

# OUR LADY OF THE ASSUMPTION SCHOOL



## STUDENT HANDBOOK

2019 - 2020

Our Lady of the Assumption School

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## **OUR LADY OF THE ASSUMPTION SCHOOL HANDBOOK**

Our Lady of the Assumption School provides Catholic education programs for ages 3 and 4 in Early Learning Programs and Kindergarten to Grade Six. The school is located in a quiet residential community in south Lethbridge and is closely linked with All Saints Parish that is located only a block away from the school.

The curriculum includes core subjects of Religion, Language Arts, Math, Science, Physical Education, Health, and Social Studies as well as complementary subjects such as Art and Music in Division I. In Division II we offer a variety of engaging subjects in the form of complementary courses. The school has developed a Continuum of Support to assist all learners in an Inclusive Education model. There is also a broad intramural program and extracurricular basketball and volleyball after school.

### **MISSION STATEMENT**

To enrich each mind, body, and spirit in a Christ-centered environment.

### **VISION STATEMENT**

A safe and caring, Christ-centered community of hope and learning.

### **MOTTO**

“A community of hope and learning”

## SCHOOL PROGRAM

The program consists of three components: the religion program, the academic program and the social program. All three are important to student growth and development.

### A. The Religious Program:

#### 1. Religious Education:

All students attending Our Lady of the Assumption School are required to take Religion as part of the regular school program. Religion is considered a core subject and is offered approximately 130 minutes per week. The sacrament of the First Reconciliation and First Holy Communion is received in Grade Two and the sacrament of Confirmation in Grade 6. The organization and planning of the sacraments is the responsibility of the parish while the educational component is carried out in the school. The home, school and parish work closely together to provide a meaningful Catholic experience.

#### 2. Liturgical Celebrations:

Students are expected to participate in all liturgical celebrations. The students and staff plan religious celebrations in conjunction with the parish. Celebrations occur throughout the year on special feast days or on days set aside in the school calendar.

#### 3. Daily Prayer

Each school day begins with classroom prayers. In addition, prayer and spirituality are an integral part of the entire school atmosphere at Our Lady of the Assumption School.

### B. Academic Program:

The academic program at Our Lady of the Assumption School follows the Alberta Program of Studies. Students in need of extra assistance receive support through an Individual Student Plan (ISP). The school has access to speech language services, a school counselor and behavioral counseling. We also developed a Continuum of Support to assist all learners in an Inclusive Education model. For more information, please contact our Associate Principal/Inclusive Education Liaison.

### C. Social Programs:

#### 1. Intramural Activities:

Students have an opportunity to participate in a variety activities during break times. Full participation of our children is encouraged in our intramural program. All students in the school are members of a team. Special days and events are arranged for all the teams and are noted in the monthly calendar. The object of the program is to encourage all students to be active and involved as well as to build sportsmanship and school spirit and promote physical and mental health.

#### 2. Co-curricular Activities:

The school also offers after-school skating, grades five and six inter-school basketball & volleyball, choir and various other clubs and activities.

## GENERAL INFORMATION

### BELL TIMES:

#### Grades 1 to 6:

##### Monday to Thursday

8:35 a.m. First Bell  
10:15 - 10:40 a.m. Recess  
10:42 – 10:52 p.m. Nutrition Break  
1:01 - 1:16 p.m. Nutrition Break  
1:16 - 1:37 p.m. Recess  
3:30 p.m. Dismissal

##### Friday

8:35 a.m. First Bell  
9:58 – 10:14 a.m. Recess  
10:16 – 10:26 a.m. Nutrition Break  
11:36 – 11:49 a.m. Recess  
1:15 p.m. Dismissal

**Early Learning Programs:** 8:45 a.m. - 11:15 a.m.

**Kindergarten:** 8:38 a.m. – 11:48 a.m. Monday - Thursday  
Some classes on Friday (parents will be notified in advance)

### AGE REQUIREMENT:

It is the policy of the Holy Spirit Regional Division to admit resident students as follows:

Early Learning Programs: a child whose third birthday falls on or before December 31<sup>st</sup> of the given year.

Kindergarten: a child whose fifth birthday falls on or before December 31<sup>st</sup> of the given year.

Grade 1: a child whose sixth birthday falls on or before December 31<sup>st</sup> of the given year.

Registration of non-resident students is encouraged but is accepted subject to the availability of space in the class in which admission is sought.

### ATTENDANCE:

There is evidence showing a strong relationship between punctual attendance and success in school. Thus, we expect students and parents to assume this responsibility and strive for attendance of 90% equal to no more than 18 days absence throughout the school year. The school realizes that students may have to miss some school due to illness, medical appointments or family reasons. In the event of an absence, parents are requested to phone the school. Please leave a message if busy or no one answers. Students are responsible for the class material missed and will be required to make up assignments or tests as needed. For shorter absences, (e.g. doctor's appointment, etc.) parents must sign in/out at the office.

### BICYCLES, SKATEBOARDS, ROLLER BLADES & SCOOTERS:

Bicycle racks are provided for students who bring their bicycles to school. All students must park their bicycles in the bicycle rack. Since the school cannot accept responsibility for students' bicycles, it is essential that students lock the bicycles securely. The safety hazards associated with skateboards, wheelies, scooters and roller blades on and off the playground have made it necessary that they be used for transportation to and from school only.

### BUSSES:

Elementary students living more than 2.4 km from their resident school are eligible to ride the bus at no cost. Students living between 1.2 km and 2.4 km will be required to pay a user fee of \$20.00 per month per student. A map showing the route and stops is available at the school office and on the school division website under "schools/transportation" tabs.

**CANTEEN:**

A small canteen (offering white milk, chocolate milk and juice), will operate during the second nutrition break. Punch cards may be purchased from the office. Various other ice cream products are offered ranging in price from \$1.00 to \$2.00 each (not included on the milk/juice cards), and usually sold once a week. Pop is not encouraged at school.

**CHANGE OF ADDRESS:**

Students moving or transferring from our school should bring a note from home indicating where and when they are moving. Any change in address and/or phone number should be reported to the teacher and the office.

**COMMUNICATION:**

The purpose of this handbook is to inform students and parents about the procedures and practices that exist at Our Lady of the Assumption School. If you do not find the answers to your questions in this handbook, please call your child's teacher or the school office for assistance. Let's work together to make this school a great place to learn.

**DRESS CODE:**

Students are expected to dress appropriately for school and parents are asked to monitor their child's choices. Clothing that is revealing and/or inappropriate for a child's age, disrespectful, or displays text or an image that is clearly obscene or disrespectful is not allowed. Parental discretion should be exercised to ensure that children are dressed appropriately for prevailing weather conditions.

PLEASE NOTE: Appropriate dress is particularly important during the winter months as children will be sent outside for fresh air at every break (except during inclement weather). Please make certain your child is dressed warmly with a head covering, mittens and warm boots at all times during the winter months.

Students must have runners for use in the gym to avoid leg/body injuries that can occur from loose or inappropriate footwear. Please label clothing and footwear so it can be returned if it gets misplaced or lost.

**FIRE DRILL/EMERGENCY PROCEDURES:**

Fire drills are practiced frequently to ensure a quick, safe evacuation routine in case of fire. It is important that students wear proper footwear at all times in order that they may proceed outdoors in any type of weather. To ensure student and staff safety the school will also practice Lockdown Procedures during the school year.

**LEAVING SCHOOL GROUNDS BEFORE DISMISSAL:**

Under **NO** circumstances is a student to leave the school during school hours without the written permission of his/her parents or guardian. If a student must leave early for an appointment, the student must be signed out at the office by the parent/guardian.

**LOST AND FOUND:**

Clothing and other personal items do get misplaced. A lost and found box is located downstairs in the school. Very small or valuable items can be claimed from the office. Students and parents are encouraged to check for lost items. Every year many excellent articles are not claimed.

**NEWSLETTER:**

A monthly newsletter including a calendar of events will be emailed home to each family at the end of each month. The newsletter and calendar is also available on our website at [www.holyspirit.ab.ca/assumption/](http://www.holyspirit.ab.ca/assumption/)

**NUT FREE SCHOOL:**

In our school community there are students who have potentially life-threatening allergies (anaphylaxis) to peanuts and nuts. The best way to address this is to share information and awareness, avoidance of peanuts and nuts, and to develop an emergency response. One way to reduce the risk of accidental exposure to these students is to not bring peanuts and nuts to school. We respectfully ask for the cooperation of the parents and/or guardians within our school community to **AVOID** sending peanut butter or products with peanuts or nuts listed in the ingredients, also products manufactured in an environment which “may contain traces of peanuts and/or nuts”. We will be trying our best to be a nut free zone, but since this request is totally voluntary, we cannot guarantee that our school will be totally nut free.

**NUTRITION BREAK:**

During nutrition breaks, students are not allowed to leave the school grounds without written permission from home. Permission will be granted only when the student brings a note signed by a parent or guardian.

During the first nutrition break (10:15 – 10:40 am) students will have outside recess and then (10:40 – 10:52) eat in their classrooms and microwaves are not available at this time. The first break would be for eating healthy snacks and non-microwaveable meals. During the second nutrition break (1:01 – 1:16 pm) students will eat in their classroom and then have outside recess (1:16 – 1:37 pm). This will be a more traditional lunch with microwaves available. There are no microwaves available on Fridays.

The School Council provides hot lunches to our students approximately once a month. Hot lunch dates are noted in the monthly newsletter.

**PERSONAL ITEMS:**

Students should not bring to school personal items (i.e. expensive jewelry) that are not directly related to their schoolwork as the security of these items cannot be guaranteed. BYOD – Bring your own device, please contact the principal regarding bringing personal electronic devices to school. Please be aware that the school will take no responsibility for their safekeeping. Students are also discouraged from carrying money of any substantial amount. Where it is absolutely necessary, students may leave money in the main office until the end of the school day.

**REPORT CARDS:**

Student progress is measured on an ongoing basis by a variety of summative assessments. Progress is formally reported three times a year. Scheduled interviews are held along with reporting periods. Parents may request conferences at other times throughout the year by calling the subject teacher at the school.

**SCHOOL COUNCIL:**

This group of hardworking parents and teachers consists of:

1. The Executive: Chair, Vice-Chair, and Secretary.
2. Parent representatives from each class.
3. The Principal and Associate Principal.
4. Interested persons at large.

The Assumption School Council acts as an advisory group to the school and works with the Parent Fundraising Committee to raise funds for many school projects and events. All parents are encouraged to volunteer for the various council positions or help by getting involved in the group’s activities.

**PARENT FUNDRAISING COMMITTEE (PFRC)**

The Parent Fundraising Committee is a distinct society that operates in partnership with Our Lady of the Assumption School to fundraise for school activities. The PFRC holds monthly meetings right after the usual School Council meeting. Please contact the school if you have any questions.

**SICKNESS:**

It is expected that students who are ill will remain at home. If students become ill at school we will notify parents and request the parent to pick up their child. Please note that the school will not administer medication of any kind unless special arrangements are made and all the proper forms completed.

**STUDENT CONDUCT:**

As stated in our Mission and Vision statements, our ultimate goal is to establish a Catholic faith community in which we will provide the opportunity for our students to be prepared spiritually, academically, socially and physically for the future.

The *School Act* states student responsibilities as:

- a. attend school regularly and punctually,
- b. be ready to learn and actively engage in and diligently pursue the student's education,
- c. ensure that the student's conduct contributes to a welcoming , caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d. respect the rights of others in the school,
- e. refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- f. comply with the rules of the school and the policies of the board,
- g. cooperate with everyone authorized by the board to provide education programs and provide other services,
- h. be accountable to the student's teacher and other school staff for the student's conduct and,
- i. positively contribute to the student's school and community.

Student conduct guidelines and expectations will be discussed with all students very early in the school year and will be reinforced periodically throughout the term. Minor infractions will be dealt with by staff. Serious infractions will involve the school principal or associate principal and home contact, as outlined in the Code of Conduct, which will be sent home early in the school year.

Parents are asked to read the Code of Conduct carefully, discuss it with their children, sign the contract that is enclosed with the handbook and return the signed contract to the school.

**STUDENT SUPPLIES:**

Students are expected to have basic supplies for their academic program. Each teacher or team of teachers will produce a list of basic supplies to assist parents in their initial purchases.

**SUPERVISION OF STUDENTS:**

Supervision is provided ten minutes before school, both nutrition breaks, and for the buses after school. Students arriving before 8:25 a.m. or remaining after 3:30 p.m. do so at their own risk. For safety purposes, students are encouraged to arrive at 8:25 a.m. and go directly home after school.

Under **NO** circumstances is a student to leave the school during school hours without the written permission of his/her parents or guardian. If a student must leave early for an appointment, the student must be signed out at the office by the parent/guardian.

**TELEPHONE:**

The school telephones are provided for school business and are not for general student use. Students are asked to reserve use of the phone to emergencies only and must check with their teacher before using. As much as possible, parents are encouraged to make travel arrangements for their children before they leave for school in the morning.

**VOLUNTEERS:**

As you know volunteers are an essential part of our curricular and co-curricular programs at Our Lady of the Assumption School. We greatly appreciate all of your efforts and look forward to your continued support.

**CRIMINAL RECORD CHECKS:**

In order to be able to act as a chaperone on overnight field trips or to act as a chaperone where no staff member is present to supervise, volunteers must submit proof of:

- Criminal record check with vulnerable sector search.

Before you get your criminal check you will need to come to Our Lady of the Assumption School and pick up a request form. The record checks can be obtained at Lethbridge Police Services (403.330-5153).

**VOLUNTEER DRIVERS:**

In order to be permitted to drive students on field trips, all volunteer drivers must submit the following:

- Details of vehicle insurance coverage, 5 year drivers' abstract
- Original criminal record check with vulnerable sector search
- Proof of liability insurance of at least \$2 million;

Individuals who have in excess of 7 demerits on their drivers' abstract will not be permitted to act as a volunteer driver. Volunteers must provide this documentation before they can drive students (other than your own son or daughter) as part of a school organized carpooling arrangement.

You can get your drivers' abstract by contacting a local vehicle registrar's office. Please bring the original abstract and proof of insurance to the school. We will take your original abstract and make a photocopy of your insurance to keep on file.



*"A community of hope and learning"*