

BIENVENUE, WELCOME

TO ÉCOLE O.L.P.H.

SCHOOL VISION STATEMENT

At École O.L.P.H., we work in community to ensure the success of each learner. Our decisions and actions are focused on language development, fostering learning and an appreciation of culture, a healthy lifestyle and a safe and caring spiritual environment. Our students will:

- Have an advantage as bilingual Canadians in the global community
- Work to create a better world by living a spiritually rich life, as supportive and contributing members in our community
- Have the skills and knowledge necessary to live a healthy and active lifestyle and to reach their true potential.

SCHOOL MISSION STATEMENT

École Our Lady of Perpetual Help is committed to quality catholic education in both official languages, fostering in our students respect for life and learning as Christ taught us.

EICS DISTRICT MISSION STATEMENT

We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences.

INTRODUCTION

This handbook has been prepared for parents, guardians and students of École O.L.P.H. It is designed to help students achieve success by giving them information and a better understanding of school guidelines, policies and procedures. The intent is to inform and foster a co-operative spirit among everyone involved with the school and the students.

École O.L.P.H. is a progressive school that offers a Total French Immersion Program from Grade 5 to Grade 8.

PARENTS CAN HELP IN FRENCH IMMERSION

There are many ways parents can help in a French Immersion environment:

By providing a quiet, regular place to work;

- By helping the student organize his or her time for assignments
- By being the audience for reading practice and spelling and math drills;
- By providing information and knowledge for projects;
- By making a habit of reading in the home;
- By having a positive attitude about school.

You are your child's model. Too much help, however, may make a child dependent and slow to mature. The support and interest of parents will have a large influence on students' attitudes toward homework and language learning. If you have questions about the assignments your child is bringing home, don't hesitate to talk to his or her teacher(s).

SCHOOL OPERATIONAL HOURS

Morning bell	8:45 a.m.
Dismissal	3:11 p.m. (Monday-Friday)
	2:11 p.m. (first Wednesday of each month)

DAILY PRAYERS & RELIGIOUS CELEBRATIONS

The school day at École O.L.P.H. begins with a staff and student prayer. Both classroom and school wide celebrations are held periodically throughout the year as part of the regular Religion Program. Parents are welcome to attend school Celebrations. All students are expected to attend Religious Celebrations and to participate in Religion classes.

PERSONAL PROPERTY

Students are responsible for all personal property. All students' personal property, clothing and footwear should be clearly identified to help prevent loss. We ask that expensive articles not be brought to school for fear of loss or damage. Children are asked not to leave money and valuables in their desks or coat pockets. Once lost or stolen, money is difficult to recover. We require all students to lock their locker at all times.

As per the new School Board policy **school issued locks are required**. The cost for the lock is \$8.00 and it is the student's lock to keep. Students are required to complete a locker usage agreement at the start of the school year.

Each student should have outdoor footwear and indoor footwear (usually runners –non-marking soles please), for cleanliness and safety reasons. Students are asked to keep their outdoor clothing in their assigned locker. A lost and found box is located in the foyer of the school.

*All unclaimed lost and found items are donated to charity two or three times per year.

LIBRARY GUIDELINES

Maximum items on loan:
2 books, 1 magazine

	<u>Books</u>	<u>Magazines</u>
Loan Period	10 days	5 days
Grace/Pardon Period (school days)	3 days	3 days
Maximum renewals		twice on both
Renewal periods	10 days	2 days
Fine per day/per item	\$0.10	\$0.10
Max. fine per item	\$10.00	\$4.00

Overdue notices will be sent out every five (5) days for 35 days after which the item will be declared missing. An invoice will be issued to the individual who last signed the item out. Students will not be permitted to loan any items until lost material is either paid for or returned.

HOMEWORK

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may vary according to grade, ability and study habits. Communication with the teacher is encouraged if you need more information.

Homework can range from routine word and math drills to visits to local industries. Its form

depends to a large extent, on the purpose for which it was assigned.

Some of the purposes of homework are:

- ...to reinforce lessons taught during class time,
- ...to give students extra drill in an area where they may need practice;
- ...to help students develop self-reliance and good study habits;
- ...to enable parents to see their child's progress;
- ...to strengthen the ties between home and school, particularly when parents can help with assignments in some way.

- **Note: Finishing your homework means you won't have to...**
- Finish your work at school during lunch, recess, or after school
- Have the teacher phone your parents
- Be left out of school activities

TOWARD A SAFE & CARING CATHOLIC CURRICULUM

This resource, utilized in Grades 5 to 6 (Gr. 7 to 8 follow the Lions Quest Program which is similar), enables teachers and staff to promote positive social interactions within the classroom and the school, while providing opportunities for students to acquire knowledge, skills and attitudes that will benefit everyone. This is complemented by the school's comprehensive guidance program, which addresses particular needs at each grade level.

***Counselling program & religion

ELECTRONIC DEVICES AND PHONES

Students at École OLPH have the option of bringing personal wireless devices to school to access the network in order to support their own learning. With the enhanced access, we must also be reminded that the Internet has both positive and negative aspects. The Elk Island Catholic School Division's Responsible Use Agreement applies to the Personally Owned Network (POD) as it does the school network.

During lunch hour and morning break, students will be permitted to use the school telephone with permission from their teacher. During instructional time, cell phones and personal wireless devices are to be used **only with the teachers' permission and supervision** as a learning tool and **NOT** for texting or making phone calls. **Students are NOT to use the cameras or recording devices on their cell phones while at school due to FOIP restrictions.** We reserve the right to confiscate phones or personal devices from students who choose to make inappropriate use of these devices. Students right to use of technology may be revoked.

PARENTS/VISITORS MUST SIGN IN AT THE OFFICE

All Parents/Guardians/Visitors are welcome to visit the school at any time. Everyone is required to sign in at the front office. It is imperative that all parents do so. People will be asked to wear a visitor tag indicating that they are visitors to the school as it is impossible to be familiar with all parents and grandparents, etc. of the École O.L.P.J. families. This will allow students and staff to quickly identify those individuals. Those without tags will be asked to report to the office. Parents who are picking up children are asked to remain at the front entrance of the school unless they have signed in at the office and picked up a "VISITEUR" tag. Kindly return the tag to the office before leaving. Merci for your cooperation.

ATTENDANCE POLICY

If your child is absent, please contact the school directly at 780-467-5631 before 8:45 a.m., stating your child's name, grade and the expected duration of absence. An answering machine is operational for your convenience between 4:00p.m. and 8:30 a.m.

In the event that your child cannot be accounted for, the school will immediately contact you for information. If you have other children in the school, you may send a letter covering your other child's absence. This is to be delivered to the office before 9:00 a.m.

SIGN IN/SIGN OUT POLICY

A sign in/sign out policy is in effect. Parents who take their children out of school are requested to sign them out at the office and sign them back in upon return.

Students who are normally expected to be at the school all day are reminded that they **must have written, dated and signed permission** from a parent or guardian **and must sign out before leaving the school grounds and sign in upon return to the school grounds.**

All students are expected to be in regular attendance. When a student's absences are excessive, the teacher and/or principal will discuss the situation with the parent/guardian of the student. If attendance does not improve, a referral will be made to the school district's Truancy Officer for follow-up.

RECESS/NOON BREAKS

Recess breaks are a regular part of the school day for our students. Unless the weather is inclement, students in Grades 5 and 6 will be expected to go outside for both recesses. Grade 7 and 8 students will be asked to go outside during morning recess, but will have the opportunity to stay inside during the noon hour break.

If a student is to remain indoors during recess or noon hour due to illness, a written note must be sent to the child's teacher. The child will spend his/her break in a designated area of the school.

LUNCH INFORMATION

*****NUT AWARE SCHOOL** – With the increase of students with serious allergies in our school, we are attempting to create a "Nut-Aware" environment. We request that you refrain from sending peanut-butter sandwiches, cookies & treats that contain nuts and any nut-based snacks. Every child's health & safety are important to us and we appreciate your active concern and response to this request.

*****GLASS CONTAINERS** – *Please do not put glass containers in your child's lunch.* We have had breakage around the school and it is potentially dangerous for the students to cut themselves.

*****STUDENTS LEAVING SCHOOL – Please**

remember that students leaving the school for lunch must be signed out by a parent or a written, dated and signed note from a parent must be sent to the office prior to leaving the school. Permission notes must be **written for every occasion** a student leaves the school grounds.

HOLIDAYS

We encourage everyone to take vacations during scheduled school holidays. However, should a family choose to take a holiday at another time during the school year, please provide written notification to the administration with a copy to the homeroom teacher well in advance.

The school may, upon parental request and given at least one week's notice, identify the projected curricular content to be covered during the specified period. However, when parents/guardians choose to withdraw their child/ren from school for reasons other than those mentioned in the School Act (taking vacations during unscheduled school holidays for example), educational responsibility is transferred to the parent/guardian for the duration of the absence.

To assist your child/ren under those circumstances, please ensure that your child/ren establish homework partner who will be responsible to pick up handouts and keep a list of assignments missed. Within two days of their return your child/ren should make arrangements for handing in missed assignments and /or the writing of examinations.

FIRE DRILLS/EMERGENCY PROCEDURES

Periodic fire and emergency procedure drills enable us to practice in the event of an actual situation. Everyone should be familiar with their exit route/s and/or the procedures to follow depending on the drill. **In the event the school has to be evacuated, students will assemble in the Sherwood Heights School gym.**

EMERGENCY CLOSING POLICY EBCD

The superintendent will determine if we will:

- a) Keep busses running and schools open

- b) Cancel busses in all or some areas and keep schools open

- c) Cancel busses and close schools

The decision will be made very early in the a.m. whenever possible. Once the decision is made then the information will be posted on the EICS website (www.eics.ab.ca) and passed on to the radio stations.

Guidelines to be followed in case of emergency closing of schools (final decision to be made by the Superintendent as stated above):

- a) School bus service shall be suspended at a temperature of -40°C or a wind chill factor of -50°C as measured at the appropriate Environmental Weather Service Centre. School bus service may also be suspended due to unsafe weather or road conditions. If bus service is suspended in the morning it is automatically suspended for the afternoon as well, therefore please arrange to have your child/ren picked up at the school at the end of the day.
- b) When ALL school bus services are suspended by the Superintendent or designate, schools may remain open – listen for announcements.
- c) Radio stations will be used to broadcast suspension of bus services and closure of schools from 6:00 a.m. onward.
- d) When weather conditions deteriorate during the day and bus service is suspended or bus schedules require substantial alteration, announcements will be broadcast on as many radio stations as possible in the vicinity surrounding all of the schools within the Division.
- e) Should bus service be suspended during the day due to extreme weather conditions, parents should arrange to have the child/ren picked up at the school from that moment onward (until regular dismissal time).
- f) If and when schools are closed prior to normal dismissal times, no students shall be permitted to leave school or a school bus if contact and arrangements cannot be made with the parents/guardians. If an when

schools are closed to all students due to the suspension of ALL school bus services, there will be staff members at the school for the purpose of receiving those students whose parents may not be aware of the school closure, answering telephone inquiries, and other duties.

ACCIDENTS AND SICKNESS

In the event that a student received an injury or becomes ill during the course of the school day, the student's parents will be contacted for instruction. If the injury is serious and/or the parents cannot be notified, we will transport the injured child to a medical centre or call an ambulance as necessary. Students who are ill will only be sent home if a parent has been contacted.

MEDICATIONS AND ALLERGIES

The guiding principle for the management of medication in schools is the belief that the safe management of medication with school-aged children should:

- Promote self-management,
- Be developmentally appropriate,
- Provide the framework to support school staff in the medication management role,
- And lead to medication compliance

All physician prescribed medications at school should be managed in accordance with the guidelines of the Students Focused Medication Management Plan. Please ensure that this Management Plan has been completed for your child/ren if they need to take medication while at school. Parents are the link between their child, the physician, and the school. Parents need to ensure that accurate, complete information about their child's medication management is shared with all partners.

PLEASE NOTIFY THE OFFICE IF YOUR CHILD HAS ANY MEDICAL CONCERN OR A SEVERE ALLERGY in order that a Medication Management Plan may be developed.

DRESS CODE

The manner in which we dress can have an influence on how we behave. School is serious

business and needs to be approached in an orderly, disciplined manner if we are to be successful. Students are required to dress in a manner that reflects school as a place of learning. While we recognize the right of parents and children to express themselves through their clothing, we must reserve the right to have the final say regarding the appropriateness of any clothing worn at school. While at school, it is expected that students will dress neatly and modestly.

École O.L.P.H. says **YES** to:

- ✓ Hats worn outside
- ✓ Shirts or blouses that cover the torso and meet with the accompanying skirt or pant
- ✓ Pants that cover the student's underwear
- ✓ Shirts or blouses that cover the shoulder area
- ✓ Slacks, skirts or shorts longer than mid-thigh
- ✓ Appropriate footwear
- ✓ Graphics and language on clothing that supports our Student Code of Conduct

Please Note: Pyjamas are to be worn on Pyjama days organized by teachers only.

Merci for respecting our dress code.

Consequences for non-compliance are defined in our Student Code of Conduct.

Oversized t-shirts will be on loan from the office as needed.

SCHOOL ACCOUNTS

All school accounts must be in good standing for students to participate in the following activities: Quebec, ski trip, fieldtrips, etc. If you are undergoing financial difficulties, it is imperative to contact Mme Lafrance, the principal.

STUDENT CODE OF CONDUCT

EXCERPT FROM SCHOOL ACT

Section 7

Students shall conduct themselves so as to reasonably comply with the following code of conduct:

- a) Be diligent in pursuing their studies,

- b) Attend school regularly and punctually,
- c) Cooperate fully with everyone authorized by the board to provide education programs and other services,
- d) Comply with the rules of the school,
- e) Account to their teachers for their conduct,
- f) Respect the rights of others.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS

Each incident where disciplinary action is necessary will be dealt with by a staff member or administration and will be reviewed individually with appropriate consequences to follow. Thus, what may be considered a minor offence in one instance may warrant the consequences of a major offence at another time, depending on the circumstances surrounding the action.

MINOR OFFENCES

Any staff member can deal with these offences on the spot. Examples of minor offences are: rough play, disruptive classroom behaviour, hallway/washroom loitering, and snowball throwing. The consequences may be a warning, recess or after school detention or a loss of privileges. Generally there should be a sincere effort demonstrated by the student to correct the disruptive behaviour.

Repeated minor offences will result in consequences such as service work at school, extra work at home etc. They may also be dealt with as a major offence.

MAJOR OFFENCES

EXAMPLES OF STUDENT BEHAVIOUR THAT COULD LEAD TO SUSPENSION OR EXPULSION ARE:

- a) Repeated minor offences (three detentions, for any reason, such as homework not done, behaviour...),
- b) Conduct which threatens the safety of students and/or staff,
- c) Possession of a weapon on a student's person, or in a student's locker or desk. (A weapon is anything that can be used to injure or cause death, or can be used for

- the purpose of intimidating or threatening any person.),
- d) Displaying or brandishing a weapon in a threatening or intimidating manner
- e) Assaulting any person,
- f) Theft,
- g) Possession or use of illegal drugs (including tobacco products), alcohol or inhalants in school or on school property;
- h) Violation of school policies pertaining to student attendance, student harassment, behaviour while riding on the school bus,
- i) Wilful disobedience and/or open opposition to authority,
- j) Use or display of improper or profane languages,
- k) Wilful damage to school or others' property; interfering with the orderly conduct of class(es) or the school,
- l) Contravention of the code of conduct as set out in the *School Act*.

DISCIPLINARY ACTION MAY INCLUDE SOME OR ALL OF THE FOLLOWING:

- a) Parental involvement
- b) Referral to counsellor/psychologist,
- c) Removal of privileges,
- d) Detention
- e) In-school suspension
- f) Out-of-school suspension (max. 5 days),
- g) Restitution for property damage to an individual or the Board Involvement of outside agencies such as the police, Social Services, counselling or others,
- h) Expulsion from school or all district schools. **Please note:** any detention or suspension automatically includes exclusion from extra-curricular activities on the day or days suspended.

CHILD ABUSE POLICY IHCB

The board requires its employees to report suspected cases of **abuse and neglect** to appropriate authorities in accordance with the Alberta Child Welfare Act (1984).

COMPUTER NETWORK/INTERNET USE POLICY

At École O.L.P.H., it is expected that all students will use computer technology and the Internet for appropriate educational activities. The principles are explained in detail in the Annual Student Acceptable Use Agreement for technology form that is sent home each September. Inappropriate use will result in major or minor consequences as outlined in the School Behaviour Policy.

“Motivation has been found to be one of the most relevant factors involved in second language acquisition (Gardner, 1980; Lalonde & Gardner, 1984; Clement, 1980.”

Language Learning is a natural phenomenon. It does not rely on success in academics; rather, it is known to improve critical and creative thinking skills.

read and understand the 2015-2016 Student Handbook.

Students Signature

Date

Parent/Guardian Signature

Date

Teacher’s Signature confirming Acknowledgement Form completed

Date

**STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM
2015-2016**

Please complete the form below. Your child’s teacher will be asking to see it.

Student Name (please print)

Grade/Classroom

Our signatures indicate that we have received,