

POLICIES, PROCEDURES AND REQUIREMENTS



**FAMILIES TO RETAIN
THESE CAN ALSO BE FOUND
ONLINE AT OUR WEBSITE**



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue

Port Coquitlam, BC

V3B 8G7

Bring Your Own Device Policy

As of September 2019 each student at Archbishop Carney will be required to have their own computing device to bring with them to each of their classes. The minimum device requirements are listed below. It is important that each child has their own device as many assignments will be distributed and submitted electronically. It is our hope that this will give the students greater flexibility in completing their assignments, during the school day, at home and wherever else their busy lives may take them.

Minimum Device Requirements

- Must have an attached keyboard (Cell phone, Ipad are not acceptable)
- A tablet is acceptable but must have a physical keyboard
- A Google Chromebook, Apple Macbook, or a PC Laptop are all acceptable
- Must be able to run Google Chrome browser

If you have any questions or concerns regarding this policy please do not hesitate to contact the school's Principal Mr. De Julius idejulius@acrss.org.



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Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

POLICY AND PROCEDURES FOR OVERDUE ACCOUNTS

PURPOSE: To ensure families have a clear understanding of the tuition payment schedule, including requirements when withdrawing from the school and procedures for handling overdue and delinquent accounts.

POLICY: Tuition for the school year is due as follows:

ANNUAL PAYMENT – If you are considering a lump sum payment, please check the One-time lump sum tuition payment on the Pre-Authorized Debit Agreement Form. This will ensure an automatic withdrawal on August 1st.

MONTHLY PAYMENTS – each monthly payment is due on the 1st or 20th of the month starting in August and ending in May of the school year, as per your choice of date on the Pre-Authorization Debit Form. These payments must be made by pre-authorized debit. In the event that the pre-authorized debit is rejected by the family's financial institution, a \$25 service fee will be charged.

If tuition payments are not received according to the time schedule indicated above, the school will communicate with the family as follows:

1. An initial email notification will be emailed outlining amount owing and service charges.
2. A letter will be emailed requesting payment and if payment is not possible the party concerned will be instructed to contact the school to discuss a payment plan. If this letter is ignored the account will be forwarded to the Education Committee for review.
3. If the agreed upon payment plan is not adhered to, the account will be forwarded to the Education Committee for review and to determine further action.
4. After all reasonable efforts have failed to get a satisfactory response; the REC reserves the right to refer the outstanding amount to a collection agency for action.

One of the requirements for timetable and yearbook availability, participation in graduation, school trips, re-registration, and other school-related services is that all school fees and any other monies due for the present or prior school year be paid according to schedule.

NOTE: (Withdrawing during the school Year)

- **Tuition is paid one month in advance.** When a student voluntarily withdraws from school, written notice must be provided 21 days prior to the next tuition due date for all remaining months with the exception of:
 1. July 8th for September's tuition, which is due in August.
 2. December 8th for February's tuition, which is due in January.
- When a student leaves the school for any reason, and after graduating, all unpaid amounts remain due to the school. All processed fees are non-refundable.
- Once tuition payments have been processed they are non-refundable, with the exception of lump-sum payments, which will be prorated.

Students will not be re-admitted until all financial obligations to the school are met.



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PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

Based on *Personal Electronic Devices and School-based Technology CISVA Policy 430*

NAME OF STUDENT _____

Personal electronic devices (PEDs) and school-based technology have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. The use of PEDs and school-based technology should in no way interfere with the safety, security, and privacy of students and/or staff. In addition, the use of PEDs and school-based technology should not interfere in any way with student learning and school operations. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by the school. The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been willfully abused.

This agreement applies to all electronic devices whether owned or leased by the school or the user. This also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, and volunteers.

Procedure

1. Individuals are expected to abide by the school's rules and procedures with respect to the permitted use of PEDs and School-Based Technology as outlined below.
2. There is a diminished expectation of privacy on any PED brought into the school. Teachers and school administrators are responsible for providing a safe environment and maintaining order and discipline in the school. This responsibility may, in certain circumstances, require them to search for and/or temporarily confiscate a student's PED where they have a reasonable suspicion that a student is in breach of school policy.
3. Any individual who willfully breaches this agreement or otherwise engages in inappropriate use of personal PEDs on school property, a school-issued PED or school-based technology generally, may be subject to sanctions including the restriction of their ability to access and use PEDs or school-based technology and, in the case of students or employees, may be subject to disciplinary action.

A. Rules for the use of both PEDs and School-based Technology:

1. All individuals are expected to use PEDs and school-based technology for educational purposes only and in a courteous, respectful, and otherwise appropriate manner consistent with school and CISVA policies, and the guidelines and expectations outlined in the school code of conduct.
2. The electronic transmission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school-based technology or personal PEDs while on school property, is prohibited without the express permission of the person or persons involved. In cases where a student is below the age of 19, the consent of the parent/guardian is required.

3. Prohibited uses of PEDs and school-based technology include, but are not limited to, the use of PEDs or school-based technology that:

- a. compromises the academic integrity of the school or an individual within the school.
- b. interferes with or disrupts the academic day or the teaching/learning environment.
- c. violates a person's reasonable expectation of privacy (including, but not limited to, taking, distributing, or posting photos, videos, or audio recordings of other persons without their consent).
- d. compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk).
- e. facilitates illegal and/or unethical activities, including but not limited to:
 - i. transmitting materials in violation of Canadian laws;
 - ii. receiving, viewing, duplicating, storing, or transmitting pornographic materials;
 - iii. transmitting or posting threatening, abusive, or obscene messages or materials;
 - iv. duplicating, storing, or transmitting any material that contravenes the Copyright Act;
 - v. installing or reproducing unauthorized or unlicensed software;
 - vi. sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent.
 - vii. utilizing applications to facilitate the downloading or exchange of music, movies, games or other materials in contravention of the Copyright Act;
 - viii. forging any document or message; obscuring the origin of any message, transmission, or file;
 - ix. using programs that harass users, prevent access, investigate, or infiltrate computer systems /or software components;
 - x. promoting commercial uses or product advertising; and
 - xi. participating in online gambling sites.

4. The RCAV, CISVA and school will not be held responsible for any damage that may occur to a PED as a result of connecting to any school-based technology or any electrical power source.

5. The parents and/or guardians of any student bringing PEDs to school are responsible for and will reimburse the school for any damage, either physical or digital, that their child may cause through the use of school-based technology with his/her PED.

B. Rules for the use of School-based Technology:

1. Users are responsible for their own individual account and must take all reasonable precautions to prevent others from being able to use their account. Users shall change their password, seeking assistance from a staff member, if necessary, if they believe that others may know of their password.
2. Users will not attempt to gain unauthorized access or go beyond their authorized access. This includes attempts to enter another person's account password, access another person's files, or 'hacking' into any unauthorized accounts.
3. School-owned or leased electronic devices are not permitted to be taken out of the school building without permission of school administration and internet capabilities of the device must be disabled or appropriately filtered.
4. Users shall not intentionally disrupt, or attempt to disrupt, school-based technology or any other computer system, or destroy data by spreading computer viruses or by any other means.
5. Users shall not disable or otherwise interfere with or modify the virus scanning, security or network settings installed in any school-based technology.
6. Users shall immediately notify a teacher upon discovery of a possible security problem.
7. Users shall not download or attempt to run or store any app and/or program file not authorized by the school.
8. Students shall not attempt to install any software applications on school owned devices. All software is to be installed

and configured by school staff.

9. Users shall not take actions that place an excessive load on the School's network as to restrict or inhibit other Users from using school-based technology or impacting the efficiency of the network.

10. ACRSS maintains an active filter system/firewall which both monitors and attempts to block a user's access to inappropriate materials while using our internet services. However, it is not possible for ACRSS to monitor and supervise all internet activity within the building. In particular, Carney cannot be responsible for filtering and monitoring users within the building who use their own, or other's shared data.

11. Users shall not make any intentional (with knowledge that access to such materials they are seeking are blocked) attempt to bypass the school's filters or access any blocked materials.

12. The school Principal, or his or her delegate, has the right to monitor any network activity that utilizes school-based technology in order to maintain its operation and appropriate function.

Definitions

Account means the User ID and Password assigned to an individual for access to a school computer and/or network resource, which may include a third-party service provider utilized by the school for educational purposes.

Filter means a specific technology that blocks or filters access to specific Internet resources, including those that are: 1. Illegal; 2. Obscene; 3. Harmful to Minors; or 4. Unrelated to the school's educational mission.

Personal Electronic Devices (PEDs) are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies and any other convergent communication technologies that do any number of functions. PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. PEDs include, but are not limited to, laptops, phones, tablet computers, wearable technology such as glasses or watches, and cameras.

School-based Technology: means all CISVA school-based networks, including, but not limited to, school servers, school computers, school software, school printers, online services provided by the school, and networks (wired or wireless), which connect all of the above to the Internet.

User means any individual who uses, logs in, attempts to use, or attempts to log into School-Based Technology (by direct connection or across one or more wired or wireless networks) or who attempts to connect to or traverse school-based technology or who uses hardware or software belonging to a school. The term User includes any CISVA staff, students, parents and volunteers who attempt to use school-based technology.

Please see the Personal Electronic Devices and Technology Acceptable Use Agreement Form to sign and return in the "forms to return section"

Please keep this document for your files.



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PARENT PARTICIPATION POLICY

PROGRAM OVERVIEW

The Parent Participation (PP) Program is an important dimension of the operation of Archbishop Carney Regional Secondary School (ACRSS). The purpose of this program is to foster a spirit of community and pride among Carney families and provide tangible economic benefits to the school.

The ACRSS Regional Education Committee Parent Participation subcommittee is responsible for managing the program policy and processes.

FAMILY COMMITMENT

At the time of annual registration, parents must choose one of the following options:

1. Participating Family
2. Non-Participating Family
3. Exempt Catholic Independent Schools of Vancouver Archdiocese (CISVA) category
4. Special Exemption

Each of these options is described in more detail below.

1. **Participating Families** agree to:

- Fulfill a minimum of 40 hours of participation activities for the school year (fiscal school year is July 1st to June 30th).
- Take personal responsibility to abide by the expectations of the program as set out in this policy.
- Pay the penalty for any missed shifts or hours not worked.

2. **Non-Participating Families** are those who do not wish to commit to active involvement in the program. These parents agree to:

- Pay an annual Non-Participation Fee, which will be stated on the registration package as determined by the Regional Education Committee (REC).

3. **Exempt (CISVA)**

- As per CISVA policy 320: [Working Conditions](#), full-time CISVA teachers and principals with children attending ACRSS are exempt from the Parent Participation Program. Part-time teachers are exempt from the minimum requirement on a pro-rated basis. CISVA Policy 320 exempts

teachers and principals from CISVA elementary and secondary schools; Non-CISVA Catholic schools are not exempt. Click [here](#) for a listing and classification of schools.

- Full-time non-instructional staff members of ACRSS are exempt from the Parent Participation Program provided they contribute to the extra-curricular activities of ACRSS. Part-time non-instructional staff members are exempt from the minimum requirement on a pro-rated basis provided they contribute to the extra-curricular activities of ACRSS.

4. Special Exemption

Extenuating circumstances, such as health or family situations, may qualify a family for a partial or full exemption from the PP Program. Application for exemption must be made in writing to the REC Parent Participation subcommittee (pp@acrss.org) at the time of registration or immediately when a situation occurs. Exemptions will be evaluated on a case-by-case basis. Any exemption approved in one school year does not carry forward to the next school year and must be applied for each new school year.

PARTICIPATING FAMILIES - DUTIES AND RESPONSIBILITIES

At the time of registration, parents will:

- Indicate their preference for participation categories.
- Complete the Authorization for Pre-authorized Debit (PAD) form that allows the school to charge for missed shifts and hours not completed

Participating Families will fulfill their program obligation by volunteering for at least 40 hours in one or more of their assigned categories.

- ***New families to ACRSS must complete 10 hours in either the Custodial or Traffic Patrol categories.***
- All hours worked will only be credited to the school year in progress. Hours will not be carried forward to the next school year.
- School aged (or younger) children will not be permitted to accompany their parent(s) on any PP work.
- Adult children 19 years of age or older will be permitted to assist a parent in doing PP work.

MISSED SHIFTS AND HOURS NOT COMPLETED

Missed Shifts:

Fees for missed shifts will be billed monthly. These are shifts in any category that a parent has been assigned and accepted but did not attend the shift(s) without good reason.

- The fee is \$25/hour for missed shifts. For example, a parent who misses a 2-hour shift would pay \$50.
- To be considered for a missed shift exemption, parents will need to send an email to their category manager and the REC parent participation subcommittee explaining their case.

Requests for an exemption will be reviewed by the PP subcommittee and approved on a case-by-case basis.

- Once the payment has been made for the missed shift, the parent will be credited as if they worked those hours. For example, when the \$50 fee for a 2-hour missed shift is made, the system will put 2 hours towards the 40 hours required. This is to ensure that any missed shifts that have been paid are not additionally billed as 'hours not completed' at the end of the year.

Hours not completed:

At the end of the school year, parents will be charged \$25/hour for hours not worked. For example, if a parent only worked 35 hours, they would need to pay a fee of \$125.

CATEGORIES

This section provides descriptions of categories in the Parent Participation program and indicates the expected level of commitment from participating parents, which may vary from category to category.

For categories **requiring a full-year commitment** (September to June), participants will be guaranteed to be offered 40 hours within that category. You will need permission from the PP subcommittee to change categories (email: pp@acrss.org).

For categories that **do not require a full-year commitment**, participants will not be guaranteed to be offered 40 hours. Parents are responsible for looking for other volunteer opportunities throughout the year to meet the required hours.

For **returning families**, continuation of your duties from the previous school year is not guaranteed. Changes may be made in assignments to better use the talents and interests of the different school families, and also to give other families a chance to participate in those duties.

Cafeteria Assistance

Participants will assist in the preparation and serving of food, as well as kitchen and cafeteria clean-up. Parents will commit to a set schedule of working 5 hours every 4 - 6 weeks. *A school-year commitment may be required.*

Custodial Assistance

Parents will assist in the general clean-up of the school. Duties may include dry mopping, vacuuming, cleaning, dusting, and emptying garbage. There is no bathroom cleaning. Work is done in the evenings. Parents must begin their shift between 4pm and 7pm. Participants will commit to a set schedule of about 2 hours bi-weekly or 4 hours monthly. *A school-year commitment may be required.*

Traffic Patrol

Parents will work in either the drop-off area in front of the school or at the street crossing assisting students' safe crossing. Work is done in the mornings before school starts and/or in the afternoon after school. *A school-year commitment may be required.*

Repair and Maintenance

Parents will be completing various tasks that will vary depending on the needs of the school.

Examples include:

- Grounds: landscaping, lawn care, field upkeep or other related tasks
- Manual Labour: Various school maintenance duties and special projects

A school-year commitment may be required.

Fundraising

The main fundraising events include Walkathon, Garage Sale, and Christmas Craft Fair.

- Leadership positions are needed to plan, organize, and keep records of various fundraising events. *Some of the lead positions may require more than a 40-hour commitment.*
- Other volunteer positions are needed to carry out the many general duties in the running of the various fundraising events. Qualifications and scheduling will vary depending on the needs of the event. Parents may choose from a variety of fundraisers scheduled for the year. *Commitment to attend scheduled shifts and carry out assigned duties is required.*

Excluded: fundraising activities for individual groups and/or teams are not eligible for Parent Participation hours unless an exception has been made by the REC Parent Participation subcommittee.

Catering

Participants will help with food preparation, serving and cleanup for various school events. Schedule of events will vary year to year. *Commitment to attend scheduled shifts and carry out assigned duties is required.*

ACRSS Regional Education Committee (REC)

Parents who are elected or appointed to the REC (by their Parish priest) will receive participation hours for committee and sub-committee duties. *A 2-year commitment is required for REC members, per CISVA policy 111: Education Committee Composition and Term of Office.*

PSG (Parent Support Group)

Parents elected to the PSG will receive participation hours for committee and sub-committee duties. The mandate of the PSG is to apply for gaming funds received from the BC Government and to administer those funds. Executive positions are voted in at an annual meeting in May of each year.

A school-year commitment is required.

Limited Categories

This work is done to assist with small groups, teams, etc. Requests for work in these categories typically come from school office staff. These categories will not be listed on the Parent Participation registration form as they arise via school office staff invitation only. Requirements for the limited categories will be reviewed by the REC parent participation subcommittee.

As per CISVA policy 425, if the position involves directly working with students, the volunteer will need to get a criminal record check.

Examples include:

- Fine Arts Assistance
- Athletic Department Coaching
- School Clubs
- Graduation and Dry Grad
- Fieldtrips
- Driving
- Student Supervision

PARTICIPATING FAMILIES - HERE'S HOW IT WORKS

- At the time of annual registration, parents will specify which categories they would like to participate in. There is no guarantee that you will be assigned to your preferred categories.
- Before the start of the school year, Category Managers will assemble their volunteer teams by reviewing these preferences and contacting parents via email. Parents are expected to confirm their assignment with the Category Manager.
- When performing their PP work, parents are responsible for signing in and out so that their hours can be confirmed.
- Note that parents do not have to log their hours in the 'Better Impact' system. Hours and shifts will be entered for them by the PP team.
- Parents must monitor their schedules and check their completed hours via the 'Better Impact' website found at: <https://app.betterimpact.com/Login/Login>
(*The Portal User Manual can be found on the Parent Participation page of the school website.*)
- Parents are responsible for keeping track of all hours worked for potential verification purposes. If their assigned category does not provide 40 hours, parents are responsible for 'topping up' their hours in another category. Parents are encouraged to check the Better Impact website or contact (ppsupport@acrss.org) to find available PP work.
- Parents should carefully monitor the school website and emails for specific information about available PP work opportunities that arise throughout the school year
- Any questions regarding the Parent Participation Program or this policy can be directed to the Parent Participation email: pp@acrss.org
- Any questions regarding Better Impact or shift changes can be directed to the Parent Participation Support email: ppsupport@acrss.org



UNIFORM POLICY

1. PURPOSE

The purpose of the ACRSS Uniform Policy is to ensure appropriate dress that is in keeping with the school’s mission and values. It is our belief that appropriate dress by parents, teachers and students fosters:

- A sense of belonging and pride in the school
- A safe and respectful learning and teaching environment
- A confident, positive sense of self and respect for the dignity and welfare of others

Responsibility

It is the responsibility of both students and parents to commit to understanding and following the ACRSS Uniform Policy.

Governance

The ACRSS Regional Education Committee (REC) is responsible for the ACRSS Uniform Policy.

2. STUDENT POLICY

All students must dress within the policy guidelines as outlined below. Students must wear the school uniform each school day throughout the year, and at specified extra-curricular activities, with the exception of non-uniform days as designated by the principal.

3. UNIFORM

All items must be purchased from McCarthy/Neat Uniforms except as noted with an asterisk (*) below. There is an online process for ordering from McCarthy/Neat. There is no in-school store available this year. Visit their website: <https://www.mccarthyuniforms.ca/>

3.1 GENERAL UNIFORM

BOYS	GIRLS
Golf shirt – white, long or short sleeved <u>or</u> Dress shirt - white	Golf shirt – white, long or short sleeved <u>or</u> Blouse - white
School pant - black Belt* (optional) plain navy or black dress belt School Shorts* - black (optional Spring Uniform)	Kilt - worn with navy/black shorties with kilt pin School pant – black Belt* (optional) plain navy or black dress belt School Shorts* - black (optional Spring Uniform)
Carney tie (optional) - worn with dress shirt	Carney tie (optional) - worn with blouse
Pullover, Cardigan or Vest (optional) - navy with school crest (arm stripe on cardigan)	Pullover, Cardigan or Vest (optional) - navy with school crest (arm stripe on cardigan)
Crew neck sweater – navy with school lettering*	Crew neck sweater – navy with school lettering*
Undershirt* (optional)– all white, plain, no logos	Undershirt / camisole*- all white, plain, no logos
Socks*– white, navy or black	Socks* knee-highs* – white, navy or black Tights or Nylons* - navy or black, non-patterned, footed



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Shoes* – shoes must be all black in colour including the rim of sole with a closed heel and toe. Athletic shoes and canvas shoes are not acceptable. Black dress or casual shoes are acceptable.	Shoes* – shoes must be all black in colour including the rim of the sole with a closed heel and toe. Athletic shoes and canvas shoes are not acceptable. Black dress or casual shoes are acceptable.
P.E. Strip – Navy shorts, grey t-shirt or any shirt obtained as a member of a Carney team or club. Carney fleece pants and hoodies are also acceptable. Athletic shoes* with non-marking sole and white athletic socks.* No board shoes or fashion runners.	P.E. Strip – Navy shorts, grey t-shirt or any shirt obtained as a member of a Carney team or club. Carney fleece pants and hoodies are also acceptable. Athletic shoes* with non-marking sole and white athletic socks. * No board shoes or fashion runners.
Grade 12: Golf shirt – dark navy, long or short-sleeved with Grad year logo on sleeve (optional) Crew neck sweater – with grad logo on sleeve*	Grade 12: Golf shirt – dark navy, long or short-sleeved with Grad year logo on sleeve (optional) Crew neck sweater – with grad logo on sleeve*
Spring Uniform (optional)– Sept-Thanksgiving, April-June School Shorts* - black Blue Crested Golf Shirt Socks black* Dress shoes, all black, closed toes*	Spring Uniform –Sept.-Thanksgiving, April-June School Shorts* - black Blue Crested Golf Shirt Socks black* Dress shoes, all black, closed toes*

3.2 MUSIC DEPARTMENT PERFORMANCE UNIFORMS

NOTICE OF UNIFORM CHANGE: ACRSS MUSIC DEPARTMENT ([click here for more information](#))

Effective as of September 2023, in an effort to streamline the uniform requirements of the Music Department, the performance uniform for the Concert Band and Concert Choir program is changing:

NEW** Concert Band and Concert Choir Performance uniform (to be worn for ALL performances year-round):	
<ul style="list-style-type: none"> • Black dress shoes, black dress socks • Black Carney dress pants (McCarthy/Neat Uniforms) • Carney tie (McCarthy/Neat Uniforms) • NEW! Blue Oxford dress shirt (Landsend.com) 	
Please see full uniform change and list of links here: NOTICE OF UNIFORM CHANGE: ACRSS MUSIC DEPARTMENT	
BOYS	GIRLS
Liturgy Choir – School pant black Red liturgy polo shirt provided by the school Socks black*, Dress Shoes, all black, closed toes*	Liturgy Choir – School pant black Red liturgy polo shirt provided by the school Socks black*, Dress Shoes, all black, closed toes*
Chamber Choir – School pant black, Dress shirt black* Royal blue tie (provided by the school) Socks black*, Dress shoes, all black, closed toes*	Chamber Choir – School pant black, Dress blouse black* Royal blue tie (provided by the school) Socks black*, Dress shoes, all black, closed toes*

3.3 WEARING OF UNIFORM

- Dress Shirts: Must be tucked in and only the top 2 buttons may be left undone.
- Kilts: Students may wear a fitting at not more than 8 cm above mid-knee. Kilt may not be rolled up. Navy or black “shorties” must be worn under the kilt.



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- Pants: Must be worn appropriately at the waist.
- Shorts: Only the school shorts can be worn. To be worn from September through to Thanksgiving and to resume again after Spring Break.
- Undershirts/Camisoles: The sleeve of the undershirt cannot be longer than the sleeve of the uniform shirt or blouse, and the undershirt/camisole must be tucked in at all times.
- Ties: Only the school tie may be worn with the uniform, with the exception of Jazz band ties.
- Extra Clothing: Only the school pullover or vest may be worn; other jackets, scarves, hats and accessories are not permitted in class. Exceptions may be made, at the discretion of the principal, if cold weather affects classroom temperature.
- Miscellaneous: Accessories, make-up, jewelry, and hair: only modest styles are allowed, reflecting the values of Archbishop Carney School at all times. Hair: Only human hair colours are allowed.

3.4 PURCHASING OF UNIFORMS

Uniform items as supplied by McCarthy/Neat School Uniforms will be available from their website & store throughout the year. There is an online process for ordering from McCarthy/Neat. There is no longer an in-school store available. Visit their website: <https://www.mccarthyuniforms.ca/>

3.5 UNIFORM EXCEPTIONS

The Principal and Education Committee may approve the conditional and short-term use of special optional uniform items by identified school groups such as Grads, REACH, Link Crew, and Athletic Teams.

On Fridays, “Carney Gear” may be worn. This includes sweatshirts from extracurricular activities at Carney. i.e. as a member of the school tennis team, on Fridays a player may choose to wear their “Carney Tennis” sweatshirt.

3.6 NON-UNIFORM DAYS, JEANS DAYS, AND SCHOOL EVENTS

Neat, clean and appropriate clothing reflecting the values of Archbishop Carney School is expected at all times and during all school related activities. The school administration and staff will determine if a student’s dress is appropriate. Therefore, these guidelines must be followed:

- Students will wear appropriate clothing on non-uniform days and events. Short shorts, low cut tops, exposed undergarments, tube tops, muscle shirts or tops that reveal the navel or stomach are not permissible.
- Females should exercise caution when choosing a neckline. Visible cleavage is not permitted.
- Torn clothing and clothing that includes drug and alcohol designs, sexually explicit or suggestive designs, profanity, threatening derogatory and discriminating language or symbols are not permitted.
- Hats and head coverings are not permitted inside the school building.
- Administration and faculty reserve the right to determine what is appropriate.

NOTICE OF UNIFORM CHANGE: ACRSS MUSIC DEPARTMENT

Effective as of September 2023, in an effort to streamline the uniform requirements of the Music Department, the performance uniform for the Concert Band and Concert Choir program is changing:

Updated Concert Band and Choir Performance uniform (to be worn for ALL performances year-round):

- Black dress shoes, black dress socks
- Black Carney dress pants (Neat Uniforms)
- Carney tie (Neat Uniforms)
- NEW! Blue Oxford dress shirt (Landsend.com)



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Please be aware the following uniform pieces will be retired from the Concert Band and Concert choir performance uniform:

- Long sleeved Carney V-neck sweater
- White Carney dress shirt
- Royal Blue crested performance polo shirt

PLEASE NOTE: Jazz Band and Chamber Choir uniform requirements remain the same as they are currently. This includes:

JAZZ BAND:

- Black dress shoes, black dress socks
- Black Carney dress pants (Neat Uniforms)
- Plain black dress shirt (student to provide). This must be able to be tucked in, and work with a tie
- Jazz tie (ACRSS provides on concert days)

CHAMBER CHOIR:

Option 1:

- Black dress shoes, black dress socks
- Black Carney dress pants (Neat Uniforms)
- Plain black dress shirt (student to provide). This must be able to be tucked in, and work with a tie
- Jazz tie (ACRSS provides on concert days)

Option 2:

- Black dress flat (ie. ballet flat)
- Skin-toned hosiery
- Black performance dress (Landsend.com)

LINKS FOR LAND'S END UNIFORM PIECES:

Please use the links below to find the uniform pieces from Land's End. Be sure to order no less than 1 month in advance of your child's performance to ensure you receive the pieces in time.

Chamber Choir Dress: Short Sleeve Ponte Dress Top of Knee in BLACK	https://www.landsend.com/products/school-uniform-girls-short-sleeve-ponte-dress-to-p-of-knee/id_364657?attributes=12323,52957
Concert Band/Choir Oxford Shirt BOYS' SIZING in BLUE (not French Blue)	https://www.landsend.com/products/boys-long-sleeve-solid-oxford-dress-shirt/id_365231?attributes=13091,44967
Concert Band/Choir Oxford Shirt GIRLS' SIZING in BLUE (not in French Blue)	https://www.landsend.com/products/girls-long-sleeve-oxford-dress-shirt/id_365163?attributes=12068,48354
Concert Band/Choir Oxford Shirt MEN'S SIZING in BLUE (not in French Blue)	https://www.landsend.com/products/mens-long-sleeve-oxford-shirt/id_285363?attributes=12068,44967
Concert Band/Choir Oxford Shirt WOMEN'S SIZING in BLUE (not in French Blue)	https://www.landsend.com/products/school-uniform-womens-oxford-shirt/id_303464?attributes=13091,44967



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

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PROCEDURE FOR NON-COMPLIANCE

1. Student will be informed that their attire does not meet the expectations outline in Non-Uniform Day dress code and given a uniform infraction.
2. Student will be asked to immediately change their clothing to be in line with the dress code.
3. If the student is not able to find appropriate clothing, an administrator will make the decision as to how to best deal with the situation. This may include sending the student home.

1.1 FINANCIAL HARDSHIP

ACRSS will endeavour to assist families that experience financial hardship as a result of complying with the uniform policy. Families may contact the principal to apply for financial assistance. The principal will review the application with the Uniform Representative(s) of the Education Committee and will allocate funds accordingly.

1.2 GRANDFATHERING CLAUSE

Occasionally, uniform styles and colours are discontinued. To phase out these changes with due consideration to replacement costs, a two-year grace period will be allowed.

POLICY FOR UNIFORM INFRACTION

The following procedure will be used to deal with students whose dress is not in keeping with uniform policy.

First Infraction - A warning will be issued and recorded, and the student will be asked to correct the noted problem immediately.

Second Infraction – A warning will be issued and recorded, and the student will be asked to correct the noted problem immediately.

Third Infraction – While in the presence of an Administrator the student must phone and inform a parent that if they receive another uniform infraction they will be suspended. The student will be asked to correct the noted problem immediately.

Fourth Infraction – The student will be given an in-school suspension. The student must phone a parent in the presence of an Administrator and inform their parent that they have been given an in-school suspension. The student will be reinstated the next day if the student agrees to abide by the reinstatement conditions.

Fifth Infraction – The student will be suspended from school until a reinstatement meeting can be arranged between the parents and an administrator. The student will be reinstated after a one-day suspension if the student and the family agree to abide by the reinstatement conditions.