



POLICIES & PROCEDURES

West Kelowna, BC

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Date: September 2008

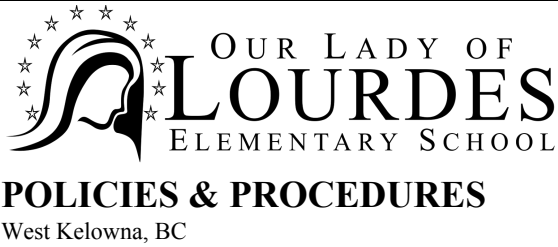


MISSION STATEMENT

Recognizing the sacredness of each person and our call to a relationship with Jesus Christ, we, Our Lady of Lourdes Elementary School are founded on the word of God and the traditions of the Church.

Our Mission is for all to achieve their spiritual, academic, social and emotional potential in partnership with parents and the faith community.

By nurturing the Light of Christ within each of us, we are preparing for a lifelong journey with God.



Use, Care & Updating of Policy Manual

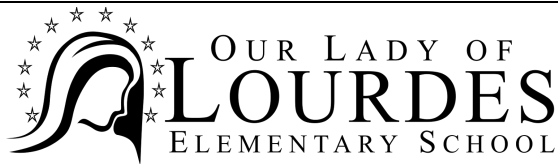
Information

Use, Care and Updating of Policy Manual

This manual is the property of Our Lady of Lourdes Elementary School Council.

It is the responsibility of the holder to keep it up to date. A record of the numbered books is kept by the Council Chairperson.

**THIS MANUAL IS TO BE RETURNED TO THE COUNCIL CHAIRPERSON FOR
REVIEW FOLLOWING THE JUNE MEETING OR UPON TERMINATION OF
COUNCIL MEMBERSHIP.**



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Policy Index

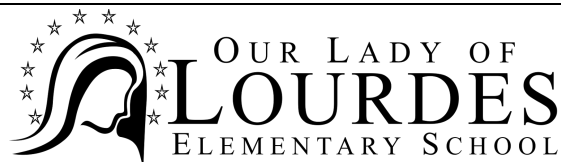
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Date: May 2012



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Policy Development

Policy 1001

Policy Development

Policy is a management decision for a course of action as set out in the Policy Manual.

By definition, policy is a broad, general statement of belief regarding education, written and amended by School Council (Council).

The procedure to establish or amend Council Policy shall be as follows:

1. Policy recommendations may be made to the Council by any party involved with Our Lady of Lourdes Elementary School (e.g. parent, teacher, administrator, Council Member, etc.)
2. Any recommendation to establish or amend policy must be brought as a Notice of Motion and given by a Council Member at a meeting of the School Council.
3. Copies of the Notice of Motion shall be provided to organizations or individuals deemed by the Chair to have a vested interest in the change. Proposed policies affecting staff shall be presented through the Principal.
4. Such organizations and individuals shall have an opportunity to study the Notice of Motion and make a presentation to Council prior to the regular meeting at which the Notice of Motion is considered.
5. Policies developed shall use gender neutral language.
6. A copy of each newly approved policy must be sent to all concerned parties.
7. Where a matter is of sufficient urgency to require action without the application of the foregoing procedure, the Council may establish or amend policy without requiring an advance Notice of Motion.
8. The implementation of Council Policy is the responsibility of the Principal who may establish procedures and/or regulations as required.

Date: February 1, 2012



POLICIES & PROCEDURES

West Kelowna, BC

Council Committees

Policy 1100

Council Committees

Composition:

The Our Lady of Lourdes Elementary School Council shall be comprised as stated in the Diocesan Policy Manual. The committees of Council shall be:

- Finance;
- Education;
- Maintenance;
- Public Relations;
- Ways and Means; and
- any other special committee that may be established by Council.

Date: January 18, 2007



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Communication

Policy 2002

Communication

Our Lady of Lourdes Elementary School Council is committed to open, transparent communication.

Decisions of Our Lady of Lourdes Elementary School Council, once ratified, are made public in the following manner:

Minutes of School Council meetings will be made available to staff and parents in a form suitable according to the principal (e.g. posted on a bulletin board or on the website).

Date: January 9, 2013



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Staff Benefits

Policy 2101

Staff Benefits

1. Tuition Benefit:

Staff at Our Lady of Lourdes Elementary School are provided with a tuition benefit for their children who attend our school at a rate of 100% if a staff member is employed full time and otherwise prorated to his/her hours if employed less than full time.

2. One Discretionary Day:

Each full time staff member may be granted one (1) day of paid leave per year, as approved by the principal. The principal must receive approval of their discretionary day by the Council Chair.

3. Leave of Absence without Pay:

The principal can grant personal leaves of absence without pay to a maximum of 2 days per school year per staff member, provided that a replacement is available. Where leave is granted without pay, the deduction in salary shall be one day's pay for each day given. The principal requires Council Chair approval for their leave request.

Date: February 06, 2013



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Temporary & Part-time Staff
Benefits

Policy 2102

Temporary & Part-time Staff Benefits

To provide consistency for all part-time and temporary staff.

All employees are eligible to receive benefits if he/she is employed a minimum of nine months of continuous employment and twenty hours per week.

The employees would receive pro-rated benefits of part-time and would pay the premiums on a pro-rated basis. (Labour Standards must be followed – ie: Maternity leave, disability, holiday pay, stat holidays etc.)

For this policy 35 hours is considered Full time for Support Staff.

Date: February 22, 2007



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Staff Travel Expense

Policy 2103

Staff Travel Expense

Our Lady of Lourdes Elementary School shall reimburse eligible individuals for expenses incurred in the course of conducting authorized school business including conferences, educational pursuits, and employee recognition events in accordance with the terms established as part of this policy.

Use of Private Vehicle

The use of a private vehicle for approved business purposes will be reimbursed at the mileage allowance rate of 45 cents per kilometre.

Damage to private vehicles is the responsibility of the owners.

ICBC Basic Insurance provides \$200,000 third party liability. It is required that a minimum of \$2 million be purchased if using personal vehicle for business travel.

Expenses associated with parking fines, traffic violation and towing/impoundment are the responsibility of individuals and are not reimbursable.

Meal Expenses

Meal per diems of \$10 for breakfast, \$15 for lunch, and \$25 for dinner will be provided.

The following guidelines determine the eligibility for reimbursement of meal per diems:

On the day of departure, if travel begins:

- Prior to 7:00 am, all meals
- After 7:00 am, lunch and dinner only
- After 12:00 noon, dinner only
- After 6:00 pm, no meals can be claimed


On the day of return, if travel terminates:

- Prior to 7:00 am, no meals can be claimed
- Prior to 6:00 pm, breakfast and lunch only
- After 6:00 pm, all meals

Accommodation

Approved accommodation expenses will be reimbursed for Employees on required travel.

Date: May 1, 2013

 <p>OUR LADY OF LOURDES ELEMENTARY SCHOOL</p> <p>POLICIES & PROCEDURES West Kelowna, BC</p>	<p>Class Size</p> <p>Policy 3001</p>
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Class Size

Elementary*

Kindergarten	To a maximum of 20 per class
Grades 1 through 3	To a maximum of 24 per class
Grades 4 through 7	To a maximum of 26 per class

*Exceptions to the above numbers will be at the discretion of the Principal.

Date: May 24, 2007



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Absences and Lateness

Policy 3002

Absences and Lateness

An absence must be excused by a phone call from a parent or guardian before 9:00am on the day of the absence. If excessive absence is noted, a letter will be sent indicating the number of absences, and lates are noted. If absence continues, the parents or guardians will be invited to the school to discuss the situation.

If there has been no contact from a parent or guardian before 9am, the school will make every effort to contact a parent or guardian as to the student's whereabouts.

Date: May 24, 2007



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Uniform Policy

Policy 3003

Uniform Policy

All students of Our Lady of Lourdes Elementary School will attend school in prescribed school uniforms in good repair, for the entire school year. Exceptions to this policy will be made at the discretion of the Principal.

Procedures:

- 1) School Council is responsible for setting uniform policy.
- 2) Parents shall ensure that their children will be dressed in proper school issued uniforms.
- 3) School Administration is responsible for ensuring students are in uniform. All banking associated with the sale of uniforms is the administration's responsibility.
- 4) It is a requirement that Parents or Guardians purchase one crested garment to be worn by students.
- 5) Dress shirts, turtlenecks, and golf shirts can be purchased elsewhere as long as they are plain with no lace, peter pan collars, logos or insignias.

School uniform must consist of:

- Any Navy item must be purchased through the School Council approved supplier.
- Gym strip for grades 4 through 7, must consist of school issued T-shirt, shorts, and non-marking running shoes.
- Shoes must be navy or black **non-marking** closed toe shoes, or running shoes.
- Navy, black or white socks.
- Navy, black or white tights.

Date: May 24, 2007



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Student Network and Internet Agreement

Policy 3004

Student Acceptable Use Guidelines

Our Lady of Lourdes Elementary School, through computer workstations and local networks, provides access to local network services and the Internet.

In order to gain access to these services students must:

- ❖ read this Student Network and Internet Agreement and understand what are acceptable guidelines for network use
- ❖ sign the form at the end of this document
- ❖ obtain signed permission from parent(s) or guardian(s)
- ❖ return the completed form to their teacher

Our Lady of Lourdes Elementary School's Student Network and Internet Agreement applies to Networks including single use computer workstations, school networks as well as single computer workstations connected to the Internet, school local area workstations, school internets, local and provincial networks and the Internet.

Educational Purpose

Our Lady of Lourdes Elementary School has established Internet access for a limited educational purpose.

This includes:

- ❖ FSA Testing for Grades 4 and 7 (this is not an optional activity)
- ❖ all classroom instructional activities
- ❖ information and research
- ❖ career programs
- ❖ high quality self-discover activities (puzzles, games)

Students will be able to:

- ❖ demonstrate the ability to access, capture and store electronic information
- ❖ evaluate and analyze information in specific context
- ❖ understand the acceptable use of networks and the Internet

Date: January 30, 2008

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OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Student Network and Internet Agreement

Policy 3004 (Continued)

Guidelines for Network and Internet Use

1. All students must have a signed permission slip authorizing access to the Internet.
2. School networks and Internet may only be used for educational purposes.
3. Students must receive permission from school administration or teaching staff before gaining access to the school networks and the Internet.
4. Student use must be under staff supervision.
5. Our Lady of Lourdes Elementary School reserves the right to place restriction on material accessed through the Internet.
6. Respect for the equipment of the school and its network is a condition for use of the computers.
7. Students are to notify the computer teacher or librarian immediately of any disturbing material they may encounter on the web. A Filter System Software has been installed on all computers. This will help but not guarantee inappropriate material from being exposed to children on the computers.
8. Students are not to give out personal information like telephone numbers, full name, address, etc. to anyone on the Internet.
9. Student must gain clearance from the computer teacher or librarian before downloading from the Internet.
10. All floppies brought to the computer lab or library to be used in the computers must first be scanned for viruses by the computer teacher.

Classroom teacher will review detailed acceptable use guidelines.

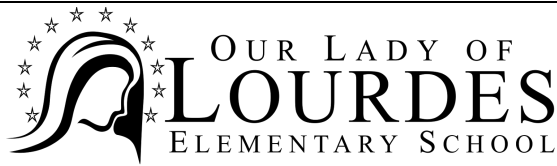
Consequences

Violations of the guidelines set forth in this document may result in:

- ❖ Suspension or termination of network and Internet privileges
- ❖ Disciplinary action determined by school administration
- ❖ Internet access denied
- ❖ Appropriate legal action (possible police involvement)

Date: January 30, 2008

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OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Library

Policy 3005

1. Mission Statement

The mission of Our Lady of Lourdes Elementary School Library is to support all aspects of the school curriculum by providing the best possible services and materials for informational, educational, recreational and spiritual use by the school community. The Library strives to create a vibrant learning and information center for students, teachers and parents.

2. Library Hours

A specific library period will be allotted to every class with their teacher each week. During this time students will exchange books have story time and / or have library instruction / activities.

Students are welcome to the Library whenever a Librarian or a Teacher is present. Exchanges can be made after school Monday to Thursday, again if a Librarian is present.

Primary and Intermediate Book Clubs will be organized throughout the school year depending on extracurricular activity schedules.

3. Circulation

The number of books that may be checked out

4. Book Care Rules

Students are responsible for the books they borrow, care and returning materials on time is the students' responsibility.

1. Keep books safe, away from pets and younger siblings
2. Keep books dry, carry them in their ziplock bag or in another bag, away from things that might damage them in your backpack
3. Turn pages carefully by the edges and do not bend the binding

If a book does become damaged return it to the library for mending NEVER try to mend it on your own as special tape and tools are used in repairing books. Regular tape will only damage a book more.

Date: January 30, 2008

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OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Library

Policy 3005 (Continued)

5. *Overdue / Lost / Damaged Books*

Overdue – there is no charge for overdue books. Overdue slips will be sent home once a month.

Lost books - in the event a book is lost a bill will be sent home to replace the lost book.

Damaged books – will be assessed by the Librarian and a decision will be made to either “weed” or replace it. If the book is to be replaced a bill will be sent home.

6. *Donated Items*

Our Lady of Lourdes Library welcomes donations and gifts. Please contact the library regarding your donation to determine if it is something that can be used. All donations will be subject to the same selection criteria as purchased resources. All donations and gifts will be thankfully acknowledged.

7. *Selection Criteria*

While materials selected depend on the needs of the library collection in relation to student and staff interests, the demands of the curriculum and the budget allotted to the library, the following general selection criteria will be the guiding principle for selection of new material:

- Educational significance – material that is supportive of the curriculum and appropriate to the age, ability level and the emotional and social development of K to 7 students
- Religious or ethical significance – material that contributes to the Catholic curriculum
- Favorable reviews found in standard selection sources and award winning books reflecting literary and artistic excellence
- Recommended lists based on preview by subject specialists and library personnel, also lists from the Ministry of Education’s guidelines
- Materials generally free of sex bias, stereotyping and other forms of bias, (unless the material is used to teach students about such concepts, to teach a lesson or be some way instructive)
- Classic literary works may be selected even though they may not meet Selection Criteria general standards, but otherwise are educationally necessary or appropriate
- Accuracy of information
- Age or currency of the materials

Date: January 30, 2008

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OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Library

Policy 3005 (Continued)

Selection Tools

Specialized bibliographies prepared by various educational groups for individual curricular areas

- Ministry of Education
- School Library Journal
- Booklist
- Teacher recommendation

8. Complaints about materials and challenges to books

Any student or parent who has concerns regarding any material in the library should adhere to the following protocol:

1. Make your concern known to the Teacher or Librarian.
2. If a resolution to the concern is not made at that time, a Challenge to Materials Form may be requested. The Principal, Education Chair, and Superintendent will assess the concern based on the information detailed on the Form.
3. Feedback will be provided after the concern has been assessed.
4. The material in question will be removed from circulation until the matter is resolved.
5. It is understood that parents have the absolute right to determine the reading material for their children. It is however understood that no parent has the right to determine this for any other child.

9. Library Services

Teachers are encouraged to use and request library materials and resources. A Request for Library Resources form will be handed out at the beginning of each month. Please be as specific as possible in your requests and give dates the materials requested are needed by. As well, because the library's mission is to support the curriculum and information needs of students and teachers, it is important for teachers to request materials when gaps in the collection are noted.

10. Budget and budget management

Each year funds are allocated to run the library and purchase new material and supplies. The library will keep an account of monies spent so as to not exceed the budgeted amount.

Date: January 30, 2008

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OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Sources of Income

Information 4001

Sources of Income - Information

Parish Subsidy

Tuitions

Government Grants:

- Per Capita Grant
- Special Needs Grant
- Literacy Innovation Grant

May include:

- French Grant
- Early Literacy
- Special Purpose Grant
- Ready Set Learn Grant
- Vancouver Foundation Grant

Donations

Fundraising

Bank Interest (Concentration Account)

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Preservation of Records

Policy 4002

Preservation of Records

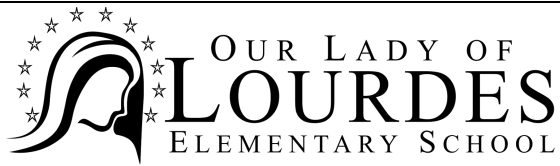
1. Accounting Records -

Accounting records must be maintained so as to comply with the appropriate Government and Diocesan requirements and the Canada Revenue Agency.

2. Financial Statements and Budgets – a copy of all issued financial statements and budgets will be maintained in their original form.

3. The minutes of the School Council will be maintained on a continuous basis.

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Approval of Bills

Policy 4003

Approval of Bills

All invoices to be paid will be scrutinized by the School Administrator prior to payment.

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Tuition Alternatives

Policy 4004

Tuition Alternatives

It is the intention of Our Lady of Lourdes Elementary School Council that no **Catholic** student should be denied a Catholic education due to inadequate financial resources.

Families in need of help are encouraged to approach their extended family, friends, and their church organizations. After all these avenues have been exhausted, parents may contact the Chairperson of the Finance Committee, the Priest or the Principal to discuss fee alternatives. Should assistance be required, a tuition alternative application must be completed and placed in a sealed envelope for the attention of the Tuition Alternatives Committee.

The Tuition Alternatives Committee will consist of the Finance Chairperson and/or School Council Chairperson, in consultation with the administration. The application will remain confidential and not form a part of the student file.

The purpose of the Tuition Alternatives program is solely intended to support tuition fees for Catholic families and not additional student fees charged by the school (i.e. activity fee, registration fee, participation fee).

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Tuition Fees

Information 4005

Tuition Fees – Information

Because of the rather complicated means of funding the school, there are five categories within the Tuition schedule.

Category 1: Our Lady of Lourdes Catholic Parish subsidizes the Our Lady of Lourdes Elementary School. Active members of the parish are, therefore, already contributing to the school and thus receive a reduced tuition. Included on the registration form is the Family's parish envelope number.

Category 2: Non-Parishioners.

Category 3: International Students.

Category 4: Tuition waiver for employees of Our Lady of Lourdes Parish. To provide a tuition waiver to Our Lady of Lourdes Parish staff prorated based on the individual's full-time equivalent (FTE). The portion of tuition waiver will be proportional to the employee's FTE and will only be available for employees who are at least 0.5 FTE.

Category 5: Tuition waiver for employees of CISND. To provide a tuition waiver to CISND staff prorated based on the individual's full-time equivalent (FTE). The portion of tuition waiver will be proportional to the employee's FTE and will only be available for employees who are at least 0.5 FTE.

Date: October 07, 2010



POLICIES & PROCEDURES

West Kelowna, BC

Tuition Fees

Policy 4006

Tuition Fees

A.1 Establishment

Tuition Fees are one of the major sources of funds for the operation of the school. Fees do not fully cover the cost of education. Fees are established annually with three key considerations:

- 1) The operating expenses
- 2) Catholic education will not be denied to a baptized Catholic child
- 3) Only Catholic families whose child is baptized qualify for tuition alternatives

A.2 Tuition

There is a special tuition structure for those families that have students attending both IRHS (Immaculata Regional High School) and Our Lady of Lourdes Elementary. See administration for rates.

A.3 Responsibility for Payment

It is the responsibility of all parents to pay fees promptly and in advance.

If parents experience any difficulties in meeting their commitment they must communicate immediately with the administration who will contact the Finance Committee.

A.4 Payment

A statement will be sent with every report card as to the status of the tuition balance owing. It will be the responsibility of the Finance Chair to ensure the tuition payments are being maintained.


Annual fees can be paid in three ways:

- 1) Cash in advance – i.e. Cash or cheque payment for the whole year.
- 2) Automatically processed by pre-authorized debit program. The tuition amount is to be paid in ten equal monthly payments and debits would be made on the 1st of each month starting in September.
- 3) Post-dated cheques.

Withdrawal of student:

If written notice is given during any given month concerning the withdrawal of student(s) from the school, the tuition for that month is non-refundable. Exceptions are made in the case of advance payments only.

Date: January 30, 2008

 <p>OUR LADY OF LOURDES ELEMENTARY SCHOOL</p> <p>POLICIES & PROCEDURES West Kelowna, BC</p>	<p>Collection of Tuitions</p> <p>Policy 4007</p>
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Collection of Tuitions

Tuition is due within the month to which the tuition relates. Outstanding tuition accounts at the end of a month will be mailed a statement requesting payment.

If tuition is not paid in full with monthly statement attempts, statements will continue to be mailed requesting payment be sent until May.

If all attempts through monthly statements have not rectified the outstanding balance by May, a letter from the Finance Chair outlining payment plan to clear their account will be sent. If the family in arrears is practicing Catholics, within the letter, information regarding the Tuition Alternative Program will be provided, for which they may apply. Application approval is dependent on the availability of funds.

The Finance Committee will review all correspondence and communications with these individuals and will consider their individual circumstances to determine if approving collection proceedings will begin.

All accounts that are approved for collection will be sent a registered letter from the Finance Chair indicating that collection proceedings have begun.

Non-readmission to the school of any student for tuition arrears must receive School Council approval.

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Purchasing

Policy 4008

Purchasing

There is a purchase system in effect.

- A. Administration must authorize any purchases.
- B. All non-consumable items purchased through the school office or by a teacher/council member must be inventoried.

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Operating Funds

Policy 4009

Operating Funds

There will be made available in the annual budget, a set amount of ready cash for the Principal's use; the different departments that need such amounts; and the School Council Committees that may need access to such funds.

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Donations for Specific Purposes

Policy 4010

Donations for Specific Purposes

Any person, persons or organizations wishing to donate for a specific purpose in the school must first present the proposal to the Administration.

Similarly, anyone soliciting funds for a specific purpose for the school must first present the proposal to the Finance Chairperson.

The Finance Chairperson must present it to the appropriate committee of the School Council. This committee will make a recommendation of the feasibility of the proposal to the whole School Council.

Our Lady of Lourdes Elementary School Council will make the final decision.

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Participation Program – Volunteer Hours

Policy 4100

Parent Participation Program

Our Catholic school is part of our Christian Community and parents are expected to participate in some areas to help support the operation of the school. The Parent Participation Program functions under the direction of the Finance Committee, which oversees the operation of this program.

Participation is expected to take place between August 1 and July 31 of the following year.

FEE POLICY

All Parent(s) or Guardian(s) are required to contribute at least ten (10) hours per year per family of service time. The parent(s) or guardian(s) participation fee of \$100.00 remains in the school account and is refundable upon leaving the school as long as participation hours have been met.

If the parent(s) or guardian(s) so desire, the \$100.00 mentioned above can be forfeited in lieu of hours. A tax receipt will not be issued.

This policy is exclusive of the hours and obligations outlined below in Tuition Alternatives.

Tuition Alternatives

A family requiring Tuition Alternatives is committed to a minimum of 40 hours service per school year. Families who participate in this program and fail to deliver committed services will jeopardize the continuation of their child (ren)s enrollment.

Those who by reason of special circumstances can not fulfill their obligations must contact the Pastor or Finance Chairperson for *special exemption*.

No tax receipt will be issued for volunteer hours

Date: January 30, 2008



OUR LADY OF
LOURDES
ELEMENTARY SCHOOL

POLICIES & PROCEDURES

West Kelowna, BC

Participation Program

Procedure 4100A

Admission Procedures for Participation Program

The Administration oversees the operation of the Parent Participation Program. The form is included in the registration package, and returned to the school as soon as possible to the date determined prior to registration.

Their responsibilities are:

- 1) To ensure that all parents either participate, pay or receive special exemption from the Pastor.
- 2) To ensure that all parents receive a list of duties and requirements for their participation.
- 3) To assist the Coordinators or Committee Heads in assigning parents to the various categories of Parent Participation.
- 4) To give the Coordinators or Committee Heads names of assigned workers: to ascertain the reason for any absence from assigned participation; and ensure that the appropriate action is taken to report the Participation Committee Chairperson the number of parents who did not fulfill their participation responsibilities.

Date: January 30, 2008