**

<b>Meals</b>	<b>Maximum with No Receipt</b>	<b>Maximum for Receipted Expenses</b>
1. Each full day	<u>\$56.00</u>	<u>\$67.00</u>
2. Partial days		
- Breakfast	<u>13.00</u>	<u>15.00</u>
- Lunch	<u>17.00</u>	<u>20.00</u>
- Dinner	<u>26.00</u>	<u>32.00</u>
Incidentals	<u>\$ 10.00 Max</u>	
Accommodation	1. by receipt 2. private accommodation \$25.00	
Vehicle Expenses	<u>\$ .46</u> cents/km	
Ground Transportation		
In absence of receipts a max of \$15.00/round trip		
Parking - \$8.00/day		

**Receipts presented for repayment will be honoured only to the maximum allowable inclusive of all taxes.**



**CATHOLIC INDEPENDENT SCHOOLS**  
DIOCESE OF PRINCE GEORGE

**EXPENSE CLAIM FORM**  
for SINGULAR Reimbursements

Policy No. 120

Date of Travel (mo/day/yr)		
Details of Travel	<hr/> <hr/> <hr/>	
<b>DATE(S)</b>	<b>INCURRED EXPENSES</b>	<b>AMOUNT</b>
	Air Fare	
	Kms (fuel etc.) ( _____ km x _____ /km)	
	Housing	
	Meals	
	Tolls	
	Taxi	
	Parking	
	Incidentals	
	<b>TOTAL :</b>	

Name			
Address			
Phone			
Remarks (if any)			
Claimant's Signature		Date Submitted	
Signature for Approval		Date Approved	



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
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## **PERSONAL INFORMATION PRIVACY POLICY**

### **Policy 121**

Safeguarding personal information of parents, students and staff is a fundamental concern of Catholic Independent Schools. CIS is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA).

**Reference:** Regulation 121



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
<b>Regulations:</b>	<b>121</b>
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## **PERSONAL INFORMATION PRIVACY POLICY**

### **Regulations:**

1. In pursuit of this objective Catholic Schools in the Diocese of Prince George will maintain policies which conform to the requirements of PIPA.
2. Catholic Schools in the Diocese of Prince George will develop privacy policies based on the model policies prepared by the Federation of Independent Schools Associations, which are attached to this policy. They are:
  - 2.1 'Personal Information Privacy Policy for Parents and Students'.
  - 2.2 'Personal Information Privacy Policy for Employees and Volunteers'.
3. In developing School based Privacy Policies schools may insert school specific information in the designated places as follows:

### **3.1 PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS**

- Page 1 – Name and address of School
- Page 4 (i) – Name and address of Privacy Officer
- Page 4 (ii) – Review list of purposes and add if necessary
- Page 5 (i) – Review list of purposes and add if necessary
- Page 5 (ii) – Add one or more of the type of information, which is collected
- Page 6 (i) – Review list to ensure disclosures are applicable
- Page 6 (ii) – Review list to ensure disclosures are applicable
- Page 6/7 – Consider example
- Page 9 – Use sample language on Employee and Volunteer Forms
- Page 10 – (i) use if applicable
- Page 10 – (ii) Use sample language on Registration Forms
- Page 10 – (iii) consider other forms



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SOCIETY GOVERNANCE</b>
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### **3.2 PERSONAL INFORMATION PRIVACY POLICY FOR EMPLOYEES AND VOLUNTEERS**

- Page 1 – Name and Address of School
- Page 4 (i) – Name and Address of Privacy Officer
- Page 4 (ii) – Review list of purposes and add if necessary
- Page 5 (i) – Review list of purposes and add if necessary
- Page 5 (ii) – Add one or more of the type of information, which is collected
- Page 6 (i) – Review list to ensure employee disclosures are applicable
- Page 6 (ii) – Review list to ensure volunteer disclosures are applicable
- Page 6/7 – Consider example
- Page 9 – Include the sample language on Employee and Volunteer Forms

- 4. Access to Policy
  - 4.1 A copy of the School's Personal Information Privacy Policy should be distributed to all members of staff and volunteers.
  - 4.2 A copy of the School's Personal Information Privacy Policy should be made available to parents who request a copy.
  - 4.3 A copy of both of the above policies should be filed with the Superintendent of Schools.
- 5. Individual School Policy
  - 5.1 When individual School booklets have been completed a copy of both the Parents/Students booklet and the Employees/Volunteers booklet will be given to the CIS Office.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>201</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **LOCAL SCHOOL COUNCILS: ROLE**

### **Policy 201**

Each Catholic School under the authority of Catholic Independent Schools may have a School Council, which will assume authority at the local level for those areas of governance delegated by the Board of Directors and in accordance with the Constitution and Bylaws of the CISPG and the policies and regulations of the Board of Directors. Notwithstanding the foregoing two or more schools may be under the local authority of one school council or a Regional School Council.

### **Reason for Policy**

The policies of CISPG allow for the delegation of authority to the local School Councils. The principle of subsidiarity acknowledges that the decision-making process should be influenced by those responsible for implementing the decision and those who are affected by the implementation.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>203</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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## **LOCAL SCHOOL COUNCILS: ELIGIBILITY**

### **Policy 203**

Each school council must have a minimum of six elected members from the parish. To become a member of the Local School Council interested candidates must meet the following criteria:

#### Eligibility of Membership

The nominee to the local school council or person seeking election to the council must:

- Be a good practicing Catholic;
- Be nineteen years of age or older;
- Be an active supporter of Catholic education;
- Be an active member of the parish or parishes which support the school;
- Be approved by the pastor prior to entering the election;
- Not be an employee or a spouse of an employee of CIS, or any school council;
- Be available for regular and committee meetings of the council held monthly;
- Work under the guidelines of CISPG;
- Complete a nomination form which requires the nominee's, nominators', and pastor's signatures;
- Take the Oath of Office, if elected.
- If married, provide a valid certificate of marriage within the Catholic Church



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>204</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	
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## **LOCAL SCHOOL COUNCILS: MEETINGS**

### **Policy 204**

An annual general meeting of the local school council shall be held each year. School councils in the same region should establish a similar time for the annual meeting.

Regular monthly meetings of the school council should be held during each month that the school is operational.

Half of the voting members of the school council will constitute a quorum.

#### **Reason for Policy**

The annual general meeting provides an opportunity for the council to report its activities to the local community and for the election of new members.

Effective and efficient monthly council meetings can energize, focus and provide significant opportunities, not only in the life of individual council members, but also in the life of the school itself.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>205</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **DEVELOPMENT OF A LOCAL SCHOOL COUNCIL OPERATING POLICY**

### **Policy 205**

A local school council may issue regulations covering the operation of the school provided such policies are consistent with:

- a. the teaching of the Catholic Church;
- b. Independent School Act and Ministry of Education policies and regulations;
- c. policies and regulations approved by CIS Board of Directors of the Diocese of Prince George;
- d. current terms and conditions of employment for school employees and/or collective agreement where the latter exists;
- e. the Teachers' Employment Plan

#### Reason for Policy

In order to best serve members of the local school community, and in keeping with the principles of subsidiarity and collaboration, it is appropriate and often necessary for local school councils to develop policies relating to the operation of the local school.

This provides opportunity for members of the local school community to collaborate in the formation of local policy directives.

The procedure for the development of local school policy parallels that at the diocesan level. The school principal assumes the responsibilities assigned by the Superintendent of Schools (i.e. drafting the policy statement, researching the background, formulating administrative regulations and procedures once the policy is approved).

**Reference:** Regulation #205



<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
<b>Regulation:</b>	<b>SCHOOL COUNCIL</b>
<b>Approved Date:</b>	<b>205</b>
<b>Revised Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## DEVELOPMENT OF LOCAL SCHOOL POLICY

### Regulations:

1. The local school council may assign a committee to research issues inherent in proposed policy; the committee submits the proposal to the full council for analysis and approval.
2. The following outline identifies the steps involved in the policy-making process:
  - identification of need (PIN)
  - collection of data (by committee)
  - preparation of draft policy with rationale (principal)
  - check legality
  - submission of draft policy to full council
  - first reading (committee explains policy to council)
  - consultation as required (Superintendent of Schools, parents, teachers, parish etc.)
  - second reading (council discusses and votes on policy);
  - approval by Superintendent of Schools or Board of Directors
  - third reading and vote by council
  - promulgation (council and principal notifies the community of the policy and
  - evaluation (council and principal periodically review progress of the policy).
3. The school council may assign one or more persons who know the council's thinking and respects the council's responsibility to write policy. The policy writer states the intent of the policy in simple, non-ambiguous language. In practice this is usually the school principal.
4. Not all perceived needs will require policy. Policy should be written in order to:
  - underscore a goal deemed significant;
  - modify or shape a broader policy or regulation to the local situation;
  - make certain that an issue is known to the local school community; and
  - emphasize unique aspects of the local school
5. The development and evaluation of school policy are the council's responsibility. It is not the council's responsibility to question each action of the principal nor is it proper for council to set forth in detail how the principal should administer the school or implement the policy.
6. A well-organized policy manual will assist councils in writing new policy that does not conflict with or contradict existing or previous policy. Ideally, this manual is in the form of a loose-leaf binder for ease of adding policy and for revisions. Each policy is typed and appears in its appropriate section.
7. Where regulations are required these should be inserted immediately behind the appropriate policy.
8. Local School Council policies must be approved by the Board of Directors when such policies have ramifications beyond the local school or are contradictory to CIS policy.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>206</b>
<b>Approved Date:</b>	<b>November 25, 2008</b>
<b>Revised Date:</b>	
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## **PARENT SUPPORT GROUPS**

### **Policy 206**

Principals and School Councils are encouraged to promote the formation of Parent Support Groups. Such groups are to be guided by a constitution and a set of bylaws which identify and emphasize its supportive function to the school and School Council. Historically, parent support groups have undertaken both small and major fundraising activities. It is essential that the use of funds thus generated be a cooperative undertaking by the Parent Support Group, the school Principal, and the School Council who will have established a priority list for the needs of the school. A separate account must be set up for money coming through Direct Access Grants and dollars that originate from provincially operated gaming accounts. In order to promote a close working relationship between the Parent Support Group and the school, it is suggested that at least one meeting per school term be planned with the Principal, Chair of the Parent Support Group and the School Council Chair.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>207</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
<b>Revised Date:</b>	<b>June 9, 2003</b>
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## **BUSINESS PROCEDURES: ANNUAL SCHOOL BUDGET**

### **Policy 207**

An estimate of revenue and expenditure for the fiscal year will be prepared annually and presented to the local school council. After approval by the local school council the budget will be submitted to CISPG Board of Directors for final approval no later than May 1st of the current fiscal year.

### **Reason for Policy**

The annual budget is an estimate of the annual financial resources and commitments of the school and it is an essential tool for the successful operation of the school.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
<b>Policy:</b>	<b>SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>208</b>
<b>Approved Date:</b>	<b>February 19, 2003</b>
<b>Revised Date:</b>	
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## **BUSINESS PROCEDURES: BRIDGE FINANCING**

### **Policy 208**

The Board of Directors of Catholic Independent Schools encourages all school councils to carefully budget their revenue to meet the expenditures of operating the school within a balanced budget. Notwithstanding this mandate, the Directors recognize that because of the timing of the funding available to the schools from government, shortfalls in cash flow may occur in some situations where sufficient funds have not been accumulated to cover the period prior to funds being received at the end of January. If such situations are expected to occur, the Pastor and his School Council must prepare documents to support an application for Bridge Financing from the Diocesan Development Fund in accordance with the regulations attached to this policy.

### **Reason for Policy**

Bridge Financing is the product of a process of careful and detailed preparation of financial information to support an application to the Diocesan Development Fund (DDF) for short term financial assistance to meet the expenditures incurred between the depletion of existing reserves and the receipt of new funding allocations, which begin February 1<sup>st</sup> of the school year. Applications for Bridge Financing are serious loan documents that require specific repayment terms with interest.

The need for Bridge Financing is a signal of concern to prompt a detailed and careful review of the school's budgeting and financial management. Cash shortfalls are indicative of the need to monitor and adjust revenue and expenditures during changing conditions over short and longer terms. Serious cash flow problems do not occur without the presence of noticeable indicators of an impending problem. Serious cash flow problems must be addressed locally as soon as possible to prepare the necessary documentation that is required to obtain a Bridge Financing loan from the Diocesan Development Fund Board of Directors.

**Reference:** Regulation #208



<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
<b>Regulation:</b>	<b>SCHOOL COUNCIL</b>
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## **BRIDGE FINANCING**

### **Regulations:**

1. Bridge Financing will only be considered if the school's budget is balanced. Deficit budgets will not be considered.
2. Bridge Financing requires a complete application inclusive of all supporting documentation and appropriate signatures. All loan applications must be signed by the Pastor prior to processing. The following documents must be included with the application:
  - Annual operating budgets (cannot be deficit budgets) for each of the next three years.
  - Monthly cash flow for the first year.
  - Most recent year end financial statements (ie. June 30<sup>th</sup>).
  - Most recent year to date financial statements.
  - A refined spreadsheet identifying all staffing costs inclusive of qualifications, experience, salary and benefits, and employer costs.
  - Any other information that may be deemed necessary to the processing of the application.
  - Any incomplete applications will be returned to the school for completion prior to processing.
3. Bridge Financing Applications including all documents and signatures must be submitted to the Superintendent of Schools no later than March 15<sup>th</sup> of the preceding school year.
4. The Superintendent will review the documents with the Finance Department prior to the application being presented to the CIS Board of Directors for review and approval for consideration. More information may be requested from the School to support the application.
5. The Superintendent will work with the Pastor, School Council and Staff to facilitate a detailed and careful review of the school's budgeting and financial management.
6. The Superintendent will have the loan applications, the CIS Board of Directors recommendation, and the findings of the school's budgeting and financial management review ready to present to the Diocesan Development Fund Board of Directors no later than May 1<sup>st</sup> of the preceding school year.
7. The Bishop must sign approval for review by the DDF Board.
8. The final loan agreement must be signed by the Pastor.
9. Loan repayments must be made to the DDF within one week of receiving the Provincial Government Grant funds.

Note: Capital Loans – Please use the information in the Diocesan Administrative Reference Manual for information and forms.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: FINANCIAL ACCOUNTING**

### **Policy 210**

Each school council will maintain financial records in accordance with the policies, regulations, and directives of CISPG Board of Directors.

#### **Reason for Policy**

Schools are responsible for their financial management that entails keeping records of all financial transactions, restricting spending to approved budgetary limits, and preparing their financial records for an annual audit and annual budget.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>212</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
<b>Revised Date:</b>	<b>November 14, 2005</b>
<b>Updated:</b>	<b>September 22, 2014</b>
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## **BUSINESS PROCEDURES: AUTHORIZED SIGNATURES**

### **Policy 212**

The CISPG Board of Directors has delegated the authority to sign cheques on behalf of the local school council to the pastor, the school principal and other school council members who have been authorized by resolution of the council. Authority to sign cheques is governed by Diocesan policy.

### **Reason for Policy**

The efficient operation of the local school council's business is supported by the designation of signing authorities for banking purposes.

**Reference:** Regulation 212





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Regulation:</b>	<b>212</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
<b>Revised Date:</b>	<b>November 14, 2005</b>
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## **BUSINESS PROCEDURES: AUTHORIZED SIGNATURES**

### **Regulations**

1. The signatures of two (2) of the following are required to sign on all bank-related documents or school council cheques.
  - 1.1 local Pastor
  - 1.2 local school council chairperson
  - 1.3 local school council vice-chairperson
  - 1.4 local school council treasurer
  - 1.5 local school principal
2. This excludes the signing of any loan documents or those documents that are the responsibility of the Bishop of the Diocese of Prince George.
3. The names of signatories must be submitted to the Superintendent of Schools once they are designated no later than September 30th and following anytime a new signatory is added.
4. All signing authority is governed by Diocesan Policy.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: FINANCIAL REPORTS AND STATEMENTS**

### **Policy 215**

Local school councils are required to prepare financial reports and statements in accordance with policies, regulations, and directives of the CISPG Board of Directors.

### **Reason for Policy**

Local school councils are required to prepare monthly financial statements that clearly show funds expended and funds remaining in each of the diocesan approved accounts in order to adequately manage finances.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: OVERDUE ACCOUNTS**

### **Policy 218**

Local school councils will develop procedures for the collection of delinquent accounts.

#### **Reason for Policy**

Local school councils require that each family attending a school pay the tuition unless arrangements have been made to partially reduce the fees through work, bursaries, parish subsidy, or other means. The local school council should have a committee of lay people whose responsibility it is to resolve this issue for all concerned.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: PURCHASING PROCEDURES**

### **Policy 220**

The school principal is authorized, subject to the requirements of the law and CISP policy, to purchase materials, supplies, equipment, and services to the extent of the authorized annual school budget.

### **Reason for Policy**

The school principal is considered the manager of the school; and thus is given the responsibility for the purchase of materials, supplies and services, subject to the limits of the approved annual budget.

**Reference:** Regulation 220



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: PURCHASING PROCEDURES**

### **Regulation**

The purchasing of goods, materials, equipment, supplies, and services must conform to the following:

1. The above items must meet the safety standards required by legislation or as required by health and safety standards.
2. Quality and price as well as being acceptable to use in a working with children environment shall be considered when purchasing items or services.
3. Purchases must comply with Diocesan policy regarding spending limits that require the completion of Diocesan forms and the signature and approval of the Bishop.
4. Approval to purchase items for reimbursement must be authorized in advance of the purchase by the Principal of the school.
5. Unauthorized purchases are the liability of the purchaser.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: SALARY DEDUCTIONS**

### **Policy 225**

Fees and dues will be deducted and remitted on behalf of employees as required by legislation.

Where the deduction is not mandatory under legislation or agreement, the employee's written authorization will be obtained prior to the deduction being in effect.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: SCHOOL COUNCIL TRAVEL EXPENSES**

### **Policy 226**

Teachers, support staff, principals, and members of local school councils who are required to travel on school or school council business shall be reimbursed for reasonable out of pocket expenditures in accordance with the following guidelines:

**Reference:** Regulation 226



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: SCHOOL COUNCIL TRAVEL EXPENSES**

### **Guidelines and Regulations:**

1. Local School Councils shall establish and set a budget to meet the anticipated travel needs of teachers, support staff, Principal and council members.
2. Reimbursement of expenses may cover accommodation, meals, and vehicle gas and oil.
3. Reimbursement of travel may be approved on a kilometer rate or ticket rate of bus, plane or train where available.
4. Reimbursement of expenses should be on a current basis.
5. Claims should be submitted along with receipts on the standard form
6. Expense claims from teachers and support staff must be authorized and approved by the Principal prior to submission.
7. Principal claims must be submitted and approved by the Chairperson of the Council.





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Date of Travel (mo/day/yr)			
Details of Travel			
<b>DATE(S)</b>	<b>INCURRED EXPENSES</b>	<b>AMOUNT</b>	
	Air Fare		
	Kms (fuel etc.) ( _____ km x _____ /km)		
	Housing		
	Meals		
	Tolls		
	Taxi		
	Parking		
	<b>TOTAL :</b>		
Name			
Address			
Phone			
Remarks (if any)			
Claimant's Signature		Date Submitted	
Signature for Approval		Date Approved	



<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
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## **BUSINESS PROCEDURES: BENEFIT PROGRAMS**

### **Policy 227**

In addition to participation in those programs required by law, CISP Board of Directors recognizes the need for local school councils to provide health, leave, and retirement benefits to their employees through participation in benefit plans wherein there may be cost sharing of premium between the council and employees.

The CISP Board of Directors believes that provision for benefit programs contribute positively to employee well being and positively impact future job preference. Health, leave, and retirement benefits provide employees an expanded range of employment and staff development opportunities.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: TUITION FEES**

### **Policy 230**

Local school councils will review the tuition fee structure annually and establish rates for the following school year.

#### **Reason for Policy**

Due to the differing needs of individual schools, local school councils will review and set annual tuition rates. In establishing rates councils are encouraged to base their need on local socioeconomic conditions and some comparative analysis with other similar schools and communities. Councils are encouraged to plan small tuition increases over a number of years rather than no increases followed by a large increase in one (1) year.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: AUDITED FINANCIAL STATEMENTS**

### **Policy 238**

School financial statements shall be audited annually and a copy forwarded to the Superintendent of Schools, CISPG.

### **Reason for Policy**

Audited per pupil costs are required by the Ministry of Education as one of the conditions of funding. In addition, the nature and size of the financial operation and activities in the school require that checks and balances are in place to ensure funds are accounted for and expended in accordance with policies of the Ministry of Education, the CISPG, and the local school council.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: INVENTORY RECORDS**

### **Policy 242**

Each school shall maintain an inventory record of all equipment and furniture and the principal shall be responsible for an annual review and update of the inventory. Further, if the inventory changes significantly the principal shall inform the Superintendent of Schools in order that adequate insurance coverage is in place.

### **Reason for Policy**

Inventories provide essential information for planning, budgetary, and insurance purposes.

**Reference:** Regulation 242



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: INVENTORY RECORDS**

### **Regulations**

1. The school principal shall develop procedures for providing an annual inventory of equipment and furniture within his/her school.
2. The inventory shall be recorded on diocesan forms supplied by CISPG.
3. A copy of the inventory shall be forwarded annually to the Superintendent of Schools at the end of each school year.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: PETTY CASH ACCOUNTS**

### **Policy 245**

CISPG Board of Directors recognizes that all financial transactions cannot be identified in advance because of the emergent nature of the day-to-day operation of a school. To facilitate small purchases of goods and services local school councils are encouraged to provide the principal with an appropriate petty cash account.

### **Reason for Policy**

Small purchases that may be required on a day-to-day basis should be paid for out of petty cash rather than using a cheque process, which is inefficient, and not cost effective. Petty cash is for purchasing of items which usually cost less than twenty-five dollars (\$25.00) per unit.

**Reference:** Regulation 245



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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**PETTY CASH ACCOUNT REGULATIONS:**

1. The minimum level of petty cash shall not be less than:
  - 1.1 1-100 students \$200.00
  - 1.2 101- 150 students \$300.00
  - 1.3 151- 250 students \$400.00
  - 1.4 251 plus students \$3.00 per student.
2. Petty cash accounts are not monthly entitlements but are to be used as the need arises.
3. All monies expended through petty cash accounts must be receipted and be charged against the proper line item of the budget.
4. Petty cash cannot be used for the purchase of capital items.
5. Each month the petty cash account should be balanced and submitted in order that unexpended funds are deposited, receipts are properly entered by the bookkeeper and a new petty cash allotment is provided to the principal for the month.
6. If petty cash is depleted prior to month end an additional petty cash advance should be made once the accounting is completed on the depleted amount.
7. All petty cash accounts must be cleared at the end of June each year.
8. All petty cash accounts are the responsibility of the principal who is accountable for safekeeping.
9. Petty cash accounts are subject to audit at any time.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: AUDITORS**

### **Policy 246**

The CISPG Board of Directors recognizes that in accordance with the requirements of the Ministry of Education and the Societies Act of BC an annual audit by a chartered accountant firm is required. To maintain the most reasonable cost the auditor services shall be tendered every three (3) years.

### **Reason for Policy**

The Board of Directors requires the services of an auditor to meet statutory conditions as a Society. The auditor appointed should have a (3) three-year appointment prior to review thus allowing the Society the opportunity to review the service, as well as, the costs.

**Reference:** Regulation 246



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: AUDITORS**

### **Regulations:**

#### **Guidelines**

1. Auditor services will be reviewed every three (3) years.
2. Administration will prepare a list of accounting and auditing requirements for the Society inclusive of time guidelines.
3. The audit service requirements will be sent to at least three (3) preferred firms for a quote on the services required. One of the firms will be the incumbent firm.
4. The Board of Directors will appoint the auditor of its choice once the Board has reviewed the tenders.
5. The auditor competition must be completed by May 31st with the selected auditor being responsible for the year commencing on July 1st.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: CONTRACTS AND AGREEMENTS OF THE BOARD OF DIRECTORS**

### **Policy 250**

The CISPG Board of Directors recognizes that from time to time legal contracts and agreements are entered into in order to achieve a service or consideration. While the Board recognizes that its interests must be protected in all contracts, it further recognizes that its powers are restricted to those powers specified in legislation and its place within the structure of the Diocese. When contracts of any kind are presented to the Board for approval and signature they should be reviewed by legal service to ensure they conform to legal requirements and that they are clear in their intent.

### **Reason for Policy**

As lay people working often in areas involving legal matters it is important and prudent to obtain professional advice prior to signing documents rather than seeking advice on how to void an agreement.

**Reference:** Regulation 250



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
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## **BUSINESS PROCEDURES: CONTRACTS AND AGREEMENTS OF THE BOARD OF DIRECTORS**

### **Regulations:**

### **Guidelines**

1. Every matter does not have to be considered by legal counsel especially where contracts have been prepared for general use such as teachers' and principals' contracts.
2. A legal opinion should be sought when doubt exists on a contract or where the language is complex and legalistic.
3. All contracts shall address the following requirements:
  - 3.1 there exists mutual consent or assent
  - 3.2 the parties are competent
  - 3.3 there is lawful consideration
  - 3.4 there is valid subject matter
  - 3.5 it is in a form required by law
4. The Superintendent of Schools will obtain a set of standard contracts for the employment of teachers and Principals that are developed to clearly reflect the terms and conditions required by the Diocese. These contracts are to be reviewed by legal counsel and modified to meet the needs of the Society.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>253</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **BUSINESS PROCEDURES: PAYMENT OF ACCOUNTS**

### **Policy 253**

The CISPg Board of Directors recognizes that in order to conduct its business, and for local school councils to operate, the schools numerous business transactions are necessary to provide the educational and support services of education. The Board deems it important that local school councils, as well as, its own administration maintain payment of their accounts on a current basis.

### **Need for Policy**

The operation of CISPg and the schools of the diocese requires the careful expenditure of funds especially on an accurate and timely basis so as to avoid over-payment of accounts and/or service charges for late remittances.

**Reference:** Regulation 253



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Regulation:</b>	<b>253</b>
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## **BUSINESS PROCEDURES: PAYMENT OF ACCOUNTS**

### **Regulations:**

1. All payment of accounts are made on the basis of invoices received for verified goods and/or services provided.
2. All accounts must be approved by the Superintendent of Schools for CISPG or by the school principal or designate for the local school council.
3. All cheque lists should be ratified at the regular monthly meeting of the local school council.

### **Procedures**

1. All local accounts and expense claims shall be processed as soon as possible after receipt.
2. Utilities and credit card accounts shall be paid prior to penalty application dates.
3. All accounts shall be paid within thirty (30) days provided a correct invoice has been received. Only invoices that have been verified for goods received shall be paid.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>255</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
<b>Revised Date:</b>	<b>January 15, 2010</b>
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**BUSINESS PROCEDURES: TRAVEL SUBSISTENCE ACCOUNTABLE ADVANCE**

**Policy 255**

The Superintendent of Schools may apply for an accountable advance in the amount of five hundred dollars (\$500.00). The employee is responsible and accountable to the Board of Directors of CISPG for the advance that must be paid at the time of termination of employment.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>260</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **BUSINESS PROCEDURES: CREDIT CARDS: USE AND CONTROL**

### **Policy 260**

The CISP Board of Directors recognizes that certain major credit cards may be of assistance in increasing the efficient use of CIS budget allocations and individual funds in meeting current travel and subsistence requirements of employees during the conduct of CISP business. The Board supports the use of limited credit cards for business use.

**Reference:** Regulation 260





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Regulation:</b>	<b>260</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **BUSINESS PROCEDURES: CREDIT CARDS: USE AND CONTROL**

### **Regulations:**

1. The Superintendent of Schools will be issued with a VISA Credit Card.
2. The VISA card maximum limit shall not exceed five thousand dollars (\$5,000.00).
3. Telephone calling cards will be issued to the Superintendent of Schools if required.

### **Procedures:**

1. All charges are the responsibility of the cardholder until accounted for in detail to the Superintendent of Schools and Chancellor.
2. Cardholders shall submit receipts for all fuel purchases.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>262</b>
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## **BUSINESS PROCEDURES: BUSINESS EXPENSES**

### **Policy 262**

The CISP Board of Directors recognizes that from time to time the Superintendent of Schools may be expected to extend courtesies to diocesan personnel during the course of visits to the schools of the diocese or when meeting with significant business contacts with the jurisdiction. The Board recognizes that occasional nominal business expenditures may be made in such instances.

**Reference:** Regulation 262



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Regulation:</b>	<b>262</b>
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## **BUSINESS PROCEDURES: BUSINESS EXPENSES**

### **Regulations:**

1. Nominal business expenditures may be incurred by the Superintendent of Schools.
2. A detailed account of the expenditure, inclusive of names and receipts, will be submitted on regular travel and subsistence claim forms.
3. Allocation of a nominal hospitality budget will be made in each year's budget.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Policy:</b>	<b>265</b>
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## **BUSINESS PROCEDURES: RETENTION OF BUSINESS DOCUMENTS**

### **Policy 265**

The CISP Board of Directors recognizes that, in the conduct of business affairs, a wide variety of official administrative documents, records, and materials are accumulated by the Society and the schools. The Board of Directors supports the retention, weeding, and disposition of documents in accordance with a schedule of appropriate retention time lines. Local school councils are expected to follow a similar schedule of retention.

**Reference:** Regulation 265



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL COUNCIL</b>
<b>Regulation:</b>	<b>265</b>
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## **BUSINESS PROCEDURES: RETENTION OF BUSINESS DOCUMENTS**

### **Regulations:**

1. Documents retained over time shall be secured in an orderly, systematic manner.
2. All documents considered for disposition shall be deemed to be of no material consequence to the Society, Board of Directors, or local school councils and schools.
3. Established retention time schedules shall be reviewed in terms of legislation or other requirements.

### **Procedures**

1. The Superintendent of Schools and the Chancellor or designate shall be responsible for the review of business documents presented for disposition to ensure that they meet the retention timelines as outlined in (3) above.
2. Disposition of documents shall be by shredding unless supervised burning is allowed.
3. Schedule for Retention of Business Documents: (a copy to be added here).

Attached Table of Retention of Business Documents

**RETENTION OF BUSINESS DOCUMENTS**

SUBJECT GROUP	SUBJECT	DESCRIPTION	RETENTION (IN YEARS)		
			ACTIVE	SEMI-ACTIVE	FINAL DISPOSITION
ACCOUNTING	Accounts	Capital Expenditures	6	Indefinite	Destroy
		General	2		
	Banking	Cash Books	2	4	Destroy
		Cheque Registers	2	4	Destroy
		Receipts	2	5	Destroy
		Deposit Slips	2	5	Destroy
		Bank Statements	2	4	Destroy
		Cheques	2	5	Destroy
	General	Appropriates	2	4	Destroy
		Disbursements	2	4	Destroy
Encumbrances		2	4	Destroy	
Signing Authorities		2	4	Destroy	
Financial Statements	Auditors' Reports/Balance Sheets/Income Statements	PERMANENT PRESERVATION			
Journals & Ledgers	General Ledger	PERMANENT PRESERVATION			
	General Journal Subsidiary A/P & A/R	2	4	Destroy	
Inventories	Perpetual Records	2	4	Destroy	
	Physical Count Sheets				
CORPORATE	Minute Books	Board Minutes & Equivalents (School Councils)	PERMANENT PRESERVATION		
	Boundaries (Physical)	Documents pertaining to Catholic Independent Schools boundaries	PERMANENT PRESERVATION DIOCESAN LEVEL		
	Taxation GST/PST	Original assessment & taxation records	PERMANENT PRESERVATION		
	General	General Correspondence relative to the Catholic Independent Schools	3	4	Destroy
INSURANCE	Accident Fidelity Fire Group Liability Property	Policies & related	4	6 or until suspended	
	Claims	Incident Report and other documents	3	14	10

**RETENTION OF BUSINESS DOCUMENTS – continued**

SUBJECT GROUP	SUBJECT	DESCRIPTION	RETENTION (IN YEARS)		
			ACTIVE	SEMI-ACTIVE	FINAL DISPOSITION
LEGAL	Claims Compensation Cases (WCB) Contracts	Releases  Government Employee Union Labor Vendor/Supplier	PERMANENT PRESERVATION PERMANENT PRESERVATION PERMANENT PRESERVATION PERMANENT PRESERVATION PERMANENT PRESERVATION PERMANENT PRESERVATION		
			5	10	Destroy
	Deeds/ Easements		PERMANENT PRESERVATION DIOCESAN LEVEL		
	Leases/ Mortgages		PERMANENT PRESERVATION DIOCESAN LEVEL		
PERSONNEL	Applications	Persons employed by Catholic Independent Schools	70 years from date of birth at Local Level		
	Applications	Persons interviewed but not hired	1	1	Destroy
	Earnings		PERMANENT PRESERVATION		
	Payroll Summaries		PERMANENT PRESERVATION		
	Position Descriptions		UNTIL SUPERSEDED		
	Taxation 6 years in total		2	4	Destroy
PROPERTY	Appraisals Inventories Plans/Specs Repairs	Land, equipment, etc. Plans & Specifications Major repairs as updated	PERMANENT (DIOCESAN LEVEL) PERMANENT (DIOCESAN/LOCAL LEVEL) PERMANENT (DIOCESAN/LOCAL LEVEL) PERMANENT PRESERVATION		
PURCHASING	Vendors	Acknowledgements	2		Destroy
		Contracts (see Legal)	PERMANENT		
		Correspondence	2	3	Destroy
		Credit & Debit Memos	2	4	Destroy
		Incoming invoices	2	8	Destroy
		Price quotations	1	2	Destroy
		Price catalogues	1	2	Destroy
		General P.O.'s	2	3	Destroy
		Capital P.O.'s	2	3	Destroy
	Receiving Reports	2	4	Destroy	
Purchase Requisitions	2	2	Destroy		
	Taxes	Sales Tax Returns	2	4	Destroy
		Customs Entries	2	5	Destroy
	Traffic	Bill of Lading			
		Freight bills/claims	2	4	Destroy



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## **PRINCIPAL: ROLE**

### **Policy 301**

The principal is the spiritual leader, educational leader, and manager within the school. The Principal is responsible for the day to day operation of the school in collaboration with the school staff, and in a manner consistent with the expressed philosophy of education and policies of the CISPG, the local school councils, and Ministry of Education.

### **Reason for Policy**

All schools are required by the Ministry of Education to designate one (1) teacher as principal. In the Catholic schools the principal, in addition to being the educational leader and manager of the school, is required to assume the position of spiritual leader of the school.

**Reference:** Role of Principal Part III – C





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## **PRINCIPAL: ROLE**

### **Regulations:**

The Principal of the school has the following responsibilities:

1. As Educational Leader of the School, the Principal will:

#### **1.1 in matters of school climate:**

- 1.1.1 develop and maintain an atmosphere of respect, interest, and enthusiasm within the school.
- 1.1.2 develop and maintain a positive spirit among staff, students, and public by facilitating ideas and activities oriented to that purpose
- 1.1.3 create a positive image of the school and promote the best learning and teaching climate possible.
- 1.1.4 assume the responsibility for communication and bulletins with students and teachers.
- 1.1.5 counsel parents, students, and staff as required.
- 1.1.6 encourage parent and student involvement in the operation of the school using individuals or group consultation, meetings, surveys, etc.

#### **1.2 in matters of school program:**

- 1.2.1 develop a program of instruction, in consultation with the teaching staff that is designed to ensure maximum educational benefits for the students within the potential of the school, according to their interests, degree of motivation and academic ability.
- 1.2.2 provide leadership to the staff in expanding and modifying the school's potential in identifying the school's needs and objectives using individual initiative, consultation, and academic ability within the potential of the school.
- 1.2.3 promote the implementation of desirable educational innovations for the improvement of instruction.
- 1.2.4 develop an efficient system for pupil and program appraisal.
- 1.2.5 recommend changes to the existing appraisal programs to meet the needs of the students.
- 1.2.6 review student evaluation programs and student progress determinants at set intervals with members of the staff.
- 1.2.7 provide leadership in the area of curriculum implementation.
- 1.2.8 initiate and co-ordinate plans to utilize community resources in the instructional program.

#### **1.3 in matters relating to students:**

- 1.3.1 develop and implement operational guidelines in the maintenance of discipline and student control.
- 1.3.2 maintain standards of student discipline designed to command respect of students and parents and minimize school and classroom interruptions.
- 1.3.3 provide for adequate recognition of student accomplishments.
- 1.3.4 maintain an efficient student progress reporting system to parents.



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#### **1.4 in matters relating to staff:**

- 1.4.1 maintain his/her own personal program of professional growth.
- 1.4.2 keep informed about current administrative, instructional, and organizational trends in education.
- 1.4.3 promote the professional growth of the school staff.
- 1.4.4 organize staff meetings and in-service activities for the staff, which reflects the Catholic school mission.
- 1.4.5 conduct personal evaluations for all staff in accordance with established policies and regulations.
- 1.4.6 serve as a mentor to the vice-principal and promote a team approach to the administration of the school.
- 1.4.7 provide responsibilities and rights that enhance the position of the vice-principal.

#### **1.5 in matters relating to the community:**

- 1.5.1 provide for liaison and communication between the school and community and staff and students, including parent/teacher and parent/school organizations.
- 1.5.2 provide for liaison with other community organizations such as parish groups, service clubs, community health organizations, etc.
- 1.5.3 interpret the philosophy, policy, and regulations of the school to the community.

#### **1.6 in matters relating to the local school council and the CISPG Board of Directors:**

- 1.6.1 implement those policies and directives of the CISPG Board of Directors and the local school council that apply to the school.
- 1.6.2 assist the local school council by interpreting school concerns and needs.
- 1.6.3 provide information to the local school council in policy development and evaluation.
- 1.6.4 make recommendations to the local school council concerning policy, practice, or personnel for the purposes of improving the quality of the school.
- 1.6.5 attend meetings as scheduled by the local school council and the Superintendent of Schools.

### **2. As Spiritual and Moral Leader of the school, the Principal will:**

#### **2.1 in matters relating to his/her personal faith commitment:**

- 2.1.1 evolve, foster, and maintain, jointly with the staff, a "Mission Statement", which reflects the Catholic philosophy of the school.
- 2.1.2 ensure that the overall tone of his/her interaction with students, staff, parents, and public is tempered by the virtues of faith, hope, love, respect, forgiveness, and patience, reflecting the leader model given to us by Jesus.



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**2.2 in matters relating to the School and parish faith community:**

- 2.2.1 expect, develop, and maintain a Christian atmosphere in all school interactions.
- 2.2.2 encourage teachers to reflect the “servant leader” model in their dealings with students.
- 2.2.3 ensure that the instructional programs offered by the school present the Catholic viewpoint, especially in regards to doctrine, ethics, and morality.
- 2.2.4 provide for in-school celebrations reflecting the unique nature of the Catholic identity.
- 2.2.5 provide for the opportunity for, encourage, and maintain liaison with the pastor, the parish, and individual members of the faith community.

**2.3 in matters relating to other school clients:**

- 2.3.1 ensure that the members of other faiths can participate in a meaningful way, within the extent of Canon Law, in religious celebrations.
- 2.3.2 foster an ecumenical spirit among students and staff so that persons of all faiths and creeds may feel welcome in the school.

**3. As School Manager, the Principal will:**

**3.1 in matters relating to the program:**

- 3.1.1 prepare a master schedule for the implementation of an education program with optimum use of the facilities and staff and daily operating schedules.
- 3.1.2 implement and enforce all local school council and CISP Board directives, policies, and administrative regulations, and procedures.
- 3.1.3 supervise the collection, handling, and reporting of school monies.
- 3.1.4 take responsibility for field trip allocations and supervision arrangements.

**3.2 in matters relating to students:**

- 3.2.1 establish internal procedures to monitor proper attendance and enforce all school attendance laws.
- 3.2.2 provide and maintain adequate record keeping practices of the students’ educational progress to assure that all legal, provincial and local requirements are met.
- 3.2.3 facilitate the organization and administration of student government, student club programs, and other student affairs and activities.
- 3.2.4 supervise the fundraising activities of student organizations.
- 3.2.5 attend to the general welfare, health, and safety of students.
- 3.2.6 hold drills as required by earthquake procedures, fire regulations, and other emergency regulations.
- 3.2.7 check frequently on a set schedule, all fire and safety equipment.



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**3.3 in matters relating to staff:**

- 3.3.1 secure, co-ordinate, and supervise the work of substitute teachers.
- 3.3.2 plan, or-ordinate, supervise and evaluate the work of support services.
- 3.3.3 designate curricular, extra-curricular, and out-of-class responsibilities.
- 3.3.4 delegate authority to responsible personnel in any management area and in the absence of the principal.
- 3.3.5 ensure that the necessary safety regulations and procedures are followed in accordance with WCB requirements.
- 3.3.6 ensure that staff handling hazardous chemicals are aware of WHIMIS requirements.

**3.4 in matters relating to the school council, the CISPG Board of Directors and administration, and the Ministry of Education:**

- 3.4.1 ensure that the school is organized efficiently and conducted according to the regulations governing school operations and other pertinent policies, regulations, directive, and legislation.
- 3.4.2 conduct investigations, when necessary, with respect to the following: attendance, accidents, vandalism, security of persons and property, and as directed by the Superintendent of Schools, or local school council.
- 3.4.3 direct the development and administration of the operating budget of the school.
- 3.4.4 supervise the preparation of all school reports.

**3.5 in matters relating to the school plant, grounds, and equipment:**

- 3.5.1 assume responsibility for the general custody of the school facility and equipment during school hours and school activities.
- 3.5.2 approve requisitions for supplies, equipment and materials necessary for the operation of the school.
- 3.5.3 plan and maintain the proper inventory and utilization of school equipment, materials and property.
- 3.5.4 maintain an inventory of instructional equipment as established by the local school council policy.
- 3.5.5 make regular and thorough inspections of the school plant and school properties and report on the need for care, maintenance, safety, and security.
- 3.5.6 ensure the buildings and equipment are maintained.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>302</b>
<b>Approved Date:</b>	<b>February 25, 2002</b>
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## **PRINCIPAL: QUALIFICATIONS AND HIRING**

### **Policy 302**

The Board of Directors supports the recruitment and employment of qualified individuals who have demonstrated successful experience in teaching and school administration. In addition these individuals must be active practicing Catholics and possess the ability to provide strong Catholic leadership to the Catholic school community and parish in the role of Principal. The following guidelines are essential to the role of the Catholic School Principal.

#### Reason for Policy

The importance of the role of the principal in a Catholic school necessitates the hiring of a candidate who has the appropriate training and experience as a Catholic educator and a leader. A witness to Catholicism is paramount.

**Reference:** Regulation 302



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Regulation:</b>	<b>302</b>
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## **PRINCIPAL: QUALIFICATIONS AND HIRING**

### **Guidelines and Regulations:**

1. The Principal should meet the requirements for obtaining a British Columbia Teachers Certificate (BCCT Certificate)

#### Preferred Qualifications:

1. Possession of a Master's Degree or working towards a degree in Administration, Curriculum or equivalent.
2. Five years of successful teaching experience.
3. Previous successful school administration experience.
4. Demonstrated excellence in working and communicating with people.
5. Willingness to participate in Parish Ministry.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>303</b>
<b>Approved Date:</b>	<b>November 16, 2009</b>
<b>Revised Date:</b>	<b>April 30, 2012</b>
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## **PRINCIPAL APPRAISAL**

### **Policy 303**

The Superintendent of Schools shall be responsible for the appraisal of the school principals.

#### **Reason for Policy**

The appraisal of school administrators is a professional task and the responsibility of the Superintendent of Schools.

The appraisal of school administrators must include a summary of the "Discussion Questions with Pastor" form.

For professional and legal reasons all school-based administrators should be subject to standard procedures for both formative and summative evaluation.

**Reference:** Regulation 303



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Regulation:</b>	<b>303</b>
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## **PRINCIPAL APPRAISAL**

### **Regulations:**

The appraisal for the Principal will be completed annually for the first two years and at least every fifth year thereafter.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>304</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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**PRINCIPAL: ADMINISTRATIVE TIME**

**Policy 304**

The CISPG Society Board of Directors recommends that principals be full time administrators if they are to exercise effective instructional leadership and provide overall supervision in their schools. However, it is realized that there may be conditions of enrollment and/or staffing needs that require Principals to assign themselves to some classroom instruction.

**Reference:** Regulation 304



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Regulation:</b>	<b>304</b>
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## **PRINCIPAL: ADMINISTRATIVE TIME**

### **Regulations**

1. The following guidelines are given to school councils in assigning administrative time to schools:
  - 1.1 Including principal and vice-principal:
    - 1.1.1 a basic flat minimum administrative time of 1.00 F.T.E. teacher for schools enrolling at least one (1) class per grade. For schools having enrollment in excess of two hundred (200) students additional administrative time will be allotted on the basis of 0.20 F.T.E. for every one hundred (100) student unit beyond two hundred (200). Pro-rata allocations will apply to partial units.
  - 1.2 Notwithstanding 1.1.1 above the Principal of a school may be required to teach a portion of the program. It is recommended that depending on circumstances that this be limited to 20%.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>305</b>
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## **VICE-PRINCIPAL: ROLE**

### **Policy 305**

A vice-principal may be designated to assist the principal in the day-to-day administrative operation of the school.

### **Reason for Policy**

This policy recognizes and addresses the need for the following:

- assistance to the principal;
- substitute for the principal during his/her absence;
- the provision of administrative training for career growth;
- a team approach to administration of the school.

**Reference:** Regulation 305



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Regulation:</b>	<b>305</b>
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## **VICE-PRINCIPAL: ROLE**

### Regulations

The vice-principal is a member of the school administration team whose primary function is to assist the principal. The specific role of the vice-principal will vary from school to school depending on:

1. size and specific needs of the school;
2. the percentage (%) of administration time available;
3. the skills, experience and/or preference of the school administrators.

In the absence of the principal, the vice-principal assumes responsibility for the day-to-day operation of the school.

With respect to the duties of the vice-principal: as a member of the administrative team of the school, the vice-principal will assume those specific duties determined by, and in consultation, with the principal.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>306</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **VICE-PRINCIPAL: QUALIFICATIONS/HIRING**

### **Policy 306**

The Local School Council in consultation with the Superintendent of Schools shall be responsible for the hiring of local school vice-principals. Moreover, he/she shall ensure that candidates for the position of vice-principal are practising Catholics, have a commitment to Catholic education, have demonstrated leadership potential, have demonstrated outstanding teaching qualities and hold appropriate academic qualifications.

### **Reason for Policy**

As a potential future principal it is imperative that candidates for the vice-principalship hold similar qualifications and have similar backgrounds as those who aspire to the principalship. Few opportunities exist in the schools because of the size of the school and therefore where such opportunities exist maximum benefit must be made in using these positions as training grounds for future principals of diocesan schools.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>307</b>
<b>Approved Date:</b>	<b>February 25, 2002</b>
<b>Revised Date:</b>	<b>January 15, 2010</b>
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## **RECRUITMENT, SELECTION AND HIRING OF DESIGNATED STAFF PRINCIPALS**

### **Policy 307**

The Board of Directors delegates to the Superintendent of Schools the responsibility for the recruitment, selection, and hiring of Catholic Principals for the Catholic Schools of the Diocese. While the recruitment, selection and hiring rests with the Superintendent of Schools, the Directors supports the participation of others as outlined in the following regulations.

**Reference:** Regulation 307



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Regulation:</b>	<b>307</b>
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## **RECRUITMENT, SELECTION AND HIRING OF DESIGNATED STAFF PRINCIPALS**

### Regulations:

1. All aspects of the recruitment process are the responsibility of the Superintendent of Schools.
2. Advertisement will be prepared and circulated only from the Superintendent's Office.
3. Costs associated with advertisement are a local responsibility and will be discussed with the local school council at the time of the preliminary meeting.
4. The local school council members will meet with the Superintendent of Schools at the commencement of the recruitment program to be informed of the process. They will have an opportunity to discuss the qualities that are desired in the successful candidate, review, and make known their expectations held for the position.
5. The staff will be provided with an opportunity by the council to discuss its expectations for the position and also to present in written form suitable questions that should be raised during the interview process.
6. All applications in response to the availability of the position will be sent to the Superintendent's office for processing.
7. Applications will be screened by the Superintendent of Schools. All reference checks will be completed by the Superintendent using a pro forma set of questions. The Pastor will make any reference checks regarding the candidates' pastor references.
8. A suitable candidate list will be prepared for the Committee members, which includes the Pastor, the Chairperson of the Council or designate, and the Superintendent of Schools. The Committee will finalize a short-list for interview purposes.
9. Candidates identified for interview attendance will be contacted by the Superintendent's Office and appropriate arrangements will be completed including interview times, site, and documents for the interview process.
10. Following the interview process the Committee will make a decision that identifies the successful candidate who the Superintendent of Schools can recommend to the Board of Directors for either a decision or a ratification of a decision.
11. The Superintendent's Office will offer the position and complete and execute the contract documents. The Pastor and Chairperson will provide the necessary information to complete the addendum B conditions of the contract. No information will be released to the local Committee members until the offer has been accepted and the contract signed.
12. The Pastor and Chairperson will be informed by the Superintendent's Office when the contract has been signed so they may promulgate the information to the local school and parish community.
13. The Superintendent's Office will notify all candidates in writing that the position has been filled.
14. All expenses incurred by the CIS on behalf of the School Council for recruitment and hiring will be a local expense that will be invoiced for payment to the local school council.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>310</b>
<b>Approved Date:</b>	<b>February 25, 2002</b>
<b>Revised Date:</b>	<b>March 31, 2008</b>
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## **TEACHER IN CHARGE: ROLE**

### **Policy 310**

The Board of Directors recognizes that from time to time the principal may be absent from duty in order to attend meetings, conferences, other obligations associated with the school, or away because of illness or leave. In the absence of the principal, and there being no vice-principal, measures must be in place to have a teacher in charge. On such occasions the principal determines beforehand the teacher who will be responsible during the absence.

### **Reason for Policy**

Every school must have a teacher in charge, which is usually the principal. However, in the event that the principal is temporarily absent, a teacher must be appointed to be in charge.

**Reference:** Regulation 310





<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Regulation:</b>	<b>310</b>
<b>Approved Date:</b>	<b>February 25, 2002</b>
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## **TEACHER IN CHARGE: ROLE**

Regulations:

1. Only a certified teacher may be left in charge.
2. One teacher shall be in charge to make decisions.
3. Remuneration shall be paid at \$50.00 per day pro-rated.
4. The responsibility of the teacher in charge cannot be delegated to non-certificated personnel.
5. The principal and teacher in charge will determine whether or not a substitute teacher will be hired to teach in place of the teacher in charge if conditions are warranted.
6. When the Principal is expected to be away for an extended period of time exceeding ten working days an Acting Principal shall be appointed.
7. The Acting Principal shall receive an administrative allowance equivalent to 1/200<sup>th</sup> of the administration allowance of the incumbent Principal.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>315</b>
<b>Approved Date:</b>	<b>Committee work May 3/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **STAFF MEETINGS**

### **Policy 315**

The Board of Directors of CISPG approves the scheduling of regular staff meetings to be held at least once a month during the school year.

### **Reason for Policy**

The Board of Directors recognizes the value of staff meetings for professional improvement as well as to carry out the goal achievement and program operational maintenance through quality communication and collaborative dialogue.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>318</b>
<b>Approved Date:</b>	<b>Committee Work May 3/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **SCHOOL AND CLASSROOM DISCIPLINE**

### **Policy 318**

The general expectation of the CISP Board of Directors is that the professional staff, collectively and individually, will establish school and classroom rules and procedures that will achieve an orderly, safe, and healthy atmosphere of learning for all students.

### **Reason for Policy**

The Board of Directors recognizes that the activities in which students are expected to participate are many and varied from the point of view of classroom instruction, general school organization, and extra-curricular programs. The principal and staff of each school, collectively and individually, are expected to acquaint all students with their expectations regarding behaviour and conduct in all school situations.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>320</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **SCHOOL CALENDAR**

### **Policy 320**

Each Principal shall prepare an annual school calendar showing the school operational and instructional days. This school calendar shall conform to the requirements of the Independent School Act, the regulations of the Ministry of Education, and be consistent with existing policies of the school system on school day and school year. This annual School calendar will be forwarded to the Superintendent of Schools at the beginning of each school year.

### **Reason for Policy**

A School calendar provides the framework, which describes the general school year and allows for planning and visitations to the schools.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>322</b>
<b>Approved Date:</b>	<b>Committee Mtg May 3/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **SCHOOL DAY**

### **Policy 322**

The local school council shall approve the hours and length of each day.

### **Reason for Policy**

While schools are subject to requirements of the Ministry of Education and the policies of the CISPG, local circumstances differ and each local school council must approve the hours of operation for their school which meet the minimum standard while taking into account local circumstances. (e.g. busing schedules over which the council has no control may be a factor in establishing the school day).



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
<b>Policy:</b>	<b>324</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **REGULAR INTERNAL SCHOOL AUDIT**

### **Policy 324**

The Board of Directors supports the regular auditing of internal operations of the school by the Principal and members of the school's staff. Further, maintaining a watchful eye on various facets of the school's operation enhances the school as well as ensuring a positive image of the school in its community. Internal auditing should include as a minimum recognition of the items outlined in the following regulations.

#### **Reason for Policy**

To the average parent who visits the school perhaps once or twice a year, or not at all, the school building is a forbidding and, many times a disturbing facility. It is not always possible to make it enticing but it is possible to make the very most of what is there. As you complete the mental tour of your school consider the way an outsider might view your school building and the staff and students within. This regular exercise can assist the school in being more welcoming and positive to its public.

Reference: Regulation 324 & School Questionnaire



<b>Category:</b>	<b>EDUCATION POLICY MANUAL SCHOOL OPERATIONS</b>
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## **Regulations**

1. Maintain a notebook in which the following questions can be answered and reviewed on a regular basis with a view to improving or enhancing facets of the school.
2. Consider a budget allocation to support the promotion of the school.
3. Respond regularly to the attached questionnaire.
4. Meet as a school staff to address concerns identified by the questionnaire.
5. Make recommendations as a staff to the School Council.

## Part of Policy #324

### AUDIT YOUR SCHOOL QUESTIONNAIRE

#### EXTERIOR

- |     |   |     |    |    |
|-----|---|-----|----|----|
| 1.  | Is the flag raised and lowered everyday the school is open?                                     | Yes | No |    |
| 2.  | Is the flag in good state of repair?  | Yes | No |    |
| 3.  | Are the sidewalks leading from the street to the school's entrances free of snow, litter, etc.? | Yes | No | No |
| 4.  | Is any graffiti removed from school exterior walls immediately?                                 | Yes | No |    |
| 5.  | As administrator or teacher do you do a daily check of the school grounds?                      | Yes | No |    |
| 6.  | Are the grounds immediately surrounding the school kept tidy?                                   | Yes | No |    |
| 7.  | Are you concerned about the private property adjoining your school grounds?                     | Yes | No |    |
| 8.  | Is there parking spaces clearly marked for visitors?  | Yes | No |    |
| 9.  | Are broken windows or damaged frames repaired immediately?                                      | Yes | No |    |
| 10. | Do the windows facing the street display neatly student work?                                   | Yes | No |    |
| 11. | Are all curtains and blinds visible from the street neatly drawn or set?                        | Yes | No |    |
| 12. | Are the grounds surrounding the building well kept?   | Yes | No |    |
| 13. | Are the lawns and fields cut regularly?   | Yes | No |    |

#### INTERIOR

- |     |   |     |    |  |
|-----|---|-----|----|--|
| 1.  | What does the notice to visitors on the entrance to your school state? _____  |     |    |  |
| 2.  | Is it a welcoming notice?   | Yes | No |  |
| 3.  | Is there a directional arrow inside each external door indicating the general office?   | Yes | No |  |
| 4.  | Does the entrance to your school look inviting?   | Yes | No |  |
| 5.  | Does the Principal's name appear on the entrance door for visitor information?  | Yes | No |  |
| 6.  | Is the school secretary aware of the importance of PR when dealing with visitors?   | Yes | No |  |
| 7.  | Do they make visitors feel welcome and do they emphasize basic courtesies?  | Yes | No |  |
| 8.  | Is the school visibly a people place?   | Yes | No |  |
| 9.  | Are there prominent displays of student work?   | Yes | No |  |
| 10. | Are such displays kept neat and orderly?  | Yes | No |  |
| 11. | Do you have available literature on your school for visitors to take?   | Yes | No |  |
| 12. | Are visitors actively encouraged to visit your school?  | Yes | No |  |
| 13. | Are the staff aware of the importance of PR and are they helpful and friendly?  | Yes | No |  |
| 14. | Do you invite parents to have coffee/lunch with the students/staff?   | Yes | No |  |
| 15. | Do you have students that can act as guides to show visitors your school?   | Yes | No |  |
| 16. | Have you invited groups or members of the community to your school such as the Bishop, the Mayor, Knights of Columbus, CWL members, School Council members, Parish Priest etc.? | Yes | No |  |
| 17. | Are the classrooms clearly numbered?  | Yes | No |  |
| 18. | Is there a map showing the classroom layout of the school?  | Yes | No |  |
| 19. | Are teachers' names clearly visible outside of their classroom doors?   | Yes | No |  |
| 20. | Are the water fountains kept clean and functional?  | Yes | No |  |
| 21. | Are the hallways neat and tidy and free from litter?  | Yes | No |  |
| 22. | Are the lockers cleaned regularly and the doors closed when not in use?   | Yes | No |  |
| 23. | Do you have a PR plan which has been developed collegially by all school staff?   | Yes | No |  |
| 24. | Are boot rooms and storage areas checked regularly for neatness and garbage?  | Yes | No |  |

Additional checklist items can be developed for classrooms and other instructional areas by the appropriate staff.





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## **TRANSPORTATION: BUSING**

### **Policy 328**

The CIS Board of Directors in consultation with the respective School Councils will provide transportation for students of St. Mary's School, Sacred Heart School and Immaculate Conception School in Prince George. Students from public schools and other private schools will not be eligible for ridership.

### **Reason for Policy**

Reference: Regulation 328  
Policy and Regulation 329 Transportation: Busing – Student Code of Conduct  
Catholic Busing Registration Form



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## **TRANSPORTATION: BUSING**

### **Regulations:**

Bus Routes are established by the Transportation Coordinator and then approved by the Board of Directors. Modifications to established bus routes may occur at the discretion of the Transportation Coordinator.

The Transportation Coordinator will consider the following factors when establishing bus routes:

1. The safety of students.
2. Distances.
3. Road conditions.
4. Other available methods of transportation.
5. The number of riders.
6. The cost of establishing the route.
7. Students who require extraordinary support to travel to and from school.
8. The stops on the routes shall be established to provide the most efficient and cost effective manner of transporting students to and from schools. These stops shall not be altered from year to year without due consideration of the school and all students on the route.
9. Vehicles used to transport students must comply with the requirements of the Motor Vehicles Act, the Motor Carrier Act, the School Act, and the National Safety Code, as prescribed by the Ministry of the Solicitor General.
10. Eligible students must register for school bus transportation by June 30<sup>th</sup> for ridership in the next school year. Students new to the school will be given an opportunity to register for busing at the time of their school registration.
11. While being transported for extra-curricular travel or travel to and from school, students shall conform to the code of conduct for bus students.



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**TRANSPORTATION: BUSING – STUDENT CODE OF CONDUCT**

**Policy 329**

Students from St. Mary's School, Sacred Heart School and Immaculate Conception School in Prince George shall abide by the CIS Board of Directors' Policy and Regulations for bus students. A copy of the code will be given annually to all students who travel on school buses in Prince George. A copy of the code shall be available on each bus and will be reviewed by the driver with the students at the beginning of each school year. Schools out of the Prince George area may use this Code of Conduct at their discretion.

The bus driver is responsible for the discipline of students while the students are loading, unloading and in the school bus.

**Reference:** Regulation 329 and Busing Registration Form  
Policy and Regulation 328 – Transportation Busing



<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
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## **TRANSPORTATION: BUSING – STUDENT CODE OF CONDUCT**

### **Regulations:**

1. Bus drivers will advise students of the Code of Conduct for Bus Students and disciplinary procedures at the beginning of each school year and as required during the year. Bus rules will be posted on all buses.
2. Students who do not follow Bus Conduct expectations will be subject to disciplinary consequences, which include the following:
  - 2.1 an oral warning;
  - 2.2 a written warning;
  - 2.3 bus suspension for two school days;
  - 2.4 bus suspension for five school days;
  - 2.5 undetermined bus suspension.
3. Normally the bus driver will issue a suspension at the time of the incident. The Principal will be informed of the suspension as soon as possible.
4. Students who have been notified of their suspension from the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension has been received by them. However, in extreme circumstances, where student safety or damage to the bus is involved, the bus driver has ultimate responsibility for the safety of the students and has the authority to refuse any student access to the bus.
5. The bus driver, in consultation with the Transportation Coordinator may suspend a student from future travel to and from school. This must be communicated to the Principal as soon as possible.
6. Students suspended for bus misconduct are expected to attend school.
7. A full recovery of costs will be undertaken when students vandalize a bus or Catholic Independent Schools' property while en route, loading or unloading.
8. Indefinite suspensions may also be issued without following the regular suspension process as a result of a serious infraction such as:
  - 8.1 Striking another student or the bus driver;
  - 8.2 Flagrant disregard for the bus driver;
  - 8.3 Fighting;
  - 8.4 Willful damage to the bus;
  - 8.5 Possession of drugs, alcohol or weapons on the bus;
  - 8.6 Any behaviour that places the safety of the bus driver and/or other passengers at risk.



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9. Indefinite suspensions require an interview with the parent(s) or guardian(s), student, a school administrator, and the Transportation Administrator to review the incident and to determine the duration of the suspension, before a student can be reinstated on the bus.
10. An appeal of a suspension of more than two days should be made within five days of the suspension notice date to the Transportation Administrator, who, in consultation with the Transportation Coordinator and the Principal, shall decide on the merits of the case.
11. Behaviour strategies that may be used by a bus driver before the suspension process is begun include the following, not necessarily in this order:
  - 11.1 Discussion with a school administrator and parents or guardians;
  - 11.2 Seat assignments;
  - 11.3 Oral warnings to the student;
  - 11.4 Private discussion between bus driver and student;
12. The objective of the Catholic Independent Schools is to provide safe transportation for all students. Every opportunity is taken to educate students of the Code of Conduct for Bus Students and the consequences of inappropriate behaviour.



	<b>EDUCATION POLICY MANUAL</b>
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## CODE OF CONDUCT FOR BUS STUDENTS

Catholic Independent Schools is committed to school transportation that respects three core values: SAFETY, RESPECT and RESPONSIBILITY.

1. Students must:
  - (a) Follow the bus driver's directions the FIRST time they are given.
  - (b) Keep their hands, feet and objects to themselves.
  - (c) Stay in their seats unless directed to do otherwise.
  - (d) Talk quietly, using only appropriate language.
  - (e) Be at the bus stop five minutes before scheduled leave time.
  - (f) Not bully or intimidate others.
2. Non-registered students MUST provide a note from their parent/guardian, in order to ride on a school bus on a once only basis (birthday party, etc.)
3. Students wanting to disembark at a stop other than their designated stop must provide a note from their parent/guardian.

Student behaviour that contravenes these values or whose actions distract the bus driver, cause or have the potential to cause harm or discomfort to themselves or others, is subject to disciplinary action, which includes the following, not necessarily in this order:

- (a) An oral warning.
- (b) A written warning (bus privileges suspended until notice signed by parent or guardian and returned by student to the bus driver.
- (c) Suspension of bus privileges for two school days.
- (d) Suspension of bus privileges for five school days.
- (e) Service suspended for an undetermined length of time (issued for repeated offences or for striking another person, fighting, vandalism, spitting, throwing objects out bus windows, lighting matches or other flammable objects, possession/use of laser pointer, unauthorized use of emergency equipment, unauthorized exit through rear emergency door and other serious contraventions of the bus rules). When a student receives this type of suspension, parents/guardians will be contacted by the Transportation Coordinator and a meeting arranged with the Transportation Coordinator and the Principals.

PLEASE RETURN THIS FORM BY MAY 1<sup>ST</sup> TOGETHER WITH THE RE-REGISTRATION FORM

## CATHOLIC BUSING REGISTRATION

Sept 2003 – June 2004

Parents/Guardians of students requiring bus transportation for the school year 2003 – 2004 are asked to complete this registration form.

STUDENT INFORMATION

Date: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

School: \_\_\_\_\_ M/F \_\_\_\_\_

Grade: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

School: \_\_\_\_\_ M/F \_\_\_\_\_

Grade: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

School: \_\_\_\_\_ M/F \_\_\_\_\_

Grade: \_\_\_\_\_

FAMILY INFORMATION

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

BUSING INFORMATION

A.M. bus # \_\_\_\_\_ A.M. Stop # \_\_\_\_\_ or Intersection \_\_\_\_\_

P.M. bus # \_\_\_\_\_ P.M. Stop # \_\_\_\_\_ or Intersection \_\_\_\_\_

-----  
**Please detach the following for your information**

Catholic School Bus Transportation Information

Sept 2003 – June 2004

1. **Behavior of Students:** There is no place for misbehavior in any shape or form. Students must act in a manner that does not jeopardize their own safety or the safety of other students. At all times they must follow the directions of the bus driver, who is in full charge.
2. **The Motor Vehicle Act:** A student is only allowed to bring luggage onto the bus that he/she is able to fit comfortably on his/her lap. The Motor Vehicle Act is very explicit about carrying luggage (i.e. ski poles, toboggans, sleds, skateboards, skates) onto the bus that will be a safety hazard to other students in the case of an accident.
3. Be certain that your children are at the bus stop on time, at least 5 minutes before the scheduled time. In case of delay, students should return home 15 minutes after the scheduled time. Parents must make provision for this type of situation.

Ron Walsh  
Busing Coordinator 964-5643



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## **WINTER WEATHER**

### **Policy 335**

Student safety shall be the primary concern that determines actions taken as a result of cold or inclement winter weather.

Reference: Regulation 335





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## **WINTER WEATHER**

### **Regulations:**

1. Schools shall not be closed because of cold or inclement weather.
2. On days when student attendance is reduced substantially because of cold or inclement weather conditions or because travel is considered treacherous, regular scheduled instruction may be modified for those students who attend school. The administrative procedures of this policy provide assistance to the principal and teachers in determining the educational program that will be offered.
3. School bus service in **Prince George** will not be cancelled because of cold weather. Other CIS schools in the Prince George Diocese will follow the practices of the public school districts in which they reside.
4. Individual bus runs may be cancelled for the day (morning and afternoon runs) because of dangerous road conditions. Cancellations will be announced on local radio as soon as possible after the decision to cancel a run is made.
5. The decision to keep a student at home for the day because of winter weather conditions shall be made by the parents.
6. Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.
7. Parents will be informed of these regulations annually via school newsletters in the fall and periodically throughout the winter months.
8. **All staff are expected to report for work at school unless a travel advisory is issued for the area and the principal grants *Inclement Weather Leave*. *Inclement Weather Leave* will be granted with pay.**

**Inclement Weather Leave:** is defined as Leave granted with pay by the Principal where there is an inclement weather advisory issued for the area and travelling is not advised.



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## **WINTER WEATHER**

### **ADMINISTRATIVE PROCEDURES:**

1. On days when student attendance is reduced because of weather conditions, schools should consider the following options:
  - 1.1 Regular instruction.
  - 1.2 Modified instruction.
  - 1.3 Review sessions.
  - 1.4 Work completion sessions.
  - 1.5 Individual or small group instruction.
  - 1.6 Special research projects.
  - 1.7 Directed study sessions.
  - 1.8 Multi-age grouping for instruction.
  - 1.9 Student tutorials.
  - 1.10 Supervised study and/or activity sessions.
  - 1.11 Some combination of the above.
2. In advance of the cold weather months, schools should consult with parents and clearly communicate to parents what educational alternatives the school will offer in the event of low attendance caused by excessively cold weather.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>401</b>
<b>Approved Date:</b>	<b>Committee Mtg. Oct 11, 2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **TEACHERS: GENERAL**

### **Policy 401**

The CIS Board of Directors recognizes that the success of the system depends upon the caliber of its professional staff. The Board expects its teachers to witness their Catholic Faith and demonstrate the academic and professional competence necessary to work co-operatively in the field of general instruction of pupils, motivated by the philosophy and general educational goals of the Society, which stress the importance of each student as a unique creation of God.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>402</b>
<b>Approved Date:</b>	<b>19 April 1999</b>
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## **TEACHERS: CATHOLIC**

### **Policy 402**

The CIS Board of Directors of the Society expects that every effort will be made to employ qualified teachers who are practicing Catholics and who are witnessing their faith. Practicing Catholic is defined for this policy in the attached statement entitled Practicing Catholic.

#### Reason for Policy

The primary goal of the Society is to provide an education, enlightened by faith, in which youth can grow in the knowledge, love, and practice of the Catholic faith. To this end the Catholic schools must be centers of Catholic life and worship.

In order to realize this expectation it must be recognized that “*the Catholic school depends upon (teachers) almost entirely for the accomplishment of its goals and purposes*” (**Vatican II**). This can best be achieved by teachers who are Catholic and actively participate in a Parish.

**Reference:** Regulation 402



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## **TEACHERS: CATHOLIC**

### **Regulations**

#### **The Role of the Teacher**

The expectations of the teacher in our Catholic schools are awesome, many, and multi-faceted. Success comes from the commitment to the vision of our Catholic teachings, ministry, and to the service to our students. To assist understanding and as guidance, the following role description is provided.

The teacher demonstrates in his/her relationship with students, school staff, the Council, Parish, and community the following roles as:

- a. Educational leader of the classroom;
- b. Spiritual and Moral leader;
- c. Manager of his/her particular classroom and program.

As an Educational Leader he/she provides leadership that initiates and maintains effective schooling in terms of the Ministry's goals, the Local School Council's objectives, the school's goals and the goals and philosophy of the Catholic Bishops of British Columbia.

As the religious and moral leader of the classroom, the teacher has a responsibility to demonstrate a Catholic lifestyle and implement the Diocesan education program that reflects Catholic Christian values.

- a. Foster and maintain classroom prayer
- b. Internalize the "servant" model of Christian service
- c. Model the virtues and values of our Christian belief and heritage
- d. Assist students to use religious education classes to understand and internalize a sense of God's plan for human kind, the Mystery of Jesus Christ, the Church, and our spirituality
- e. Ensure that parents and students of other faiths attending the school can participate positively (to the extent of Canon Law and conscience) in classroom rituals, activities and celebrations.
- f. Maintain close liaison with the Pastor



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As the classroom manager, the teacher provides the necessary support to assist effective and efficient instruction. The classroom needs to be a safe invigorating environment that develops positive work and character habits as well as socially acceptable behavior patterns in students.

The teacher conscientiously and co-operatively demonstrates satisfactory performance in the following areas:

- a. knowledge of subject matter
- b. understanding of students' needs
- c. daily and long range planning
- d. varied teaching methods and strategies
- e. evaluation of students work
- f. recording and reporting of students' work
- g. classroom management

The teacher is expected to contribute to the overall effective and efficient management of the school by:

- a. following Council and CIS policy and directives
- b. preparing and submitting reports and required administrative forms
- c. attending regular and special meetings as called by the Principal
- d. notifying the principal of concerns regarding various aspects of the school
- e. participating in co-curricular and extra-curricular activities as determined on a shared basis by staff and administration
- f. being supportive of the school through attendance at school functions and especially functions involving both school and parish



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>403</b>
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## **TEACHERS: OTHER FAITHS/DENOMINATIONS**

### **Policy 403**

The CIS Board of Directors respects the freedom of conscience of those teachers who are of faiths/denominations other than the Catholic faith. Such a teacher, whose conscience does not prevent his/her assuming employment in the Catholic School, is expected at all times to support the goals of the Catholic school and be respectful of the beliefs and practices of the Catholic Church in accordance with the following regulation.

### **Reason for Policy**

There are occasions when Catholic teachers with appropriate qualifications and experience are not available for specific positions. At such times other suitably qualified and experienced teachers have to be hired. It is important that when such occasions occur candidates of other faiths/denominations be made aware of the expectations of all teachers in Catholic schools.

**Reference:** Regulation 403



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## **TEACHERS: OTHER FAITHS/DENOMINATIONS**

### **Regulations:**

1. Non-Catholic teachers who were employed as teachers in the Catholic Schools of the Diocese prior to 1994 and where no requirements for being Catholic were included in their employment are exempt from the regulations of this policy during the time of their employment excepting their recognition of the contract conditions in their contract regarding non-Catholics.
2. Non-Catholic teachers hired since 1994 are required to recognize the non-Catholic clause in the teacher's contract.
3. Effective with the introduction of new contracts in 2002 Catholic teachers remain the desired teachers for the schools of the Diocese, however non-Catholic teachers will continue to be hired on temporary contracts of yearly terms to a maximum of two consecutive years. Extension of terms beyond the two consecutive years may be approved only by the CIS Board of Directors.
4. Promotion within the system is described under the Directors 'Promotion Policy.
5. Non-Catholic teachers who are employed are required to meet the following conditions:
  - the school as a Catholic School has as its aim the provision of education enlightened by faith as taught by the Catholic Church such that the school's students can grow in their knowledge, love, and practice of the Catholic faith;
  - the School is to be a Catholic community and center of Catholic life and worship;
  - the conscience of the teacher does not prevent him./her from assuming employment in the school in accordance with this agreement;
  - the teacher will at all times to the satisfaction of the Employer demonstrate a respectful and sympathetic sensitivity to the aims and nature of the school and to the Catholic beliefs and practices of the school; and
  - practice a lifestyle that meets the expectations held for teachers that are of the Catholic faith.
6. Non-Catholic teachers who may be employed beyond the two consecutive terms may be approved for longer term employment but only by the CIS Board of Directors.





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## **TEACHERS: APPRAISAL PROGRAM**

### Policy 404

All teachers will receive ongoing documentation of their professional growth and contribution to their school. (Teacher visitations, classroom observations and appraisals are of prime importance to assess the quality of educational programming, the maintenance of a high standard of instruction, the improvement of teacher effectiveness, and the achievement of academic excellence).

### **Reason for Policy:**

#### **A. Philosophy and Objectives of the Supervision and Evaluation Process**

1. Teacher appraisals shall be conducted as a prime responsibility of the Principal and according to established procedures and regulations.
2. Evaluations will provide information to determine the teacher's commitment to Catholic Education and the ability to fulfill its objectives.
3. The process will initiate, encourage, and support the on-going process of professional development.
4. The process will assess a teacher's classroom performance with a view to improving instruction.
5. The process will identify and reinforce teacher strengths as well as suggest appropriate measures for teacher growth.
6. The process will assess a teacher's personal and professional qualities as a member of the teaching staff and provide positive direction toward group effectiveness.
7. Evaluation will provide information to be employed in decisions regarding permanent certification, tenure, promotion, and dismissal.
8. Supervision and improvement of instruction on a Diocesan basis is the responsibility of the Superintendent, in collaboration with school principals.

#### **B. Criteria for Supervision and Evaluation**

1. Teacher Planning Process
2. Classroom Management and Organization
3. Teaching Skills/Strategies and Learning Activities/Atmosphere
4. Assessment Procedures
5. Professional Qualities
6. Commitment to Catholic Education
7. Teacher appraisals must include a summary of the "Discussion Questions with Pastor" form.

**REFERENCE:** Regulation 404



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## **TEACHERS: APPRAISAL PROGRAM**

### **Procedures and Regulations**

#### **1. The Process of Supervision and Evaluation**

- a) Principals shall evaluate the professional competence of teachers in a systematic way and according to the evaluation chart of this policy and regulation.
- b) Each new teacher to the school and each teacher who has a significant change of assignment shall be evaluated twice in each of the first two years and at least once in the following five years. Two formal reports will be filed following the required evaluations. These formal reports must be discussed with the teacher and signed by the teacher. A report must be made in triplicate, one copy for the teacher, one copy kept in the School files, and one copy sent to the CIS office within two weeks according to dates indicated on page 5 of 5.
- c) The Principal is responsible to ensure that the philosophy, objectives, and criteria for evaluation are well understood by teachers prior to beginning an evaluation.
- d) An orientation program should be provided to all teachers and especially new teachers prior to the beginning of the school year. This will review the Diocesan philosophy, policy procedures and criteria with respect to evaluation.
- e) The Principal will make an informal series of brief visits to new teachers' classrooms through the first months of the school year. The Superintendent may also visit on occasion. The primary purpose of these visits is to provide the teacher with an opportunity to discuss areas of concern with the principal during the initial teaching period.
- f) Where a need for improvement on the part of the teacher is identified, a plan of action to accomplish this improvement will be drawn up in conjunction with the teacher and the principal and with the advice of the Superintendent.
- g) Where weaknesses have been identified the teacher shall be given adequate time and assistance to improve these areas.



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- h) In cases where a teacher receives an unsatisfactory performance appraisal rating, additional requirements ensure that the teacher receives the support, guidance, and monitoring necessary to enable the teacher to improve his or her performance within a given period. The process begins after the principal determines that the appraisal has resulted in an unsatisfactory rating.

Within 15 school days of determining that a performance appraisal of a teacher has resulted in an unsatisfactory rating, the principal must:

1. Meet with the teacher and provide them with a copy of the performance appraisal.
2. Give the teacher written notice of the unsatisfactory rating and explain to the teacher the reasons for the unsatisfactory rating.
3. Explain to the teacher what is lacking in his or her performance;
4. Explain to the teacher what is expected of the teacher in areas in which his or her performance is lacking;
5. Taking input from the teacher into account, recommend steps and actions that the teacher should take to improve his or her performance;
6. Provide the teacher and the superintendent with a brief summary, in writing, of the explanations for the rating, what is lacking, and what is expected of the teacher in the areas where performance is lacking;
7. Provide the teacher and the superintendent with an Improvement Plan. **(Improvement Plan document available at the end of this Policy 404)**

It is the teacher's responsibility to take the necessary steps provided for in the Improvement Plan.

Within 60 school days of the first unsatisfactory appraisal rating, the principal must complete a second performance appraisal. If the second appraisal results in an unsatisfactory appraisal rating, the principal must:

1. Meet with the teacher and provide them with a copy of the performance appraisal.
2. Give the teacher written notice of the unsatisfactory rating, explaining to the teacher the reasons for the unsatisfactory rating;
3. Place the teacher on review status and advise the teacher in writing of this fact;
4. Explain to the teacher what is lacking in his or her performance;
5. Explain to the teacher what is expected of the teacher in areas in which his or her performance is lacking;
6. Explain to the teacher the ways, if any, in which his or her performance has changed since the previous performance appraisal;
7. Seek input from the teacher as to what steps and actions could help the teacher improve his or her performance;
8. Provide the superintendent with a copy of the performance appraisal
9. Provide the teacher and the superintendent with a brief summary, in writing, of the explanations for the rating, what is lacking, what is expected of the teacher in the areas where performance is lacking, and the ways, if any, in which his or her performance has changed since the previous performance appraisal.
10. Provide the teacher and the superintendent with an updated Improvement Plan.



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***Review status:***

A teacher is put on review status when two consecutive performance appraisals result in an *Unsatisfactory* rating. Whenever a teacher is on review status, the principal will:

- Monitor the teacher's performance;
- Consult regularly with the superintendent regarding the teacher's performance and steps that could be taken to improve it, unless the superintendent is carrying out the functions of the principal, in which case no consultation is required;
- Provide the feedback and recommendations to the teacher that the principal considers might help the teacher improve his or her performance.

***Timing of a third appraisal while on review status***

The principal must conduct another performance appraisal during the 120 school days starting with the day on which the teacher is advised that he or she is on review status, or before the current school year ends.

If the third performance appraisal results in a *Satisfactory* performance rating, the teacher immediately ceases to be on review status. The principal must advise the teacher in writing of that fact, and provide a copy of the signed summative report with its notice of the latest appraisal rating. The principal and the teacher must meet to discuss the performance appraisal.

If the third appraisal is *Unsatisfactory*, the teacher's employment may be terminated. (Reference Policy 408, Teachers: Termination of Employment.

- i) Teachers employed under the terms of a Probationary Contract or a Permanent contract, and whose services are evaluated and judged to be unsatisfactory after efforts at re-mediation, shall have their contracts non-renewed and terminated respectively. Preparation of documentation to support a nonrenewal or termination recommendation to Pastor and School Council shall be the joint responsibility of the Principal and Superintendent of Schools.
- j) Criteria enunciated by the Principal in the Evaluation of Teacher Performance shall be periodically evaluated.



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2. Two basic types of evaluations shall be employed:

- a) Formative – This type of evaluation seeks to assist individuals to improve their own performance. It provides for an interchange of ideas and suggestions that are directed towards the improvement of the teaching/learning climate. It is concerned with the "doing".
- b) Summative – This type of evaluation is employed when a person is under consideration for purposes of hiring, promotion, termination, certification or non-renewal of contract following the probationary period. It is concerned with "what was done".

3. Classroom Visitations

The most commonly used method of teacher evaluation will be classroom visitations.

- a) Informal – such visits are chiefly for information gathering or familiarization purposes and post visit communication with the teacher may well be warranted. Informal visits are always formative: never summative.
- b) Formal – such visits may be either formative or summative. The process involved in formal visits may provide for a preliminary discussion about the lesson(s) with the teacher either in advance or when the evaluator arrives at the classroom. It shall necessitate classroom observations by the evaluator, a subsequent conference with the teacher to evaluate the lesson(s) PREFERABLY at a time when the teacher is not responsible for teaching. A written report shall be provided by the evaluator and signed by the teacher.



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#### 4. Report Format and Evaluation Criteria of Teacher Evaluation

The minimum report format that must be completed for each teacher evaluated shall respond to the following categories. Completion of this report would be based on the following Evaluation Criteria for Teacher Performance.

- INTRODUCTION
  - Teacher's Name
  - Name of School
  - Teacher's Education (degree, University, date)
  - Teacher Certification (if temporary include dates)
  - Years of Experience – CIS/other
  - Present Teaching Assignment, may include Teaching history
  - Description of the Class (# of students, etc.)
- EXPLANATION OF HOW OBSERVATIONS WERE MADE
- TEACHER PLANNING PROCESS (Yearly and Daily)
- CLASSROOM MANAGEMENT AND ORGANIZATION
- TEACHING STRATEGIES, SKILLS, AND LEARNING ACTIVITIES/ATMOSPHERE ASSESSMENT PROCEDURES
- PROFESSIONAL QUALITIES/COMMUNITY INVOLVEMENT
- COMMITMENT TO CATHOLIC EDUCATION
- CONCLUSION
  - \* From my observations and in my professional opinion the teaching/learning situation in (teacher's name) classroom is satisfactory.
- SIGNATURE OF TEACHER
  - \* (My signature only acknowledges the reading of this evaluation; it does not imply that I am in agreement with all of its contents.)
- SIGNATURE OF PRINCIPAL
- DATE



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5. Documentation Procedures:

When Teacher Evaluation Reports are completed the following must occur:

- a) The report completed by the Principal must be discussed with the teacher before it is signed.
- b) The report is to be dated and signed by the Principal and the teacher. It should be signed in triplicate, one copy for the teacher, one kept in the school files, and one copy sent to the CIS office.
- c) The teacher will sign the report to signify receipt of a copy; however, this will not indicate concurrence with the contents of the report. The teacher may react to the report or its recommendations within five (5) school days after its receipt. A copy of the reaction is to be filed with the report.
- d) Teacher Evaluation Reports and Teacher Action Plans shall form part of the personnel file.
- e) The teacher's personnel file is available upon request by the teacher during regular office hours and materials in the file may be photocopied at cost to the teacher.
- f) A teacher's file may be reviewed by CIS administration personnel and the Bishop. No other persons shall have access to the file unless written consent from the teacher is provided.
- g) A teacher who is not satisfied with a summative evaluation provided by a Principal may appeal for an evaluation provided by the Superintendent of Schools.
- h) If a teacher is still not satisfied, he/she may appeal to the CIS Board of Directors. The CIS Board of Directors may provide an alternate evaluator. The teacher shall receive a copy of this subsequent evaluation.



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**EVALUATION OF TEACHER PERFORMANCE**

**Timetable of Requirements**

<b>Teacher Classification</b>	<b>Type of Evaluation</b>	<b>Number (min) of Evaluations</b>	<b>Report type</b>	<b>Due Date Prior to</b>	<b>Evaluations Due Date to CIS</b>
<b>Probationary Contract 1<sup>st</sup> year</b>	<b>Formative</b>	<b>Two</b>	<b>Formal Written</b>	<b>November 30<sup>th</sup></b>	<b>Dec 15<sup>th</sup></b>
<b>Probationary Contract 2<sup>nd</sup> year</b>	<b>Formative</b>	<b>Two</b>	<b>Formal Written</b>	<b>Feb 15<sup>th</sup></b> <b>November 30<sup>th</sup></b>	<b>Feb 28<sup>th</sup></b> <b>Dec 15<sup>th</sup></b>
<b>Change Position</b>				<b>Feb 15<sup>th</sup></b>	<b>Feb 28<sup>th</sup></b>
<b>Continuing Contracts</b>	<b>Formative</b>	<b>At least once in Five years</b>	<b>Formal Written</b>	<b>March 31<sup>st</sup></b>	<b>Apr 15<sup>th</sup></b>
<b>For Certification Purposes</b>	<b>Summative</b>	<b>One</b>	<b>Formal Written</b>		
<b>Request for Evaluation</b>	<b>Summative</b>	<b>One</b>	<b>Formal Written</b>	<b>30 days notice</b>	
<b>Temporary Contract</b>	<b>Formative Summative</b>	<b>One or Two</b>	<b>Formal Written</b>	<b>By Request CIS</b>	





## Improvement Plan

The Improvement Plan must be prepared by the principal within 15 school days after the principal has determined that an appraisal of the teacher's performance has resulted in an *Unsatisfactory* rating. This plan must set out actions that the teacher should take to improve his or her performance. The principal must seek input from the teacher as to what steps and actions could help the teacher improve his or her performance.

**Teacher's Last Name**

**Teacher's First Name**

**Principal's Last Name**

**Principal's First Name**

**Name of School**

**Date**

**Description of Teacher's Assignment (Grade(s), Subject(s), Full-time/Part-time)**



## Improvement Plan

Competencies Requiring Improvement

Expectations

Steps and Actions for Improvement (teacher input must be taken into account)

Support (for example, from principal, from mentor teacher)



## Improvement Plan

Sample Indicators of Success

Date of Next Performance Appraisal

Date (yyyy/mm/dd)

Teacher's Comments on the Improvement Plan

**Principal's Signature**

My signature indicates that I developed this Improvement Plan with the teacher's input.

Date (yyyy/mm/dd)

**Teacher's Signature**

My signature indicates that I provided input into the Improvement Plan.

Date (yyyy/mm/dd)



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<b>Revised Date:</b>	<b>February 19, 2003</b> <b>January 15, 2010</b> <b>February 19, 2014</b>
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## **TEACHERS: HIRING AND APPOINTMENT OF PROFESSIONAL STAFF**

### **Policy 405**

#### **Rationale:**

The goal of the Society is to create a Catholic educational community in each of its schools where human culture and knowledge, enlightened by faith, are shared in the spirit of freedom, hope, and love. The school depends upon Catholic teachers to accomplish this objective.

In order to ensure the hiring of qualified Catholic teachers the Superintendent of Schools is responsible for selecting candidates who are practicing members of the Catholic Church, possessing the necessary academic and professional preparation for their assigned teaching duties.

#### **Procedures:**

##### **1. Letters of Intent:**

- 1.1 Each year by February 1<sup>st</sup> each teacher will receive a letter indicating the school's intention to renew his or her contract. By March 1st the teacher will return the "Teacher Staffing Information" form indicating either the intention to return to the school for the next year or not to return.

##### **2. Advertising Vacant Positions:**

- 2.1 All vacancies will be posted in all CISPG schools and in other sites, e.g. diocesan weekly newsletter, parish bulletins, websites.
- 2.2 All advertising will be approved by the Superintendent's office.

##### **3. Hiring Professional Staff:**

- 3.1 Applicants will be screened by the Superintendent's office and successful candidates placed on an approved for hiring list.
- 3.2 In consultation with the Superintendent, principals and school council members will select candidates for interviews. The school council shall consider only candidates who have been placed on the approved list for employment.
- 3.3 The Pastor, Chairperson or designate of the local school council, and Principal, will conduct interviews. The Superintendent of Schools may also be part of the interview.

**4. Professional Qualifications:**

- 4.1 The applicant must possess a valid teaching certificate in accordance with the regulations of the Ministry of Education and the Teacher Regulation Branch and have competency at the level and in the area of teaching for which he/she is being considered. Current certification by the BC Teacher Regulation Branch is a condition of employment including teachers holding an Independent Teaching Certificate.
- 4.2 The Ministry may grant letters of Permission in lieu of certification; however, annual application for such letters for the same candidate will not be sought unless *bona fide* advertisement of the position has been unsuccessful in attracting a qualified candidate. Such applications must appear locally for a minimum of three (3) weeks and provincially at least once. CISPG specific and general advertisements will be considered as part of this search.

**5. Character and Religious Training:**

- 5.1 Display a commitment to and adherence of Catholic denominational standards.
- 5.2 Display competence to teach the religious education program approved by the Bishop of Prince George.
- 5.3 Be willing to take steps to upgrade or maintain a level of religious knowledge and understanding appropriate to a teacher in a Catholic school.
- 5.4 Be able to integrate the faith into the entire curriculum.

**6. Other Qualifications:**

- 6.1 Be in good health, sufficient to perform his/her duties as required; and
- 6.2 Be prepared to provide a copy of a recent medical examination if required.
- 6.3 The applicant must sign a criminal record review authorization form. The review results must be received by the Superintendent prior to the teacher commencing work in the school. **If the employee is a BC certified teacher the Criminal Record Search is completed by the Teacher Regulation Branch (TRB).**

**7. Interview Considerations:**

The following criteria are to be followed in the interview process for teaching positions:

- 7.1 that the applicant be a practicing Catholic;
- 7.2 evidence of professionalism;
- 7.3 suitability of applicant for the position in respect to:
  - 7.3.1 Training, experience and academic qualifications,
- 7.4 Professional and Pastor references;

To ensure consistency, the interview panel should follow and complete the rubric provided by the Superintendent's office.

**8. Appointment to a Position:**

- 8.1 Once a successful candidate has been identified, a formal offer is made by the Superintendent.
- 8.2 Normally this job offer will be made orally and the individual given forty-eight (48) hours to respond. In cases where the successful applicant cannot be reached, a written offer will be made.
- 8.3 The offering of the position may be delegated to the Principal in cases where the Superintendent is not available.
- 8.4 The successful candidate will be provided with a contract of employment prepared and signed by the Superintendent.
- 8.5 The contract will be made in triplicate with a copy for the teacher, the school and CIS office personnel file.
- 8.6 Unsuccessful candidates will be notified as soon as the appointment has been made.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>406</b>
<b>Approved Date:</b>	<b>September 12, 2000</b>
<b>Revised Date:</b>	<b>June 11, 2001</b>
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## **TEACHERS: JOB SHARE**

### **Policy 406**

The CIS Board of Directors recognizes that in some instances an individual is prepared to share his/her position with another qualified individual. This arrangement is recognized as a job-share. The Board supports this type of staff deployment subject to conditions established by regulations.

#### **Rationale:**

Job sharing is an employment strategy, which allows for two persons to share the equivalent assignment or position of one of the persons. During times of high unemployment this has been used to assist qualified personnel in remaining in active employment. The practice of job share on a limited basis in the school environment can be accommodated, however the students' needs and care are the central consideration when a job share is to be considered.

#### **Procedures:**

Job shares involving the instruction of students may be considered by School Councils in accordance with the following:

#### **Definition:**

A job share results when an employed individual having a full time position wishes to share part of the position with another individual.

1. The employed individual wishing to job share should develop a proposal in writing outlining the request to be considered including the name of the person who will share the position.
2. The job share proposal must be discussed with the Principal of the school.
3. If the principal is agreeable the proposal will be presented to the School Council.
4. The School Council will evaluate the merits of the proposal and if agreeable to the Principal give approval of the proposal subject to the following conditions;
  - a. The employed individual has the position to share.
  - b. Both parties to the job share agree to the conditions of the School Council.
  - c. The School Council's benefit costs will not exceed the cost of a full-time position.
  - d. A job share is not considered two part-time positions.
5. Contract Conditions:
  - a. Both individuals in the job share will sign contracts that have the following conditions:

- i. If a job share results in either party deciding that he/she is not willing to continue with his/her part of the position then the remaining party of the job share will be responsible for the full-time position.
- ii. If the remaining employee does not wish to be responsible for the full-time position the vacant part of the job share will be filled to the end of the current year at which time both parties will resign and the position will be filled as a full-time position.
- iii. If the parties cannot agree with the conditions outlined in (i) and (ii) above the individual who proposed the job share will remain as the full-time teacher for the position following signing of a full-time contract.
- iv. If a full-time employee wishes to reduce the position to part-time the Principal and School Council must consider such request.
- v. The Principal is responsible for the assignment of staff therefore decisions regarding job share and part-time positions must take into consideration the Principal's direction and the well-being of the students of the school.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>407</b>
<b>Approved Date:</b>	<b>January 21, 2002</b>
<b>Revised Date:</b>	<b>November 16, 2009</b>
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## **TEACHERS: RESIGNING FROM CONTINUING CONTRACTS**

### **Policy 407**

The CIS Board of Directors recognizes that with the signing of continuing contracts that once these have been executed the major consideration of continuance rests with the teacher unless the employer determines that the continuing contract will be terminated for cause. Since the teacher holds the contract it is therefore imperative that when the teacher determines that the relationship will cease the teacher must meet the following regulations:

**Reference:** Regulation 407



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Regulation:</b>	<b>407</b>
<b>Approved Date:</b>	<b>January 21, 2002</b>
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**Regulations:**

1. A continuing contract issued by the employer continues from year to year unless terminated by the resignation of the teacher.
2. A continuing contract may be terminated by the employer where the teacher has breached the employment conditions.
3. A resignation must be submitted to the Superintendent of Schools no later than May 1<sup>st</sup> if it is to be effective for the following September. The Contract is still in effect if this condition has not been met.
4. A continuing contract may be terminated during the year on thirty days notice or for a shorter notice period by mutual agreement between the employer and the teacher.
5. No resignation will be effective if the notice is served during a holiday period exceeding fourteen calendar days.
6. A teacher who resigns from a continuing contract and later requests to be re-instated will not be granted continuing contract status but may be hired on a probationary contract.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>408</b>
<b>Approved Date:</b>	<b>Committee Mtg Oct 11/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **TEACHERS: TERMINATION OF EMPLOYMENT**

### **Policy 408**

The employment of a teacher may be terminated for just cause.

#### Reasons for Policy

The CISP Board of Directors believes that its mandate to provide educational services to students enrolled in its schools requires that it recognize the primacy of this responsibility. The CIS Board of Directors recognizes that there are occasions when it is necessary to terminate employment of a teacher for just cause.

**Reference:** Regulation 408



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Regulation:</b>	<b>408</b>
<b>Approved Date:</b>	<b>Committee Mtg Oct 11/2000</b>
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## **TEACHERS: TERMINATION OF EMPLOYMENT**

### **Regulations:**

#### **1. TERMINATION OF EMPLOYMENT**

- 1.1 The employer may terminate the employment of a teacher for just cause, subject to the teacher's right of appeal as set out in these terms and conditions of employment.
- 1.2 Just cause includes, but is not limited to, actions on the part of the teacher that are contrary to the aims and objectives of the Catholic school.
- 1.3 The termination of a teacher shall follow a formal evaluation process where the teacher will be given sufficient notice of the reason for concern and be given an appropriate amount of time to correct the situation.
- 1.4 The local school council may suspend a teacher pending an investigation by the Superintendent of Schools.
- 1.5 Immediate suspension may take place where, in the opinion of the Superintendent of Schools, the grounds are sufficiently serious that the continued presence of the teacher in the school may be detrimental to the well-being of the school.
- 1.6 No teacher shall be terminated until an investigation by the Superintendent of Schools, or his/her designate, has been carried out.

#### **2. APPEAL PROCEDURE**

##### **2.1 General**

- 2.1.1 It is recognized that differences may arise between a teacher and the employer, or the employer's representative, including the local school council on the application and interpretation of the terms and conditions of employment and on matters of discipline including suspensions and recommended expulsions and dismissals.
- 2.1.2 Where the teacher feels dissatisfied by the action of the employer or the employer's representative, or an interpretation of the terms and conditions of employment, the teacher shall discuss the matter initially with the principal.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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- 2.1.3 If, under the circumstances, it is not possible to discuss the matter with the principal, or where the discussion with the principal does not resolve the matter to the teacher's satisfaction, the teacher may discuss the matter with the Superintendent of Schools or his/her designate.
  - 2.1.4 If the informal discussions with the principal, and the Superintendent of Schools, or designate, do not resolve the matter, the teacher may, within five (5) working days of the incident giving rise to the complaint, make a formal request, in writing, to the local school council for a resolution of the complaint.
  - 2.1.5 The local school council shall respond to the formal request of the teacher within ten (10) working days of its receipt.
  - 2.1.6 Within ten (10) days of receiving the response from the local school council the teacher may request a review of the matter by the CISPG Board of Directors or its designated tribunal.
  - 2.1.7 Request for a review by the CISPG Board or its tribunal shall be directed through the Superintendent of Schools who shall include his/her recommendation when the matter goes to the tribunal.
  - 2.1.8 The CISPG Board or its tribunal will respond to the teacher, in writing, within ten (10) working days of receiving the request from the teacher.
  - 2.1.9 The decision of the CISPG Board or its tribunal shall be final and binding on all parties.
- 2.2 Termination of Employment Appeal
- 2.2.1 In the case of termination of employment, the teacher may, within thirty (30) days of being given notice of termination, appeal the decision of the employer directly to the CISPG Board of Directors.
  - 2.2.2 The CISPG Board of Directors will establish a tribunal, which shall be comprised of a chairperson from outside the system, a representative of the teacher, and a representative of the school and council. The tribunal will hear the case and make a decision on the disposition of the termination. The decision of the tribunal shall be binding on all parties.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>409</b>
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## **TEACHERS: STAFF REDUCTION**

### **Policy 409**

A school may reduce the number of professional staff if it believes such reductions are necessary because of financial exigencies and/or low enrollments, to ensure efficient functioning.

#### Reason for Policy

The financial resources of the school are subject to changes due to unforeseeable circumstances (e.g. reduction in funding, sudden decline in enrollment or other emergent issues). Local school councils are limited in the options available to them in such circumstances. One of the options that may alleviate financial difficulties is the reduction of staff.

**Reference:** Regulation 409



	<b>EDUCATION POLICY MANUAL</b>
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## **TEACHERS: STAFF REDUCTION**

### **Regulations:**

1. The employment of a teacher may be terminated where as a result of declining enrollment or other operational reasons the services of the teacher are no longer required.
2. In this situation the termination of the teacher will be designated as a reduction of professional teaching staff.
3. In the event of a prospective reduction of the number of professional teaching positions the local school council will consult with the Principal and then advise the Superintendent of Schools in writing as soon as it is aware that the services of some of the teachers may not be required for operational reasons.
4. The Superintendent of Schools will meet with the Principal and the local school council to develop a plan for reducing the number of professional teaching positions. The plan will include the possible reductions through attrition, transfers to other diocesan schools, retirement, and volunteer resignations.
5. Where the needed reduction cannot be accomplished as above the determination of which teacher(s) will be released in order of priority shall be as follows:

the operational needs of the school

Catholicity of the personnel

the skills and qualifications of the teacher(s)

the level of performance as determined by performance appraisals

the length of service

all factors being equal the release of teachers will be in the reverse order of length of service.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>410</b>
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**TEACHERS: TEACHER MOVING EXPENSES**

**Policy 410**

The CIS Board of Directors recognizes that hiring incentives may assist in the recruitment of staff during times of short supply of suitable candidates. The provision of funds to cover moving expenses for teachers is not normally a practice that is available to teachers. In times of recruitment difficulties however, travel and subsistence costs may be partially supported by a School Council. Individual cases will depend on distance to travel and # of local candidates.

**Reference: Regulation 410**





	<b>EDUCATION POLICY MANUAL</b>
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## **TEACHERS: TEACHER MOVING EXPENSES**

### **Regulations & Guidelines:**

1. Where a teacher is seeking a transfer from one school to another no financial assistance is available to cover travel or moving costs.
2. Relocation programs may be available through Human Resources Development Canada.
3. Moving expenses are tax deductible under the rules and regulations of Canada Customs and Revenue Agency (CCRA).
4. The Superintendent of Schools will approve all payments of any moving expenses by School Councils. The amount will be up to a maximum of 50% or \$2,000, whichever is the lesser amount.
5. The teacher may request an advance of up to 50% of the net of the 1<sup>st</sup> month's salary that would be available after the first week of September.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>411</b>
<b>Approved Date:</b>	<b>January 26, 2009</b>
<b>Revised Date:</b>	
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## **TEACHERS: EXPECTATIONS OF PART-TIME TEACHING STAFF**

### **Policy 411**

Expectations of part-time teaching staff and extra pay for additional time worked.

All part-time teaching staff will be paid the pro-rated yearly salary amount for the additional time they are required to be at work during the regular school day. This additional time is beyond their part-time contractual hours.

#### **Reason for Policy**

CISPG believes that in order to meet the needs of the school, there are times that part-time teaching staff are required to be at work outside of their regular teaching schedule. CISPG further believes in paying part-time teaching staff for these additional hours that are required during the regular school day.

**Reference:** Regulation 411



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## **TEACHERS: EXPECTATIONS OF PART-TIME TEACHING STAFF**

### **Regulations:**

The principal will inform part-time teaching staff what days beyond the regular part-time schedule will be mandatory. Mandatory days will include Diocesan Assembly, staff retreat, school start-up sessions, staff meetings held during regular school hours and other times as determined by the principal.

After school meetings, report card distributions etc., are activities that are required to meet the needs of the school and do not necessitate additional compensation.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>412</b>
<b>Approved Date:</b>	<b>Committee Mtg Oct 11/2000</b>
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## **TEACHERS: RESPONSIBILITIES**

### **Policy 412**

Part of a teacher's professional responsibility is to attend such staff or committee meetings as may be required for proper functioning of a school, to serve on committees involved in curriculum development, to participate in parent/teacher organizations and functions, and to assist with the extra-curricular programs of the school. Teaching staff are required to attend activities, events and meetings as determined by the principal. Mandatory days and events include, but are not limited to, Diocesan Assembly days, staff retreats, school start-up sessions, and staff meetings.

Principals will strive to equalize such responsibilities among the total staff.

#### **Reason for Policy**

The prime responsibility of a teacher is to teach the children in his/her care. An extension of this responsibility is the involvement of teachers in some of the many activities required to meet the needs of the school.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>414</b>
<b>Approved Date:</b>	<b>February 19, 2014</b>
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## **EMPLOYEES: SOCIAL MEDIA**

### **Policy 414**

***“The issues are not principally technological...It is important to know how to dialogue and, with discernment, to use modern technologies and social networks in such a way as to reveal a presence that listens, converses and encourages.” ~ Pope Francis***

#### **Rationale:**

#### **Definition of Social Media:**

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content of the website. Social media includes but is not restricted to Facebook, MySpace, Nigh, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, podcasts, forums, content communities, email and messaging.

#### **Introduction**

The Catholic Independent Schools Diocese of Prince George (the “CISPG”) recognizes the importance of providing employees with a clear understanding of the impact of using social media and its appropriate use. In an ‘online world’, the lines between public and private, personal and professional can become blurred. Even when employees are social networking on their own time, they may be identified as working for and sometimes representing the CISPG in their online communications.

We recognize the use of social media and networking as one means of communicating in the online world. However, we also recognize that the inadvertent misuse of social media by employees has the potential to put the reputation of the CISPG, its schools and its employees at risk. The following policy has been established to ensure best practices and mitigate both the CISPG and employees’ exposure to risk.

Teachers employed by CISPG are required to adhere to the BC Teaching Standards as published by the BC Teacher Regulation Branch, specifically “Educators act with integrity, maintaining the dignity and credibility of the profession. They understand that their individual conduct contributes to the perception of the profession as a whole. Educators are accountable for their conduct while on duty, as well as off duty, where that conduct has an effect on the education system. Educators have an understanding of the education system in BC and the law as it relates to their duties”.

All employees are reminded of the CISPG Catholicity clause in their contracts of employment when participating in all forms of social media.

**Code of Conduct for Employees: Social Networking****Procedure:****General**

1. Use good judgment. Think about the type of image or information you want to convey. You are responsible for your online communications.
2. As role models for students and a representative of the CISPG and the school, you must ensure that your use of social networking, even on your personal time, does not reflect negatively on your professional reputation or that of the CISPG or which are contrary to the teachings of our Catholic faith.
3. Use only school-sanctioned sites and tools or other school-approved means of communicating online with students and parents. All communication with students and parents should be formal, courteous and respectful and should pertain to school related matters.
4. Respect the law in relation to your online communications. Protect the confidentiality of information regarding students and their families. Ensure compliance with copyright requirements. Do not make comments online which are defamatory of others.

**Specific**

1. Avoid impulsive, inappropriate or heated postings. Remember that what you post may be viewed and archived permanently online.
2. Monitor all content you or others post to your personal social media accounts to ensure that it is consistent with your role in the CISPG and professional standards. Remove any material which is inappropriate or contrary to this policy.
3. Online activities must not interfere with the performance of your job or your effectiveness as an employee of the CISPG.
4. Online communications should reflect the principles of honesty, respect, responsibility, and consideration of others.
5. Do not disclose any confidential or personal information about students or their families in online communications. Do not post photographs or videos of students without the written permission of the parent/guardian.
6. Social networking sites and online postings are not necessarily private. Never criticize students, fellow employees or the CISPG on online sites.
7. Use dedicated CISPG sites and tools for online communications with students and parents. Should you wish to create other sites and/or use other online forums for communicating with students, you must obtain approval from parent/guardian. All sites and online forums for communicating must comply with this Policy and access must be appropriately restricted (e.g., to students assigned to your class or activity).
8. Do not request or accept any current or former minor student (person under the age of 19 years) as 'friends' on social networking sites. In the case of a student minor who is a family member, it is okay to 'friend them' with the recommendation that you inform them of your responsibility as an employee for a Catholic school system and that you ensure posts and links are appropriate.
9. Do not exchange personal phone numbers, email addresses, or photographs with students, except if the students are your own relatives.
10. Ask friends not to tag you in any photos or videos without your permission and remove anything that is not appropriate to your role in the CISPG.

Contraventions of this Policy may result in discipline, up to and including dismissal.



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<b>Category:</b>	<b>PERSONNEL</b>
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## **ASSIGNMENT OF POSITION AFTER RETURN FROM LEAVE**

### **Policy 417**

The CIS Board of Directors recognizes that a teacher who is eligible for and granted a leave for maternity, educational purposes, family, or other consideration will be assigned a position on the teacher's return according to the following regulations.

**Reference:** Regulation 417



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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**Regulations:**

1. Maternity Leave — In the case of an early return from a maternity leave, or other special situation, a teacher may return to duty earlier than provided in the agreed upon leave, subject to an equivalent notice period to terminate the contract of the replacement teacher. The return from maternity leave or family leave shall be to the position held by the teacher at the time the leave was granted.
2. The teacher returning from a leave of (10) ten months shall be offered a position reasonably comparable to the position he/she held prior to the leave. The (10) ten months of leave refer to a consecutive academic school year.
3. A teacher returning from an extended leave of more than ten (10) consecutive teaching months shall be provided with the next available comparable position.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>419</b>
<b>Approved Date:</b>	<b>4 May 1998</b>
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## **TEACHERS: EMPLOYEE RECOGNITION**

### **Policy 419**

The CISP Board of Directors believes in the value of recognizing meritorious and dedicated service to the schools of CISP. Therefore, CISP Board of Directors encourages local school councils to recognize and honor long service and retiring employees.

#### Reason for Policy

The recognition of long-service and retiring employees provides an opportunity to publicly acknowledge individuals for their dedication to Catholic schools in the Diocese, as well as be a model of encouragement and motivation for other staff.

**Reference:** Regulation 419



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>419</b>
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## **TEACHERS: EMPLOYEE RECOGNITION**

### **Regulation:**

Long service employees shall be recognized by Catholic Independent Schools Society by presenting a CIS service pin for five, ten, fifteen, twenty, and twenty-five years of service to support staff in schools under the jurisdiction of the Society.

The CISPG will share in the cost of a gift for an employee who has served CIS for twenty-five years.

The CISPG Board of Directors may, at its discretion, make special awards not specifically identified in this policy.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>420</b>
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## **CRIMINAL RECORDS REVIEW AUTHORIZATION**

### **Policy 420**

In order that the requirements of the Law be carried out in its schools the CIS Board of Directors requires that all employed personnel who are in a "working with children" environment provide Criminal Records Review Authorization according to the attached regulations.

### **Reason for Policy:**

The CISPGB Board of Directors recognizes that the purpose of the BC Criminal Records Review Act is to help protect children from physical and sexual abuse. Notwithstanding, the Law requires compliance for employees and it is the direction of the Bishops of British Columbia through the CISCBC that we must go beyond meeting the requirements of the Law and require that children are safe in our Catholic school environments.

**Reference:** Regulation 420



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Regulation:</b>	<b>420</b>
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## **CRIMINAL RECORDS REVIEW AUTHORIZATION**

### **Regulations:**

To comply with the Law and the requirements of the Policy the following regulations will apply:

1. All members of the British Columbia College of Teachers will meet the requirements through that governing body.
2. All teachers holding certification or authority to teach under the Independent Schools Branch must complete and sign a Criminal Records Review Authorization.
3. Individuals must sign a Criminal Records Review Authorization prior to commencement to work.
4. Individuals who will not meet the requirements of this policy cannot be employed in any of the schools under the jurisdiction of CISPG.
5. Individuals who have a relevant criminal record will not be employed and if they have commenced employment that employment will be cancelled.
6. In instances involving local adjudication or where the Employer will make a decision, this decision will be made by the CISPG Board of Directors.

### **When Someone is a Risk**

#### **Duties of Employers**

1. If the individual is an applicant for employment, the employer must ensure that the individual is not hired for a job that involves working with children.
2. If the individual is an employee, the employer must ensure that the employee does not work with children. This may mean the employee is terminated, given leave, or other options, which ensure that the employee does not work with children.
3. If the individual is also a member of a governing body, the employer is notified by the governing body that the employee has been found by an adjudicator to present a risk of physical or sexual abuse to children, the employer must immediately ensure that the employee does not work with children.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
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## **New Convictions or Outstanding Charges**

### **Duties of Employees**

1. If an employee who is working with children is charged with or convicted of a relevant offence subsequent to a criminal record check, the employee must promptly report the charge or conviction to their employer and provide the employer with a signed Criminal Record Check Authorization Form.

### **Duties of Employers**

1. When an employer becomes aware that an employee who works with children has an outstanding charge for, or has been convicted of, a relevant offence, the employer must require the employee to provide a signed Criminal Record Check Authorization Form for a further criminal record check.
2. If the employee is also a registered member, the employer must take reasonable steps to notify the registered member's governing body that it has taken action.

The Criminal Records Review of all personnel involved in a working with children environment under the jurisdiction of CISPG is administered by the Superintendent of Schools. Authorizations are forwarded to CIS attention Superintendent of Schools.

Any additional information or clarification of the requirements of this Policy and Regulations can be obtained by contacting the Superintendent of Schools.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>422</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **SUPPORT STAFF: HIRING AND APPOINTMENT**

### **Policy 422**

The hiring of support staff is the responsibility of the local school council and principal. The hiring process shall be conducted in accordance with regulations and procedures established by the Superintendent of Schools.

#### Reason for Policy

Support staff are accountable to the local school principal. As a result of this relationship the principal has been given the responsibility for the selection and appointment of all support staff.

**Reference:** Regulation 422



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Regulation:</b>	<b>422</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **SUPPORT STAFF: HIRING AND APPOINTMENT**

### **Regulations:**

1. Hiring: General
  - 1.1 Notice of vacancies within the CISPG Society organization will be circulated to all schools within ten (10) days of the position becoming vacant.
  - 1.2 Successful applicants will be required to sign a criminal record review authorization.
  - 1.3 All newly hired support staff will be on a three (3) month probationary period. On the satisfactory completion of this period, employment will be considered as continuing subject to the terms and conditions of employment in the policy, regulations, and procedures of CISPG Society Board of Directors and local school councils.
  - 1.4 If, upon completion of the evaluation, performance is rated less than satisfactory the probationary period may be extended to six (6) months at the discretion of the employer, or the employer's designate.
2. Hiring: Procedures
  - 2.1 Resumes will be reviewed by the school principal and selection committee.
  - 2.2 The selection committee will conduct the interview. The committee will normally be comprised of:
    - 2.2.1 the local school council human resource representative;
    - 2.2.2 the parish priest, or representative;
    - 2.2.3 other, according to position under consideration; and
    - 2.2.4 the school principal.
  - 2.3 The Selection Committee shall in consultation with the School Council make a decision to offer a position.
  - 2.4 Once the successful candidate has accepted the position the unsuccessful applicants will be notified, in writing.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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<b>Approved Date:</b>	
<b>Revised Date:</b>	<b>Working Policy October 22, 2001</b>
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## **TEACHERS: PROMOTIONS**

### **Policy 423**

The CIS Board of Directors is committed to maintaining the Catholic character of each Catholic school in the Diocese of Prince George through the employment of teaching and administrative personnel who are practising Catholic and in accordance with the following guidelines:

#### **Guidelines:**

1. Teachers and administrators are expected and required to be significant participants in the parish, in the local community, and in the religious life of the school.
2. Teachers and administrators are expected to be practising Catholics as this is deemed to be a bona fide occupational qualification.
3. Notwithstanding (1) and (2) above Non-Catholics may be hired on a temporary contract that may be renewed only after annual attempts have been made to hire a qualified practising Catholic for the position. Non-Catholic teachers may not be hired more than twice on a temporary or short term contract.
4. Effective November 1<sup>st</sup>, 2001 all persons promoted to the positions of responsibility [Superintendent, Directors, Principal, Vice-Principals, Head Teacher, Department Head Co-ordinators or Consultants and any Assistants of the foregoing] with the exception of those described in # 7 below, must be baptized practicing Catholics with a demonstrated commitment to Catholic education:
5. The hiring policy includes the provision that all candidates being considered for a teaching position with the CIS will be made expressly aware, at the time of hiring, that a qualification for promotion to a position of responsibility with the CIS will be that they are practising Catholics;
6. It is further required that candidates acknowledge having been informed by signing a prepared statement to that effect outlined in (5) above;
7. Recognizing that this is a Catholic system and a Catholic system imbued with a spirit of justice, that those non-Catholics currently employed by the CIS continue to pursue their goals within the Catholic Independent Schools.
8. Notwithstanding (3) above in extreme circumstances the CIS Board of Directors may allow the issuance of an extension of a temporary contract..





	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>424</b>
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<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **SUPPORT STAFF: APPRAISAL PROGRAM**

### **Policy 424**

The Superintendent of Schools will ensure that a program of appraisal for all support staff is carried out.

#### Reason for Policy

The development and availability of a competent, responsible support system is essential to the smooth functioning of a school system. The process of appraisal and evaluation provides a record of the required performance while providing incentive to the employee to maintain and improve the required level of service.

The CISP Society Board of Directors expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and evaluation.

Reference: Regulation 424



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>424</b>
<b>Approved Date:</b>	<b>Probationary Approval February 29, 2000</b>
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## **SUPPORT STAFF: APPRAISAL PROGRAM**

### **Regulations**

- I. General
  - I.1 Each support staff member will be evaluated, in writing, at least once annually for the first two years of employment and at least every third year thereafter.
  - I.2 Additional evaluations may be made as the circumstances warrant.

For the purposes of reporting, the following groups of support staff will be evaluated within the designated schedule.
2. With respect to school-based support staff:
  - 2.1 secretaries; caretakers; custodians; aides; clerks; maintenance staff.
  - 2.2 there will be a formal report at the end of the three (3) months probationary term of employment.
3. With respect to CISPG office staff
  - 3.1 CISPG office staff includes secretarial and clerical staff.
  - 3.2 there will be a formal report at the end of a three (3) months probationary term.
4. With respect to the appraisal process:
  - 4.1 the person to whom the employee is responsible will make the appraisal.
  - 4.2 the appraisal will cover the areas to be evaluated as determined by the employee's job description.
  - 4.3 a copy of the evaluation report will be signed by and given to the employee being evaluated.
  - 4.4 a copy of the evaluation report will be retained in the employee's personnel file.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>425</b>
<b>Approved Date:</b>	<b>Committee Mtg Oct 11/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **SUPPORT STAFF: TERMINATION OF EMPLOYMENT**

### **Policy 425**

The employment of a support staff member may be terminated for just cause.

#### Reason for Policy

The CISP Board of Directors recognizes that there are occasions when it is necessary to terminate the employment of a support staff member for just cause.

Reference: Regulation 425



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Regulation:</b>	<b>425</b>
<b>Approved Date:</b>	<b>Committee Mtg Oct 11/2000</b>
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## **SUPPORT STAFF: TERMINATION OF EMPLOYMENT**

### **Regulation**

Except where termination for just cause applies the following notice of termination will be given by the employer as outlined in the Employment Standards of BC.

#### Appeal Procedures

1. General
  - 1.1 It is recognized that differences may arise between the employee and the employer, or the employer's representative, including the local school council, on the application and interpretation of the terms and conditions of employment and on matters of discipline and dismissal.
  - 1.2 Where an employee feels dissatisfied by the action of the employer or the representative of the employer or an interpretation by the employer of the terms and conditions of employment, the employee shall first discuss the matter with the school principal.
  - 1.3 If, under the circumstances, it is not possible to discuss the matter with the principal or where the discussion with the principal does not resolve the matter to the employee's satisfaction, the employee may discuss the matter with the Superintendent of Schools or designate.
  - 1.4 If the informal discussions with the principal, and the Superintendent of Schools, do not resolve the matter, the employee may, within five (5) working days of the incident giving rise to the complaint, make a formal written request to the local school council for a resolution of the complaint.
  - 1.5 The local school council shall respond to the formal request of the employee within ten (10) working days of its receipt.



	<b>EDUCATION POLICY MANUAL</b>
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- 3.6 Within ten (10) days of receiving the response from the local school council the employee may request a review of the matter by the CISPAG Board of Directors.
- 3.7 Requests for a review to the CISPAG Board of Directors shall be investigated by the Superintendent of Schools who shall submit his report and recommendation to the CISPAG Board of Directors.
- 3.8 The CISPAG Board of Directors will respond within ten (10) working days of receiving the request for a review.
- 3.9 The decision of the CISPAG Board of Directors will be binding on all parties .
- 4. Termination of Employment Appeal
  - 4.1 In the case of termination of employment, the employee may, within thirty (30) days of receiving notification of termination, appeal the decision of the employer directly to the CISPAG Board of Directors.
  - 4.2 If the CISPAG Board upholds the termination the matter may, at the request of the employee and where the employee agrees to be bound by the result, be submitted to the appeal tribunal established for this purpose.
  - 4.3 The CISPAG Board of Directors will appoint the appeal tribunal and it will include:
    - 4.3.1 one (1) chairman annually appointed from outside the school system;
    - 4.3.2 one (1) member at large from the diocesan community; and
    - 4.3.3 one (1) member recommended and appointed on behalf of the employee.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>426</b>
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## **SUPPORT STAFF: EMPLOYEE RECOGNITION**

### **Policy 426**

The CISP Board of Directors believes in the value of recognizing meritorious and dedicated service to the schools of CISP. Therefore, CISP Board of Directors encourages local school councils to recognize and honor long service and retiring employees.

#### Reason for Policy

The recognition of long-service and retiring employees provides an opportunity to publicly acknowledge individuals for their dedication to Catholic Schools in the Diocese, as well as be a model of encouragement and motivation for other staff.

**Reference:** Regulation 426



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>426</b>
<b>Approved Date:</b>	<b>4 May 1998</b>
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## SUPPORT STAFF: EMPLOYEE RECOGNITION

### Regulation

Long service employees shall be recognized by Catholic Independent Schools Society by presenting a CIS service pin for five, ten, fifteen, twenty, and twenty-five years of service to support staff in schools under the jurisdiction of the Society.

The CISPG will share in the cost of a gift for an employee who has served CIS for twenty-five years.

The CISPG Board of Directors may, at its discretion, make special awards not specifically identified in this policy.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>427</b>
<b>Approved Date:</b>	<b>April 21, 1997</b>
<b>Revised Date:</b>	<b>March 11, 2011</b>
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## **SUPPORT STAFF: REDUCTION OF**

### **Policy 427**

A school may reduce the number of support staff if it believes that such reductions through restructuring may be necessary to ensure efficient functioning and viability of the school.

#### Reason for Policy

The financial resources of the school are subject to changes due to unforeseen circumstances (e.g. reduction of funding, sudden decline in enrollment or emergent issues). Local councils are limited in options available to them in such circumstances. One of the options that may alleviate difficulties is the reduction of staff through restructuring.

**Reference:** Regulation 427





	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>427</b>
<b>Approved Date:</b>	<b>April 21, 1997</b>
<b>Revised Date:</b>	<b>March 11, 2011</b>
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## SUPPORT STAFF: STAFF REDUCTION

### Regulations

1. The school council shall identify the aim or purpose of the restructuring of its operation and formulate a plan to meet the aim or purpose.
2. In the preliminary step the council shall consider the financial constraints that must be met, the changes in the functions that no longer have to be met, program changes, loss of students who were served by the program, or a change in the services that are required.
3. Once the aim or purpose has been identified, a plan for the restructuring of the organization should be developed.
4. The existing staff shall be provided with an opportunity for input as well as other relevant parties. Alternative plans shall be developed as part of the response. Job sharing may be a considered option for staff reduction.
5. When the proposed restructuring is under consideration the positions shall be identified but not the personnel for those positions.
6. Once the restructuring plan has been developed a process must be used to place the personnel in the positions. Two factors that limit the process are:
  - existing contractual arrangements;
  - Employment Standards Act regarding severance provisions for employees who suffer a loss of position when work ceases to be available.
7. In determining who is placed in a position, it is important that the process is fair and open.
8. Employees may be provided with the opportunity to express their preference.
9. Criteria for the positions would include:
  - operational needs of the school;
  - Catholicity of the personnel
  - qualifications: training and experience
  - level of performance as determined by performance appraisals
  - length of service (number of years in the school)

**EDUCATION POLICY MANUAL**

**Category:** PERSONNEL  
**Regulation:** 427  
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10. Where job sharing is considered as an option to reduce staff the following conditions will be followed:
  - 10.1 Job sharing will provide one (1) full-time position to be split between two (2) employees.
  - 10.2 Employees involved in a job share must be compatible and capable of working together to meet the requirements of the position.
  - 10.3 An agreement shall be signed between the two (2) employees and the employer which clearly states that in the event that one of the employees decides to resign the remaining employee shall become a full-time employee and the job shared position will be discontinued. Further, in the event that the remaining employee does not want to become full-time the employee agrees to resign thus allowing the position to be filled by one (1) full-time employee.
  - 10.4 Where job sharing is allowed the conditions shall be mutually agreed to by all parties.
11. Personnel displaced by the restructuring will be the first called for substitute work or for future suitable employment.
12. Severance arrangements may be required in some instances.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>428</b>
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## **SUPPORT STAFF: LEAVES OF ABSENCE**

### **Policy 428**

Support staff requests for special leaves of absence will be considered by the local school council on an individual basis.

#### **Reason for Policy**

The CISP Society Board of Directors recognizes that support staff may from time to time require leaves of absence for personal reasons other than those that may appear in the terms and conditions of employment or policy. However, the interests of the students enrolled in the schools of the Diocese, must be considered paramount in all decisions of the local school council regarding support staff leaving the school for short or extended periods of time.

**Reference:** Support Staff Employment Plan – Section 5: Leaves of Absence



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>429</b>
<b>Approved Date:</b>	<b>February 25, 2002</b>
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## **SUPPORT STAFF: REPLACEMENTS AND SUBSTITUTES**

### **Policy 429**

The CIS Board of Directors recognizes that from time to time replacement personnel or substitute personnel may be required to provide services to the school during times when the incumbent is away due to illness, family responsibilities, leaves of absence or other circumstances. In such cases the Principal will determine the need and the employment of replacement or substitute personnel in accordance with the following regulations and guidelines.

**Reference:** Regulation 429



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>429</b>
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## SUPPORT STAFF: REPLACEMENTS AND SUBSTITUTES

### Regulations and Guidelines:

1. Support staff replacement and substitution includes teacher aides, clerical personnel, library aides or library clerical, school secretary, bookkeeper, school secretary/bookkeeper, custodian and maintenance personnel.
2. In order that qualified and approved personnel are available, the Principal will advertise in the Parish community for individuals who are interested and available for replacement or substitution work at the school.
3. The Principal, Pastor, and School Council Chairperson or designate, will interview the applicants for the various positions that may require substitutes and will determine approved candidates for employment.
4. When a replacement or substitute is required the Principal will hire only approved candidates from the committee developed list.
5. The replacement and substitute list will be updated in September of each year.
6. All replacement or substitute personnel must meet the requirements of the criminal record review prior to employment.
7. Approved replacements and substitutes from one year's list may be moved forward providing the individual indicates in writing that he/she is available according to the information provided at the interview.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>429.1</b>
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## **TEACHERS: REPLACEMENTS AND SUBSTITUTES**

### **Policy 429.1**

The CIS Board of Directors recognizes that from time to time that a teacher may be away from duty because of illness, work related activities, family responsibilities, and for a variety of other reasons. The Directors expect that the incumbent will be replaced with a qualified substitute teacher. When this is not possible, arrangements will be in place to have as a minimum a classroom supervisor who is under the direction of the Principal. The Principal will maintain an approved list of available qualified substitutes and classroom supervisors.

**Reference:** Regulation 429.1



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>429.1</b>
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## TEACHERS: REPLACEMENTS AND SUBSTITUTES

### Regulations and Guidelines:

1. Substitute teachers and classroom supervisors will be hired from the approved list by the Principal.
2. The Principal will advertise for qualified teachers who are willing to substitute at the school. Qualifications, reference checks, pastor's reference check and criminal record check will be completed.
3. The candidates who apply will be interviewed by the Principal, Pastor, and School Council Chairperson or designate.
4. An approved list of substitutes will be developed following the interviews.
5. The Principal will hire substitutes only from this list.
6. The substitute list should be developed in late August with occasional further notice in the Parish bulletin to enhance the list during the year.
7. Approved classroom supervisors should be identified using a similar process.
8. Criminal record reviews are mandatory for anyone who is employed in a working with children environment.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>429.2</b>
<b>Approved Date:</b>	<b>April 15, 2002</b>
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## **TEACHERS: SUB TEACHER REMUNERATION**

### **Policy 429.2**

The CIS Board of Directors recognizes that from time to time substitute teachers are required to replace incumbent teachers who are unable to report for duty because of illness and other recognized absences. In order that students are provided with regular instruction substitute teachers are required to replace the absent teacher. Substitute teachers will be hired and compensated in accordance with the following procedures and regulations:

**Reference:** Regulation 429.2





	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>429.2</b>
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## **TEACHER: SUB TEACHER REMUNERATION**

### **Regulations and Procedures:**

1. Substitute teachers will be employed as the first option to an absent teacher.
2. An appropriate substitute list will be maintained to ensure that substitutes are readily available.
3. Substitute teachers will be paid a rate of \_\_\_\_\_dollars inclusive of vacation and statutory holiday pay for each day of substitution. This per diem rate shall be decided by the local school council and the rate shall be less than the per diem rate of a beginning level four and step zero teacher.
4. If the same substitute is employed in the same assignment for ten (10) or more consecutive days the substitute shall be paid according to his/her qualifications commencing on the eleventh day and calculated retroactively to the first day. On the eleventh day the substitute teacher shall be put on a temporary contract.
5. If the absence of the incumbent teacher is expected to be of a long duration the substitute will be hired under a temporary contract.
6. Schools within the same Public School District shall maintain the same rate of substitute remuneration as other Catholic Independent Schools within the same District.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>430</b>
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## **PERSONNEL RECORDS**

### **Policy 430**

The Superintendent of Schools will develop, administer, and maintain a standardized system of personnel records at the diocesan and school levels which will provide for completeness, currency, accuracy, security, and confidentiality.

#### Reason for Policy

The effective operation of the school system requires personnel records for a wide variety of purposes. However, the type of information required in these records can be sensitive in nature with respect to employees. Therefore, a balance must be maintained between keeping and using personnel records and ensuring their security and confidentiality.

**Reference:** Regulation 430



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>430</b>
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## PERSONNEL RECORDS

### Regulations

1. With respect to the collection of information for personnel records
  - 1.1 The Superintendent of Schools will ensure that the necessary information regarding school personnel is compiled and maintained.
  - 1.2 No information will be collected about employees without either:
    - 1.2.1 that information being previously authorized as required by the CISP Society or Ministry of Education. [see Regulation 414 (2)]
    - 1.2.2 their informed consent. [see Regulation 414 (3)]
  - 1.3 Where the Superintendent of Schools has not authorized the gathering of a specific type of information, then the prior informed consent of the employee will be required.
  - 1.4 Supervisors may maintain personal and confidential files containing notes and other memory aids for their own use in assisting employees.

*NOTE: Any and all such notes will be considered the personal property of the supervisor.*
2. The following information will constitute authorized records for which information may be gathered without prior consent of the employee:
  - 2.1 contractual and employment arrangements.
  - 2.2 personal identifying information.
  - 2.3 prior education, training and experience.
  - 2.4 religious affiliation.
  - 2.5 marital status.
  - 2.6 benefit plan data.
  - 2.7 written evaluations, as provided for in the CISP Society policies.
  - 2.8 correspondence between the school system and the employee.
  - 2.9 data legally required by other government agencies.
  - 2.10 materials related to professional development and achievement.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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- 2.11 One (1) record file will be maintained by the school for each teacher which will contain the information in 2.1 to 2.10 and:
  - 2.11.1 payroll information
  - 2.11.2 correspondence between the employee and the school
  - 2.11.3 record of accumulated sick leave
  - 2.11.4 copies of medical certificates
  
3. Employee's consent for the gathering of information, other than identified in authorized records above, will be secured in the following manner:
  - 3.1 The employee will sign a consent form indicating the nature of the information and the reason for requiring it.
  
4. With respect to administration of personnel records:
  - 4.1 The Superintendent of Schools will be responsible for record maintenance, security, and access at the diocesan level.
  - 4.2 The principal will be responsible for record maintenance at the school level.
  - 4.3 The Superintendent of Schools will be responsible for all the training of personnel for all aspects of record management.
  
5. With respect to security and confidentiality of information:
  - 5.2 Personnel records will be kept under lock and key when the direct supervision of the records by the person responsible is not possible.
  
6. With respect to access to personnel records:
  - 6.1 Upon request to the Superintendent of Schools, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file, except for confidential letters of reference. Such examination shall be in the presence of the Superintendent of Schools or his designate. The employee shall not be allowed to remove his/her personnel file, or any part thereof, from the office of the Superintendent of Schools or designated area or the school of employment. Upon written request, the employee shall be able to obtain copies of the documents to which he/she has right of examination.
  - 6.2 Employees will have the right to challenge the validity of any data contained in their personnel file.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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- 6.3 Confidential letters of reference received in relation to the appointment of an employee shall be confidential and shall not be shown to the candidate before, during, or after employment.
- 6.4 An employee shall have the right to obtain the names of all the authors of confidential letters (or assessments) held in his/her personal file.
- 6.5 The Superintendent of Schools or a Principal may provide access to an employee's permanent file to authorized diocesan/school personnel for the purpose of administration.
7. With the respect to the release of information:
- 7.1 Authorized system/school personnel will not divulge, in any form to any person, any information contained in personnel records except:
- 7.1.1 with the approval of the Superintendent of Schools or school principal.
  - 7.1.2 as required by law, in compliance with a judicial order.
  - 7.1.3 in compliance with the orders of administrative agencies where those agencies have the power of subpoena.
  - 7.1.4 with the written consent of the employee specifying:
    - 7.1.4.1 the records to be released;
    - 7.1.4.2 to whom the records are to be released; and
    - 7.1.4.3 whether the employee requires a copy of the records that have been released.
- 7.2 Where information has been released, the employee will be provided with a copy of the information upon request.
- 7.3 The system and/or school may provide anonymous data from its employee records for approved research purposes, without consent where there is no possibility of identifying any individual through the release.
- 7.4 Where the identification of individuals is legally required, with or without consent, employees will be informed of the specific information that has been provided.
- NOTE: The diocese and/or the school may in instances release information on individuals to governmental agencies (local, provincial, federal).*
- 7.5 The Superintendent of Schools and/or the principal will comply with an employee's written request for the release of information to other persons or agencies.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>432</b>
<b>Approved Date:</b>	<b>October 28, 2002</b>
<b>Revised Date:</b>	<b>November 16, 2009 April 30, 2012</b>
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## **TEACHER EMPLOYMENT PLAN**

### **Policy 432**

The Board of Directors recognizes the need to establish a Teacher Employment Plan that outlines the working conditions and benefits that are available to professional teachers who are employed in the Catholic Schools throughout the Diocese. The Teacher Employment Plan outlines benefits available to all teachers in accordance with the following regulations:

Reference: Regulation 432



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>432</b>
<b>Approved Date:</b>	<b>October 28, 2002</b>
<b>Revised Date:</b>	<b>November 16, 2009</b> <b>April 30, 2012</b>
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## **TEACHER EMPLOYMENT PLAN**

### **Regulations:**

1. If a difference exists between the Teacher Employment Plan and one or more policies, the Teacher Employment Plan supersedes the policy/policies.
2. The Teacher Employment Plan applies to all teachers hired to teach in the Catholic Schools of the Diocese.
3. If a benefit exists in the Teacher Employment Plan that is less than a benefit required by Employment Standards the teacher will be entitled to the benefit as defined by the latter.
4. The CIS Board of Directors may review annually the recommendations to the Teacher Employment Plan as presented by the teachers and Local School Councils through the office of the Superintendent of Schools.
5. Teachers who are currently receiving compensation beyond the grid placement that they are entitled to under the employment plan's qualification requirement must be red circled and keep at that level until their salary entitlement according to the plan, exceeds their red circle placement.
6. New teachers to the system shall be compensated according to the conditions of the plan.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>435</b>
<b>Approved Date:</b>	<b>February 29, 2000</b>
<b>Revised Date:</b>	
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## **HARASSMENT/SEXUAL HARASSMENT**

### **Policy 435**

#### **1. General**

- a. The employer recognizes the right of all employees to work, to conduct business and otherwise associate free from harassment or sexual harassment.
- b. The employer considers harassment in any form to be totally unacceptable and will not tolerate its occurrence. Proven harassers shall be subject to discipline and/or corrective actions. Such actions may include counselling, courses that develop an awareness of harassment, verbal warning, written warning, transfer, suspension, or dismissal.
- c. For the purposes of this policy, retaliation against an individual for having invoked this policy, or for having participated or cooperated in any investigation under this policy, or for having been associated with a person who has invoked this policy or participated in these procedures, will be treated as harassment.
- d. All parties involved in a complaint agree to deal with the complaint expeditiously and to respect confidentiality.
- e. The complainant and the alleged offender may at their choice be accompanied by an advisor at all meetings in this procedure.
- f. These resolution procedures do not negate the complainant'(s) right to legal recourse including assistance from the BC Human Rights Commission.

**Reference:** Regulation 435





	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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## **HARASSMENT/SEXUAL HARASSMENT**

### **Regulations & Procedures**

#### **1. Definitions**

- a. For the purpose of this Policy harassment shall be defined as including:
  - i. Sexual harassment; or
  - ii. Any improper behaviour that is directed at or offensive to any person, is unwelcome, and which the person knows or ought reasonably to know would be unwelcome; or
  - iii. Objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, intimidates, or humiliates another person; or
  - iv. The exercise of power or authority in a manner which serves no legitimate work purpose and which a person ought reasonably to know is inappropriate; or
  - v. Such misuses of power or authority as intimidation, threats, coercion and blackmail.
- b. The definition of "sexual harassment" shall include but not be limited to the following:
  - i. Any comment, look, suggestion, physical contact, or real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought reasonably to know such behaviour is unwelcome; or
  - ii. Any circulation or display of visual material of a sexual nature that has the effect of creating an uncomfortable working environment; or
  - iii. An implied promise of reward for complying with a request of a sexual nature; or
  - iv. A sexual advance made by a person in authority over the recipient that includes or implies a threat or an expressed or implied denial of an opportunity which would otherwise be granted or available and may include a reprisal or a threat of reprisal made after a sexual advance is rejected.

The above conduct in (a) and (b) can be verbal, physical, or written (including electronic media)



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- c. Allegation – a statement or accusation of misconduct that is yet to be proven.
- d. Professional Relationship – A relationship the purpose of which is to meet the student’s or staff member’s needs for professional assistance or service.
- e. Harassment/Sexual Harassment are outside of the Policies on Complaints –
  - #470 – Investigating Complaints
  - #473 – Parent or Guardian complaints against Personnel
  - #475 – Parent or Guardian complaints against Principals

**2. Resolution Procedure**

a. Step 1

The complainant, if comfortable with that approach, may choose to speak to or correspond directly with the alleged harasser to express his/her feelings about the situation.

Before proceeding to Step 2, the complainant may approach his/her administrative officer, staff rep or other contact person to discuss potential means of resolving the complaint and to request assistance in resolving the matter. If the matter is resolved to the complainant’s satisfaction the matter is deemed to be resolved.

b. Step 2

- i. If a complainant chooses not to meet with the alleged harasser, or no agreement for resolution of the complaint has been reached, or an agreement for resolution has been breached by the alleged harasser, a complaint may be filed with the Superintendent or designate.
- ii. The employer shall notify in writing the alleged harasser of the complaint and provide notice of investigation.
- iii. In the event the Superintendent is involved either as the complainant or alleged harasser, the complaint shall, at the complainant’s discretion, be immediately referred to the President of CIS Board of Directors.

c. Step 3

- i. The employer shall investigate the complaint. The investigation shall be conducted by a person who shall have training and/or experience in investigating complaints of harassment. The complainant may request that the investigator shall be of the same gender as the complainant and where practicable the request will not be denied.
- ii. The investigation shall be conducted as soon as is reasonably possible and shall be completed in ten (10) working days unless otherwise agreed to by the parties, such agreement not to be unreasonably withheld.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Regulation:</b>	<b>435</b>
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### 3. Remedies

- a. Where the investigation determines harassment has taken place, the complainant shall, when appropriate, be entitled to but not limited to:
  - i. Reinstatement of sick leave used as a result of the harassment;
  - ii. Any necessary counselling services to deal with the negative effects of the harassment;
  - iii. Redress of any career advancement or success denied due to the negative effects of the harassment;
  - iv. Recovery of other losses and/or remedies which are directly related to the harassment.
- b. Where the investigator has concluded that harassment or sexual harassment has occurred, the harasser shall be subject to disciplinary provisions acceptable to the CIS Board of Directors.
- c. The complainant shall be informed in writing that disciplinary action was or was not taken.
- d. If the harassment results in the transfer of an employee it shall be the harasser who is transferred, except where the complainant requests to be transferred. No harasser shall be transferred more than once.
- e. If the complainant is not satisfied with the remedy, the complainant may initiate an appeal to the CIS Board of Directors. In the event the alleged harasser is the Superintendent, the parties agree to refer the complaint directly to expedited arbitration.

### 4. Training

- a. The employer shall be responsible for developing and implementing an ongoing harassment and sexual harassment awareness program for all employees.

Where a program currently exists and meets the criteria listed in b, such a program shall be deemed to satisfy the provisions of this article. This awareness program shall initially be for all employees and shall be scheduled at least once annually for all new employees to attend.

- b. Within twelve (12) months the employer shall have a training program in place. The program shall include but not be limited to:
  - i. The definitions of harassment and sexual harassment as outlined in this Agreement;
  - ii. Understanding situations that are not harassment or sexual harassment, including the exercise of an employer's managerial and/or supervisory rights and responsibilities;
  - iii. Developing an awareness of behaviour that is illegal and/or inappropriate;
  - iv. Outlining strategies to prevent harassment and sexual harassment;
  - v. A review of the resolution of harassment and sexual harassment as outlined in this Policy;
  - vi. Understanding malicious complaints and the consequences of such;
  - vii. Outlining any Board Policy for dealing with harassment and sexual harassment;
  - viii. Outlining laws dealing with harassment and sexual harassment which apply to employees within CIS



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>436</b>
<b>Approved Date:</b>	<b>November 5, 2007</b>
<b>Revised Date:</b>	
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## **SMOKE-FREE ENVIRONMENT**

### **Policy 436**

Catholic Independent Schools Diocese of Prince George recognizes its responsibility to promote a healthy lifestyle in the form of a smoke-free environment for the health and welfare of students, staff and any other person.

Catholic Independent Schools Diocese of Prince George recognizes that the Legislature of British Columbia has passed Bill 10 – Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools) Amendment Act, 2007.

**Reference:** Regulation 436



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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<b>Approved Date:</b>	<b>November 5, 2007</b>
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## **SMOKE-FREE ENVIRONMENT**

### **Regulation**

1. Smoking and the use of tobacco products is prohibited on all School property by students, staff, and any other person, except as set out in Article 8.
2. *No Smoking* signs shall be posted in all facilities of the Catholic Independent Schools Diocese of Prince George.
3. Users of rental or leased space in the school facilities of the Diocese are to be advised of this policy.
4. If a staff member fails to adhere to the administrative policy and regulation, the immediate supervisor shall undertake progressive discipline.
  - a. The staff member will be informed of the policy and encouraged to adhere to it.
  - b. The staff member will be given **verbal warnings** on failure to adhere to the policy.
  - c. The staff member is given a **written letter of reprimand** with a copy to their personnel file.
  - d. If a staff member continues to fail to adhere to the policy, the immediate supervisor shall refer the matter to the Superintendent of Schools.
5. In addition no student shall possess Tobacco products on school property.
6. If an adult possesses tobacco products on school property, he/she shall not smoke or otherwise consume same on school property.
7. If a student fails to adhere to this administrative policy and regulation, the principal may take disciplinary action as deemed appropriate in the circumstances.
8. The use of tobacco products is permitted for Aboriginal ceremonies.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>437</b>
<b>Approved Date:</b>	<b>June 14, 2010</b>
<b>Revised Date:</b>	
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## **TECHNOLOGY AND NETWORKED INFORMATION**

### **Policy 437**

The computing and telecommunication facilities and services provided by schools within CISPG are intended for teaching, learning and administrative purposes. Computing and telecommunication resources are used to enhance educational programs and to conduct school and CISPG business.

**Reference:** Regulation 437



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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## **TECHNOLOGY AND NETWORKED INFORMATION**

### **Regulations**

1. Every student, employee and other person having access to any computing resource within the CISPG office and within CISPG schools is required to use such resources in a legal, ethical, responsible and professional manner.
2. The publication and posting of information on any CISPG or CISPG school network or the World Wide Web is to be in accordance with ethical and legal standards and those derived directly from standards of common sense and courtesy that apply to the use of any public resource.
3. Access to CISPG computing and telecommunication resources within the CISPG office and within CISPG schools is a privilege, not a right.
4. Access to CISPG computing and telecommunication resources within the CISPG office and within CISPG schools may be withdrawn, suspended or terminated if employees or students do not comply with the regulations within policies governing the acceptable use of CISPG technology and networked information. Possible other consequences, including disciplinary action may follow, based on the discretion of the CISPG Board or individual School Councils or school administration.
5. Employees and students with access to computing and telecommunication resources within CISPG schools must follow the guidelines outlined within each individual school's Terms of Agreement for Technology and Internet Usage.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>440</b>
<b>Approved Date:</b>	<b>19 April 1999</b>
<b>Revised Date:</b>	<b>30 May 2002</b> <b>27 May 2005</b> <b>14 January 2008</b>
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## **RETIREMENT**

### **Policy 440**

The CIS Board of Directors will recognize staff members who retire with a departing gift to a maximum of \$200. At a suitable occasion a member of the CIS Board of Directors or the CIS staff will present this memento to the retiring member for their years with Catholic Independent Schools.

**(This Policy is being brought forward for revisions at the January 14<sup>th</sup>, 2008 CIS Board Meeting. As of January 1, 2008 legislation has been approved that there is no longer a set retirement age, therefore we are now proposing the revised Policy 440 and the deletion of Regulation 440)**





<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>442</b>
<b>Approved Date:</b>	<b>Committee Mtg May 3/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **EMPLOYMENT OPPORTUNITIES**

### **Policy 442**

All employment opportunities occurring in diocesan schools for the following school year will be advertised in the school, prior to other advertising.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL PERSONNEL</b>
<b>Policy:</b>	<b>443</b>
<b>Approved Date:</b>	<b>Committee Mtg May 3/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **EQUAL OPPORTUNITY**

### **Policy 443**

The CISP GD and local school councils' hiring policies will not discriminate on the basis of gender, age, race, or health status of the applicants for employment.

#### **Reason for Policy**

In keeping with the spirit and intent of federal and provincial legislation on equal opportunities and with its Mission Statement, the CISP GD is committed to the principles of equal opportunity in employment.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>455</b>
<b>Approved Date:</b>	<b>6 May 1996</b>
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## **RELIGIOUS EDUCATION BURSARY**

### **Policy 455**

The Board of Directors of CISPG deems it necessary to assist practicing teachers to enhance their backgrounds of religious education in order that they may provide leadership in ensuring that catholicity and evangelization are ensured in the Catholic schools of the Diocese. To encourage and ensure this growth and formation support shall be provided in accordance with the following:

#### Guidelines

1. The CISPG Board of Directors will in co-operation with local school councils and the Religious Education Trust provide one (1) or more annual religious education bursaries to assist practicing teachers to attend one (1) year of appropriate study at Newman Theological College.
2. The support level for eligible candidate(s) will be sixty-six percent (66%) of the candidate's annual salary.
3. No eligible candidate shall receive more than twenty-six thousand dollars (\$26,000.00) in salary under this bursary program.
4. The tuition for one (1) year at Newman College shall be paid on an equally shared basis by the Society of CISPG, the local school council, and the Religious Education Trust of the Diocese.
5. The local school council will support fifty percent (50%) of the benefit package during the year of study.
6. The candidate must make all arrangements for registration at the College. Any costs incurred in registering at the College or for the purchase of books or materials shall be borne by the candidate.
7. The bursary funds will be paid to the eligible candidate in the following installments:
  - 7.1.1 thirty percent (30%) on September first
  - 7.1.2 twenty percent (20%) on December first
  - 7.1.3 thirty percent (30%) on January thirtieth
  - 7.1.4 twenty percent (20%) on March first
8. Any candidate granted a year of study leave under this bursary program must sign a covenantal assurance to return to the Diocese to the school he/she left prior to the study leave for an additional three (3) years of quality service either in that school or in another school under CISPG jurisdiction.



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9. Where a candidate returns to his/her original school for one (1) year and requests to serve in another school for subsequent years, the receiving school shall be expected to contribute a share of the bursary costs paid by the original council. If the move occurs in the fourth or subsequent years no cost shall be shared.
10. Candidates who are awarded a bursary and who are unable to complete the course work or refuse to return to the Diocese shall be required to repay the bursary. Repayment shall include the total principal and accrued interest at ten percent (10%) per annum from the date of the last advance.
11. If the candidate's progress at the end of the first semester is unsatisfactory the remaining fifty percent (50%) portion of the bursary will be canceled.
12. Notwithstanding No.10 above, if a candidate is unable to complete the course because of mitigating circumstances acceptable to the CISPGB Board of Directors, all or part of the covenantal assurance may be waived.

**Reference:** Regulation 455



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## **RELIGIOUS EDUCATION BURSARY**

### **Regulations and Procedures**

1. Teachers wishing to apply for the year's leave and bursary must have provided a minimum of three (3) years of quality service for a CISPG school(s).
2. Teachers wishing to apply for the bursary and attend one (1) year at Newman Theological College must apply to a committee appointed by CISPG.
3. Applications shall be made to the Superintendent of Schools by March 1st in the year that the teacher wishes to attend College.
4. The applicant shall include with his/her application a complete academic standing, and principal's recommendation as a quality teacher. There should also be included a letter of recommendation of the school council and a letter of recommendation from the pastor.
5. The candidate shall have verification that he/she has applied for admission to the program. This verification shall accompany the application.
6. A committee appointed by the Board of Directors of CISPG will review the applications with the Superintendent of Schools and it will recommend suitable candidate(s) to the Board for its final approval.
7. Where there are more candidates applying than there are funds available the bursary(ies) will be awarded on the basis of the following:
  - 7.1 school program needs;
  - 7.2 candidate's teaching performance;
  - 7.3 commitment to Catholic education;
  - 7.4 parish and school participation.
8. Final approval of any candidate(s) shall be made by the CISPG Board of Directors.
9. Notwithstanding the above, the CIS Board of Directors may provide a funding for programs offered locally on a course by course basis over a period of evening sessions.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
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## RELIGIOUS EDUCATION BURSARY

- A. Funding Structure: Bursary Component  
The candidate's entitlement shall be calculated at 66% of grid salary placement only. No allowances are part of the calculation.
- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| Diocese (Religious Education Trust) | twenty-two percent (22%) of placement |
| CISPG                               | twenty-two percent (22%) of placement |
| Local School Council                | twenty-two percent (22%) of placement |
- B. Funding Structure: Tuition  
Tuition for the one year shall be funded by the
- |                                    |                            |
|------------------------------------|----------------------------|
| Diocese: Religious Education Trust | one-third (1\3) of tuition |
| CISPG                              | one-third (1\3) of tuition |
| Local School Council               | one-third (1\3) of tuition |
- C. Funding Structure:
- |                      |  |
|----------------------|--|
| Local School Council | Benefit/Pension                                |
| Candidate            | fifty percent (50%) of benefit/pension package |
|                      | fifty percent (50%) of benefit/pension package |
- The pension contribution shall be contributed on the full salary that the candidate would have received if he/she was working in the school.
- D. Funding Structure:  
All other expenses not stated above are the sole responsibilities of the candidate including registration, books, travel, accommodation, subsistence, and all fees.
- E. The bursary package covers the period of the school year from September 1st to June 30th. The academic program year that the candidate attends may end sooner, however, the bursary will not be pro-rated. Upon completion of the academic year the candidate may seek part-time employment in the Diocese or else where to complete the school year. The candidate must return to active duty in the diocesan school that supported his/her bursary program immediately in September.

**EDUCATION POLICY MANUAL**

<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>460</b>
<b>Approved Date:</b>	<b>February 24, 1997</b>
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**VOLUNTEERS****Policy 460**

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with students, policies and procedures must be in place to best facilitate the enhancement of the programs being provided and to ensure the safety and well-being of students.

**Reason for Policy**

The CISPG Board of Directors supports the use of volunteers in schools.

Volunteers can enhance the curricular and extra-curricular programs and offerings of the school in a variety of ways such as:

- providing adult supervision in situations such as field trips
- providing assistance to the teacher in the classroom by helping prepare instructional materials
- providing assistance to the teacher by marking objective assignments (e.g. mathematics)
- assisting in the instruction of children by reading to children or listening to them read
- sharing a particular gift or talent with children (e.g. playing an instrument)

**Reference:**     **Regulation 460**  
                      **Volunteer Application Form**  
                      **Volunteer Code of Conduct**



<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>460</b>
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## **VOLUNTEERS**

### **Regulations and Procedures**

1. Volunteers can make significant contributions to the local school community in many ways such as the following:
  - classroom material preparation;
  - instructional assistance as a resource person to provide expertise;
  - supervising students in the presence of a certified teacher;
  - sharing talents and skills within the instructional program planned by the teacher;
  - marking student work by using a teacher prepared answer key.
2. All volunteers in the school must be approved by the principal.
3. Those who work directly with students or who have, or potentially have, unsupervised access to students must successfully complete a criminal record check process at least every 5 years, or at the request of the principal. (Unsupervised access should only occur in a public place or where there is no reasonable expectation of privacy.) Criminal record checks required by this policy will be a local school expense.
4. Schools using volunteers shall ensure appropriate orientation and ongoing supervision.
5. Volunteers will be supervised by school employees.
6. Volunteers must:
  - adhere to school and CISPG policies and regulations
  - speak and act with respect
  - deal judiciously with students
  - respect complete confidentiality with regard to any student matters that they may come in contact with
  - report all incidents of student or personal injury to staff
  - maintain confidentiality with regard to personnel matters
7. Volunteers must complete a Volunteer Application Form and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement.
8. If the information provided on the volunteer application form changes, the volunteer must notify the school of the change.
9. A volunteer file will be maintained in a private location at the school office and updated on a regular basis (minimum once per school year).

The file should contain:

- Criminal record checks
- Volunteer Application Forms
- Signed Code of Conduct/Confidentiality agreements
- (optional items) other pertinent information (driver's information, medical information, relevant certification and training)





Volunteer Application Form

SCHOOL NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

VOLUNTEER

NAME: \_\_\_\_\_  
*Surname* *Given Names*

ADDRESS: \_\_\_\_\_  
*Street* *City* *Postal Code*

TELEPHONE NUMBERS: \_\_\_\_\_  
*Home* *Work*

EMERGENCY CONTACT: \_\_\_\_\_  
*Name* *Phone*

MEDICAL NUMBER: \_\_\_\_\_

AREAS OF INTEREST: \_\_\_\_\_

TIME(S) AVAILABLE: \_\_\_\_\_

VOLUNTEER SITUATIONS PREFERRED (PLEASE CHECK):

- |  |  |
|--|--|
| <input type="checkbox"/> Classroom Volunteer, Grades _____ | <input type="checkbox"/> Lunch Program |
| <input type="checkbox"/> Library Volunteer                 | <input type="checkbox"/> Fundraising   |
| <input type="checkbox"/> Technology Volunteer              | <input type="checkbox"/> Social Events |
| <input type="checkbox"/> Recycling Program Volunteer       | <input type="checkbox"/> Phone Parent  |
| <input type="checkbox"/> Office Volunteer                  | <input type="checkbox"/> Other _____   |

REFERENCES

1. \_\_\_\_\_  
*Name* *Phone number* *Relationship*
2. \_\_\_\_\_  
*Name* *Phone number* *Relationship*

CRIMINAL RECORD CHECK

- I am willing to submit to a criminal record check at no financial cost to myself.

SIGNATURE: \_\_\_\_\_  
*Signature of Volunteer*

DATE: \_\_\_\_\_

APPROVAL: \_\_\_\_\_  
*Signature of Principal*

DATE: \_\_\_\_\_



## VOLUNTEER CODE OF CONDUCT

As a volunteer of \_\_\_\_\_ School (CISPG), I understand that:

- I will be supervised by a school employee and must follow that person's directions.
- I must adhere to the policies of the school and CISPG and the rules of the school in which I am volunteering.
- I must treat staff, parents and students with politeness and respect.
- I must deal judiciously with students and defer to the teacher's authority in all matters relating to the classroom.
- If I am uncertain about my role or any other matter, I will seek advice from the teacher with whom I am working or the principal, as appropriate.

## VOLUNTEER CONFIDENTIALITY AGREEMENT

**Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers.**

**Therefore:**

- I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school employees.
- I will not share information about students, even with others who may be genuinely interested in a student's welfare, such as social workers, recreational leaders, family friends, physicians, etc. except when legally required to do so.
- I will keep anything I learn about school employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal before doing so.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

## DECLARATION

- I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>470</b>
<b>Approved Date:</b>	<b>January 11, 1997</b>
<b>Revised Date:</b>	<b>September 22, 2004</b>
<b>Revised Date:</b>	<b>November 15, 2006</b>
<b>Revised Date:</b>	<b>June 14, 2010</b>
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## **INVESTIGATING COMPLAINTS**

### **Policy 470**

The CIS Board of Directors expects the following procedure to be used in the investigation of parent/guardian/student complaints, employee complaints, and/or complaints against employees of the Catholic Independent Schools Diocese of Prince George (CISPG). The overriding requirement of any investigation is the adherence to fair procedures. Any investigation must be conducted in a fair-minded manner. The investigator must be open to the discovery of facts and should not have any preconceived conclusions at the commencement of the investigation. An investigator must proceed without bias or discrimination. An investigative process, which does not consider fairness to be its fundamental underpinning, is likely to result in challenges by an effected party. Therefore the CIS Board of Directors supports at a minimum, the following basic procedures and regulations being followed.

**Reference:** Regulation 470  
Policy 473  
Policy 474  
Policy 475



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>470</b>
<b>Approved Date:</b>	<b>January 11, 1997</b>
<b>Revised Date:</b>	<b>September 22, 2004</b>
<b>Revised Date:</b>	<b>November 15, 2006</b>
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## **INVESTIGATING COMPLAINTS**

### **Regulations and Procedures**

At a minimum the following basic procedures are to be used in carrying out an investigation of complaints from parent/guardian/student, employees or against employees of Catholic Independent Schools Diocese of Prince George (CISPG). Complaints in writing to the CIS Board of Directors will be investigated by an investigative officer:

1. Prior to the commencement of any investigation it must be made clear to any person who has made allegations that the nature, not the details, of any allegations will be disclosed to any employee who is the subject matter of the allegations.
2. Notice of the investigation should be provided to any employee who will be a subject of the investigation. The nature, not the details, of any allegations made against any employee should be provided to the employee at the commencement of the investigation. The employee will be assigned a facilitator for the purposes of guiding the employee through the process. The employee is encouraged to immediately seek legal advice. CIS will cover the cost of the initial consultation with a lawyer.
3. Any person who has made an allegation should be interviewed and questioned concerning the precise nature of the allegations that they are making. The what, when, where, how and why, if relevant, should be pursued with the complainant.
4. Where the complainant is not the individual directly involved in the incident, the investigator should interview the person who is directly involved in the incident. Where the person directly involved in the incident is not an adult, for example a student, permission should be sought from the parent prior to conducting an interview with that student. The parent/guardian may be present during the interview provided that the parent/guardian in no way influences the information provided by the student.
5. Where there are witnesses to any incident that is the subject matter of a complaint, those witnesses should also be interviewed by the investigator. The same questions should be asked of each witness. Where there are numerous witnesses, such as in a classroom where an incident occurs, a reasonable sample of witnesses may be sufficient to provide the necessary information.
6. Any questions asked of any individuals should not be leading questions and should provide an opportunity for a full disclosure of information from the individuals.
7. Interviews should be on an individual basis, not a group basis.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>470</b>
<b>Approved Date:</b>	<b>January 11, 1997</b>
<b>Revised Date:</b>	<b>September 22, 2004</b>
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8. The investigator should take notes of any interviews conducted and should provide a copy of those notes to the person who has been interviewed and request a review of the notes by that individual. The individual who has been interviewed should also be requested to sign the notes as an accurate summary of the information provided. Alternatively, at the conclusion of any interview, the investigator could request that the person who has been interviewed provide a written statement in his or her own words of the information that has been provided.
9. After all information has been gathered concerning the complaint, any employee who is the subject matter of a complaint should be provided with a full opportunity to provide a response to the allegations.
10. If requested, an employee should be provided with the opportunity to provide a written statement to the allegations. Where there is a denial, the possibility of an error or other plausible alternative explanation should be pursued.
11. Where the employee provides new information, the investigator may be required to conduct further interviews to determine whether the new information is supported or denied by other witnesses.
12. The investigator shall provide a full report on the investigation to the Superintendent of Catholic Independent Schools Diocese of Prince George.

**Reference:** Policy 470  
Policy 473  
Policy 474  
Policy 475



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>473</b>
<b>Approved Date:</b>	<b>January 11, 1997</b>
<b>Revised Date:</b>	<b>September 22, 2004</b> <b>May 27, 2005</b>
<b>Revised Date:</b>	<b>November 15, 2006</b>
<b>Revised Date:</b>	<b>June 14, 2010</b>
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## **PARENT OR GUARDIAN COMPLAINTS AGAINST PERSONNEL**

### **Policy 473**

The Board of Director recognizes that complaints may be raised by parents or guardians against personnel who work for Catholic Independent Schools Diocese of Prince George (CISPG). This policy does not apply to teachers, please see Policy 474. The resolution of these complaints as soon as possible and at the first step in the process is preferred. **Employees, School Council members, Pastors, and Directors of the CIS Board do not solicit nor entertain complaints.** All complaints must be addressed according to the following guidelines and procedures:

#### **Guidelines**

- Step 1 A parent or guardian representing a student and having a complaint about personnel should contact the person in question as the first step to resolution.
- Step 2 If a resolution is not attained or if the parent or guardian does not wish to meet with the person in question the parent or guardian shall request a meeting with the principal. A record of the meeting shall be made by the principal.
- Step 3 The principal will then investigate the complaint or refer the complaint to an outside agency, at their discretion.
- Step 4 The Principal will then decide whether or not they will facilitate a meeting between all parties or refer the complaint to CIS. The principal or parents (in writing) can request the matter be dealt with by the CIS office. The Principal is to keep the School Council aware of any serious situation – its nature only and not the details.
- Step 5 If the parent or guardian does not receive satisfaction from the CIS Office within Step 4, an appeal, in writing, can be made to the CIS Board of Directors.
- Step 6 The CIS Board of Directors will arrange for an investigation of the appeal (refer to Policy 470) and it will provide its decision on the matter in writing and communicate this to the parent or guardian on a timely basis.

**Reference:** Policy 470 and Regulation 470  
Policy 474  
Policy 475



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>474</b>
<b>Approved Date:</b>	<b>September 22, 2004</b>
<b>Revised Date:</b>	<b>June 14, 2010</b>
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## **PARENT OR GUARDIAN COMPLAINTS: STUDENT AND TEACHER**

### **Policy 474**

The CIS Board of Directors recognizes that complaints may be raised by parents or guardians against teachers who work for Catholic Independent Schools Diocese of Prince George (CISPG). The resolution of these complaints, as timely as possible and at the first step of the resolution procedure, is preferred. **Employees, School Council members, Pastors, and Directors of the CIS Board do not solicit nor entertain complaints.** All complaints must be addressed according to the following guidelines and procedures:

#### **Guidelines and Procedures:**

- Step 1      A parent or guardian representing a student who is having a problem with a teacher shall meet with that teacher as soon as possible after the problem has arisen to seek a workable resolution. If after a meeting has been held and no workable resolution has been achieved the parent or guardian shall move to step 2 of the process. The teacher shall provide the Principal with a written account of the meeting within one teaching day of the parent or guardian meeting.
- Step 2      The parent or guardian shall contact the Principal and request a meeting. The Principal shall follow the process in Policy 470 and Regulations 470 to investigate the situation and to provide a fair hearing for all concerned. A written account of the findings shall be prepared by the Principal. If no workable resolution is achieved the parent or guardian shall be advised by the Principal to proceed to Step 3 of the process.
- Step 3      The parent or guardian shall present the matter to the CIS Office in writing. The correspondence shall be marked confidential and addressed to the Superintendent of Schools. After personal reading of the matter, the Superintendent shall call an in-camera session to deal with the matter. If further information is required this will be supplied by the appropriate respondents inclusive of the Teacher, Principal, and CIS Personnel who may have been requested to investigate the matter.

**NOTE: Investigations conducted in school matters, complaints, personnel, or student behaviour are the responsibility of the Principal and/or staff from CIS.**

If the CIS Office cannot provide a decision satisfactory to the parent or guardian the parent or guardian may appeal the matter in writing to the CIS Board of Directors.

- Step 4      The CIS Board of Directors will arrange for an investigation of the appeal prior to providing its decision.  
Refer to Policy 470.

Reference:      Policy 470 and Regulation 470  
                    Policy 473  
                    Policy 475



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>475</b>
<b>Approved Date:</b>	<b>January 11, 1997</b>
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## **PARENT OR GUARDIAN COMPLAINTS AGAINST PRINCIPALS**

### **Policy 475**

The Board of Directors recognizes that parents or guardians may raise complaints against school administrators employed by Catholic Independent Schools Diocese of Prince George (CISPG). The resolution of these complaints on a timely basis and at the first step of the resolution process is preferred. **Employees, School Council members, Pastors, and Directors of the CIS Board do not solicit nor entertain complaints.** All complaints must be addressed according to the following guidelines and procedures:

#### **Guidelines**

- Step 1 A parent or guardian having a complaint about a principal shall contact the person in question as the first step to resolution. If the parent or guardian is reluctant to meet with the Principal he/she may request the Superintendent's Office to facilitate a meeting to resolve the problem. If no resolution is achieved the parent or guardian can request the matter to be dealt with by the CIS Office.
- Step 2 If the parent or guardian is not satisfied with the decision of the CIS Office it may appeal the decision of the CIS in writing to the CIS Board of Directors. The Board of Directors will have the appeal investigated according to Policy 470 and Regulation 470.
- Step 3 The decision of the Board of Directors of the Society on the appeal shall be final and binding.

*NOTE: Any member of the CIS Board of Directors having a conflict of interest in these complaints, or appeals, shall absent himself or herself from participation in all aspects of the matter.*

Reference: Policy 470 and Regulation 470  
Policy 473  
Policy 474





	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Policy:</b>	<b>480</b>
<b>Approved Date:</b>	<b>2 May 2000</b>
<b>Revised Date:</b>	<b>27 May 2005</b>
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## **APPEALS**

### **Policy 480**

Where an employee feels unfairly treated by the action of another employee or by the action of a representative of the employer, or an action by the employer, or an interpretation by the employer of the terms and conditions of employment or a work related situation, the employee will have recourse to an appeal process.

#### Reason for Policy

In keeping with the requirements of government legislation and the tenets of social justice of the Catholic Church, a fair and just procedure must be available to all employees of the CISPG. Employees covered under grievance a Collective Agreement have been provided with grievance articles which provide for a fair and just procedure and are therefore not covered under this Policy.

Reference: Regulation 480



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>480</b>
<b>Approved Date:</b>	<b>2 May 2000</b>
<b>Revised Date:</b>	<b>27 May 2005</b>
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## **APPEAL**

### Regulations

This appeal procedure applies to all employees of CISPG excepting employees covered under grievance articles of a Collective Agreement.

#### **1. General Appeal**

- 1.1 It is recognized that differences may arise between the employees, between an employee and representatives of the employer, including the local school council, on interpretation and application of the terms and conditions of employment, on matters of discipline including dismissal and suspensions, and on other work related situations.
- 1.2 Any employee who feels that he or she has been treated unfairly, shall make known his or her dissatisfaction to the alleged offending party on an informal basis and shall request a meeting to resolve the issue. This informal process shall occur no later than five days after the alleged dissatisfaction occurs and the informal meeting shall occur within fifteen days of the dissatisfaction.
- 1.3 If the dissatisfied party does not consider the matter settled by the informal process in (1.2) above, then the dissatisfied party shall within five days of the informal meeting provide a formal letter of complaint to the other party clearly stating the cause for the dissatisfaction and clearly indicating the minimum changes requested in the behaviour of the other party in order that the issue can be resolved.
- 1.4 The party receiving the formal letter of complaint shall respond in writing and indicate to the dissatisfied party whether or not the requested changes will be made. Such response must be made within ten days.
- 1.5 If the response is acceptable then the resolution process is completed and it is understood that a workable relationship has been established.
- 1.6 If under the circumstances, it is not possible to resolve the issue the employee shall discuss the matter with the employee's immediate supervisor. If such informal discussions do not resolve the issue to the employee's satisfaction the employee within five days of discussion with the employee's immediate supervisor makes a formal request to the CIS Office for resolution of the complaint.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>PERSONNEL</b>
<b>Regulation:</b>	<b>480</b>
<b>Approved Date:</b>	<b>2 May 2000</b>
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- 1.7 If the dissatisfied party is not satisfied by the decision of the CIS Office then all information is to be forwarded to the CIS Board of Directors of the Society with a request for a final decision.
- 1.8 The CIS Board of Directors of the Society will appoint an Appeal Committee of three members: a neutral chairperson, and a nominee for each of the two parties involved in the issue. Both of the differing parties shall be invited to appear before the committee as the matter is deliberated.
- 1.9 Within fifteen days of the appointment of the chairperson, the findings and the decision of the majority of the Appeal Committee shall be communicated to both parties.
- 1.10 The decision of the committee with the approval of the CIS Board of Directors shall be final and binding on both parties.
- 1.11 Notwithstanding the existence of this Policy every person continues to have the right to seek legal recourse, even if steps are taken under this Policy.

**2. Termination of Employment**

- 2.1 In the case of termination of employment, the employee may, within thirty (30) days of receiving notification of termination, appeal the decision of the employer to the CISPG Board of Directors directly.
- 2.2 If the CISPG Board of Directors upholds the decision of termination the matter, at the request of the employee and where the employee agrees to be bound by the result, be submitted to an appeal tribunal established for this purpose.
- 2.3 The CISPG Board of Directors will appoint the appeal tribunal and it will include:
  - 2.3.1 one (1) chairperson annually appointed from outside the school system; and
  - 2.3.2 one (1) member representing each side of the problem.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy:</b>	<b>501</b>
<b>Approved Date:</b>	<b>January 9, 1997</b>
<b>Revised Date:</b>	<b>January 14, 2008</b>
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## **STUDENT ADMISSION: GENERAL**

### **Policy 501**

Priority will be given to Catholic students seeking admission to Catholic schools. Students of other faiths/denominations may be admitted on a limited basis, but not in such numbers as to impair the general Catholicity of the school. All students attending the Catholic School will be expected to participate in the educational program of the school including the religious instruction and liturgical celebrations.

Each local school council shall develop local procedures for admission and withdrawal that reflect the *Philosophy of Education for Catholic Schools in the Province of British Columbia*.

### **Reason for Policy**

The Catholic Schools of the Diocese of Prince George were established to educate the Catholic students residing in the Diocese of Prince George. Due to limited enrolments in Catholic schools it is necessary to ensure that all Catholic parents have the opportunity to enroll their children in the school before consideration is given to children of other denominations.

**Reference:** Regulation 501 – Page 1 of 3  
Family Statement of Commitment – Page 2 of 3  
Tuition Deferral Request Form – Page 3 of 3

***Philosophy of Education for Catholic Schools in the Province of British Columbia: Policy Statement by the Catholic Bishops of British Columbia.***



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Regulation:</b>	<b>501</b>
<b>Approved Date:</b>	<b>January 11, 1997</b>
<b>Revised Date:</b>	<b>January 14, 2008</b>
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## **STUDENT ADMISSION: GENERAL**

### **REGULATIONS**

#### **A. PROOF OF CATHOLICITY**

The following must be presented at the time of registration:

1. Baptismal certificate (copy to be retained on file)
2. First Communion and Confirmation certificates (where applicable)

#### **B. ADMISSION**

**ADMISSION POLICY TO CATHOLIC INDEPENDENT SCHOOLS** in the Diocese of Prince George.

All schools must have a process for admitting students. As part of this process the Principal and, when practical, the Pastor shall meet with each new family. From the interview and the information available to them the Principal and if necessary in consultation with the Pastor and/or School Council will decide if the school can provide a program that meets the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities.

##### **1. PRIORITIES FOR ADMITTANCE INTO CATHOLIC INDEPENDENT SCHOOLS DIOCESE OF PRINCE GEORGE SCHOOLS**

For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly.

- 1.1 Students presently enrolled in the school.
- 1.2 Students whose families are practicing Catholics and siblings of children already in the school.
- 1.3 Students whose families are not practicing Catholics but accept the goals and philosophy of the school. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years.
- 1.4 Class size limits are set by individual schools.

#### **C. PARTICIPATION**

Once a student has been admitted to the school, as active school community members, parents will be required to participate in the various activities of the school, including fundraising.

#### **D. FINANCIAL ASSISTANCE**

If a family is experiencing financial hardship, they should contact the Principal. The School Council, in consultation with the Principal will determine the amount of financial assistance, if any, is available to help them meet their tuition payments. Parents will be required to complete the Tuition Deferral Request Form.

**CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF PRINCE GEORGE**

**FAMILY STATEMENT OF COMMITMENT**

“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.

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

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

1. All students are required to participate in our Religious Education curricular and co-curricular programs including liturgical celebrations, retreats, prayers, etc.
2. Parents/Guardians are expected to support the Religious Education Program and participate in it as required.
3. 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. Parents are expected to support the academic program as required.
4. Each family is expected to support and participate in the fund-raising activities of the school.
5. Each student is expected to know and follow school policies on behaviour.
6. Parents/Guardians are expected to know and support school policy and procedures.
7. Parents/Guardians are expected to attend parent orientation sessions including report card distribution, etc.
8. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities.
9. If any of these conditions are not met, the school reserves the right to: refuse admission, or remove the student from the school.

**Please sign both copies. Keep one and return the other with your application.**

I have read and understand the above expectations and commitments and I hereby accept them as stated.

\_\_\_\_\_ **Family Name (Please Print)**

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## TUITION DEFERRAL REQUEST FORM

\_\_\_\_\_ (Name of School)

Date: \_\_\_\_\_

Student Names : \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Guardian (Spouse's) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ Work: \_\_\_\_\_

Amount you are able to Pay Each Month: \$ \_\_\_\_\_

Reason (s) For Request:

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If possible, date on which we can expect a return to full tuition payments: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Parent/Guardian Name (Please Print)**

Thank you for taking the time to inform us about your financial situation. Your request will be taken to the next School Council Meeting and will be discussed in confidence. The Council's decision will be communicated to you as soon as possible. As you are well aware, our school relies heavily on tuition in order to provide complete services to our students. If your finances change in anyway, please make it a priority to let us know, so we can review your situation.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy:</b>	<b>502</b>
<b>Approved Date:</b>	<b>11 January 1997</b>
<b>Revised Date:</b>	
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## **STUDENT DISCIPLINE**

### **Policy 502**

Each school shall develop and enforce procedures relating to discipline which are consistent with the philosophy and mission statement of CISP.

### **Reason for Policy**

In order to create and maintain a safe learning environment, student rules are necessary. These rules should be consistent with the philosophy of Catholic education and be applied in the spirit of the philosophy.

Discipline needs to be applied fairly, consistently, and appropriately in all cases throughout diocesan schools. School rules need to be clear and enforceable.

In the spirit of Catholic educational philosophy, principles of discipline should recognize that it is important that a child feel a part of the school through the people, curriculum, and environment.

School procedures for discipline need to reflect the aim of assisting students to develop a form of self-discipline that is based upon the love of God, love of others, and an appreciation of the gift of self.

**Reference:** Regulation 502





	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Regulation:</b>	<b>502</b>
<b>Approved Date:</b>	<b>11 January 1997</b>
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## **STUDENT DISCIPLINE**

### Regulation

Each school shall develop a discipline, or school code of student behavior. These procedures should reflect the philosophy and mission statement of the Diocese and include:

1. mutual respect among students and staff;
2. regard for the dignity of each person in the school;
3. established standards and expectations to guide a student's conduct in classrooms and other areas of the school; and
4. a commitment from every member of the school staff to support and to enforce disciplines expectations and established procedures.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy:</b>	<b>503</b>
<b>Approved Date:</b>	<b>22 September 2004</b>
<b>Revised Date:</b>	
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## **STUDENT ADMISSION AND DISMISSAL**

### **Policy 503**

Each school shall enforce procedures relating to admission and dismissal, which are consistent with the philosophy and mission statement of CISPG.

The CIS Board of Directors recognizes and supports the establishment of an Admission and Dismissal Committee for each school in the system. The Committee should be comprised of the Pastor, the Principal and the Chairperson of the School Council or designated alternate. This Committee will be responsible for the approval of new students' registration and attendance at the school. While it is desired that no student shall have to be dismissed from attendance at the school it shall be the duty of the Committee to review and decide on the removal of a student. Admissions and dismissals shall be conducted in accordance with the following Regulation.

**Reference:** Regulation 503



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Regulation:</b>	<b>503</b>
<b>Approved Date:</b>	<b>22 September 2004</b>
<b>Revised Date:</b>	
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## **STUDENT ADMISSION AND DISMISSAL**

### Regulation

1. Admissions to any Diocesan Catholic school shall follow Policy 501 and Regulation 501.
2. The decision of the Committee is final.
3. Dismissals shall follow Policy 502 and Regulation 502 and Policy 506 and Regulation 506.
4. Students being dismissed under the above policies are subject to suspension and expulsion.
5. An appeal process is available to the student.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy:</b>	<b>506</b>
<b>Approved Date:</b>	<b>11 January 1997</b>
<b>Revised Date:</b>	
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## **STUDENT SUSPENSION AND EXPULSION**

### **Policy 506**

The CIS Board of Directors accepts the use of student suspensions as a disciplinary measure designed to encourage students to demonstrate self-discipline and appropriate behavior.

The Board accepts the use of expulsion when a student persists in exhibiting behavior in a school or at a school sponsored function that may affect the safety and well-being of others and which is deemed to be detrimental to the moral and religious dimensions of a Catholic and Christ-centered learning environment.

### **Reason for Policy**

Students who do not conform to the student code of conduct may negatively affect the school's learning environment. The CISPG Board grants local school councils the authority to establish rules of conduct which the principal is responsible for enforcing. Such rules may withdraw the student's privilege of attending classes, school, and a school or council sponsored function.

**Reference:** Regulation 506



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## **STUDENT SUSPENSION AND EXPULSION**

### Regulation

#### Guidelines

#### Suspensions

1. Suspensions should be used only after less severe forms of action have been taken.
2. For the purpose of this policy and the related administrative regulation, "suspend" means the removal of the privilege to attend class period, course, school program, or school; or to participate in an activity sponsored or approved by the school council.
3. The Superintendent of Schools shall ensure that regulations are in place for the reporting, investigating and disposition of all cases of suspension of a student from class or from school. These procedures shall ensure that:
  - 3.1 such cases are dealt with as speedily as possible;
  - 3.2 the student and his/her parent or guardian are protected against arbitrary decision at any level;
  - 3.3 the student and his/her parents or guardian are informed of their right of appeal to the local school council; and
  - 3.4 the student and his/her parents or guardian are informed of their right of appeal to the CISPG Board of Directors if they are not satisfied with the results of the appeal to the local school council.

#### Expulsions

1. Expulsions will only be used when:
  - 1.1 it is deemed that other means of corrective action including consultation with parents, counseling and suspension have failed to achieve orderly and appropriate student behavior; or
  - 1.2 a student persists in exhibiting behavior in a school or at a school sponsored function that may affect the safety and well-being of others and which is deemed to be detrimental to the moral and religious dimensions of a Catholic and Christ-centered learning environment.



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2. Expulsion procedures must ensure that the rules of natural justice and due process are followed including the right to appeal the school council's decision to the CISPG Board of Directors.
3. Notwithstanding the above, the seriousness of the misbehavior may warrant immediate suspension or a recommendation to the school council for the expulsion on the first offense.

### **Procedures**

#### **A. Suspension**

1. The principal may suspend a student from:
  - 1.1 one or more class periods
  - 1.2 one or more courses or school programs
  - 1.3 school
  - 1.4 participating in an activity sponsored or approved by the school
2. The following procedures apply:
  - 2.1 The principal will confer with affected staff to gather information about the student's behavior.
  - 2.2 The principal will inform the student about the proposed suspension, its consequences and the reason the suspension is being considered.
  - 2.3 The student will be given the opportunity to offer an explanation for his/her behavior.
  - 2.4 If a suspension is warranted, the principal will inform the student of the reason for the suspension and the length of the suspension. School councils shall be notified of all suspensions. Suspensions longer than three (3) instructional days must be referred to the school council for disposition.
  - 2.5 The principal shall inform the parents/guardians of the student, by telephone, of the suspension, including reasons and length, and shall immediately report, in writing, all the circumstances of the suspension to the parents/guardians with a copy to the Superintendent of Schools.



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2.6 For repeat offenses or in a situation when a student has been suspended on two (2) or more occasions, for the same or related actions in the same school year, the principal will review the student's record and, in consultation with the student's teacher(s), other resource persons, the parents, or legal guardian, determine a course of action which could include, but not be limited to:

- 2.6.1 behavior management contract
- 2.6.2 counseling program
- 2.6.3 outline of future consequences of behavior
- 2.6.4 expulsion

#### **B. Suspension with Recommendation for Expulsion**

Wherever the word 'council' is used it shall mean at a minimum a quorum.

1. When the student's misbehavior or history of misbehavior is serious, the principal may suspend the student indefinitely and refer the matter to the school council or a quorum of the council along with a written recommendation for expulsion.
2. When a suspension is referred to the school council, the following procedures will be adhered to:
  - 2.1 The principal shall inform the parents/guardians of the student and the Superintendent of Schools, by telephone, and shall immediately report, in writing, all the circumstances of the suspension to the parents with a copy to the Superintendent of Schools.
  - 2.2 The local school council within ten (10) days from the first day of the suspension shall meet to conduct a hearing into the case and render a decision to either re-instate or expel the student from school.
  - 2.3 The principal will present the documents and statements outlining the circumstances leading to the suspension and other relevant data which will assist the local council to make a judgment. Information will include documented instances of inappropriate student behavior, as well as, administrative responses to the behavior. The information to be used must be available to the parents/guardians prior to the meeting. The principal is also required to provide a written recommendation regarding disposition of the case.
  - 2.4 The procedure to be followed in conducting the hearing is as follows:
    - 2.4.1 The chairperson of the council or a designated member of the school council shall chair the hearing. A recording secretary shall prepare a permanent record of the proceedings.



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- 2.4.2 The principal or designate will present his/her report documenting the case along with the written recommendation for disposition.
  - 2.4.3 The student and parents/guardian will be given the opportunity to respond to the information presented as well as to add information they feel is relevant.
  - 2.4.4 The council may ask questions or request additional information from the parents, student or school personnel that they feel is relevant to their deliberations.
  - 2.4.5 The council shall, without school-based personnel or student or parents/guardians present, debate the merits of the case and make a decision to re-instate or expel the student. The council may establish conditions with re-instatement.
- 2.5 The council's decision shall be communicated, in writing, to the student and the parents, with a copy to the principal and Superintendent of Schools. If a student is expelled the letter to the student and parents must indicate the student/parent's right to appeal the decision to the CISPG Board of Directors

### **3. Appeal Process**

- 3.1 The parents/guardians may within ten (10) days appeal, in writing, to the CISPG Board of Directors for the re-instatement of their child. The letter shall be sent to the Superintendent of Schools requesting an appeal. The CIS Board of Directors will review the record of the case and its decision will be final either to re-instate or support the expulsion. The CIS Board of Directors will review the procedure followed, as well as, the record of the case in finalizing its decision.
- 3.2 The CIS Board of Directors' decision will be, in writing, and communicated to the Superintendent of Schools who shall notify the student/parent(s)/guardian, chairperson of the council and the principal of its decision.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>510</b>
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## **SAFE SCHOOL ENVIRONMENT**

### **Policy 510**

The CISP Board of Directors recognizes that school environments must be safe for all students. Abuse of others will not be tolerated. The Principal or their designate will work together with all members of the school community to ensure that abusive relationships and activities do not threaten the safety of members of the school community. Electronic abuse of students and other members of the school community will not be tolerated.

**Reference:** Regulation 510  
See Policy and Regulation 502 Student Discipline  
See Policy and Regulation 506 Student Suspension and Expulsion



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## **SAFE SCHOOL ENVIRONMENT**

Regulations

Definitions

Abuse:

Definitions of Emotional and Verbal Abuse, Discrimination, Harassment, Sexual Harassment, Coercion, Blackmail/Extortion, and Bullying.

### **Emotional and Verbal Abuse:**

Emotional abuse is defined as any form of behaviour whose impact is to harass, demean, threaten or terrorize a second party or parties. Verbal abuse is use of negative verbal communication with the same impact.

### **Discrimination:**

Discrimination is any prejudicial comment, mockery or gesture pertaining to a race, religion, gender, disability and/or pertaining to any belief in, or practice of, a particular doctrine.

### **Harassment:**

Harassment is a specific type of discrimination. It is behaviour that is insulting, intimidating, humiliating, malicious, degrading or offensive to an individual or group of individuals and is based on prohibited grounds of discrimination under federal, provincial or territorial human rights legislation.

According to the Canadian Human Rights Commission, discrimination is treating people “differently, negatively or adversely” on the basis of a prohibited ground of discrimination under federal, provincial or territorial human rights legislation (2004). Prohibited grounds of discrimination include characteristics such as race, ethnicity, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Harassment can: create a hostile or intimidating environment for school, work or recreational activities; negatively affect performance; or negatively affect school or work conditions. It can occur among any persons – between peers, or between someone in a position of power or authority and an adult in a subordinate role.

Harassment comes in many forms. Behaviour that one person views as acceptable could be defined by another person as unacceptable. For example (adapted from Findlay and Corbett, 1998):

- words or actions that one person may perceive or intend as a joke, another person may view as embarrassing or insulting



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- in social interactions, a crowding of personal space might seem intrusive to one person but may reflect another person's more physical or tactile way of relating to people
- a congratulatory hug, kiss or pat on the behind might be acceptable to one person but might make another person feel uneasy and vulnerable
- "flirting" may leave one person feeling confident and positive but another person may feel uncomfortable and awkward
- cultural differences can determine what is acceptable and tolerable to some but invasive, uncomfortable or even threatening to others.

**Sexual Harassment:**

Sexual Harassment is any deliberate and unsolicited sexual comment, look, suggestion, or physical contact that creates an uncomfortable environment for the recipient. It is made by a person who knows, or ought to know, that such action is unwelcome. Sexual harassment may also be a single advance, particularly by one in authority, that either promises a benefit for acceptance or implies a threat and/or a reprisal for rejection of the sexual advance.

**Coercion:**

Coercion is defined as any force or intimidation by one person to obtain the compliance of another.

**Blackmail/Extortion:**

Blackmail is defined as any attempt to extort payment by intimidation, such as threats of physical harm and/or injurious revelations or accusations.

**Bullying:**

Bullying is a unique phenomenon that is experienced by all ages. It describes behaviours between children under the age of 12 that are reflective of harassment, intimidation, and discrimination. It can also describe behaviours between youth and between adults that are cruel, demeaning and hostile but are not addressed under human rights legislation or criminal codes. Bullying can be further described in the following ways:

- Offensive, cruel, intimidating, insulting or humiliating behaviour, combined with the misuse of power or position. Attacks on a person (the victim) are often sudden, irrational, unpredictable and unfair. Bullying can be physical or verbal. It can be direct (face-to-face) or indirect, such as gossip or exclusion. Bullying is an assertion of power through aggression (Olweus, 1993).
- Repeated oppression, physical or psychological, of a less powerful person by a more powerful person or group. It is not the same thing as conflict, violence or disagreement – although it may involve all these. With bullying there is always a power imbalance, which makes the ill treatment of the victim possible (Rigby, 1996).



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- . . . a power relationship carried on by one individual or a group of individuals towards another person. Bullying does not necessarily need to be brutal or physical violence. Rumours, threats, hurtful words also lead to feelings of rejection (Baer, 2003)

#### Types of Bullying

- Verbal bullying – The use of words to hurt or humiliate another person. (Colorosso 2002)
- Physical bullying – Physical bullying occurs when targets are hit, kicked, slapped, choked, poked, punched, pinched, pushed, scratched, have their hair pulled, threatened or their property is taken or damaged.
- Relational/Social bullying – The systematic diminishment of a bullied child or youth's sense of self through ignoring, isolating, excluding, shunning, or spreading rumours. (Colorosso 2002)
- Cyber-bullying – Cyber-bullying involves the use of information and communication technologies such as email, cell phone and page text messages, camera phones, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated and hostile behaviour by an individual or group, that is intended to harm others. (Belsey 2003)

#### 1. Possible Prevention Strategies

The Principal or designate will:

- encourage students and employees to report incidents
- join potential victims with other students on a buddy system basis
- encourage students to use conflict resolution techniques to work out their own problems eg. conflict-free circles, mediators, peer helpers
- discourage group formation in corridors or near cafeterias if used as a form of silent intimidation
- enact curriculum initiatives to counter media attention on violence towards others
- adopt and communicate policies, which clearly identify that these forms of behaviour are not acceptable
- team staff, who have had successful experiences dealing with situations of abuse, with other staff members as support

#### 2. Immediate Response Strategies

The Principal or designate will:

- provide immediate action to protect those threatened
- interview all persons who can provide information regarding the abuse and record all pertinent information



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### 3. Intervention Strategies

When alleged emotional or verbal abuse, bullying, racial discrimination, harassment, sexual harassment, coercion, or blackmail upon a staff member or student by a student of the school occurs,

- the parent or guardian of the victim and the perpetrator must be contacted if either are under the age of 18 years
- a suspension of one to five days may be imposed. Action to be taken must follow the suspension and expulsion policy of the CIS Board of Directors
- the police may be contacted
- Ministry for Children and Families may have to be contacted and reported to according to Protocol
- contact the Superintendent of Schools

In addition to the above, depending on the nature and severity of the situation, and in consultation with the Superintendent of Schools, the school administration may:

- recommend that the victim participate in a counselling program
- recommend an alternative placement for the perpetrator
- recommend that the perpetrator participate in a counselling program
- recommend a suspension of not less than five school days or more than twenty and/or
- recommend that the perpetrator be expelled

Note: If the perpetrator is not a student of the school contact the police

If the alleged perpetrator is an employee or volunteer of the School Council contact the Superintendent of Schools and depending on the allegation, the Ministry for Children and Families and the R.C.M.P.



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## **STUDENT INFORMATION AND WORK**

### **Policy 511**

Schools should provide a learning environment where staff, students', and parents' rights to privacy must be protected and must comply with the Personal Information Protection Act.

**Reference:** Regulation 511



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## STUDENTS INFORMATION AND WORK

### Regulation and Guidelines

Taking photographs, films, audiotapes, videotapes, digital images and recordings of an individual at school is the collection of personal information and must comply with the Personal Information Protection Act.

The purpose of this regulation is to permit photographs and other recordings of students and student work as part of, or as a supplement to, the educational program, while ensuring that the personal privacy of students, teachers and other staff members is respected.

In this Regulation:

**“public event”** means a school sponsored event or activity that is noteworthy, supervised, organized or advertised and intended to be open to or accessible to the public, regardless of where it is held.

**“recording”** means a visual, audio, pictorial or digital representation and includes a photograph, film, videotape, audiotape, digital image, sketch, or any other type of recording of personal information.

#### 1. Recordings for Educational Purposes:

- i) Any recordings taken at a school must be carried out with minimal disruption to the educational process.
- ii) No one should be unaware of being filmed or audio recorded; ask permission before photographing or filming and respect those who do not wish to be on film.
- iii) Students and teachers may take recordings of students at school or at school-related activities or recordings of student work for use within the school as long as they are a part of, or supplement to, the educational program.
- iv) Parental consent is not required for teachers to take recordings of students within the school or at school-related activities or recordings of student work.
- v) Video and digital cameras, including cell phones with cameras are banned from change rooms, showers, and washrooms. All of the above are to be turned off during the school day.

#### 2. Public Events:

- i) Anyone attending a public event at a school may take recordings as long as they comply with the direction of the school principal and school rules.
- ii) Daily school operations are not public events and the permission of the school principal is required before parents, or members of the public may take recordings, including hallways, classrooms, gymnasiums, and school grounds.



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3. Parental Consent:

- i) Except at public events, the principal or designate must ensure that the written consent of the parent is obtained at the beginning of the School year before a member of the media or a person other than an employee may take pictures or recordings of:
  - a) a student at school, if the student is identifiable, or
  - b) the student's work

4. Web Site Publications:

- i) The principal must ensure that the parent/legal guardian of a student complete the School's specific release form for the web site before recordings of an individually identifiable student or student personal information or the student's work, is posted or published on a school web site or the CIS web site.

5. Student Pictures:

- i) The principal or designate must inform parents about:
  - a) student pictures, class pictures and team pictures for purchase by parents or students; and
  - b) the intended use of the student pictures such as class projects, yearbooks, publications and student identification cards.
- ii) The principal or designate must ensure that contracts for student photographs protect student privacy and confidentiality.

6. Cell Phones:

- i) Student cell phones must be turned off during school hours.





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7. Yearbooks:

- i) The production of school yearbooks is part of the educational program and photographs and other personal information may be included in the yearbook without requiring consent.
- ii) Notwithstanding 7 i), consent must be obtained before personal photographs such as baby pictures or other photographs taken outside the school program are included in a yearbook.
- iii) Photographs taken at public events, or in classrooms, may be included in a yearbook without consent.
- iv) Yearbooks may not be posted on the School's web site.
- v) Yearbooks must be available for purchase only within the school community.
- vi) The yearbook must be approved by the Principal or designate before going to the publisher.



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<b>Policy:</b>	<b>512</b>
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**STUDENT: VANDALISM/DESTRUCTION OF SCHOOL PROPERTY**

**Policy 512**

A student(s) found guilty of destroying or damaging school property will be liable for suspension until his/her parents or guardian makes restitution for the damage, or until arrangements satisfactory to the school and local school council are made. In the case of an independent student, the student must make restitution for the damages.

**Reason for Policy**

While insurance policies are in place to cover some of the costs of repairing damage there is often a substantial deductible, plus unnecessary claims on the insurance policy which can affect future premiums.

In addition, while students are responsible for their actions the onus for paying for any damage caused by students is ultimately the responsibility of the parents/guardian or independent student.

**Reference:** Regulation 512



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## **STUDENT: VANDALISM/DESTRUCTION OF SCHOOL PROPERTY**

### Regulations

1. When property belonging to the school/parish is destroyed or damaged by intentional or negligent acts of a student, the student and the parents or guardian (if the student is not an independent student) are jointly liable and may be required to make compensation.
2. Any student who may be required to make restitution or pay compensation for destruction of property and who fails to do so may be subject to disciplinary action.
3. Vandalism occurring outside regular school hours must be reported as soon as it is discovered to the principal who will take the necessary steps to ensure the building is rendered safe and secure. The principal will prepare a report of the occurrence and submit it at the next regular School Council meeting.
4. When vandalism and /or destruction of property occurs during the regular school hours or during school sponsored activities, the principal shall;
  - 4.1 investigate the circumstances surrounding the incident and make a decision as to whether or not any student(s) shall be required to pay compensation.
  - 4.2 report the matter to the School Council.



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## **DRUGS AND ALCOHOL**

### **Policy 515**

The possession and/or use of alcohol, restricted and illicit drugs by students, in schools, on school property or during school related activities are strictly prohibited.

### **Reason for Policy**

The use of alcohol and the misuse of drugs and intoxicants have a negative effect on a student's capacity to learn. In addition, it can also have a negative impact on the overall school climate. While the school has an obligation to educate students about the dangers associated with the use of these it also has an obligation to take strong measures to prevent the use within the school context.

**Reference:** Regulation 515



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## **DRUGS AND ALCOHOL**

### **General**

1. Schools shall ensure that the educational programs include components designed to increase students' knowledge of the facts relating to controlled substances and alcohol.
2. All cases of possession and/or use of controlled substances or alcohol, on school premises, shall result in the application of standard student suspension procedures.
3. School officials will co-operate with law enforcement agencies in the surveillance of the trafficking of controlled substances on school premises.

### **Detail**

1. Staff members/supervisors observing students suspected of possession or use of controlled substances shall document the findings and report the incident to the principal/designate.
2. Subsequent to meeting the student's immediate need (medical attention, legal guidance, parental contact), remedial assistance should be sought for the student by the family and the counselor. The following agency could be considered for help:
  - 2.1 Alcoholics Anonymous
3. After verification of the accuracy of the incident by the school administration the student(s) will be suspended and the participation of the parents requested in further discussions of the appropriate action.
4. For persons found to be distributing illegal drugs the following applies:
  - 4.1 The position of the CISPG Board of Directors is that selling controlled drugs is a criminal offense and all personnel in a school are expected to act as citizens who support the law. Therefore, there should be no hesitation by administrators to inform the police about a student caught, or suspected of being a distributor of drugs.
  - 4.2 A student caught distributing drugs within a school shall be reported to the police and suspended immediately pending a thorough investigation by school authorities.
  - 4.3 A student charged by the police for trafficking in drugs shall be suspended pending an investigation for the purpose of determining the effect of the student's behavior on the moral tone of the school.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>520</b>
<b>Approved Date:</b>	<b>Committee Mtg Jan 24/2001</b>
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**PROHIBITION OF WEAPONS IN SCHOOL**

**Policy 520**

**The CISPG Board of Directors prohibits the possession of a weapon on school premises at any time or while in any school sponsored curricular or extra-curricular activity.**

Reason for Policy

The safety of all persons is to be protected.

**Reference:** Regulation 520



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## **PROHIBITION OF WEAPONS IN SCHOOL**

Regulations:

The CIS Board concurs with the definition of a weapon in the Criminal Code of Canada, Section 82.

*“weapon”* means (a) anything used or intended for use in causing death or injury or not, or (b) anything used or intended for use or purpose of threatening or intimidating any person, and, without restricting the generality of the foregoing, includes any firearm as defined in Section 82.

Students (and parents) shall be advised that weapons of any kind are prohibited on school premises and students who are found with knives, pellet guns, replicas of guns, or other dangerous objects on their person, in tote bags, purses, on or in their lockers will be subjected to disciplinary action. As well, students and parents shall be advised that carrying a concealed weapon is contrary to the Criminal Code of Canada. Anyone convicted of such a charge is liable to imprisonment. Students shall be encouraged to take citizenship responsibility to report any violation of the weapons policy.

1. In cases when a Principal/Vice Principal/Teacher in Charge establishes that a student is in possession of a weapon the student’s parent/guardian shall be contacted immediately to remove the student from school while an investigation is conducted.
2. At the discretion of the Principal, Vice Principal/Teacher in Charge the weapon shall be removed when this can occur safely.
3. Further action may be deemed necessary depending upon the severity of the situation.
4. The Superintendent of Schools is to be notified immediately.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>521</b>
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## **RESPONSE STRATEGIES TO WEAPONS**

### **Policy 521**

The CIS Board of Directors recognizes that members of its school staff may have to respond to incidents that may be threatening to the safety of the school community members including students and staff. The CIS Board of Directors encourages the principal and staff to be aware of possible prevention strategies to assist in responding to emergencies involving possible threats where a weapon is being used or is threatened to be used. Possible prevention strategies are outlined in the following regulations.

**Reference:** Regulation 521  
See Policy and Regulation 502 Student Discipline  
See Policy and Regulation 506 Student Suspension and Expulsion





	<b>EDUCATION POLICY MANUAL</b>
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## **RESPONSE STRATEGIES TO WEAPONS**

### Regulations

#### **1. Possible Prevention Strategies**

- communicate clearly that there is zero tolerance towards possession and or/use of weapons
- communicate clearly weapons are strictly prohibited on school property or at school sponsored events. Indicate that strong disciplinary action will be invoked
- encourage students to report any weapons or potential weapons to school staff on a confidential basis
- develop procedures for students to follow where, as part of a specific program or event, it is necessary to bring a weapon into the school
- monitor the supervision, storage, and access to any equipment or material that may be used as a weapon

#### **2. Immediate Response Strategies**

- respond to reported presence of a weapon immediately
- contact the police as appropriate
- isolate the individual concerned and/or isolate other students and staff to remove them from potential danger
- keep students in the classrooms, turn off bells, announce that students are not to change classes, and remove students from the immediate area as appropriate

#### **3. Intervention Strategies**

When an individual is found in possession of a weapon,

- the weapon will be confiscated by and secured by either the staff or police as appropriate
- the parent or guardian must be contacted if the individual is under the age of 18
- the police may be notified
- the weapon may be released to the police or the parent or guardian as deemed appropriate by the Principal
- contact the Superintendent of Schools
- a suspension time of at least five (5) days will be imposed with the matter being dealt with by the School Council under suspension and expulsion policy
- the school may recommend to the police that charges be laid

In addition to the above, depending on the nature and severity of the situation, and in consultation with the Superintendent of Schools the school administration may:

- recommend an alternative learning placement for the perpetrator;
- recommend that the perpetrator participate in a counselling program at the parents expense
- recommend a suspension of not less than five nor more than twenty (20) school days; and/or
- recommend the perpetrator be expelled

**NB** If the alleged perpetrator is not a student at the school contact the police immediately.



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If the alleged perpetrator is an employee of the School Council contact the Superintendent of Schools.

#### 4. Threat to Use a Weapon

When an individual has possession of a weapon and threatens to use it,

- the weapon will be confiscated and secured by either the staff or police which ever is appropriate
- the parent/guardian must be contacted if the individual is a student under 18 years of age
- the police must be notified
- the weapon shall be released to the police
- contact the Superintendent of Schools and provide a written report giving details of the incident and provide further recommendations as appropriate
- a suspension of at least five (5) days will be imposed with subsequent action to be taken under the policy on suspension and expulsion
- the school will recommend to the police that charges be laid

In addition to the above, depending on the nature and severity of the situation, and in consultation with the Superintendent of Schools, the school administration may:

- recommend that the victim participate in a counselling program;
- recommend an alternative learning placement for the perpetrator
- recommend that the perpetrator participate in a counselling program
- impose a suspension of not less than five or more than twenty school days
- recommend that the perpetrator be expelled

Note: If the alleged perpetrator is not a student of the school contact police. If the perpetrator is an employee of the School Council contact the Superintendent of Schools

#### 5. Use of a Weapon

When an individual uses a weapon:

- the weapon will be confiscated and secured by the staff or police as appropriate
- the parent/guardian must be contacted if the student is under 18 years of age
- the police must be contacted
- the weapon shall be released to the police
- contact the Superintendent of Schools and provide a detailed written report of the incident and provide further recommendations as deemed appropriate
- a suspension of at least five school days will be imposed with action taken under the suspension and expulsion policy
- the school will recommend to the police that charges be laid



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**6. In addition to the above, depending on the nature and severity of the situation, and in consultation with the Superintendent of Schools, the school administration may:**

- recommend that the victim participate in a counselling program
- recommend an alternative learning placement for the perpetrator
- recommend that the perpetrator participate in a counselling program
- impose a suspension of a least five school days to a maximum of twenty school days
- recommend that the perpetrator be expelled

**Note:** If the alleged perpetrator is not a student of the school, the police shall be contacted. If the alleged perpetrator is an employee of the School Council contact the Superintendent of Schools



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>525</b>
<b>Approved Date:</b>	<b>Committee Mtg Oct 11/2000</b>
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## **THREATS TO STUDENTS, EMPLOYEES OR VOLUNTEERS/SPONSORS**

### **Policy 525**

The CISP Board of Directors recognizes that students, employees, and volunteers/sponsors have the right to a safe and secure school environment.

A threat, either written, verbal, transmitted by electronic media, or any application of force including "swarming" (surrounding by a group of youths for the purpose of intimidation or theft) made by student(s) and considered serious by the administration, and which is directed towards students, employees, or volunteers/sponsors, shall lead to disciplinary action.

Reference: Regulation 525



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Regulation:</b>	<b>525</b>
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**THREATS TO STUDENTS, EMPLOYEES, OR VOLUNTEERS/SPONSORS**

Regulations:

In cases where threats of a serious nature, either written, verbal, or physical are directed by a student(s) towards another student(s), employee, or volunteer/sponsor the following shall apply:

The offending student(s) shall be suspended for more than five (5) school days.

This process will bring the matter under the suspension and expulsion policy of the School Council and the Society.

Note: This regulation includes electronically transmitted threats to other student(s), employees, or volunteers/sponsors.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy:</b>	<b>527</b>
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<b>Revised Date:</b>	<b>January 15, 2010</b>
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## **LEGAL CUSTODY OF CHILDREN**

### **Policy 527**

The CIS Board of Directors recognizes that principals, teachers, support staff and students who are involved in our schools are subject to potentially negative situations that involve matters related to the custody of students attending the school. In some instances this negativity may be threatening and directed towards the school, its staff or clientele by either parent or in some instances by grandparents or guardians. Confrontational situations may erupt on school property involving persons attempting to exercise custodial rights. The CIS Board of Directors expects the school council will support the staff and the students through procedures and directions that are outlined in the regulations to this policy.

#### **Reason for Policy:**

The incidence of more and more family problems giving rise to larger numbers of children being involved in situations where parents are separated and/or divorced is resulting in numerous confrontational issues over who has custodial rights of the children and who has access to the children and school records and reports. The presence of more and more single parents demanding certain information from the school has created the need for a planned procedure to deal with these issues in a proper and lawful manner.

Reference: Regulation #527



	<b>EDUCATION POLICY MANUAL</b>
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## **LEGAL CUSTODY OF CHILDREN**

### Regulation

1. The School Council has the authority to determine who has access to the school grounds and buildings including the authority to limit parents and grandparents from entering the school grounds.
2. The limiting action taken by the School Council must be justified based on the facts and circumstances and must be clearly and in advance communicated to whoever is directly affected by the ban.
3. The communication discourse that may occur and be audible would be banned to some degree by banning the parents and/or grandparents from the school grounds. This ban would also be communicated to those involved with certain rules applying to any communication discourse on the school grounds.
4. The Council has the important consideration to protect students and staff from potentially negative statements being vocalized at the school or on school property. Both parents must be treated equally and subject to the same rules.
5. The School Council should follow a course of action namely:
  - A letter could be sent to each parent to advise each parent of the future rule of conduct to be observed on the school grounds. Each parent would receive the same letter and would be governed by the same rules.
  - The letter to each parent would also indicate the consequences of failure to observe the rule of conduct set out in the letter.
  - In the event that either or both parents failed to comply with the rules of conduct, that parent or parents would be banned from the school grounds in order to protect the proceedings of the school and the safety and enjoyment of all others at the school.
  - In an extreme situation or where there is a public safety concern, the RCMP may be called to the school to ensure there is no breach of the law.
6. For clarification of procedures in all of these situations the Principal should contact the Superintendent of Schools. In addition to the above the Principal should be aware of and follow the attached Guidelines for Administrators as part of this policy and regulations.

## Part of Policy #527

### Guidelines for School Administrators

#### **I Parent Rights**

1. When parents are living separate and apart, custody or usual care and control of the student is determined as follows:

##### **(a) Guardianship**

The Family Relations Act provides that where parents are living separate and apart, the parent who usually has care and control of the child is the “guardian” of the child unless a court orders otherwise or the mother and father make a written agreement between them which provides that one of them is the sole guardian.

#### **Section 27 of the Family Relations Act provides that:**

- 27 (1) Subject to section 28, whether or not married to each other and for so long as they live together, the mother and father of a child are joint guardians unless a tribunal of competent jurisdiction otherwise orders.
- (2) Subject to subsection (4), section 28 and section 30, where the father and mother of a child are or have been married to each other and are living separate and apart,
  - (a) they are joint guardians of the estate of the child; and
  - (b) the one of them who usually has care and control of the child is sole guardian of the person of the child unless a tribunal of competent jurisdiction otherwise orders.
- (3) Where the father and mother of a child
  - (a) have not married each other;
  - (b) are living separate and apart; and
  - (c) have been joint guardians under subsection (1) or under the order of a tribunal or competent jurisdiction, subsection 92 applies to the father, mother and child as though the father and mother were married.
- (4) where a tribunal of competent jurisdiction makes absolute a decree of divorce, or renders judgment granting a divorce and a certificate has been or could be issued under the Divorce Act, 1985 (Canada) stating that the marriage was dissolved, or makes an order for judicial separation or declares a marriage to be null and void, a person granted custody by order in the proceeding is sole guardian unless a tribunal of competent jurisdiction transfers custody or guardianship to another person.
- (5) Subject to section 28, where the father and mother of a child
  - (a) have not been married to each other during the life of the child or 10 months prior to its birth;
  - (b) are living separate and apart; and
  - (c) do not share joint guardianship under this section or an order of a tribunal of competent jurisdiction,the mother is sole guardian unless a tribunal of competent jurisdiction otherwise orders.

Parents cannot make an agreement between them, which makes any other person a guardian without a court order.

Where parents are divorced or their marriage has been dissolved under the Divorce Act or there has been a judicial separation, the person granted custody by the order in the proceeding will be the sole guardian of the child unless the court transfers guardianship to another person.

Where a court orders that the parents have joint guardianship, both parents have the rights of a guardian.

Where the Director (ie. Ministry of Social Services through its social workers) has custody of a child under an interim order or temporary custody order under the Child, Family and Community Service Act, unless limited by court order, the Director has the rights and responsibility of a guardian and specifically, the right to make necessary decisions about the child’s education. Similarly where the Director has continuing custody of a child under the Child, Family and Community Service Act the Director has the rights of a sole guardian of the child.



## **(b) Custody**

Where parents are living separate and apart “custody” is generally determined by court order or by a written agreement between the parents. A court order will take precedence over an agreement in the event there is a conflict between the two.

In the absence of a court order or written agreement, the person entitled to custody will be the person with whom the child usually resides.

Section 34 of the Family Relations Act provides that:

34. (1) Subject to subsection (2), the persons who may exercise custody over a child are, where
  - (a) the father and mother live together, the father and mother jointly;
  - (b) the father and mother live separate and apart, the parent with whom the child usually resides;
  - (c) custody rights exist under a court order, the person having those rights; and
  - (d) custody rights exist under a written agreement, the person to whom those rights are given.
- (2) Where persons have conflicting claims to custody under subsection (1)
  - (a) the person having custody rights under a court order;
  - (b) where paragraph (a) does not apply, the person granted custody by an agreement;
  - (c) where paragraphs (a) and (b) do not apply, the person claiming custody with whom the child usually resides; or
  - (d) where paragraph (c) applies and 2 persons are equally entitled under it, the person who usually has day to day personal care of the child may exercise custody to the exclusion of the other persons unless a court otherwise orders.

Where a child is subject to an order under the Child, Family and Community Service Act, the Director has the right to custody of the child until the child is returned to the parent apparently entitled to custody or an order terminating the Director’s custody of the child is made.

## **(c) Usual Care and Control**

The person who usually has care and control of the child is the person with whom the child normally resides and exercises day to day responsibility for the child. This person may or may not be the mother or father of the child (e.g. it may be grandparents, other relatives or adult caregivers).

2. How do school administrators determine who is a “parent”?

School administrators are entitled to act on the information concerning guardianship, custody and usual care and control of the child which is provided to the school by the parents at the time the student is enrolled in school until the school receives notice from one or other of the parents or the Director acting under the Child, Family and Community Service Act that the situation has changed. In this event, school administrators should request written confirmation of the change, that is, a copy of the order or agreement relating to the change in custody, guardianship or usual care or control.

Any court orders should bear a stamp from the court registry in which they were filed indicating that the order has been registered with the court. Separation agreements should be signed by both parties to the agreement. Separation agreements may be filed with the court but this is not necessary to make the agreement legally binding.

Orders made under the Divorce Act have legal effect throughout Canada, notwithstanding that the orders may have been made in Provinces other than British Columbia. Orders made by courts outside British Columbia pursuant to Provincial legislation comparable to the Family Relations Act may be recognized by courts in British Columbia and should be respected by school administrators unless superseded by a subsequent court order or agreement.

If school administrators have any questions as to the validity or meaning of an order or separation agreement, they should seek advice from CIS or legal counsel rather than relying on any representation from the person providing the order or agreement.

## **II Parent Rights under the Divorce Act**

Parents may also acquire the right to information concerning the education of their child as they result of other legislation. Under the Divorce Act a spouse who is granted "access" to a child under that Act is entitled to information as to the health, education and welfare of the child.

Section 16(5) of the Divorce Act provides that:

Unless the court orders otherwise, a spouse who is granted access to a child of the marriage has the right to make inquiries, and to be given information, as to the health, education, and welfare of the child.

There is no comparable provision given to a person granted "access" to a child under the Family Relations Act.

While parents with the right of access to their child under the Divorce Act have the right to receive information about the education of the child from school administrators (eg. to receive the child's report card or related information such as the child's attendance record), these parents do not necessarily have all of the rights provided by the School Act. In order to have rights under the School Act, they must fall within the definition of "parent" under the Act.

It should be noted that the right granted a noncustodial parent under Section 16(5) of the Divorce Act is subject to a court ordering some other arrangement. A court may make a specific order with respect to the rights of a noncustodial parent to information about the child's education. Orders may relate to such matters as who may pick up the child from school, the nature of the information which should be provided to the noncustodial parent, and the role of the noncustodial parent at school activities, events and parent-teacher conferences. Specific orders related to the right to information take precedence over Section 16(5).

## **III The Relationship Between Home and School**

The primary contact with the school should be the person who has legal custody of the child. While a person who has guardianship or usual care and control must be afforded the rights of a parent as specified in the School Act, in addition to any rights which may be given to the person under a court order, the day to day contact between school and home should be with the custodial parent. Where school administrators require information or direction regarding the child, the contact should be with the custodial parent whenever possible.

If the custodial and noncustodial parent disagree about a course of action related to the child then the school administrator should take direction from the custodial parent. School administrators should not become embroiled in disputes between parents. The school administrator should take direction from the custodial parent unless and until the matter is clarified by a court order or subsequent agreement between the parents. For example:

1. If a custodial parent objects to the noncustodial parent meeting with the child at school and there is no order or agreement giving the noncustodial parent the right to be involved with the child at school (eg. as a volunteer), then the custodial parent's decision should be respected. The noncustodial parent can apply to court for an appropriate order if he or she wishes to pursue the matter.

2. If the noncustodial parent wishes to attend a parent-teacher conference at school when the custodial parent objects to this and the noncustodial parent has no apparent right under the School Act, court order or separation agreement to attend such a meeting, then the school administrator should abide by the directions of the custodial parent.

It should be emphasized that it is not always possible for school administrators to do all of what a custodial parent may request in relation to a child. School administrators may not be able, for instance, to prevent all contact

between an older child and a noncustodial parent at school. School administrators only have an obligation to comply with requests, which are reasonable in the particular circumstances.

#### **IV Pending Custody Disputes**

On occasion school administrators and staff are asked by a parent engaged in a custody dispute to testify or swear an affidavit on his or her behalf. The administration and staff of a school should endeavour not to provide any appearance of support to one side or the other in a custody dispute. If administrators or staff have information that a party requires for the court proceeding, then the staff member can be subpoenaed or the school records ordered by the court.

#### **V Students Living Independently**

There are a number of students attending secondary schools who are living on their own. If the student is a minor (under 19 years of age) the school should inquire as to who has legal guardianship. It may be the student's parents or the Director under the Child, Family and Community Service Act. The extent to which the school administrators need to report to the guardian concerning the student's progress will depend on the directions given by the guardian to the school.

#### **VI Summary**

1. the custodial parent is the main contact between school and home. Any information or directions, which the school requires about the child should be obtained from the custodial parent. If the noncustodial parent claims that he or she has better or different rights than are evident to the school and there is a dispute between the custodial and noncustodial parent, the noncustodial parent can apply to court for a specific order granting the rights claimed.
2. Persons who have "access" under a Divorce Act order are entitled to receive information concerning the education of the children who are the subject of the order (e.g. the report card and related information such as attendance record).
3. School administrators are entitled to rely on the information regarding custody, guardianship, access and usual care and control, which is provided to the school at the time of initial registration. If there is a change in the legal status of the parents, it is up to the parents to bring it to the attention of the school. Administrators should then take steps to verify the status by asking for a copy of the order or agreement.
4. School administrators and staff should not give the appearance of support for one parent or the other in the event of a custody dispute. Administrators and staff should generally not give evidence in support of one parent unless they have been subpoenaed as a witness in the proceeding.



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## **STUDENT: SEARCHES**

### **Policy 530**

Student property may be subject to unannounced searches from time to time, as may be considered appropriate.

#### **Reason for Policy**

The school has a responsibility to maintain a safe and harmonious environment and from time to time it may be necessary to search student lockers. The lockers in the school are school property and therefore may be subjected to periodic searches.

**Reference:** Regulation 530



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## **STUDENT: SEARCHES**

### Regulations

1. School officials shall attempt at all times to protect the student's right to privacy.
2. When it is deemed necessary to search a student or student property:
  - 2.1 the student should be present during the search, whenever possible;
  - 2.2 the student's consent to search the property should be sought whenever possible; and
  - 2.3 in addition to the searcher, at least one (1) other adult shall be present when the search takes place.
3. If the proposed search involves a suspicion of criminal activity, the police shall be informed and they shall conduct the search.
4. Whenever possible, the parent(s) or legal guardian of the student shall be informed of the search, and the reason for it, prior to the search being taken.
5. The grounds for conducting a search shall be recorded, in writing, by the principal and kept on file for future reference.
6. Students and their parents or guardians shall be informed at the beginning of each school year, regarding this policy, stating that "student property is subject to periodic searches of a general administrative nature for contraband and rule violation".



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>531</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **STUDENT: INTERROGATION BY OUTSIDE AGENCIES**

### **Policy 531**

The school authorities will co-operate with authorized agencies in matters concerning students and officers of the law or social services, subject to:

1. the school's responsibility for the well-being of the student(s);
2. the proven authority of the agency and officer(s).

The school authorities will observe and ensure the utmost confidentiality, at all times, in matters concerning students and officers of the law or social services.

### **Reason for Policy**

School authorities have a responsibility to co-operate with the police and other civil authorities. They also have responsibilities to students to function "in loco parentis" during school hours. Occasionally circumstances may develop where school officials are asked by certain authorities for permission to interrogate a student or search the student's locker, personal property, or person.

**Reference:** Regulation 531



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
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## **STUDENT: INTERROGATION BY OUTSIDE AGENCIES**

### Regulations

1. The CISP Board of Directors strongly encourages investigating officers and officials to conduct their investigation without recourse to interviews with students in school, unless they deem such interviews are essential to proper investigation.
2. Interviews and searches will be conducted in a manner that ensures that the student's rights are protected.
3. No person except the parent, legal guardian or law enforcement officer shall be permitted to interview a student on the school premises. In some circumstances social services authorities may interview students in school in matters related to alleged child abuse.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>534</b>
<b>Approved Date:</b>	<b>22 September 2004</b>
<b>Revised Date:</b>	<b>November 16, 2009</b>
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**STUDENT: STUDENT TRANSFER FORM**

**Policy 534**

The CIS Board of Directors recognizes that a number of families may move from a community during the school year. This family mobility results in students changing schools during the school term. To assist families in relocation and moving their students to a new school it is necessary to provide accurate initial information to the receiving school in order to lessen the adjustment period for the transferred students. In order to provide consistent information a Student Transfer Form shall be completed according to the following guidelines:

Reference: Regulation 534  
Policy and Regulation 535 "Transfer of Student Record File"





<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
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**STUDENT: STUDENT TRANSFER FORM**

Regulations

1. The Catholic Independent Schools Diocese of Prince George Student Transfer Form shall be filled out to provide accurate information to the receiving school.
2. The signed Transfer Form shall be given to the parent/guardian on the day the student leaves the school with the expectation that it be given to the receiving principal.
3. On receipt of a request from a school, school board or school authority in British Columbia where the student is enrolled, the school should transfer the Permanent Student Record (PSR) for the student to the requesting school, board, or authority. The transferring school should keep a copy of the Form 1704.
4. The teacher and the Principal must sign and date the Transfer Form.

Note: Attachment to Policy  
Catholic Independent Schools  
Diocese of Prince George  
Student Transfer Form #534



**CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF PRINCE GEORGE  
STUDENT TRANSFER FORM  
POLICY #534**

Student Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Grade Level \_\_\_\_\_ Other Placement \_\_\_\_\_

Name of School \_\_\_\_\_ City/Town \_\_\_\_\_

Postal Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Name of Receiving School \_\_\_\_\_ Location \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

**PROGRAM SUMMARY:**

Religious Education: \_\_\_\_\_

\_\_\_\_\_

Reading: \_\_\_\_\_

\_\_\_\_\_

Language Arts/Writing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mathematics: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Science: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social Studies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Second Language: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Physical Education: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Subjects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Support Services the Student is receiving: Learning Assistance (\_\_\_\_\_) Modified Programme (\_\_\_\_)

IEP (\_\_\_\_\_) Other (\_\_\_\_\_)

Speech/Language Assistance (\_\_\_\_\_) Visually Impaired (\_\_\_\_\_) Hearing Impaired (\_\_\_\_)

Any additional student information will be forwarded following a written request from the receiving school that is signed by the parent or guardian of the above named student.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

Date\_\_\_\_\_

Please contact us for any additional needed information.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy:</b>	<b>535</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
<b>Revised Date:</b>	<b>November 16, 2009 February 19, 2014</b>
<b>Page:</b>	<b>1 of 12</b>

## **STUDENTS: STUDENT RECORDS**

### **Policy 535**

#### **Rationale:**

Catholic Independent Schools, Diocese of Prince George authorities are well served by policies and practices regarding student records. Such policies and practices will benefit Catholic Independent School students, parents, office staff, administrators, and authorities by providing guidance for the collection of information and its storage, use, transfer, and protection. Legal and public expectations regarding the confidentiality, disclosure and transfer of school student records are increasing, as are societal concerns regarding school record keeping and storage.

The legal framework for the development of this Student Records Requirements and Best Practices Policy is provided by section 6.1 of the *Independent School Act*, Sections 9 and 10 of the Independent School Regulation (the Regulation), the Student Records Order (I 1/07) (the Order), and the *Personal Information Protection Act* (PIPA). Section 9(2) of the Regulation obliges independent school authorities to, subject to the requirements of the Order, (a) establish written procedures regarding the storage, retrieval and appropriate use of student records, and (b) ensure confidentiality of the information contained in the student records and ensure privacy for students and their families.

In addition to the above, the Office of the Inspector of Independent Schools and FISA BC have collaborated in producing the Student Records Requirements and Best Practice Guidelines for Independent Schools, Ministry of Education, June, 2012, which serves as a guide for independent school policy development in this area.

Catholic Independent Schools, Diocese of Prince George (CISPG) is committed to ensuring that student records are handled in accordance with all legal requirements.

For the purpose of this policy in each CISPG School the lead administrator is the Principal.

## Policy

The purpose of this document is to define policy and to determine procedures for the collection of student information and its storage, use, disclosure, transfer and protection.

### 1. Policy Statements:

The following policy statements are provided to inform all parties who collect, store, use, disclose, transfer and protect student information.

#### CISPG will:

- 1.1 Ensure that the lead administrator is responsible for the establishment, security and maintenance of the Student Record and Student File (as defined in this policy) for each student registered in the school according to the procedures defined in this policy.
- 1.2 Only collect, use or disclose personal information with the consent of the individual student or legal guardian, unless otherwise authorized under PIPA.
- 1.3 On or before collecting personal information, disclose to the individual student verbally or in writing the purposes for the collection of personal information.
- 1.4 Only collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances and that fulfill the purposes disclosed by the school or are otherwise permitted under PIPA.
- 1.5 Secure Student Records and Student Files with access within the school authority restricted to those individuals who, by the nature of their work, are required to have access to the information.
- 1.6 Provide access to personal information about an individual student to the individual student (if capable of exercising PIPA rights), and to a parent or legal guardian of the individual student during school hours and under the supervision of the lead administrator or designate.
- 1.7 Subject to legal requirements, ensure that personal information will be retained only for the period of time required to fulfill the purpose for which it was collected.
- 1.8 Inform parents that concerns, complaints and questions about personal information handling policies and practices of the school authority may be directed to the school's Privacy Officer by calling the school office.

### 2. Definitions and Student Record Components

#### 2.1 Elements of the Student Record:

- i. The Permanent Student Record (PSR), as defined in the Students Records Order (1/07):
  - a. Form 1704, PSB 048 (revised 1997) completed according to the Permanent Student Record Instructions that are effective at the time of completion; and
  - b. Student Progress Reports for the two most recent years or an official transcript of grades;
- ii. All documents listed as inclusions on Form 1704 (see 2.2 below);
- iii. Form A, verifying the information about the student's parent or guardian in respect of students eligible for funding (see Appendix I);
- iv. A copy of the student's current Student Learning Plan, if any; and
- v. A copy of the student's current Individual Education Plan (IEP), if any.

## 2.2 Permanent Student Record (Form 1704) Inclusions

The following inclusions must be listed on Form 1704, including document date, title and expiry date or date rescinded (if applicable), and copies of the documents listed must be filed with the PSR:

- i. Health Services information as indicated by the medical alert checkbox, such as diabetes, epilepsy, anaphylaxis producing allergies, and any other condition which may require emergency care;
- ii. Court orders as indicated by the legal alert checkbox;
- iii. Other legal documents, e.g. name change or immigration document;
- iv. Support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities)
- v. Current IEP and/or Case Management Plan (CMP) where applicable; and
- vi. Notification of a student being home schooled.

The following inclusions may be listed on PSR Form 1704, including document date, title and expiry date or date rescinded (if applicable) and if listed, copies of the documents must be filed with the PSR:

- i. Records of information which an educator deems relevant and important to the educational program of the student;
- ii. Award information; and
- iii. Standardized test scores (if deemed relevant and important to the educational program of the student).

If the above optional inclusions are NOT listed on PSR Form 1704, then they may be included in the Student File (see section 2.3, viii below).

## 2.3 Student File

Additional items must (see i below) or may (see ii – ix below) be included in the school's student records as part of the Student File. These items include:

- i. Student eligibility information (required):
  - a. Legal name of child – verify the original and file a photocopy or scanned copy of birth certificate or similar legitimate identification document;
  - b. Official name(s) of parent(s) or guardian(s) with home and work contact information; and
  - c. Verification that parent/guardian is legally admitted to Canada and a resident of BC (see Appendix I, Form A, used to collect this information);
- ii. Care Card number;
- iii. Emergency contact numbers;
- iv. Doctor's name and contact information;
- v. Previous Student Progress Reports (other than the two most recent years required in the PSR);
- vi. Serious discipline reports (e.g. copies of letters to parents/guardians regarding discipline matters and corrective actions taken);
- vii. Reports of important meetings/discussions relating to the student; and
- viii. Standardized test scores, records of information which an educator deems relevant and important to the educational program of the student, and award information IF NOT listed as inclusions on the PSR (see section 2.2 above).
- ix. Copies of baptismal and confirmation certificates (if applicable).

**2.4 Sensitive Student Information.** This may include information which by its nature requires that school staff observe a high level of confidentiality. Examples include:

- i. Psychiatric reports;
- ii. Family assessments;
- iii. Referrals to or reports from school arranged counselling services; or
- iv. Record of a school-initiated report of alleged sexual or physical abuse made to a child protection social worker under section 14 of the Child, Family and Community Service Act.

**Procedures:**

1. The lead administrator or designate will be responsible for:
  - i. Updating the PSR Form 1704 as information changes and the student progresses through the system;
  - ii. Ensuring that electronic copies of documents are stored on a server in a physically secure location. If information is accessed through the Internet, an encrypted connection (https://) must be established before authenticating. Access is restricted to those employees (such as designated records clerks, administration, teachers, and counsellors) who, by the nature of their work, are required to have access; and
  - iii. Ensuring that the school authority takes necessary precautions to safeguard against deprecated or obsolete forms of storage. The electronic storage of PSRs and other personal information requires the school authority to have an adequate backup plan and recovery strategy for potential hardware failure and database corruption.

**2. Student Record and Student File Retention:**

- i. Student Records – Active Students
  - a. Student Records are locked in fireproof cabinets. Access is restricted to those employees (such as designated records clerks, administrators, teachers, and counsellors) who, by the nature of their work, are required to have access.
  - b. The school authority protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks. Procedures for such protection are outlined in sections 7 and 8 below.
  - c. The lead administrator or designate will regularly review Student Records to ensure that the information is current and complies with legal requirements. *Required inclusions must be listed on the PSR – see section 2.2 above.*
- ii. Student Records – Inactive Students
  - a. Unless another school requests a Student Record (see section 8 below), the school authority archives Student Records for 55 years after a student has withdrawn and not enrolled in another K-12 school, or graduated from the school.
  - b. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to the lead administrator or designate.
  - c. The designated records clerk keeps a record of Student Records that are destroyed (shredded) after 55 years.
- iii. Student Files – Active Students
  - a. Student Files are locked in cabinets in each school. Access is restricted to those employees (such as designated records clerks, administrators, teachers, and counsellors) who, by the nature of their work, are required to have access.

- b. The school authority protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks. Procedures for such protection are outlined in sections 7 and 8 below.
- c. The lead administrator or designate will regularly review Student Files to ensure that the information is relevant and important to the educational program of the student.

iv. Student Files – Inactive Students

- a. The school authority archives Student Records for 55 years after the student has withdrawn and not enrolled in another K-12 school, or graduated from the school.
- b. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to the administration or designate.
- c. The lead administrator or designate is responsible for determining the relevancy of the contents in Student Records before being archived.

**3. Currency of Student Records**

Student eligibility information (see Appendix I) will be updated during student registration each year.

As stated above, the lead administrator or designate will regularly review Student Records and Student Files to ensure that the information is current and complies with legal requirements.

**4. Security of Student Information Off Campus**

The lead administrator is responsible for ensuring that personal information taken off campus is safely stored and that personal information is protected.

**5. Handling of Sensitive Student Information**

Access to Sensitive Student Information is restricted to the lead administrator or a person or persons authorized by the lead administrator to access such information defined in section 2.4 Sensitive Student Information.

The lead administrator or designate will obtain parental consent (written, dated and signed) for the collection, use and disclosure of Sensitive Student Information, including psychiatric reports and family assessments, and will store these as highly confidential documents with restricted access.

Sensitive Student Information will only be disclosed or transferred in accordance with the law.

The lead administrator is responsible for ensuring that school initiated reports under section 14 of the *Child, Family and Community Service Act* are retained only for the purpose of child protection proceedings and that information is not disclosed to third parties or transferred to other schools. Such reports are strictly confidential and should only be stored where the lead administrator or designate can access them.



## 6. Use of Student Personal Information

The school authority may use an individual student's personal information for the following purposes, assuming that the school has disclosed such purposes to the individual student verbally or in writing on or before collecting the personal information:

- 6.1 To communicate with the student and/or the student's parent or legal guardian, to process a student's application, and to provide a student with the educational services and co-curricular programs provided by the school authority.
- 6.2 To enable the authority to operate its administrative function, including payment of fees and maintenance of ancillary school programs such as parent voluntary groups and fundraising activities.
- 6.3 To provide specialized services in areas of health, psychological or legal support, or as adjunct information in delivering educational services that are in the best interests of the student.

## 7. Access to and Disclosure of Student Records

- i. A student (capable of exercising PIPA rights) and a parent/legal guardian of a student is permitted (unless restricted by a court order) to:
  - a. Examine the Student Record and Student File kept by a school authority pertaining to that student, while accompanied by the lead administrator or designate to interpret the records; and
  - b. Receive a copy of any student record upon request. The school authority reserves the right to recover the direct cost of copying records.

An entitled person may access and verify personal information in the Student Record and Student File pertaining to the particular student with appropriate notice to the school administration. Access will be provided during school hours.

- ii. Access to a Student Record or Student File will only be granted, upon assurance of confidentiality (with consent), to professionals who are planning for or delivering education, health, social or other support services to that student. Consent will be obtained in writing, listing the name and date of birth of the student, the name and signature of the parent/guardian, and the date of the request.
- iii. When applicable, graduating students will be provided with interim and/or final transcripts for Grades 10, 11 and 12 courses when graduating, and upon future request of the graduate. Copies will be mailed directly to institutions of higher learning or as requested by the graduate. The school authority reserves the right to assess a reasonable fee for transcript requests.
- iv. In the case of a request for personal student information from separated or divorced parents, the school authority will be guided by the legal custody agreement, a copy of which should be provided to the lead administrator. In cases where the lead administrator is unsure if the non-custodial parent is entitled to access personal student information, the school's legal counsel will be consulted for a recommendation.

## 8. Transfer of Student Records

- i. On receipt of a request for student records from a school, a Board of Education, or an independent school authority from within British Columbia where the student is (or will be) enrolled, the school authority will transfer that student's PSR (including declared inclusions), the current Student Learning Plan (if any), and the current IEP (if any) to the requesting institution. The school authority will retain a copy of the PSR, indicating the school where the records have been sent and the date of the student record transfer.
- ii. If the requesting institution is outside British Columbia, a photocopy of the PSR will be sent (including declared inclusions), along with the current Student Learning Plan (if any), and the current IEP (if any).
- iii. Requests for a student's record from a public school require that the public school administration provide a copy of the PSR (including declared inclusions) and current Student Learning Plan (if applicable) and IEP (if applicable) to the independent school authority. The original PSR must be retained by the public school.
- iv. The school authority will only transfer sensitive, confidential information (e.g. psychiatric assessments) after dated and signed parent/guardian consent has been obtained.
- v. The school authority will not transfer a record of a Section 14 Child, Family and Community Service Act report of alleged sexual or physical abuse made to a child protection social worker.
- vi. A summary of a former student's school progress may be provided to prospective employers, at the written request of a former student. The school authority reserves the right to assess a fee for this service.
- vii. A Student Record will be reviewed when a student transfers. The lead administrator will ensure that the documents listed as inclusions are still required inclusions (eg. not expired or rescinded) or still deemed to be relevant and important to the educational program of the student. Expired, rescinded, or irrelevant inclusions will be removed from the Student Record and the documents themselves will be shredded.

## 9. Changes of Student Record File

- 9.1. Requests for an adjustment to a file may be made by the student if the student has attained the age of sixteen (16) years, or by the student's parent or legal guardian.
- 9.2. Requests for adjustment may relate to correction of the contents of documents, to the removal of documents or to the addition of documents.
- 9.3. Responses to requests will be made in accordance with the following guidelines:
  - 9.3.1 Except for reports prepared by the school personnel or by outside agencies, the principal is authorized to rule on requests for adjustment and to make appropriate changes to the file.
  - 9.3.2 In the case of reports prepared by the CISPG central personnel or resource personnel, the principal will obtain a decision from the originator of the document or if unavailable from the Superintendent of Schools.

- 9.3.3 In the case of the report prepared by agencies or persons not employed by the CISPG, or schools, the principal, in consultation with the Superintendent of Schools, may remove the report in its entirety if it is determined that the information in the report is of a sensitive nature whose disclosure, in the judgment of the principal, would clearly be injurious to the student. However, if in the opinion of the Superintendent of Schools the release of the information would be in the public interest the information shall be included in the student record file.
- 9.3.4 If the request is not approved by the principal, the parent and/or student is to be informed of his/her right to appeal the decision to the Superintendent of Schools; and
- 9.3.5 Documents relating to the request and its resolution are to be placed on the student record file.

## List of Appendices

- A. Appendix 1: Form A – Status of Parent/Guardian (Admission to Canada and Residency).
- B. Appendix 2 – Checklist for Student Records.
- C. Appendix 3: Links to information on Student Record legislation:
  - i) [PIPA](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01) - [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_03063\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01)
  - ii) [Independent School Act \[RSBC 1996\] Chapter 216](http://www.bced.gov.bc.ca/legislation/schoollaw/independent_school_act_contents.pdf) - [http://www.bced.gov.bc.ca/legislation/schoollaw/independent\\_school\\_act\\_contents.pdf](http://www.bced.gov.bc.ca/legislation/schoollaw/independent_school_act_contents.pdf)
  - iii) [Independent School Regulation](http://www.bced.gov.bc.ca/legislation/schoollaw/i/bcreg_262-89.pdf) - [http://www.bced.gov.bc.ca/legislation/schoollaw/i/bcreg\\_262-89.pdf](http://www.bced.gov.bc.ca/legislation/schoollaw/i/bcreg_262-89.pdf)
  - iv) Student Records Order: <http://www.bced.gov.bc.ca/legislation/schoollaw/k/i1-07.pdf>
- D. Appendix 4: Links to Student Record Policy:  
[Student Records – Requirements and Best Practice Guidelines for Independent Schools, June 2012](http://www.bced.gov.bc.ca/independentschools/is_resources/student_record.pdf) - [http://www.bced.gov.bc.ca/independentschools/is\\_resources/student\\_record.pdf](http://www.bced.gov.bc.ca/independentschools/is_resources/student_record.pdf)
- E. Appendix 5: Link to the Child, Family and Community Service Act:
- F. [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96046\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01)

**STATUS OF PARENT/GUARDIAN**

**(ADMISSION TO CANADA AND RESIDENCY) – FORM A**

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

**(Lawfully Admitted into Canada)**

1. I am (*please ✓ one*):

- A Canadian citizen (please attach a copy of parent’s birth certificate or citizenship paper/card).
- A Permanent Resident (please attach a copy of parent’s landed immigrant status paper or Permanent Resident card).
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of document):
  - Admission as a refugee or refugee claimant.
  - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
  - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
  - A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.
  - Other - document description: (must be cleared with Citizenship and Immigration Canada):

\_\_\_\_\_

**(Residency in British Columbia)**

2. I am a resident of British Columbia (*please ✓ one*):

- Yes Residency address: \_\_\_\_\_

*(Attach a recent copy of a utility bill, mortgage document, rental agreement or tax assessment, etc.)*

- No I am not a resident of British Columbia.

**Confirming signatures:**

3. Parent/Legal Guardian’s name: \_\_\_\_\_  
 Parent/Legal Guardian’s signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

<i>For Office Use Only:</i>	
<i>Proof of Residency:</i> _____	<i>Date:</i> _____
<i>Initials</i>	

## CIS STUDENT RECORDS POLICY 535

### CHECKLIST FOR STUDENT RECORDS

\*Note that the Ministry of Education Policy refers to the Student Record and the Student File as two separate components. Common practice in CIS schools is to have one physical file containing both components.

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#### **OVERALL CONTENTS**

(items in italics may not apply to all, include only if applicable to the student)

#### **STUDENT RECORD**

##### **MUST CONTAIN:**

- Permanent Student Record (PSR) (Form 1704);
- Student Progress Reports for the past two years, or official transcript of grades;
- Form A (Admission to Canada/Residency of Parent)<sup>1</sup>
- Inclusions (must be listed on 1704)
  - Health services info as indicated by medical alert checkbox, requiring emergency care)
  - Court orders indicated by legal alert checkbox
  - Name change or immigration document
  - Support services information (ie, speech/hearing tests)
  - Notification of student being home-school
- Learning Plan
- IEP

#### **STUDENT FILE**

##### **MUST CONTAIN:**

- Legal name of child – verify original and keep photocopy of identification document<sup>1</sup>
- Official name of parents/guardians with full contact info<sup>1</sup>

##### **MAY CONTAIN:**

- Care Card number, Doctor's name and contact, Emergency contacts<sup>1</sup>
- Copy of Baptismal Certificate*<sup>1</sup>
- Student Progress Reports (older than two years)
- Serious discipline reports*
- Reports of important meetings*

##### **OPTIONAL:**

(THESE MAY BE LISTED AS FORMAL INCLUSIONS ON 1704, OR MERELY PART OF STUDENT FILE)

- Standardized test scores
- Records of information deemed relevant to educational program
- Award information

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<sup>1</sup> usually present in or attached to the school registration form.

**STORAGE – ACTIVE STUDENTS**

- All items in Student Record/Student File placed in one physical folder, stored in a locked, fireproof cabinet.

**TRANSFER OF STUDENT RECORD / STUDENT FILE**

\*Administrator must first review all documents to ensure items are still relevant and important to the educational program of the student. (Remove expired, rescinded or irrelevant inclusions from the Student Record and shred the documents).

WITHIN B.C., SEND:

- Original PSR, with declared inclusions
- Current Learning Plan (if any)
- Current IEP (if any)

\*Retain a copy of the PSR, with the date and name of receiving school.

OUTSIDE OF B.C., SEND **COPIES** OF:

- PSR, including declared inclusions
- Current Learning Plan (if any)
- Current IEP (if any)

**STORAGE – INACTIVE STUDENTS**

**(students who have withdrawn and not enrolled in another K-12 school)**

\*Administrator first determines relevancy of documents before archiving.

\*Archives must be stored securely; ensure “preservation from calamity”.

- PSR (or photocopy) with inclusions must be archived for 55 years after student leaves.
- It is recommended that Special Ed/LAT files and other important documents be kept as well.

**Sensitive Student information**

**\*NOT PART OF STUDENT RECORD OR STUDENT FILE**

Access to this information is restricted to lead administrator (or other authorized person). Lead Administrator must have written parental consent for the collection, use and disclosure of this information.

EXAMPLES:

- Psychiatric Reports
- Family assessments
- Counseling referrals or reports
- Record of school-initiated report of abuse

Must be stored as highly confidential, with restricted access.

This information can only be transferred with dated, signed parent consent.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>536</b>
<b>Approved Date:</b>	<b>Committee Mtg May 2/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **STUDENT INSURANCE**

### **Policy 536**

The local school council may make available a student accident insurance policy on a fee-for-service basis.

### **Reason for Policy**

The protection of students through the program of a student accident insurance program is considered a valuable service by many parents. Very reasonable accident insurance programs are available usually through local agencies that are involved with servicing larger carriers of this type of insurance.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
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## **STUDENT: EXTRA-CURRICULAR ACTIVITIES**

### **Policy 538**

Each school principal will approve and monitor the extra-curricular student activities taking place under the jurisdiction of the school. This includes responsibility for the health, safety, discipline, and financial transactions related to these activities.

### **Reason for Policy**

A balance must be maintained between encouraging and supporting student initiative and responsibility and control over school related activities. It is important to provide to the students not only the opportunity to become involved in a range of student activities but also the latitude to administer these programs themselves. However, since the nature of the programs and the student's behaviour will reflect upon the school, it is necessary to have some control over these programs. Such factor as health, safety, and discipline cannot be left to chance. Student activities often involve large sums of money. It is necessary that these funds be administered in the same responsible and secure manner as any other school monies.

**Reference:** Regulation 538



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Regulation:</b>	<b>538</b>
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## **STUDENT: EXTRA-CURRICULAR ACTIVITIES**

### **Regulations**

1. The principal of each school will be responsible for approving and monitoring all student activities within the school.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>540</b>
<b>Approved Date:</b>	<b>Committee Mtg May 2/2000</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **STUDENT: USE OF BICYCLES**

### **Policy 540**

Each school will regulate student use of bicycles within its own jurisdiction with respect to safety, parking, security, and rules for operating on school property.

### **Reason for Policy**

The safety of the students and security of their property becomes a shared responsibility between the school and the student within the jurisdictional area of the school. Further, parking and rules of operation should be set in order that safety and security goals may be met.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy:</b>	<b>541</b>
<b>Approved Date:</b>	<b>Committee Mtg May 2/2000</b>
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## **STUDENT: USE OF MOTOR VEHICLES**

### **Policy 541**

Each school will regulate student use of motor vehicles within its jurisdictional area with respect to the safety, parking, and security.

### **Reason for Policy**

The safety of students and the safety and security of the students' motor vehicles becomes a shared responsibility between the school and the student within the jurisdictional area of the school.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy:</b>	<b>550</b>
<b>Approved Date:</b>	<b>Committee Mtg May 2/2000</b>
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## **STUDENT: EVALUATIONS**

### **Policy 550**

The achievement of all students in the CISPG shall be evaluated to assist the student in the learning process and to provide reliable information concerning student progress toward the attainment of curricular goals. Regular reporting to parents will include both informal and formal reporting procedures in sufficient frequency to meet the requirements of the Ministry.

### **Reason for Policy**

The CISPG Board of Directors believes that the evaluation of student achievement should be viewed as a systematic process of collecting, analyzing, interpreting and the judging of information to the degree to which course objectives have been realized. Student evaluation should also extend beyond the cognitive domain to the psychomotor and affective domains. Further, it is recognized that evaluation of student progress should be conducted primarily by classroom teachers.



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## **STUDENT: TRANSPORTATION IN PRIVATE VEHICLES**

### **Policy 551**

The CISP Board of Directors authorizes the transportation of students in privately owned vehicles in special circumstances.

### **Reason for Policy**

The CISP Board of Directors believes that students should be transported to and from school-sponsored activities by either B.C. transit, school bus, taxi or their parents. Occasionally, however, special circumstances may warrant employees and volunteers to transport students in privately owned vehicles.

**Reference:** Regulation 551



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## **STUDENT: TRANSPORTATION IN PRIVATE VEHICLES**

### Regulations

1. The Parents may authorize the use of private vehicles to transport students for School related activities:
  - 1.1 responsible adults are assigned as drivers;
  - 1.2 the driver is in possession of a valid driver's license;
  - 1.3 the driver has provided the school with her/his drivers' abstract
  - 1.4 adequate measures are established to ensure student safety.
2. When private vehicles are being used to transport students, the following conditions must be adhered to:
  - 2.1 Primary insurance coverage for vehicles used to transport students on authorized trips must provide bodily injury and property damage coverage of at least one million dollars (\$1,000,000.00).
  - 2.2 Drivers who transport students are to be advised that their insurance coverage is always primary or first loss insurance coverage and that if they intend to occasionally transport students they shall advise their insurance company.



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## **STUDENT: INJURY/ILLNESS AT SCHOOL**

### **Policy 555**

The CISP Board of Directors and its employees shall provide for the health, safety, and well being of students during the time they are entrusted to their care.

### **Reason for Policy**

The health, safety, and well being of the students will be of prime importance to all school employees. In this, as other matters involving students, they are required to act in the same manner as would a reasonable and prudent parent.

**Reference:** Regulation 555





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## **STUDENT: INJURY/ILLNESS AT SCHOOL**

### **Regulations**

1. All school employees in respect to the health of the students, will act in the same manner as would a reasonable and prudent parent in a given situation.
2. Parents or guardians will be notified of any significant illness or injury immediately.
3. Medication will not be given or administered to a student by school employees unless a situation that necessitates immediate action to support a student's well being is required.

### **Procedures**

1. Administration of Prescription Drugs to Students
  - 1.1 If a student who is incapable of self-administration must receive medication prescribed by a medical practitioner during the school day or during an extra-curricular or co-curricular activity, the principal may agree to provide a monitoring function.
  - 1.2 Where a staff member assumes the responsibility of administration of medication, it is essential that medical directions be obtained and followed explicitly, and that a medical and parental permission form be on file.
  - 1.3 Principals shall ensure that staff monitoring the administration of any medication are informed in advance concerning possible reactions which may occur, and the appropriate procedures to follow. Parents or guardians, the student's physician, or personnel of a health unit should be consulted as necessary.
2. Life Threatening Medical Conditions
  - 2.1 The principal, through registration procedures and in consultation with parents or guardians, shall attempt to identify any students who are subject to medical conditions which may be life-threatening and who, therefore, may require specific medical attention.
  - 2.2 Having secured advice in such cases, the principal shall attempt to ensure that all who may be involved with the student, (e.g. school staff, volunteers, bus drivers, and substitutes) are informed concerning any required emergency procedures.



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2.3 Specific instruction by medically qualified personnel should be sought for staff members who may be required to apply respiratory equipment or give injections, (e.g. severe allergic reactions etc.).

### 3. Serious Injury or Accident

In the event of serious injury or accident the following procedures should be followed:

- 3.1 The staff member should apply first aid treatment if required and practical, and if the staff member is competent to do so.
- 3.2 In all instances of serious injury, the staff member should stay with the injured person and direct a responsible person to notify parents or guardians.
- 3.3 If practical and possible, the paramedics should be called to arrange for treatment and transportation to the nearest medical facility.
- 3.4 In the event that paramedics are not available, (e.g. camping trips, or excursions) appropriate arrangements should be made to access medical attention or transport the injured student to a medical facility.

### 4. Non-Prescription Drugs

Non-prescription drugs shall not be administered to any student enrolled in a school operated by the school council without parental permission.

### 5. Legal Consent for Medical Treatment

Under no circumstances will employees of the local school council or CISPG give legal consent to medical treatment of students in their charge. In the event medical treatment is refused by a medical practitioner because of a lack of valid consent, the employee shall:

- 5.1 defer the opinion of the medical practitioner;
- 5.2 advise the principal (or designate) of the problem and the recommendation of the medical practitioner;
- 5.3 continue to attempt to contact the parents or legal guardians.



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## **STUDENT: COMMUNICABLE DISEASES**

### **Policy 560**

Schools within the diocese will report any suspected cases of communicable diseases to the health authorities and will comply with recommended procedures outlined by those authorities.

### **Reason for Policy**

1. To contain the spread of a communicable disease, both within the school and the community at large.
2. To provide for the containment and treatment of the disease for those affected by the disease.
3. To preserve the health and well being of those persons unaffected by the communicable disease, be they students, employees of the school, or members of the community.

**Reference:** Regulation 560



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## **STUDENT: COMMUNICABLE DISEASES**

### **Regulations**

1. Children with Acquired Immune Deficiency Syndrome (AIDS), shall be allowed to attend school programs in an unrestricted setting unless, in the opinion of the local medical health officer, special circumstances dictate otherwise.
2. The right of infected students to privacy will be respected by staff, including confidentiality of records.
3. Information about communicable diseases will be provided to students as part of the regular instructional program as specified in the curriculum.
4. In the event of a suspected communicable disease within the school, the principal must be informed immediately.
5. The principal will immediately notify the communicable disease service in the school's regional district health services.
6. The principal will:
  - 6.1 await a confirmation and assessment of the situation by the appropriate health authorities pending any action; and
  - 6.2 follow the directions provided by the health authorities.



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## **STUDENT PERSONNEL – PHYSICAL AND SEXUAL ABUSE**

### **Policy 570**

#### Reason for Policy

The Catholic Independent Schools Office intends that its staff fully comply with the requirements of the **Child, Family and Community Service Act of BC (1994)** in the reporting of suspected child abuse.

The CISPG recognizes that every student has a right to a life free of abuse, neglect and violence. Child abuse is a serious societal issue. Its impact can last a lifetime and extend to future generations. Understanding child abuse and neglect is vital. Knowing how to respond to any disclosure of abuse or neglect is critical.

#### Policy

The CISPG prohibits and will not condone any form of child abuse, neglect or violence. All school personnel in the CISPG will comply with child protection legislation as outlined in the Child, Family and Community Service Act of BC.

- A. At the beginning of each school year, the school administrator will review with all school personnel the following 3 documents:
  - a. “BC Handbook for Action on Child Abuse and Neglect” (BC Ministry of Children and Family Development).
  - b. “Responding to Child Welfare concerns” (BC ministry of Children and Family Development).
  - c. “Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse” (Office of the Inspector of Independent Schools BC).
- B. Schools will protect personal information regarding child abuse, neglect or violence against improper or unauthorized disclosure and use.
- C. School personnel will safeguard the privacy and dignity of the student and share information regarding any allegation of child abuse, neglect or violence only with those persons who have a legitimate reason for receiving the information (i.e., social worker, the police, the principal). Personnel will recognize that improper disclosure of information may prejudice the child protection investigation or other related investigations.
- D. School personnel will report suspected child abuse, neglect or violence immediately. Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent, or otherwise in need of protection as set out in Section 13 of the child, Family and Community Service Act is legally responsible under Section 14 of that Act to report promptly to a social worker. School personnel, who are uncertain about the duty to report, will consult with a social worker who can discuss the options and course of action.
- E. School personnel will inform the principal (or another school official in the event that the principal is the alleged offender) as soon as possible.
- F. School personnel will co-operate with the resulting investigation.
- G. School personnel will support students who have experienced child abuse, neglect or violence.



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**Procedures:**

**Depending on the circumstances, school personnel will follow one of four procedures in responding to alleged child abuse:**

- #1 Responding to alleged child abuse, neglect or violence by a caregiver, parent, friend or other person outside the school community.
- #2 Responding to alleged child abuse, neglect or violence by a school employee, contract service provider or volunteer.
- #3 Responding to alleged abusive behavior at school by a student under the age of 12.
- #4 Responding to alleged abusive behavior at school by a student age 12 and over, including a young offender.

**SCENARIO #1 – Responding to alleged child abuse, neglect or violence by a caregiver, parent, friend or other person outside the school community.**

School personnel who suspect any form of child abuse, neglect or violence will:

- promptly report allegations of child abuse and/or neglect to a social worker as required by the “*Child, Family and Community Service Act*”
- consult a child welfare worker when you are unsure about whether to make a report
- call the police if a student is in immediate danger and/or an alleged criminal offence has occurred
- document information regarding any reported allegation promptly (see Appendix A)
- treat the information with the strictest confidentiality
- notify the principal that a report has been made to a social worker and/or the police
- maintain confidentiality and protect the privacy of both student and alleged offender
- provide information as requested by the child welfare worker and/or the police
- cooperate fully with any investigation which may be conducted by the child welfare worker and/or by the police
- be available to listen to and be supportive of the student
- monitor the student’s well-being
- consult with the counselor where appropriate
- not notify the alleged offender; this responsibility is determined by the child welfare worker and/or the police
- not contact the parents as the child welfare worker and/or the police will contact the parents



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The principal will:

- collaborate with the child welfare worker and/or police to:
  - ensure the safety and well-being of the student involved and any other children who may be at risk
  - clarify the respective responsibilities during the investigations
  - determine whether a support person will be present for the student during the interview process
- after intervention of social worker and/or the police, inform parents of counseling services available from the school(s) and/or in the community
- collaborate with professionals in community to develop follow-up plans and referrals for services

When a child welfare worker is responding to a report of child abuse, neglect or violence by someone other than a parent, the child welfare worker assesses whether the parent is willing and able to protect the child from harm. Following the assessment, the child welfare worker must report the results of the investigation to the person who made the report, unless reporting would cause emotional or physical harm to anyone, or if a criminal investigation is underway or contemplated. In the event that the child welfare worker suspects that a criminal investigation should take place, the child welfare worker contacts the police, and the police contact the alleged offender.

School personnel who suspect any form of child abuse, neglect or violence will:

- promptly report allegations of child abuse and/or neglect to a child welfare worker as required by the "Child, Family and Community Service Act"
- consult a child welfare worker when you are unsure about whether to make a report
- call the police if a student is in immediate danger and/or an alleged criminal offence has occurred
- document information regarding any reported allegation promptly (see Appendix A)
- treat the information with the strictest confidentiality
- notify the principal (or another school official in the event that the principal is the alleged offender) that a report has been made to a child welfare worker and/or the police
- maintain confidentiality and protect the privacy of both student and alleged offender
- provide information as requested by the child welfare worker and/or the police
- cooperate fully with any investigation which may be conducted by the child welfare worker and/or by the police
- be available to listen to and be supportive of the student
- monitor the student's well-being
- consult with the counselor where appropriate
- not notify the alleged offender, this responsibility is determined by the principal (or another school official in the event that the principal is the alleged offender in consultation with the social worker and/or the police
- not contact their parents as the child welfare worker and/or the police will contact the parents



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The principal (or another school official in the event that the principal is the alleged offender) will:

- collaborate with the child welfare worker and/or police to:
  - ensure the safety and well-being of the students involved and any other children who may be at risk
  - clarify the respective responsibilities during the investigations
  - determine whether a support person will be present for the student during the interview process
- after intervention of the child welfare worker and/or the police, inform parents of counseling services available from the school(s) and/or in the community
- collaborate with professionals in community to develop follow-up plans, referrals for services and/or critical incident debriefing for students and staff, as appropriate

**If the welfare of the student might be threatened by the presence of the employee, the principal (or another school official in the event that the principal is the alleged offender) will consult with the Superintendent and then recommend to the Pastor and School Council Chairperson the suspension of the employee. The Superintendent reports to the British Columbia College of Teacher or the Inspector of Independent Schools when the school dismisses, suspends or otherwise disciplines a certified teacher (Independent School Act Section 7).**

When a child welfare worker is responding to a report of child abuse, neglect or violence by someone other than a parent, the child welfare worker assesses whether the parent is willing and able to protect the child from harm. Following the assessment, the child welfare worker determines whether or not there are grounds for proceeding with an investigation. The child welfare worker must report the results of the investigation to the person who made the report, unless reporting would cause emotional or physical harm to anyone, or if a criminal investigation is underway or contemplated. In the event that the social worker suspects that a criminal investigation should take place the child welfare worker contacts the police and the police contact the alleged offender.





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### SCENARIO #3 – Responding to alleged abusive behavior at school by a student under age 12

There is no need to report:

- minor altercations or aggression between students
- any other activity that is within the bounds of typical childhood behavior

**Students under 12 years of age are not criminally responsible for their actions and, therefore, are not charged under the Criminal Code of Canada.**

School personnel will:

- consider the following factors if she/he has reason to believe that a student (victim and/or alleged abuser) needs protection:
  - the seriousness or potential seriousness of the abusive behavior
  - the existence of a power imbalance between the students (e.g., difference in size, ages or intellectual capacity or a gang situation)
  - the willingness and ability of the involved students' parents to respond appropriately
  - whether the behavior resulted, or is likely to result, in harm to the student
  - whether the behavior is impulsive or premeditated
  - whether incidents of aggression or victimization are recurring
- immediately notify the principal when abusive behavior between students occurs at school if the behavior is considered to be abusive
- document information regarding any reported allegation promptly (see Appendix A)
- treat the information with the strictest confidentiality
- maintain confidentiality and protect the privacy of both the victim and alleged abuser
- provide information as requested by the social worker
- cooperate fully with any investigation which may be conducted by the child welfare worker document information regarding any reported allegation promptly
- treat the information with the strictest confidentiality
- notify the principal that a report has been made to a child welfare worker and/or the police
- maintain confidentiality and protect the privacy of both student and alleged offender
- provide information as requested by the child welfare worker and/or the police
- cooperate fully with any investigation which may be conducted by the social worker, and in a criminal investigation, with the police
- be available to listen to and be supportive of the student
- monitor the student's well-being
- consult with the counselor where appropriate



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The principal will:

- ensure the safety of the victim and alleged offender
- determine whether a support person will be present for the students during the interview process
- call the police if a student or staff member is in immediate danger and/or a criminal offense has occurred
- make a joint report (with school personnel who witnessed the abusive behavior or received the disclosure) to the child welfare worker
- determine that if the alleged offender threatens the welfare of others appropriate action is taken to ensure the safety of all
- contact parents of students involved if it does not jeopardize the investigation of the social worker and/or police
- discipline the offender in accordance with school policies
- after intervention of a child welfare worker and/or the police, inform parents of counseling services available from the school(s) and/or in the community

When a child welfare worker is responding to a report of child abuse or violence by someone other than a parent, the child welfare worker assesses whether the parent is willing and able to protect the child from harm. Following the assessment, the child welfare worker determines whether or not there are grounds for proceeding with an investigation. The child welfare worker must report the results of the investigation to the persons who made the report, unless reporting would cause emotional or physical harm to anyone, or if a criminal investigation is underway or contemplated. In the event that the child welfare worker suspects that a criminal investigation should take place, the child welfare worker contacts the police, and the police contact the alleged offender.



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**SCENARIO #4 – Responding to alleged abusive behavior at school by a student age 12 and over, including a young offender**

There is no need to report:

- minor altercations or aggression between students
- any other activity that is within the bounds of typical childhood behavior

**A student who is 12 to 18 years of age may be charged with a criminal offence under the Youth Criminal Justice Act.**

School personnel will:

- consider the following factors if she/he has reason to believe that a student (victim and/or alleged abuser\_ needs protection:
  - the seriousness or potential seriousness of the abusive behavior
  - the existence of a power imbalance between the students (e.g., difference in size, ages or intellectual capacity or a gang situation)
  - the willingness and ability of the involved students' parents to respond appropriately
  - whether the behavior resulted, or is likely to result, in harm to the student
  - whether the behavior is impulsive or premeditated
  - whether incidents of aggression or victimization are recurring
- immediately notify the principal when abusive behavior between student occurs at school if the behavior is considered to be abusive
- document information regarding any reported allegation promptly (see Appendix A)
- treat the information with the strictest confidentiality
- maintain confidentiality and protect the privacy of both victim and alleged abuser
- provide information as requested by the child welfare worker
- cooperate fully with any investigation which may be conducted by the child welfare worker document information regarding any reported allegation promptly
- treat the information with the strictest confidentiality
- notify the principal (or another school official in the event that the principal is the alleged offender) that a report has been made to a child welfare worker and/or the police
- maintain confidentiality and protect the privacy of both student and alleged offender
- provide information as requested by the child welfare worker and/or the police
- cooperate fully with any investigation which may be conducted by the child welfare worker, and in a criminal investigation, with the police
- be available to listen to and be supportive of the student(s)
- monitor the student's well-being
- consult with the counselor where appropriate



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The principal will:

- ensure the safety of the victim and alleged offender
- determine whether a support person will be present for the students during the interview process
- call the police if a student or staff member is in immediate danger and/or a criminal offence has occurred
- notify the police and youth probation officer if the abusive behavior constitutes a breach of the young offender's probation order
- make a joint report (with school personnel who witnessed the abusive behavior or received the disclosure) to the child welfare worker
- determine that if the alleged offender threatens the welfare of others appropriate action is taken to ensure the safety of all
- contact parents of students involved if it does not jeopardize the investigation of the child welfare worker and/or police
- discipline the offender in accordance with school policies
- after intervention of a child welfare worker and/or the police, inform parents of counseling services available from the school(s) and/or in the community

When a child welfare worker is responding to a report of child abuse or violence by someone other than a parent, the child welfare worker assesses whether the parent is willing and able to protect the child from harm. Following the assessment, the child welfare worker determines whether or not there are grounds for proceeding with an investigation. The child welfare worker must report the results of the investigation to the persons who made the report, unless reporting would cause emotional or physical harm to anyone, or if a criminal investigation is underway or contemplated. In the event that the child welfare worker suspects that a criminal investigation should take place, the child welfare worker contacts the police, and the police contact the alleged offender.

**Reference:** Regulation 570



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## Reporting of Suspected Child Abuse

### 1. Introduction

The Catholic Independent Schools of the Diocese of Prince George recognizes its responsibility to ensure the safety and well-being of all children within its jurisdiction. Pursuant to this responsibility, all school personnel are to be made aware of their duty to report child abuse as mandated by the **Child, Family and Community Service Act (1994)**, and the reporting procedures outlined herein. The principal of the school is responsible for updating all employees on an annual basis of their responsibilities for reporting child abuse.

The C.I.S.D.P.G. will provide copies of this policy to all School Councils within its jurisdiction who will then ensure that their School Principals circulate copies amongst their staff.

It is recommended that School Councils obtain from Crown Publications, copies of the **BC Handbook for Action on Child Abuse and Neglect (1998)**, for circulation within their schools.

### 2. Definitions

For the purpose of this policy, child abuse will include sexual abuse, physical abuse, emotional abuse, and/or neglect. Offenders may be male or female and include persons under age 19 as well as adults.

Child: Is defined as any person under age 19.

**Sexual Abuse**: means any sexual exploitation of a child whether consensual or not. It includes touching of a sexual nature toward a child. In determining whether behavior is of a sexual nature, one should ask whether a reasonable observer, looking at the behavior in its context, would conclude that it is. This would exclude normal affectionate behavior towards children and normal health or hygiene care.

Sexual activity between children may constitute sexual abuse if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking advantage of the younger or less powerful child. This would exclude consensual, developmentally appropriate sexual activity between children where there is no significant difference in age or power between the children.

**Physical Abuse**: is defined as any physical force or action which results in, or may potentially result in injury to a child and which exceeds that which could be considered reasonable discipline.

**Emotional Abuse**: means acts or omissions of those responsible for the care of a child which are likely to produce long term and serious emotional disorder. This might include effects such as non-organic failure to thrive; developmental retardation; serious anxiety; depression or withdrawal; or serious behavior disturbance.



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Neglect: is defined as the failure on the part of those responsible for the care of the child to provide for the physical, emotional or medical needs of a child to an extent that the child's health, development or safety is endangered.

School Personnel: is defined as anyone employed by C.I.S.D.P.G. or a School Council with the jurisdiction of the C.I.S.D.P.G.

The Superintendent of Schools shall be responsible for the actions required by this policy.

### 3. Recognizing Signs of Possible Abuse

School personnel are expected to take seriously any comments or behaviors of children that may indicate abuse. School personnel should be concerned about a child who:

1. Appears to be undernourished and/or who has inadequate lunches or no lunches on a regular basis
2. Has obvious medical needs that are unattended
3. Has physical injuries such as bruises, welts, cuts, or burns and whose explanations appear to be incompatible with the nature or extent of the injury. Fearfulness when being questioned about an injury.
4. Appears to be unusually fearful to undress at appropriate times, such as for gym class.
5. Complains of pain around genital, mouth and/or throat area.
6. Mentions that "it hurts going to the bathroom".
7. Has patterns of extreme behavior, passive or aggressive.
8. Frequently makes drawing of people with disproportionately shaped organs or who demonstrates unusual interest in or preoccupations with sexual acts or sexual language, which is beyond the kind of interest normally expected for his/her age.
9. Appears to be extremely fearful of being left alone with particular adults or with adult men or women in general.
10. Has a parent who demonstrates one or more of the following:
  - has unrealistic expectations of the child's performance
  - appears unduly untrusting and suspicious of school personnel
  - is aggressive or abusive when approached about general concerns regarding the child

Also of concern to school personnel, is the child who is:

1. Frequently late
2. Very reluctant to attend school
3. Frequently absent from school
4. Apparently reluctant to go home after school
5. Frequently inadequately dressed for the season or weather

All school personnel are advised to familiarize themselves with Part II pp 10-13 of The BC Handbook for Action on Child Abuse and Neglect, which lists more detailed indicators of possible child abuse and neglect.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Regulation:</b>	<b>570</b>
<b>Approved Date:</b>	<b>October 24, 1994</b>
<b>Revised Date:</b>	<b>June 9, 2003</b> <b>November 17, 2003</b> <b>January 15, 2010</b> <b>November 22, 2010</b>
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## STUDENT PERSONNEL – PHYSICAL AND SEXUAL ABUSE

Regulations:

### 1. Responsibility to Report

The Child, Family and Community Service Act (1994) legally obligates anyone who has reason to believe that a child has been or is likely to be abused or neglected to report the matter to a child protection social worker. School personnel are, therefore, **required by law** to report their suspicions of any cases of child abuse. This responsibility is not discharged by reporting the suspicions to a colleague or supervisor. Failure to promptly report suspected abuse or neglect to a child protection social worker is a serious offence under the Child, Family and Community Service Act (1994) and can result in a maximum penalty of a \$10,000.00 fine, or six months in jail, or both.

No action may be taken against a person who reports suspected neglect or abuse in good faith, unless the report is malicious or without reasonable grounds.

Should a parent or other concerned individuals inform school personnel of suspected child abuse, they should direct the informant to report the concern to a child protection social worker.

### 2. Procedures for Reporting

#### a) Action by Employee

Step 1 – Have the following information when making a report;

- child's name, address, birth date (if possible)
- name of person(s) responsible for the child's care (parent or guardian)
- outline of the nature and extent of the circumstances leading to the suspicion that the child is a victim of abuse. Include all physical and behavioral indicators observed and where possible, the identity of the suspect including as much information as possible.

Step 2 – Advise the school principal immediately that a report has been made to a child protection social worker, except in those cases in which the principal is the alleged offender. In such cases, the Superintendent of Schools shall be advised by the reporting school personnel member. The Superintendent of Schools shall also be advised in those cases in which the school principal is the school personnel member making the report and in cases where a school personnel member is the alleged offender. It must be stressed that Step 2 is a matter of protocol and, by law; responsibility is not discharged by school personnel reporting to any person other than an appropriate delegate of the Ministry of Children and Families.

#### b) Action by Principal

The Principal shall record all reported incidents in a confidential school file. In cases where the Principal is the alleged offender, the Superintendent of Schools shall be responsible for recording the incident(s) in a separate file. The Superintendent of Schools will inform the School Council Chairperson of the circumstances and make recommendations for further action.



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c) Confidentiality

Under no circumstances should any attempt be made to notify the alleged offender of the accusation nor should there be any discussion with him/her of the accusation. School personnel shall also refrain from notifying parents and/or guardians of a suspected abusive situation. This is the responsibility of a child protection social worker. This responsibility **cannot** be assumed by school personnel. School personnel, while offering support, must refrain from interviewing the child after the child's first disclosures. In all cases, principals are required to allow the investigating social worker and police officers to interview the child in the school.

A child protection social worker will decide whether an investigation into the child's need for protection should commence.

3. Allegations Made Against School Employees

- a. All requirements of the law as outlined in the Child, Family and Community Service Act (1994) and the procedures outlined in The BC Handbook for Action on Child Abuse and Neglect (1998) shall be followed.

Specifically,

The information or incident shall be reported immediately to the Ministry for Children and Families by the person receiving a disclosure from a child regarding an allegation against a member of the school personnel or by the person having suspicions regarding physical or sexual abuse of a child by a member of the school personnel.

- b. Further, the School Authority (i.e., the Principal, School Council Chairperson, Pastor, and Superintendent of Schools shall be notified of the information received or incident and the action taken (unless one of the above is the alleged offender and that person would not be notified).
- c. Legal Counsel is to be retained by Catholic Independent Schools of Prince George.
- d. No discussions regarding the alleged offense shall take place with the alleged offender until R.C.M.P., a child protection social worker, and the Superintendent of Schools have consented.
- e. The investigating social worker and RCMP officer in charge will advise the Superintendent of Schools and School Authority of the results of the preliminary investigation. If the preliminary investigation indicates that the report is nun founded, no further action is required.
- f. If the preliminary investigation indicates that there is reasonable evidence to warrant further investigation, the School Council will place the alleged offender on leave of absence with pay while the investigation proceeds.





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- g. Should the investigation result in a charge against the alleged offender, he/she will then be placed on an unpaid leave of absence by the School Council. Any school personnel charged, but not convicted of child abuse shall be paid full salary retroactively. Reinstatement shall not occur without prior consultation with the Superintendent of Schools. A member of school personnel found guilty of a charge of child abuse shall be dismissed.
  - h. The Superintendent of Schools is responsible for ensuring that parents of children who may have been affected are notified.
3. Sexual Abuse Prevention Programs

***Catholic Independent Schools, Diocese of Prince George and the CIS Board of Directors approves the following sexual abuse prevention program for use in our Catholic Schools.***

1. **For Primary Year 1 and Primary Year 3 –**  
“The Revised C.A.R.E. Kit,” with permitted additions, Surrey, BC: C.A.R.E. Productions
2. **For intermediate Year 1 and Year 2, no program is in place presently.**
3. **Delivery of the program: The classroom teacher is responsible to ensure the delivery of the program. The principal is responsible to ensure the program is delivered at each mandated level and that C.I.S. directives are followed.**
4. **In-service: The school is responsible for providing in-service in the Child Abuse Prevention Programs, the revised “C.A.R.E. Kit” (usually available through local Public School District).**
5. **Instruction on sexual abuse prevention is on a voluntary basis with the exception of Primary Year 1 and Year 3.**
6. **Informing Parent: Parents are to be informed when sexual abuse prevention will be taught in their child’s classroom. Parents should be given the opportunity to preview the material being taught.**
7. **Parents have the right to withdraw their child/children from all or part of the program that they wish to teach at home (check present guidelines).**

# RESPONDING TO STUDENT ABUSE/NEGLECT

CONFIDENTIAL

PLEASE PRINT AND PROVIDE DETAILS

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

1. Student Information:

Name: \_\_\_\_\_

Date of Birth (d/m/y): \_\_\_\_\_ Age \_\_\_\_\_

Student's current home address: \_\_\_\_\_

\_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Grade: \_\_\_\_\_

Classroom or Homeroom Teacher: \_\_\_\_\_

Name and address of person(s) who has legal custody of the child at the time of this report:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Special Needs, if any, including any barriers to communication: \_\_\_\_\_

\_\_\_\_\_

Sibling names, ages, and schools, if known: \_\_\_\_\_

\_\_\_\_\_

2. Person Making the Initial Report:

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Telephone Numbers: (home) \_\_\_\_\_ (work) \_\_\_\_\_

3. Person to Whom the Initial Report was Made:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

4. Attach all of the student's writing, drawing, or artwork that supports this report. Sign and date them.

5. Information from the student's disclosure or your reasons to believe the student has been or is likely to be abused (conversation, events, observations or circumstances):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Document any information the Child Protection Social Worker (CPSW) shared with you:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Your signature: \_\_\_\_\_

8. Date (m/d/y): \_\_\_\_\_ Time: \_\_\_\_\_

- Secure the original copy of the report for yourself (including supporting notes and documents) in a secure and confidential place. Do not share this confidential information with anyone other than the Child Protection Social Worker (CPSW), the Police or as required by law.
- Mail a copy of the report including supporting notes and documents to the Ministry of Children and Families if requested to do so.

NOTE: Record only facts and observations

## Appendix B

Part 3, Section 13 and 14 of the “Child, Family and Community Service Act 1996” (amended 2002) clarifies when protection is needed and the duty to report child protection concerns.

When protection is needed:

Section 13 (1) A child needs protection in the following circumstances:

- (a) if the child has been, or is likely to be, physically harmed by the child’s parent;
  - (b) if the child has been, or is likely to be, sexually abused or exploited by the child’s parent;
  - (c) if the child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by another person and if the child’s parent is unwilling or unable to protect the child;
  - (d) if the child has been or is likely to be, physically harmed because of neglect by the child’s parent;
  - (e) if the child is emotionally harmed by the parent’s conduct;
  - (f) if the child is deprived of necessary health care;
  - (g) if the child’s development is likely to be seriously impaired by a treatable condition and the child’s parent refuses to provide or consent to treatment;
  - (h) if the child’s parent is unable or unwilling to care for the child and has not made adequate provision for the child’s care;
  - (i) if the child is or has been absent from home in circumstances that endanger the child’s safety or well-being;
  - (j) if the child’s parent is dead and adequate provision has been abandoned and adequate provision has not been made for the child’s care;
  - (k) if the child has been abandoned and adequate provision has not been made for the child’s care;
  - (l) if the child is in the care of a director or another person by agreement and the child’s parent is unwilling or unable to resume care when the agreement is no longer in force.
- (1.1) For the purpose of subsection (1) (b) and (c) and section 14 (1) (a) but without limiting the meaning of “sexually abused” or “sexually exploited”, a child has been or is likely to be sexually abused or sexually exploited if the child has been, or is likely to be,
- (a) encouraged or helped to engage in prostitution, or
  - (b) coerced or inveigled into engaging in prostitution.
- (2) For the purpose of subsection (1) (e), a child is emotionally harmed if the child demonstrates severe
- (a) anxiety,
  - (b) depression
  - (c) withdrawal, or
  - (d) self-destructive or aggressive behaviour.

Duty to report for protection:

Section 14 (1) A person who has reason to believe that a child needs protection under section 13 must promptly report the matter to a director or a person designated by a director.

(2) Subsection (1) applies even if the information on which the belief is based

- (a) is privileged, except as a result of a solicitor-client relationship, or
- (b) is confidential and its disclosure is prohibited under another Act.

(3) A person who contravenes subsection (1) commits an offence.

(4) A person who knowingly reports to a director, or a person designated by a director, false information that a child needs protection commits an offence.

(5) No action for damages may be brought against a person for reporting information under this section unless the person knowingly reported false information.

(6) A person who commits an offence under this section is liable to a fine of up to \$10,000 or to imprisonment for up to 6 months, or to both.

(7) The limitation period governing the commencement of a proceeding under the *Offence Act* does not apply to a proceeding relating to an offence under this section.

**References:**

**Child, Family and Community Service Act of BC**

***BC Handbook for Action on Child Abuse and Neglect;***

**(BC Ministry of Children and Family Development)**

***Responding to Child Welfare Concerns***

**(BC Ministry of Children and Family Development)**

***Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse***

**(Office of the Inspector of Independent Schools BC)**

***Student Records: Requirements and Best Practice Guidelines for Independent Schools (Office of the Inspector of Independent Schools BC)***



<b>Category:</b>	<b>EDUCATION POLICY MANUAL STUDENTS</b>
<b>Policy</b>	<b>572</b>
<b>Approved Date:</b>	<b>Committee Mtg. Jan 24/2001</b>
<b>Revised Date:</b>	<b>Working Policy June 11, 2001</b>
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## **AUXILIARY SERVICES: HEALTH SERVICES**

### **Policy 572**

Principals shall ensure that students in their schools have access to health services provided by the local health authorities or any other health service approved by the Superintendent of Schools.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Policy</b>	<b>573</b>
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## **STUDENT PERSONNEL – SPECIAL EDUCATION**

### **Policy 573**

The Catholic Schools of the Diocese of Prince George are committed to the education of the whole child in the spiritual, emotional/social, intellectual, artistic/aesthetic and physical realms. It is, therefore, the long-term goal of each Catholic school community to implement a program and curriculum enabling it to accept and meet the needs of all Catholic students in their community. Consistent with this goal is an effort to make our facilities more accessible for students with special needs.

The CIS Board of Directors promotes an inclusive education system in which students with special needs are fully participating members of a community of learners. Inclusion describes the principle that all students are entitled to equitable access to learning, achievement and the pursuit of excellence in all aspects of their education.

#### **Rationale**

Special education programs and services enable students with special needs to have equitable access to learning and opportunities to pursue and achieve the goals of their education.

Our commitment is rooted in the fact that we are all God's children.

**Reference:** Regulation 573



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## **STUDENT PERSONNEL – SPECIAL EDUCATION**

### **Regulations**

Adhering to:

- Special Needs Students Order M150/89 (defines students with special needs, describes the obligation of school boards to consult with parents in the placement of students with special needs and describes policy regarding integration).
- Individual Education Plan Order M638/95 (sets out the requirements for school boards to design and implement individual education plans for students with special needs).
- Student Progress Report Order M191/94 (describes reporting requirements for students who have special needs).
- Support Services for Schools Order M282/89

and consistent with “Special Education Services: A Manual of Policies, Procedures and Guidelines” – Minister of Education, Special Education Branch, each Catholic school community is to implement a program and curriculum enabling it to accept and meet the needs of all Catholic students in their community.





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<b>Category:</b>	<b>STUDENTS</b>
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## **STUDENT PERSONNEL – ANAPHYLAXIS**

### **Policy 575**

It is the policy of Catholic Independent Schools Diocese of Prince George to create allergen-aware environments in our schools. These Regulations and Procedures will comply with Ministerial Order 232/07 (M232/07).

### **Reason for Policy**

A number of students are coming to our school system with anaphylaxis. When exposed to an allergen to which they have sensitivity, these students will have a severe and potentially life threatening allergic reaction.

**Reference:** Regulation 575



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## **STUDENT PERSONNEL – ANAPHYLAXIS**

### **Regulation**

**“anaphylactic student”** means a student with an anaphylactic allergy;

**“anaphylaxis”** means a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken, and “anaphylactic” has a corresponding meaning;

**“Anaphylactic Framework”** means the current policy entitled “Anaphylactic and Child Safety Framework” approved by the Minister and issued by the Ministry of Education.

The anaphylaxis regulations established and maintained by CISPG includes the following:

- (a) a process for identifying anaphylactic students;
- (b) a process for keeping a record with information relating to the specific allergies for each identified anaphylactic student to form part of the student’s Permanent Student Record;
- (c) a process for establishing an emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student’s record;
- (d) an education plan for anaphylactic students and their parents to encourage the use by anaphylactic students of Medic-Alert identification;
- (e) procedures for storage and the administration of medications:
  - i) procedures for obtaining preauthorization for employees to administer medication to an anaphylactic student, and
  - ii) procedures for permitting employees to administer medication to an anaphylactic student in an emergency where there is no preauthorization;
- (f) a process for principals to monitor and report information about anaphylactic incidents to the office of the Superintendent;

School staffs should discuss and decide on any appropriate and reasonable food restrictions for school-related activities, lunch at school, field trips, parties and fund-raisers. While many parents ask the principal and staff to “ban” certain foods and food products from the school, such a request *cannot be reliably implemented*. No matter how committed the staff and how cooperative the parent community, foods containing the allergen may eventually enter the school. The student would have a false sense of security, and would be placed at increased risk. A better approach is to regularly educate the parent community and solicit the cooperation of families, and set in place procedures that are designed to safeguard the anaphylactic student to an allergen-aware school. However, an **allergen-aware environment is always the best practice**.



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## **Management of Allergies**

### **1. Identification of Children at Risk**

- It is the responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the school principal of their child's allergy. Parents must fill in an Allergy Protocol form.
- All staff members must be made aware of these children and their allergies.
- A photograph and a description of each child's allergy should be kept discreetly in the child's classroom and in the staffroom.

### **2. Availability and Location of EpiPens**

- Anaphylactic or potentially anaphylactic children should have at least one EpiPen kept at the school office.
- It cannot be presumed that children/adults will self-administer their auto-injector. (The individual might not be able to self-administer while having a reaction.)
- Posters describing the signs and symptoms of anaphylaxis and the use of the EpiPen should be posted in relevant classrooms, the medical room, and in the staff room.
- Children who are no longer allergic or no longer require an EpiPen must present a letter of explanation from their health care provider.
- It is recommended that students with allergies bring their own EpiPens on field trips. The EpiPen should be given to the teacher or supervisor for safekeeping, or the EpiPen may be kept with the child in their EpiPen carrying case.

### **3. Treatment Protocol**

- An individual treatment protocol needs to be established by the child's health care provider. The school cannot assume responsibility for treatment in the absence of such a protocol.
- If a child reports, or an adult suspects an allergic reaction is developing, the following protocol will be followed:
  - a) Bring the child to the office or in a severe case, send another individual to the office to get help.
  - b) The child's Allergy Protocol form is reviewed from the Allergy/Alert file at the office and the protocol, as prescribed by the health care provider, is followed.
  - c) In the event of an emergency, call 911. In the situation where an ambulance is not available, the child may be transported to hospital by a private vehicle. It is recommended that another individual accompany the driver to provide assistance.
  - d) Contact the child's parents.



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## 1. Training

- Each year there should be awareness sessions and training for all staff, which includes a demonstration on the use of the EpiPen.
- Substitute teachers will be advised to review the Anaphylaxis Alert posters for children in their class and to review emergency protocol with the designated staff member for their grade level.

## 2. Allergen Awareness/Allergen Avoidance

The question of banning anything in schools is controversial. We live in a world that is contaminated with potential allergens. Anaphylactic children must learn to avoid specific triggers.

While the key responsibility lies with the anaphylactic individual and his/her family, in the case of a young anaphylactic child, the school community must also be aware.

In our schools the significant allergies are to a variety of allergens. There are allergies to foods and insect/wasp stings as well. **The School will appeal to the community to keep food allergens, especially peanut/nut products out of the school.**

In the classrooms of anaphylactic children, special care is taken to avoid allergens. Parents must consult with the teacher before supplying food or craft materials to these classrooms. In short, the risk of accidental exposure to a food allergen can be significantly diminished although it can never be completely removed.

Given that anaphylaxis can be triggered by minute amounts of allergen food, anaphylactic children must be encouraged to follow certain guidelines:

- To eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents.
- Wash hands before eating.
- Not to share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.



CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF PRINCE GEORGE

ALLERGY PROTOCOL FORM

Dear Parents/Guardian,

Please complete the following form describing what procedure to follow when responding to an allergic reaction for your child. Use concise, clear directions and point form whenever possible. Thank you.

Student's Name: \_\_\_\_\_

Allergy/Allergies \_\_\_\_\_

Signs and symptoms: \_\_\_\_\_

Protocol:

Step 1:

Step 2:

Step 3:

Step 4:

Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

For severe allergies that are life threatening please get your child's Doctor/Health Care Provider's signature: \_\_\_\_\_

**EMERGENCY ALLERGY ALERT FORM**  
**EPI-PEN® ONLY**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE \_\_\_\_\_

EMERGENCY PHONE \_\_\_\_\_

PARENT/GUARDIAN WORK PHONE \_\_\_\_\_

PARENT/GUARDIAN WORK PHONE \_\_\_\_\_

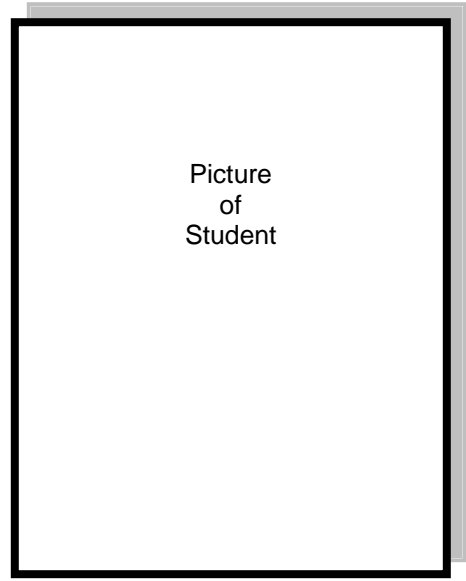
TEACHER \_\_\_\_\_

CLASS \_\_\_\_\_ ROOM # \_\_\_\_\_

CARE CARD # \_\_\_\_\_

PHYSICIAN \_\_\_\_\_

PHYSICIAN'S TELEPHONE \_\_\_\_\_



**ALLERGY-DESCRIPTION:** This child has a **DANGEROUS**, life threatening allergy to the following items and to all foods containing them in any form in any amount;

\_\_\_\_\_

\_\_\_\_\_

**AVOIDANCE:** The key to preventing an emergency is **ABSOLUTE AVOIDANCE** of these foods at all times. **WITHOUT AN EPI-PEN® THIS CHILD MUST NOT BE ALLOWED TO EAT ANYTHING.**

**EATING RULES:** *(List eating rules for child, if any, in this space)*

\_\_\_\_\_

\_\_\_\_\_

**POSSIBLE SYMPTOMS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Flushed face, hives, swelling or itchy lips, tongue, eyes       | <input type="checkbox"/> Tightness in throat, mouth, chest         |
| <input type="checkbox"/> Difficulty breathing or swallowing, wheezing, coughing, choking | <input type="checkbox"/> Vomiting, nausea, diarrhea, stomach pains |
| <input type="checkbox"/> Dizziness, unsteadiness, sudden fatigue, rapid heartbeat        | <input type="checkbox"/> Loss of consciousness                     |
| <input type="checkbox"/> Other _____   |  |

**ACTION – EMERGENCY PLAN:** At any sign of difficulty (e.g. hives, swelling, difficulty breathing):

- Use **EPI-PEN®** immediately
- Even if symptoms subside entirely, this child **must** be taken to a hospital immediately.

EPI-PENS® are kept in \_\_\_\_\_ *Classroom/lunchroom/staff room/office/with student*

\_\_\_\_\_  
Parent/Guardian Signature



## Best Practices

A best practice is the “utopia” of an idea. When setting up a school to be **allergen aware**, these are some “best practices”:

- identify students with allergen, upon registration/new diagnosis
- send home appropriate forms
- create a questionnaire asking pertinent questions regarding allergy
- have meeting with all parents of anaphylactic children
- in-service all staff about protocol, use of Epi-Pen® and your school emergency procedures
- exchange information about school procedures, and what parental expectations are
- put up **allergy alert** signs at all entrances as well as doors of classrooms of the anaphylactic children
- send home letters to the whole school population, notifying parents that specific allergens are discouraged from entering the school
- follow up with a letter or a telephone call to the parents of a child that has brought an allergen into the school. (This should be performed by teacher or principal.)
- if a child brings an allergen in their lunch or snack, you should have that child eat in an area that is not normally used by the general student population. (An office or a conference room has been the general practice for most schools.)
- medication should be stored in a location that is easily accessible and **NEVER LOCKED**.



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## **School Guide Anaphylaxis Protocol**

Anaphylaxis is life threatening and can appear suddenly without warning. Working as a team of parents and school staff, anaphylaxis can be a manageable condition. The anaphylactic student needs the support of the entire school community to stay safe and to prevent an anaphylactic reaction.

Here are some suggestions to make the school safer for students with anaphylaxis:

- **No Epi-Pen® No Food**
- Annual in-service about anaphylaxis and practice with an EpiPen® trainer.
- Establish classroom rules: **No Sharing Food.**
- Discourage allergic foods in the classroom.
- Send a letter to the entire school community that the allergic food not be sent to the school as a snack or lunch.
- Inform the student's parents well in advance of special events involving food.
- Establish a procedure for informing substitute teachers and support staff.
- **Listen to and believe the student. He or she may be having a reaction before you see it.**
- Reassure the student that you are aware of his/her needs and that you know how to keep him/her safe.
- Train the student to self advocate regarding their allergy. E.g., how to approach an adult.
- Ensure that Epi-Pen® is kept with the student or the supervising teacher knows the location of the Epi-Pen®.
- Be aware that there are cases of anaphylactic students being threatened with the allergen by bullies. School staff shall deal with such a situation as a serious incident.
- Do not hesitate to contact the student's parents, or other sources for further help and information.





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The following sample letter is to be printed on School letterhead and sent home to parents/guardians at the beginning of each School year.

**September Anaphylaxis Letter**

**Sample Only**

As we begin a new school year we would like to inform you that \_\_\_\_\_ Elementary School is an **allergen aware** school. There are children in attendance who suffer from **severe and life threatening** allergies to certain foods, such as peanut and nut products. Exposure to the smallest quantities can cause severe life threatening reactions. Anaphylaxis is a severe and life threatening allergic reaction. The most common allergen triggers are food, insect stings, medications, exercise and latex. An anaphylactic reaction involves symptoms from two or more body systems.

We at \_\_\_\_\_ School would appreciate the co-operation of the entire school community in **NOT** sending any lunches or snacks that contain peanuts or nuts, which could potentially harm a child. Please make sure that all of your children's caregivers are aware of the food restrictions. Please avoid sending food for birthdays or special occasions. There are many alternatives such as stickers and pencils.

If you have any questions please talk to you child's teacher or the school staff.

We look forward to your co-operation in making this a safe year for all our students.



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### Sample School Newsletter Insert

We would like to inform you that there are children in our school, with severe life threatening allergies to (name allergen). This is a medical condition (anaphylaxis) that causes a **severe reaction** to specific foods and can result in death within minutes. As this affects the entire school community, we are requesting that you **not** send foods with you child to school that contain the allergen, \_\_\_\_\_.

If you have any questions, please contact your child's teacher or the school staff.

Thank you for your understanding and cooperation.



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### **Checklist for Parents of an Anaphylactic Student**

- arrange meeting with principal to exchange information
- notify school personnel of your child's allergens in order of severities
- provide the school with a recent photograph of your child
- complete *The Request and Consent Form for the Administration of Injection of Medication in an Emergency Form*
- provide the school with required number of Epi-Pens® and make sure they are not expired
- consider a Medic Alert® bracelet for your child
- educate yourself about foods that can cause anaphylactic reactions
- stress with your child and the school staff that only foods from home are to be eaten
- keep up-to-date about education and new information in this field
- research field trip sites for allergen risks
- accompany your child on field trip if possible
- inform school bus driver about your child's medical needs
- verify all posted information about your child
- inform school staff of any allergic reactions that occur outside of school hours



\_\_\_\_\_ SCHOOL

**REQUEST AND CONSENT FOR THE ADMINISTRATION OF INJECTION OF MEDICATION IN AN EMERGENCY**

STUDENT NAME \_\_\_\_\_ SURNAME FIRST NAME STUDENT NO \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ GRADE/PLACEMENT \_\_\_\_\_  
Y-M-D

THE PARENT(S)/GUARDIAN REQUEST AND CONSENT FOR THE ADMINISTRATION OF AN INJECTION OF MEDICATION IN AN EMERGENCY IN THE SCHOOL.

\_\_\_\_\_ PARENT/GUARDIAN NAME

\_\_\_\_\_ PARENT/GUARDIAN NAME

Home Telephone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

I/We request that the \_\_\_\_\_ School provide for the administration of an emergency injection of medication for my/our son/daughter in the event that the following should happen:

**I/We understand that:**

- a) a medical doctor must consent to this request in accordance with Section 2 of this form;
- b) only a limited supply of the medication may be kept at the school as prescribed by the doctor;
- c) the medication must be brought to the school in a closed container and the label must detail the name of the student, the type/name of the medication, and the size of the dosage.
- d) if the medication is not provided to the school, contact will be made with the parent(s)/guardian or doctor, and will also be made with parent(s)/guardian or doctor under any other exceptional circumstances, e.g. student refuses medication.
- e) it is the responsibility of the school to establish fall back positions for the administration of emergency medication.

**I/We consent to:**

- a) the establishment of a service at the school to administer an emergency injection of medication to my/our son/daughter named above in the event of an emergency situation as outlined above;
- b) school personnel responsible for the administration of medication in an emergency situation discussing any aspect of the service with a public health nurse where the need arises.

\_\_\_\_\_  
Date: Y-M-D

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
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## **STUDENT PERSONNEL – BLOOD BORNE PATHOGENS**

### **Policy 577**

It is the policy of Catholic Independent Schools Diocese of Prince George to provide a safe school environment with regards to blood borne pathogens while respecting the rights of medical confidentiality of students and employees.

### **Reason for Policy**

The Catholic Independent Schools Diocese of Prince George (CISPG) recognizes and respects the rights of all students and employees as defined in law and school policies, and recognizes its obligation to promote the safe delivery of educational services.

### **Definition of Blood Borne Pathogens**

Blood borne pathogens – any pathogen that can be transmitted from one person to another through blood (examples would include HIV, hepatitis B and hepatitis C). These pathogens may also be transmitted through other body fluids at times, dependent on the type of body fluid and nature of exposure.

**Reference:** Regulation 577  
Policy and Regulation 578 Standard Precautions



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>STUDENTS</b>
<b>Regulation:</b>	<b>577</b>
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## **STUDENT PERSONNEL – BLOOD BORNE PATHOGENS**

### **Regulation**

1. As blood-borne pathogens cannot be transmitted in the course of the usual interactions in the school, discriminatory acts against a student infected with blood-borne pathogens are unacceptable.
2. A non-infected student shall not be excluded from school because of a blood-borne pathogen infected family member.
3. As there is not significant safety hazard to others in the school setting from individuals with blood-borne pathogen infections, the CISPAG supports the right for:
  - illness-challenged employees to continue working if duties of employment are satisfactorily fulfilled;
  - illness-challenged students to pursue activities which their condition allows, including continuing attendance at school.
4. There is no onus or responsibility for a student and their family, or an employee, to disclose to the School Board or Administration that they have a chronic blood-borne pathogen infection.
5. If a student and their family or an employee voluntarily decide to disclose to school staff, that they have a blood-borne pathogen infection, that information will be held confidential and not shared further without the student/family's or employee's written consent.
6. Educational programs will be made available for both employees and students in order to increase awareness and knowledge of blood-borne pathogens. These programs must cover the means of transmission and means of increasing protection from blood-borne pathogens. All students will be informed of the procedures to follow when they encounter blood and/or bodily fluid contact situations. The principal will review annually with staff the safety procedures for dealing with potential blood-borne pathogen exposures.
7. Since blood or body fluids may potentially carry blood-borne pathogen agents, school staff will follow Policy 578 Standard Precautions, in dealing with cleaning and disposing of blood and body fluid contact situations.
8. The definitions and procedures set out in this policy and regulations are subject to current medical knowledge and will be updated as required.



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## **STUDENT PERSONNEL – STANDARD PRECAUTIONS**

### **Policy 578**

The CISPG supports the concept of Standard Precautions as a method to provide simple and basic precautions against the transmission of disease. The CISPG believes in providing a safe school environment by having written Standard Precautions for people to follow.

Standard Precautions are based on the premise that all persons are a potential source of infection. As it is not possible to tell if a person may be infected with a blood-borne disease, or any other communicable disease, it is important to treat blood and body fluids from everyone as potentially infectious. This includes all body fluids (except sweat).

### **Definition of Standard Precautions**

Standard Precautions – prudent practices that are used to prevent the transmission of an infectious disease; practices which are intended to protect persons from infection through contact with blood or body fluids and are based on the premise that all blood and body fluids are a potential source of infection.

**Reference:** Regulation 578  
Policy and Regulation 577 Blood Borne Pathogens



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### **Guidelines:**

To assure a standard of practice within our Diocese, the CISPG directs all persons to follow the Standard Precautions as outlined in the guidelines below.

To provide a safe school environment for students and staff, it is compulsory that all staff use Standard Precautions.

The CISPG will:

- a) Maintain current policies, regulations and practices with regard to Standard Precautions.

School administrators and/or supervisors will:

- a) Provide training to all staff that are required to handle blood and body fluids with regard to Standard Precautions.
- b) Provide supplies and equipment needed to practice Standard Precautions.
- c) Ensure that all staff who are required to handle blood and body fluids within their area of responsibility have received orientation in Standard Precaution methods.

CISPG staff members who are required to handle blood and body fluids are expected to:

- a) Attend and participate in orientation provided on Standard Precautions.
- b) Follow the practices which are outlined herein.

### **Administrative Procedures**

The spread of infection requires three key elements:

- a source of infecting organism
- a susceptible host, and
- a means of transmission for the organism.

The blood borne diseases most commonly transmitted in this matter are Hepatitis B, Hepatitis C and HIV. The viruses for these diseases can be transmitted through blood and through body fluids such as semen and vaginal secretions. Body fluids such as saliva, sweat, tears, urine, vomit or mucous, unless they are contaminated with blood, are not considered infectious. Viruses enter the body through breaks in the skin such as open sores or puncture wounds. They may also enter through the mucous membranes of the mouth, nose and eyes. Because persons who carry the Hepatitis B and Hepatitis C or HIV viruses may not display any symptoms of disease they may not be aware they are infected.





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## **A. Prevention and Control Methods**

### **1. Personal Protective Equipment**

When in contact with blood or body fluids, staff must treat all contact as potentially infectious. Staff members who are required to handle blood and body fluids will be provided with appropriate personal protective equipment. Disposable gloves and barrier masks will be provided to all staff whose duties may involve contact with blood and body fluids. This may include first aid designates, playground supervisors, physical education teachers and teacher assistants. Playground supervisors, physical education teachers during outside classes, and volunteers on field trips must carry in a kit: gloves, wipes, and band aides. Staff will also have access to tongs and “sharps” containers for handling such items as used syringes. Gloves – Disposable latex, vinyl or rubber gloves must be worn when handling blood or body fluids or in situations where contact may occur. The gloves must be disposed of immediately after use and followed by hand washing using liquid soap.

### **2. Barrier Masks**

It is highly recommended that disposable barrier masks be worn when performing artificial respiration or cardio-pulmonary resuscitation (CPR).

### **3. Disposal of Needles, Syringes and Condoms**

Any sharp object which might be contaminated with blood or body fluids should not be handled by hand. They should be picked up with a pair of tongs and disposed of in a puncture-proof container.

Disposing of needles should involve the following steps:

- a) Put gloves on
- b) Pick up needles and syringes with garbage collection tongs
- c) Do not recap, bend or break off used needles
- d) Place in a puncture resistant ‘sharps’ container
- e) Keep ‘sharps’ container in a secure location in the school
- f) Dispose of gloves

Disposal of condoms should involve the following steps:

- a) Put gloves on
- b) Pick up condom and dispose of condoms in a sealed plastic bag
- c) Dispose of gloves
- d) Wash hands



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#### 4. Clean-up

The clean-up of any spill involving blood and body fluids should involve the following steps:

- a) Wear disposable latex, vinyl or rubber gloves.
- b) Clean up spills promptly by using absorbent disposable material or paper towel first, then clean with a bleach solution (1 part bleach to 10 parts water) or approved disinfectant solution.
- c) Dispose of the absorbent material and/or paper towels in a sealed plastic bag.
- d) Wash non-disposable items (towels or clothing) in hot water and detergent, OR seal student's clothing in a plastic bag and send it home for cleaning.
- e) Clean brushes, brooms, mops and other instruments used to clean up body fluids with a bleach solution.
- f) Remove and dispose of gloves in a sealed bag and wash hands with liquid soap for 15 seconds and rinse under running water for 5 seconds.

#### **B. Needle Stick Injuries or Contact with Blood/Body Fluids**

If an individual has been stuck by a needle or has come in contact with blood/body fluids, the following steps should be followed:

- a) Wash wound immediately with soap and warm water
- b) Do not squeeze cut/wound
- c) Go to Emergency immediately
- d) Report to School Administration
- e) Complete Incident Report

#### **C. Training**

The Diocese wants to prevent infectious disease transmission through education and by ensuring the staff has access to the appropriate personal protective equipment and cleaning supplies.

Newly appointed staff shall receive orientation upon commencement of work. All CISPG staff and any volunteers who are required to handle blood and body fluids working on school Diocesan sites will receive orientation in Standard Precautions.

#### **D. Hand Washing**

Hand washing with soap and water should always be done under the following circumstances:

- Before preparing food
- Before meals
- After toileting and diapering
- Before and after providing first aid
- After handling blood or body fluids

The description of these prudent practices applies to the prevention of infectious disease transmission and care must be taken to follow the outlined application of these procedures to ensure the health, safety and security of all persons in the CISPG. This policy should be reviewed every three years, or as necessary.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
<b>Policy:</b>	<b>EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>601</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
<b>Revised Date:</b>	
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## **EDUCATION PROGRAM: RELIGIOUS EDUCATION**

### **Policy 601**

A program of religious education, approved by the Bishop of Prince George, shall be taught in all schools. The religious education program is a part of the core curriculum in Catholic schools and is compulsory for all students.

### **Reason for Policy**

The achievement of the CISPG mission is strongly supported by the provision of formal religious education instruction and regular religious celebrations within the school.

**Reference:** Regulation 601



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>601</b>
<b>Approved Date:</b>	<b>Working Policy Sept 9, 2002</b>
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## **EDUCATION PROGRAM: RELIGIOUS EDUCATION**

### **Regulations**

1. All schools shall follow the program in religious education as set down by the CISPG.
2. It shall be the responsibility of the principal to:
  - 2.1 assist teachers in the teaching of the religious education program and to request additional help for staff as required; and
  - 2.2 encourage in-service activities in religious education within the school.
3. All teachers must be prepared to co-operate in the establishment of a Christian community in the school.
4. Religion shall be taught by Catholic teachers unless at the discretion of the principal and parish priest if it is felt that a non-Catholic teacher is sufficiently knowledgeable of Catholic doctrine to be able to teach children. Before this latter alternative is considered every effort must be made to have Catholic teachers provide the instruction.
5. The religious education program is not simply another subject being offered as part of the school program. The formation of students in an environment of Catholicity is the essence of the school.



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>602</b>
<b>Approved Date:</b>	<b>October 30, 1992</b>
<b>Revised Date:</b>	
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## **FAMILY LIFE EDUCATION**

### **Policy 602**

The essential values to foster in any family life or child abuse program are concrete, positive faith experiences, freedom with responsibility, concern for the physical and spiritual well-being of others, trust, honesty, reverence for self and others, joyful appreciation of the gifts of life, love and security. Along with these the child must be given an ability to observe, interpret and judge his/her life situations as wholesome or threatening to one's well being. Such skills will enable children to act according to the norms of faith and love.

#### Policy:

February, 1983 – The Board of Directors for the Catholic Public Schools designated the Benziger Family Life Program for use in our Catholic Schools.

September, 1989 – The Board of Directors for the Catholic Public Schools approved the Revised Benziger Family Life Program for use in our Catholic Schools.

The directives, which accompanied this approval, were that:

- a) The teachers be properly prepared to deliver it with great sensitivity and in a real faith perspective and in keeping with church teachings.
- b) That parents be instructed as to its use.

October, 1989 – At the Annual General Meeting for the Catholic Public Schools the approval of the Benziger Family Life Program was ratified. Bishop O'Connor further mandated that the Benziger Family Life Program was to be used, in fact was compulsory for every Catholic School in the Prince George Diocese.

Workshops for the formation of teachers in Family Life Education were held in each region of the Diocese. Parent sessions on the family life program were held in each region of the Diocese.

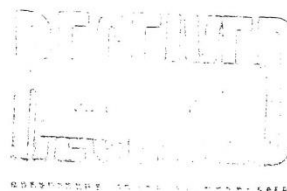


Office of the Bishop

Diocese of Prince George  
2935 Highway 16 West, Box 7000  
Prince George, B.C., Canada  
V2N 3Z2

Phone (604) 964-4424

Fax (604) 964-2101



April 13 1993

Dear Pastor, Principal, School Council Chairperson,

The Benziger Family Life Program was introduced to the Diocese in 1983. Since then a number of directives, guidelines and workshops have been made available to you.

Last Fall it seemed that the time had come to form a Diocesan Policy. During the last several months, Sister Sally McLean, R.S.C.J. and Sister Rose-Marie Goguely, S.S.A. have reviewed all the materials which you have received since 1983. In consultation with the Principals of our schools and in collaboration with the other members of the C.P.S. Board of Directors, they have drawn up a policy for Family Life Education in the Diocese. This Policy was affirmed at the last C.P.S. Board Meeting on March 30, 1993.

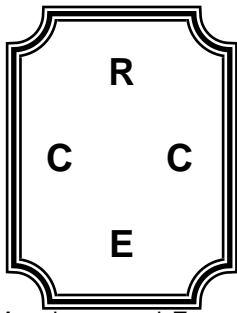
I am sending you our Diocesan Policy, its guidelines and a brief outline of its historical development.

I trust that this will provide you with the necessary guidelines to carry out your important ministry of assisting parents in the Catholic Formation of their children.

Sincerely in Christ,

+ *Gerry Wiesner, O.M.I.*

Bishop Gerald Wiesner O.M.I.  
Bishop of Prince George



Msgr. Lawrence J. Turgeon  
Director

## *Religious Education Communication Centre*

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### FAMILY LIFE EDUCATION

#### POLICY

The Diocesan Family Life Policy is based on the value and dignity of the human person and the promise of Jesus Christ, "I have come that you may have life, life to the full."<sup>1</sup>

Rooted in the biblical message is the dignity of the human person.

- We are created in God's image – male and female,<sup>2</sup>
- We are God's work of art.<sup>3</sup>

We have the capacity to know, to choose and to love and thereby to attain the fullness of life. We are called to do this by living out Jesus' two commands – to love God and to love our neighbour as ourselves.<sup>4</sup> Catholic Educators, thus motivated strive to educate the whole person.

The Church instructs us as to the rights and responsibilities of parents, schools, parishes, ecclesiastical institutions and the Bishop, Pastor of the Diocese in regard to Family Life Education.

Parents who have conferred life on their children have the obligation to educate them and are therefore their first educators. The Tradition of the Church recognizes this unique educational mission.

"The Church, mother of the faithful born of her to the faith in Baptism, has an educative mission entrusted by Christ."<sup>5</sup> Therefore, it is the task of the Catholic school, the parish and other ecclesial institutions to collaborate with and to assist the family in the area of Family Life Education.

Partnership between a Catholic School and the families of its students is especially important when treating the sensitive religious and moral issues found in Family Life Education. Such collaboration will encourage a beneficial exchange of experience between parents and teachers for the good of the pupils.

The Bishop of the Diocese, taking account of school legislation and local circumstances, establishes guidelines for Family Life Education.

Family Life Education is to complement and be integrated with Religious Education or Catechesis. The underlying goal of catechesis is "... to make faith living, conscious and active through the light of instruction ..."<sup>6</sup>. Catechesis has the task of inviting people to discipleship, "... to help people to believe that Jesus is the Son of God, so that believing they might have life in His name, and to educate and instruct them in this life and thus build up the Body of Christ"<sup>7</sup>.

“Catechesis is called to be the fertile field for the renewal of all the ecclesial community. Therefore, in order to lead the faithful to maturity in faith, it must illustrate the positive values of sexuality, integrating them with those of virginity and marriage, in the light of the mystery of Christ and of the Church. This catechesis should bring into relief that the first vocation of the Christian is to love ...”<sup>8</sup>

#### THE FAMILY LIFE POLICY:

THE C.P.S. BOARD IN COLLABORATION WITH THE OFFICE OF RELIGIOUS EDUCATION HAS DESIGNATED THE BENZIGER FAMILY LIFE PROGRAM AS THE FAMILY LIFE PROGRAM TO BE TAUGHT IN THE CATHOLIC PUBLIC SCHOOLS OF THE PRINCE GEORGE DIOCESE. IT IS THE OBLIGATION OF THE CATHOLIC PUBLIC SCHOOLS AND THE DIRECTOR OF RELIGIOUS EDUCATION TO FORM TEACHERS AND TO PROTECT THE RIGHTS OF PARENTS AS THE FIRST EDUCATORS OF THEIR CHILDREN.

#### Foot Notes:

1. Jones, Alexander, General Editor; The Jerusalem Bible. Double day and Company, Inc.; Garden City, New York, 1966. John 10:10.
2. Ibid., Gen. 1:27.
3. Ibid., Ep. 2:10
4. Ibid., Matt 22:34 ff
5. Baum, William, Card., Sacred Congregation for Catholic Education; Educational Guidance in Human Love, Rome. Canadian Conference of Catholic Bishops, Ottawa, 1983, P. 53
6. Wright, John Cardinal, Prefect. Sacred Congregation for the Clergy; General Catechetical Directory. United States Catholic Conference, Washington, D.C., 1971, P. 47.
7. Pope John Paul II, Apostolic Exhortation Catechesi Tradendae. Rome. Canadian Conference of Catholic Bishops, Ottawa, 1979, P.1.
8. Educational Guidance in Human Love P. 56.

#### Other References Consulted:

1. Abbott, Walter, S.J., General Editor & Gallagher, Joseph, Very Rev. Msgr., Translation Editor; The Documents of Vatican II; “Declaration on Christian Education”. The America Press; Western Printing and Lithographing Co., New York. 1966.
2. Baum, William Cardinal; prefect, Sacred Congregation for Catholic Education, The Religious Dimension of Education In A Catholic School, Rome. The Canadian Conference of Catholic Bishops, Ottawa, 1988.



## DIRECTIVES FOR IMPLEMENTATION OF THE FAMILY LIFE PROGRAM

- A. School Registration Forms have the signatures of parents/guardians indicating that the child will participate in the Religious Education and Family Life Programs. (Materials are to be available for viewing by parents)
- B. The Benziger Family Life Program is to be taught in its entirety within our Catholic Schools.
- C. The Family Component of the program is to be distributed to the parents.
- D. At least one annual, introductory meeting is to be held with parents prior to commencing the program.
- E. Parents are to be informed when the teacher is ready to begin teaching each unit of the program.
- F. Parents have the right to withdraw their children from those sections of the Family Life Program that they wish to teach at home – especially the section on sexuality.**
- G. Teachers must be properly prepared to teach the Family Life Program with great sensitivity, from a real faith perspective and in keeping with Church Teachings.
- H. The Family Life Program is to be integrated, as much as possible, with the Religious Education Program.
- I. Teachers need to have a certain level of maturity and to be comfortable with teaching the program. If the level of comfort or maturity is absent the principal is to select another staff member or outside resource person to teach the program.  
Any outside resource person must be governed by the same policy and guidelines as the teachers on staff.
- J. Materials used in the teaching of the Family Life Program must be consistent with Church teaching. A number of approved resources are available from the Religious Education Communications Center. The principal is the one to give approval for the use of any additional resources. The principal is to consult the pastor and school council if there is any doubt as to the resources' consistency with Church teaching.
- K. The essential values to foster in any family life or child abuse prevention programs are concrete, positive faith experiences; freedom with responsibility; concern for the physical and spiritual well-being of self and others; trust; honesty; reverence for self and others; joyful appreciation of the gifts of life, love and security. Along with these experiences the child must be given an ability to observe, interpret and judge his/her life situations as wholesome or threatening to one's well being. Such skills will enable the child to act according to the norms of faith and love.
- L. Upon request formation workshops for teachers and parent sessions will be provided by The Religious Education Communications Center.

## HISTORY OF THE DEVELOPMENT OF THE FAMILY LIFE POLICY

February 1983 – The C.P.S. Board of Directors for the Catholic Public Schools designated the Benziger Family Life Program for use in our Catholic Schools – This did not exclude choosing another program in the future.

September 1989 – The Director of Religious Education was designated responsible for the implementation of a Family Life Program.

The C.P.S. Board of Directors for the Catholic Public Schools approved the Revised Benziger Family Life Program for use in our Catholic Schools.

The directives that accompanied this approval were that:

- a) The teachers must be properly prepared to deliver it with great sensitivity and in a real faith perspective and in keeping with church teachings.
- b) That parents must be instructed as to its use.

October 1989 – At the Annual General Meeting for the Catholic Public Schools the approval of the Benziger Family Life Program was ratified. The Bishop further mandated that the Benziger Family Life Program was to be taught in each of the Catholic Schools of the Prince George Diocese.

1989 – 1992 Workshops for the formation of teachers in Family Life Education were held in each region of the Diocese.

Parent Sessions on the Family Life Program were held in each region of the Diocese.

Regional teams consisting of a priest, parent couple, principal and teacher were established to assist with the initial implementation of the Family Life Program.

January 15, 1993 – The C.P.S. Board of Directors affirmed that The Benziger Family Life Program is the Family Life Program to be taught in the Diocese of Prince George and the parents' rights as the first educators of their children are to be safe guarded.

Family Life Education Policy and Guidelines approved by the Board of Directors of The Catholic Public Schools on March 30, 1993.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>603</b>
<b>Approved Date:</b>	<b>October 30, 1992</b>
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## **CARE KIT**

### **Policy 603**

October 30, 1992

#### Policy:

1. June 1990 – The Board of Directors for the Catholic Public Schools approved the use of the C.A.R.E. Kit in the Catholic Public Schools. It is the only personal safety program approved for use in the Catholic Public Schools of the Prince George Diocese.
2. The conditions under which teachers may use the kit are:
  - a) The teacher has the professional in-service for the C.A.R.E. Kit. (Provided by the Public School System)
  - b) The program must be used with the adaptations made for use in our Catholic Schools. (These are available from the Religious Education Centre and from C.P.S.)
3. Teachers, upon the recommendations of the principal, prior to using the C.A.R.E. Kit, must receive their approval as designated personal safety program teachers from the Religious Education Center in consultation with C.P.S.
4. Criteria for Teachers:

Teachers need:

  - a) To be mature and comfortable with their own sexuality and at home with teaching a well balanced approach to sexuality.
  - b) To be persons of faith who respect each person as created in God's image and who have the ability to foster a reverence for life.
  - c) To be persons who foster a respect for the dignity of the individual and who have the ability to encourage children to respect themselves and others.
  - d) To be knowledgeable about the teachings of the church in regard to moral and ethical questions.
  - e) To have the ability to nurture within the child a capacity to know and to choose right from wrong, knowing the difference between love and abuse, thereby empowering children to protect themselves.
  - f) To strive to empower children to trust their feelings of peace, joy, anger and fear and subsequently to say No to abusive situations.
  - g) To have the ability to present the information in such a way that children are encouraged to trust those adults who provide life, love and security.
  - h) To have true love and understanding of children, to know how children communicate verbally and non-verbally both their joyful and stressful experiences.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
<b>Regulation:</b>	<b>EDUCATION PROGRAM</b>
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- i) To have the ability to be sensitive to individual needs of the children, i.e. cultural and racial differences including those who are mentally and physically challenged.
  - j) To be a person with good communication skills in relating with the child, parents, administration, and other authorities.
5. Parents must be instructed as to the use of the C.A.R.E. Kit. After looking into the C.A.R.E. Kit, which is being taught in the school, those parents wishing to teach it themselves are responsible for providing this information to their children.
6. When the revised C.A.R.E. Kit is implemented, adaptations for use in our schools will be provided.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>605</b>
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## **EDUCATION PROGRAM: LIBRARY RESOURCE CENTRE**

### **Policy 605**

The CISPG Board of Directors believes that each local school council should allocate funds annually in the school's budget to support a library resource program that collects resource materials that reflect the goals and objectives of the Mission Statement of CISPG, as well as, the curriculum of the Ministry of Education.

Each school council should be committed to providing student access to an effective, integrated library resource program in its school supported by a wide range of carefully selected learning resources.

### **Reason for Policy**

A school library program should provide a wide range of resource-based teaching and learning resources at varying levels of difficulty, with a diversity of appeal and a presentation of different points of view to meet the needs of students and teachers.

**Reference:** Regulation 605



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>605</b>
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## EDUCATION PROGRAM: LIBRARY RESOURCE CENTRE

### Regulations

- A. For the purpose of this statement of Policy:

The term “learning resources” will refer to any person(s) or any materials with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include print and non-print material and equipment necessary to manage, use or produce them.

“Library Resource Center Program” means the planned activities and services originating in the school library resource centre that assists students and staff in using resources to facilitate learning teaching.

1. The principal is responsible for ensuring that the library resource centre program operates in a manner consistent with established goals and objectives.
2. The school library will provide a wide range of materials for school use at various levels with diversity of appeal and presentation of different points of view, meeting the following criteria:
  - 2.1 Materials will enrich and support the total curriculum taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served.
  - 2.2 Materials will enrich and support the development of students’ independent reading interests.
  - 2.3 Materials will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
  - 2.4 Provide information on various sides of controversial issues so that students may have an opportunity to develop the practice of critical analysis and to make informed judgments in their daily lives. The presence of an item should not be construed as CISPG condoning the philosophy expressed in a resource.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>605</b>
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- 2.5 Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and world community.
- 2.6 Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.
- 2.7 Gift materials shall be judged by the criteria outline and shall be accepted or rejected by those criteria.
- 2.8 Selection is an on-going process which should include the addition of new materials, the removal of materials no longer relevant and the replacement of lost or worn materials still of educational value. Since collection renewal or weeding is the responsibility of the library staff, an acceptable school-based procedure is required. The document, *Weeding the School Library Media Collection (Calgary Board of Education 1984)* is a useful document.
3. Each school library will maintain an up-to-date listing of appropriate library selection catalogues.
4. The selection of learning resources for the library resource centre is the responsibility of the principal and school library personnel, in co-operation with classroom teachers.
5. The responsibility for co-ordination, the selection of learning resources, maintaining a balanced collection and making recommendations for purchases for the school library centre rests with the principal and library staff.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>606</b>
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**EDUCATION PROGRAM: ENGLISH AS A SECOND LANGUAGE**

**Policy 606**

A school may offer instruction in English as a second language through the Learning Assistance Programme.

**Reference:** Regulation 606





<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>606</b>
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## **EDUCATION PROGRAM: ENGLISH AS A SECOND LANGUAGE**

### **Regulations**

1. The local school principal will determine the need for E.S.L. instruction.
2. E.S.L. instruction may vary in length and intensity depending on the student needs.
3. Written parental permission is required before a student receives E.S.L. instruction.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>612</b>
<b>Approved Date:</b>	<b>Committee Mtg Jan 24/2001</b>
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## **EDUCATION PROGRAM: SCHOOL REVIEWS AND EVALUATIONS (INTERNAL)**

### **Policy 612**

The CISPG Board of Directors supports the view that schools in the Diocese of Prince George shall be reviewed and evaluated on a regular basis for the purpose of achieving excellence in the education and Catholic formation of its students. Such reviews and evaluations will occur in the year prior to the Independent Schools Branch External Evaluation.

**Reference:** Regulation 612



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>612</b>
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## **EDUCATION PROGRAM: SCHOOL REVIEWS AND EVALUATIONS (INTERNAL)**

### **Regulations**

1. Each school in the diocese shall be reviewed and evaluated once every six (6) years or in the year prior to the schools external evaluation by the Ministry.
2. A six (6) year review and evaluation cycle shall be prepared by the Superintendent of Schools or designate and presented to the CISPG Board of Directors.
3. The review shall include:
  - 3.1 Catholicity of the Schooland may include all of the following:
  - 3.2 a review of the principal's role and performance of the administration of the school
  - 3.3 observation of all programs
  - 3.4 a staff survey
  - 3.5 a parent survey
  - 3.6 a local school council questionnaire
  - 3.7 an interview with the parish priest;
  - 3.8 commendations and recommendations for the principal and staff.
4. The Superintendent of Schools will be responsible for identifying and preparing the team members who will make up the review team for each school.
5. A preliminary report shall be presented to the staff at the conclusion of the on-site visitation.
6. Final school reports and recommendations shall be prepared by the Superintendent. The final report shall be provided to the school council, the pastor, and a copy to the CISP Board of Directors. The council may make the report available to the parents.
7. All recommendations from the report shall be reviewed by the principal and staff and the school shall provide an action plan to be implemented to address the recommendations. This is to be filed within six (6) months of the final report.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>616</b>
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## **EDUCATION PROGRAM: SELECTION OF LEARNING RESOURCES**

### **Policy 616**

The local school principal has the responsibility for the selection of learning resources which are supportive and consistent with the goals and objectives of the CISP GD, the Ministry of Education and the aims and objectives of the individual school and its curriculum.

### **Reason for Policy**

While the selection of learning resources should involve input from other administrators in the CISP GD, teachers, students and community persons (i.e. parents' associations), the responsibility for co-ordinating the selection of learning materials for a specific school is that of the principal.

**Reference:** Regulation 616



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>616</b>
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## **EDUCATION PROGRAM: SELECTION OF LEARNING RESOURCES**

### **Regulations**

#### **1. Criteria for Selection**

Every effort should be made to ensure that resources are selected for their strengths reflect the Philosophy of our Catholic Schools and assist in meeting the prescribed learning outcomes as determined by the British Columbia Ministry of Education.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>621</b>
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## **EDUCATION PROGRAM: CONTROVERSIAL ISSUES AND MATERIALS**

### **Policy 621**

The CISPG Board of Directors believes that students should have classroom experience in selecting and organizing information that facilitates drawing intelligent and rational conclusions on a variety of issues, some of which may be controversial.

### **Reason for Policy**

Recognizing that controversial issues do arise this policy affirms that such issues will be dealt with in a manner that reflects the Philosophy of our Catholic Schools.



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>625</b>
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## **EDUCATION PROGRAM: PROGRAM REVIEW AND EVALUATION**

### **Policy 625**

The CISPG Board of Directors supports the view that program goals, objectives, instruction, and learning outcomes will be reviewed and evaluated on a regular basis for the purpose of achieving excellence in student growth, formation, and achievement of learning outcomes.

**Reference:** Regulation 625



<b>Category:</b>	<b>EDUCATION POLICY MANUAL EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>625</b>
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## **EDUCATION PROGRAM: PROGRAM REVIEW AND EVALUATION**

### **Regulations**

1. The principals, in accordance with this policy will provide leadership co-ordination, supervision, and articulation in the assigned program area.
2. In-service and staff development programs shall be offered on a regular basis to ensure program goals and objectives are being appropriately pursued and achieved.
3. Parent and student concerns, perceptions, and suggestions about programs will be solicited and considered on a regular basis.





<b>Category:</b>	<b>EDUCATION POLICY MANUAL</b>
<b>Policy:</b>	<b>EDUCATION PROGRAM</b>
<b>Policy:</b>	<b>635</b>
<b>Approved Date:</b>	<b>April 26 2004</b>
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## **EDUCATION PROGRAM: FIELD TRIPS, INSTRUCTIONAL TOURS, AND REMOTE FIELD TRIPS**

### **Policy 635**

The Board of Directors recognizes the value of educational field trips, tours, and projects, which involve travel away from the classroom and further supports such trips when they are a planned extension of the school's instructional program. Such field trips are permitted provided the following regulations are strictly applied.

**Reference:** Regulation 635



	<b>EDUCATION POLICY MANUAL</b>
<b>Category:</b>	<b>EDUCATION PROGRAM</b>
<b>Regulation:</b>	<b>635</b>
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**EDUCATION PROGRAM: FIELD TRIPS, INSTRUCTIONAL TOURS, AND REMOTE FIELD TRIPS**

**Regulations**

1. Principals have the authority to approve travel for day field trips.
2. The Superintendent has the authority to approve travel for overnight trips.
3. The Principal has the authority to approve travel to established camps within the Diocese e.g. Camp Emmaus, Camp Emile, Camp Morice, Knights of Columbus Sponsored events.
4. In all cases initial approval for a field trip must be sought from the appropriate authority and obtained prior to the commencement of discussion with students and parents, and before any detailed planning or fundraising occurs.
5. In seeking final approval from the appropriate authority, the teacher shall complete the Field Trip Approval Form (see Appendix 1).
6. No student will be refused travel where they are legitimately unable to meet the costs of the field trip. All families are encouraged to support the school's fundraising activities.
7. Where the sponsor teacher or chaperone's expenses will be borne in whole or in part by student fundraising this arrangement must be made known to parents and students before any monies are collected.
8. A qualified life-guard must be on duty when field trips include any water activities.
9. Where overnight travel includes male and female students, chaperones of both genders must be included.
10. Any one trip will not normally involve more than five school days.
11. Where a field trip includes a weekend, provisions should be made for students to attend a Religious Service.
12. Parental approval must be obtained for each student participating in the field trip. Parents should sign a consent, authorization, waiver form, which includes the following information:
  - 12.1 destination
  - 12.2 arranged supervision
  - 12.3 dates and times of leaving and returning
  - 12.4 full itinerary of activities
  - 12.5 transportation plans
  - 12.6 any extraordinary risks associated with the trip
  - 12.7 costs
  - 12.8 educational objectives



	<b>EDUCATION POLICY MANUAL</b>
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13. The CIS Board of Directors requires the following minimum teacher/adult chaperone supervision ratios:

Kindergarten	1:6 *	Grades 4 – 6	} 1:10
Grades 1 – 3	1:8 *	Grades 7 – 8	

\* Please note that overnight trips for K – Grade 3 students are not permitted.

14. Levels of supervision may change based on the following considerations:

- 14.1 Weather conditions at the time of the activity
- 14.2 Behavioural concerns
- 14.3 The degree of risk
- 14.4 The degree of interaction with outside groups
- 14.5 Any other aspect which may risk student safety

15. Excluded Activities

The CIS Board of Directors will not permit the following high-risk activities to occur on any school sponsored field trip.

- |   |                           |
|---|---------------------------|
| 15.1 Air travel other than by commercial airline  | 15.13 Skateboarding       |
| 15.2 Bungee jumping   | 15.14 Ski jumping         |
| 15.3 Caving   | 15.15 Sailing             |
| 15.4 Hang Gliding   | 15.16 Snowmobiling        |
| 15.5 Para-sailing   | 15.17 Trampolining        |
| 15.6 Hot air balloon rides  | 15.18 Whitewater rafting  |
| 15.7 Ice Climbing   | 15.19 Winter camping      |
| 15.8 Paintball/War games  | 15.20 Powered water craft |
| 15.9 Rifle ranges or any activity involving guns  |                           |
| 15.10 Rock climbing (climbing wall activities are permitted)  |                           |
| 15.11 Scuba Diving  |                           |
| 15.12 Water activities including canoeing and kayaking, only with the supervision of a qualified life guard |                           |

\* Downhill skiing and snowboarding should only be allowed in supervised (Canadian Ski Patrol) ski resorts. Supervision ratios as determined in Regulation 13 may require higher standards according to weather and hill conditions.

- 16. Teachers travelling with students must be in possession of a listing of all students travelling, together with parent contact numbers, medic-alert information, care card numbers, and physician contact numbers.
- 17. Student behaviour on trips away from the school must conform to the School Code of Conduct and the expectations for conduct contained in the Transportation Policy #329 Student Code of Conduct.
- 18. Where volunteer drivers are used, each driver must complete a volunteer driver application form (Appendix 2) prior to departure.
- 19. Sponsors and chaperones are prohibited from consuming alcohol for the duration of the field trip.
- 20. Students are to be under direct supervision by adults at all times. Free unsupervised time should be avoided.

**EDUCATIONAL FIELD TRIP APPLICATION FORM**

Instructions:

1. **Become familiar with Policy #635 FIELD TRIPS, INSTRUCTIONAL TOURS, AND REMOTE FIELD TRIPS and its regulations before completing this form.**
2. Drivers of vehicles must ensure that children in their cars, and under 9 years of age, unless they have reached a height of 145 cm. (4'9") tall, use booster seats.
3. The sponsor teacher(s) should complete both sides of this form and submit it to the Principal or Superintendent prior to travel.
4. The principal shall ensure that all aspects of Policy #635 are complied with.
5. For overnight trips, approval of the Superintendent must be obtained prior to travel.

Description of trip (Who? Number of students? Grade level? Where? Why?)	
Length of trip one way (check one): _____ Under 100 km    _____ 100 – 300 km    _____ Over 300 KM	
Mode of transportation (check one):  _____ Private or rented vehicle _____ School bus or chartered bus _____ Taxi, city transit or common carrier  Schools may not use passenger vans to transport students	Other transportation details (if required):
Name(s) of volunteer drivers, if applicable:	
Are the vehicle and licence requirements complied with?  Yes: _____	Are all volunteer driver forms on file or attached?  Yes: _____



**EDUCATIONAL FIELD TRIP**  
**VOLUNTEER DRIVER APPLICATION**

GROUP TRAVELLING: \_\_\_\_\_ SPONSOR TEACHER: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ DRIVER'S NAME: \_\_\_\_\_

DRIVER'S ADDRESS: \_\_\_\_\_

DRIVER'S PHONE #: \_\_\_\_\_

COPY OF DRIVER'S LICENCE ATTACHED: \_\_\_\_\_

COPY OF DRIVER'S ABSTRACT ATTACHED: \_\_\_\_\_

COPY OF CURRENT REGISTRATION/INSURANCE ATTACHED \_\_\_\_\_

COPY OF CRIMINAL RECORD SEARCH COMPLETED \_\_\_\_\_

**VEHICLE INFORMATION**

Vehicle:   make/style/colour: \_\_\_\_\_  
              year/license:                     \_\_\_\_\_  
Passenger capacity:                         \_\_\_\_\_

***PLEASE READ***

In agreeing to transport students, I am aware of the regulations below:

1. Cars volunteered for student transportation must be insured and must be properly equipped with seatbelts. Each student must have a seatbelt properly secured when travelling.
2. Passengers under 13 years of age must not be transported in the front passenger seat if the vehicle is equipped with an airbag.
3. Drivers of vehicles must ensure that children in their cars, and under 9 years of age, unless they have reached a height of 145 cm. (4'9") tall, use booster seats.
4. The Diocese has excess third party liability coverage for volunteer drivers, so drivers do not require special insurance coverage to transport students. The present coverage is ten million dollars. The volunteer driver must have, as a minimum, basic liability insurance.
5. The School nor the Diocese does not accept responsibility for the deductible portion of collision insurance in the event of an accident.
6. The volunteer driver should ensure that, to the best of his or her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
7. Volunteer drivers must have full privilege drivers' licenses, be at least 21 years of age and be in good health. They must have three years' driving experience.
8. In winter, the vehicle must be equipped with tires rated for winter driving.
9. Volunteer drivers are not to allow smoking by any occupant including themselves in their vehicles while transporting students.
10. A volunteer driver must act as a prudent parent with respect to passengers.

**NOTE:** If a vehicle has the capacity to carry more than 15 occupants and is carrying more than 15 occupants, the driver must have a CLASS 4 DRIVER'S LICENCE.

**VOLUNTEER DRIVER DECLARATION**

I have read the above information regarding transportation of students for school activities and agree to follow these CIS regulations. Further, I consent to the School or the Diocese conducting a criminal record check on my background and will provide a driver's abstract as well as proof of vehicle insurance. I will notify the school if my driver's license is prohibited or suspended.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_