

*Together in learning  
and faith*



*Our Lady of the Angels  
Catholic School*

# **PARENT & STUDENT HANDBOOK**

**2015-2016**

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**Available at the school as these are annually sent home for signatures on the first day**

School Discipline Policy Brochure

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## **SECTION A: GENERAL INFORMATION**

**Welcome to our school!**

### ***EICS Theme – Where is Jesus! Right Here! Right Now!***

You have selected an excellent school with strong traditions and an environment that reflects a faith filled environment where everyone can feel accepted and grow. The challenge of providing quality middle school education to grades 5-8 students includes linking family, home, staff, and parish. Together, as parents and staff, we share the responsibility of helping children grow into responsible citizens by providing meaningful Christian education. As a staff, we ask your support and genuine interest in school activities.

Should your child experience difficulty with any aspect of school life, please contact their homeroom teacher. If the teacher is unable to solve the problem, you will be referred to the appropriate staff member. We will do everything possible to alleviate any problem and provide a safe and caring environment for our students. All concerns will be dealt with in a confidential and professional manner.

Students, we encourage you to do your personal best. As a staff, we are committed to assisting and guiding you academically, socially, spiritually, and emotionally as you grow into the person God has created you to be. We look forward to having you as a student and have spent many hours planning an exciting year for you. Get ready to enjoy your year and to make great memories.

#### **MISSION STATEMENT**

**As a Catholic, Christ-centered community, we are dedicated to the development of the whole child by integrating our faith with the education process.**

## BELIEF STATEMENTS

At Our Lady of the Angels Catholic School, we believe:

- each one of us is a special gift created in God's image,
- Catholic education develops the whole child spiritually, intellectually, socially, physically, and emotionally,
- learning is a life-long journey to be shared by students, staff, families, and community, and which is best achieved when all members take an active role,
- all students have unique gifts and talents, given by God, that require nurturing and development in a safe and caring environment.

## BELL SCHEDULE 2015-2016

Minutes	Period	Grade 5-8
<b>8</b>	<b>Warning Bell &amp; Attendance</b>	<b>8:22 - 8:30</b>
30	Period 1	8:30 - 9:00
40	Period 2	9:00 – 9:40
40	Period 3	9:40 – 10:20
<b>10</b>	<b>10 Minute Break</b>	<b>10:20 – 10:30</b>
40	Period 4	10:30 - 11:10
40	Period 5	11:10 - 11:50
<b>50</b>	<b>Lunch</b>	<b>11:50 – 12:40</b>
<b>5</b>	<b>Warning Bell &amp; Attendance</b>	<b>12:40 – 12:45</b>
10	Period 6	12:45 - 12:55
40	Period 7	12:55 – 1:35
<b>5</b>	<b>5 Minute Break</b>	<b>1:35 – 1:40</b>
40	Period 8	1:40 – 2:20
40	Period 9	2:20 – 3:00
<b>Total Teaching Minutes = 320</b>		

**Early Dismissal - 2:00 p.m. First Wednesday of each month**

## STAFF LIST

Principal	Mr. Lorne Monaghan
Assistant Principal / Facilitator	Ms. Shauna Lindbeck
Grade Five	Miss Kaitlin Diachuk / Mrs. Tara Kucy / Mrs. Lindsey LeBel
Grade Six	Miss Nikki Doege / Mrs. Marissa McIntyre / Mrs. Lynne Selte
Grade Seven	Mr. Jamie Dziwenko / Mr. Stephen Rice / Mrs. Jennifer Smadis / Mrs. Marilyn Steblyk / Mrs. Kristine Willis-Dengler
Grade Eight	Mr. Vernon Brady / Mr. Scott Hebert / Ms. Rosemarie Rackow / Mr. Tim Weller
Musical Theatre	Mrs. Jennifer Smadis
French	Mrs. Michelle Ethier
Counsellor	Mrs. Nicole Labrecque
Chaplain	Mr. Scott Walker

### Support Staff:

Secretary	Mrs. Marian Moser
Custodian	Mrs. Connie Gordon
Librarian	Mrs. Susan Wagner
Educational Assistants	Mrs. Karen Colgan / Mrs. Kim Hart / Mrs. Carolina Mayner Miss Kim Ritz

## SECTION B: DISTRICT AND SCHOOL ADMINISTRATIVE PROCEDURES

### ALLERGIES

Please notify the office if your child has a severe allergy. **Please be aware our school is “allergy aware.”**

### ANNUAL FEES

School Supplies, Materials, Student Activity, Locks, and Planner (grade 5 and 6):

Grade 5                      \$75.00

Grade 6                      \$100.00

Grade 7 / 8                  \$85.00

Option fees as assigned for Grade 6-8 students will be additional

**Students annual fees must be paid in full before students will be allowed to participate in extracurricular activities**

### ASSIGNED ENTRANCES

Students will be informed by their teachers about the assigned doors through which to enter and exit the school. This enhances safety and traffic flow. During the lunch hour, the front foyer and one door in the elementary wing are left open for emergency entry.

## ATTENDANCE POLICY

Students and parents should recognize that regular attendance is mandated in the School Act, and is necessary for student learning and success in school.

### 1. Absences **\*EXTREME IMPORTANCE\***

Parents are requested to phone the secretary to notify the school about absences. Please call 780-998-3716 before 8:25 A.M. if at all possible. All unconfirmed absences are checked with parents by phone and recorded on Power School. As a result, we request that you provide the school with your home telephone number, parents' work numbers and emergency contact numbers. Please ensure the "Student Verification" forms (found on your Power School account) are accurate. Notify the school of any changes throughout the year.

### 2. Truancy

Truancy is dealt with as a serious matter under the School Act. Truant student's parents will be contacted by school administration and if necessary by the Division's Truancy Officer.

### 3. Class Late Policy

At Our Lady of the Angels Catholic School, we believe that all students are entitled to quality educational programs and instruction without interruption and disruption by tardy individuals.

Reporting procedures when arriving late:

- **Students are expected to report to the office when they arrive after the start of classes in the morning (8:30am) and the afternoon (12:40).**
- Teacher shall record the late in Powerschool and the office staff shall verify
- The homeroom teacher will monitor the frequency of late slips

**PLEASE NOTE:** *Three unexcused lates in a two-month period will result in a disciplinary follow-up.*

## BICYCLES

Students are responsible for locking their bikes at the racks. **The school assumes no responsibility for damage to, or loss of, bicycles.**

## TECHNOLOGY USE AGREEMENT

*At Our Lady of the Angels Catholic School, it is expected that all students will use computer technology and the Internet for appropriate educational activities. **Inappropriate use will result in consequences as outlined in the Annual Student Responsible Use Agreement for Technology.***

### **Guidelines and Procedures**

- *The Division's computers and computer networks are intended for educational use only by students and division staff. Private or commercial use is prohibited.*
- *Any use of the Division's computer network for illegal activity is prohibited.*
- *Use of the Division's computer networks to produce or access obscene or pornographic material is prohibited.*
- *Sending material likely to be offensive or objectionable is prohibited.*

- *Using programs that harass the Division's computer networks users, or infiltrate a computing system and/or damage the software components (hacking) is prohibited.*
- *Users are expected to respect the rights and property of others and will not improperly access, misappropriate, or misuse the hardware, files, data, or information of others.*

***Regarding Personal owned devices including cell phones – grade level expectations will be given by the homeroom teachers.***

### **DRESS POLICY**

**Students are expected to dress in a manner that is conducive to the atmosphere of a Catholic school, respecting the value of modesty.** Modesty is the key consideration for parents and students concerning student dress.

- As a guide, female students should not wear low-cut tops or tops that expose the abdominal area. Underwear and undergarment straps should not be exposed. The length of shorts, skirts and dresses should be closer to the knees than to the hips
- Male students should have shorts and pants that cover underwear at all times. Tops without sleeves should not be worn
- For all students, no inappropriately suggestive or offensive slogans or pictures are to be worn. Hats, toques or hoods are not to be worn in the school.
- Students dressed inappropriately will be required to change immediately. Disciplinary consequences will be assigned to repeat offenders

### **HOMEWORK POLICY**

*At Our Lady of the Angels Catholic School homework is viewed as a valuable part of the educational process. It reinforces what has been taught in class, helps to develop independence, self-discipline, responsibility, organization and time management skills. Homework needs to be completed within specified time limits, and is assigned in accordance with student's age and ability levels.*

***The responsibility for completion of homework lies with the student and the student's parents. Staff is responsible for assignment and evaluation of homework.***

*For the purpose of this policy, homework shall be defined as any one or combination of the following:*

- completion of work not finished in class;
- completion of daily assignments;
- completion of work missed;
- completion of long-term assignments;
- review of daily work or study for exams;
- it is not intended to be any "new" concepts, ideas, or work;

**We encourage daily reading at home each and every night.**



## **DANGEROUS ITEMS INCLUDING KNIVES/WEAPONS**

Knives/weapons are strictly prohibited on the school premises, busses or property owned by Elk Island Catholic School Division unless otherwise requested by teachers for educational purposes.

Knives/weapons will be confiscated and returned in person to the parent/guardian. Discipline, if required, will be applied as per the Division's Administrative Procedures.

## **INJURY OR ILLNESS**

In the event that a student is injured or becomes ill during the course of the school day, the student's parent will be contacted for instructions. If the injury is serious and/or the parent or emergency contact person cannot be notified, we will call for an ambulance should one be required.

It is imperative that the school has an emergency phone number where a responsible adult may be reached if neither parent can be contacted. **Please notify the school of any changes with respect to phone numbers and e-mails.**

## **LEAVING THE SCHOOL**

Students are required to **obtain permission from the office prior to leaving the school** during class time, to ensure their safety. Students will remain in class until parents arrive at the school. Please come in to get your son / daughter. Students will be contacted to come to the office.

## **LIBRARY POLICY**

When students sign a book out of the library, they accept responsibility for its return. A charge is levied for lost or damaged books. The fee is refundable upon return of the book in good condition.

## **LOCKS AND LOCKERS**

School locks are rented to *grade 6-8* students. Student's personal locks are not to be used. Students are expected to pay for replacement of lost locks. Refunds are made if the lost lock is found. Students are expected to keep their lockers tidy and clean. Rollerblades and skateboards are not to be stored in lockers. **Lockers are subject to inspection at any time by school staff, and by law enforcement officers, if deemed necessary.**

## **LOST AND FOUND**

A lost and found box is located in the school hallway for found clothing, footwear and school materials. Valuables such as money, jewellery, glasses, keys and calculators should be turned in at the office.

## **LUNCH PERIOD**

Students are allowed to leave the school grounds at lunch if the school has a **annual signed permission slip (grade 7 & 8)** or received a note from the parent for the respective day - **each day** (grade 5-8). Students are expected to be good citizens while off school grounds, respecting both neighbours and merchants in the community. **The school may revoke this privilege if misbehaviour occurs in the community.**

All students who bring lunch are to eat in the assigned classrooms. Students are expected to clean up after themselves, and will be assigned to clean up on a rotational basis.

## **The following are encouraged and available lunchtime activities:**

- intramural athletics in the gymnasium
- outdoor play
- library
- use of classroom for approved activities. (This requires teacher permission and supervision.)

### **MEDICATION**

If students require school personnel to administer medication, a School Division Medication Form is to be completed by a doctor and returned to the school. The school will not administer non-prescription drugs, such as Aspirin or Tylenol, without written permission from the parent or guardian by way of a completed medication form. **All medication is to be stored at the general office and its use recorded.**

### **NON-MEDICAL USE OF DRUGS POLICY**

The non-medical use, possession and/or trafficking of drugs and/or alcoholic beverages by students on school property or at school sponsored activities is illegal. Offenders will be referred to parents/guardians and/or police authorities as deemed appropriate by the principal or designate in charge. The principal will inform the parent of a student whose change in behaviour indicates possible drug use.

### **PHYSICAL EDUCATION REGULATIONS**

- If a student has a cold or some other minor ailment, a note from a parent or guardian will allow him/her to sit out during a Physical Education class
- If a student is unable to take Physical Education for an extended period, a note or letter from her/his physician or parent is required. The information must state the length of the exemption from class
- Students are expected to wear **non-marking running shoes.**

### **RESPONSIBILITY FOR PERSONAL PROPERTY**

Responsibility for the safe-keeping of personal property rests with the owner. The school does not carry insurance covering the loss of personal property. Although the school is not responsible for the recovery or replacement of lost or stolen items, reports of missing personal property will be appropriately investigated.

Students are reminded that ***theft is a criminal offence and will be treated as such.***

### **SEARCHES**

Student property is subject to search from time to time as may be deemed appropriate (lockers, desks, school bags, etc.). If the proposed search revolves around a suspicion of criminal activity, the police shall be informed and they shall conduct the search.

## **SECURITY AND EVACUATION PROCEDURES**

Strict control will be enforced during all emergency drills. There is a sign in each room indicating the exit to be used. When the fire bell sounds, students are expected to stand, then walk, in single file to the assigned exit.

### **Procedures If The Alarm Sounds**

#### **A. During Class Time:**

- leave in a quiet, orderly fashion through the designated exit (the alternate exit as marked on the sign in the room should be used if the primary exit is blocked)
- the first person to any door should hold it open until everyone has passed through
- doors are to be left unlocked but closed, windows are to be closed, lights can be left on
- students are to meet with their homeroom class at their designated spot on the hill located nearest the goal posts and line up so that attendance can be taken
- students who happen to be out of the classroom are to leave by the nearest exit, then rejoin their class, remaining well away from the building

#### **B. Before School, Between Classes, at Noon:**

- students leave the school through the nearest exit or exit designated for the room they are in
- students shall keep well away from the building while moving to their designated area
- attendance will be taken by the homeroom teacher

#### **C. After School Activities:**

- students will leave by the nearest exit with their teacher-supervisor for attendance

### **Emergency Situations Caused By External Sources**

Situations outside the school such as a tornado or toxic gas leaks may warrant placing students in the gym or other designated areas for their protection.

If an external emergency arises teachers will be advised over the PA system to move classes quietly into their designated areas away from any door opening or glass. *All* windows and doors are to be shut and tightly latched (not locked). **Students are to sit quietly and await further instructions.**

### **Lock Down Procedures:**

In the event that a lock down is required students and staff will be alerted about the steps to take relative to their safety and security. There will be respective class procedures based on location in school.

### **STUDENT BUSSING**

All school rules apply to behaviour on the buses. Divisional buses may employ the use of video cameras as monitoring devices. More information on student transportation is available by calling the Director of Transportation at 780-449-6446 or the Transportation Department 780-449-6480.

### **STUDENT CONDUCT & BEHAVIOR**

Our Lady of the Angels Catholic School is an educational institution and as such exists so young people can learn. We expect that students will behave in a responsible manner. The staff may need to get involved when students make inappropriate decisions or cannot manage their affairs adequately. Part of a child's learning has to do with learning to be responsible for one's actions.

### **Behavioural Plan Coordination**

Review the Discipline Policy – sent home on the first day of school

### **Positive Conduct Program – *This area of the handbook is under review for 2013***

Throughout the school term, teachers and staff will reward students for positive behaviour or improved work habits. These students may receive recognition from school administration or a staff member may provide incentives and rewards on their own accord.

Other incentives for positive behaviour may include:

- Welcome Back Day in September - free lunch provided
- Good grades which may result in placement on the **honor roll** and/or recognition of a **merit award**
- The Plus Five Club which recognizes students for improved grades on their report card
- Special events such as movies, and recreational activities within the classroom and school
- Opportunity to participate in intramurals and on the athletic teams, drama club, or band
- Student Council positions
- Student activities, dances and events

### **Classroom Expectations**

Teachers at Our lady of the Angels Catholic School believe that every student wishes to be a successful learner. In order to bring about success, each teacher develops an appropriate learning climate according to his or her subject area and teaching practices. *The teacher's expectations and regulations will be explained to students in the first few days of class. A copy of this will be sent home for parents.* Students are then expected to follow the rules set out in each of their classes. If you have not received a copy, or have any questions, please contact the teacher.

### **General School Expectations**

It is expected that students will:

- follow all rules of conduct as outlined in this handbook, and those that may be developed over the school year,
- respect and follow the classroom expectations of their teachers
- **show respect for self, others and property**
- attend school regularly
- walk in a reasonably quiet, safe, and orderly manner in the halls
- be on time for school and class
- complete assignments
- walk their bikes and “boards” in the following areas: at the crosswalk; along the bus parking lane; in the bike rack area; on sidewalks and asphalt areas surrounding the school
- be held responsible to the school for their behaviour on the way to and from school

It is expected that students will **not**:

- disrupt the learning of other students,
- engage in theft, be in possession of dangerous objects, or engage in any illegal activities at school,
- use, be in possession of, or under the influence of alcohol, illegal drugs, or other controlled

- substances while on school property, or while involved in a school activity,
- smoke or use any form of tobacco in school, or while on the way to or from school,
  - engage in fighting with, bullying, or harassment of other students.

**Please refer to the School Discipline brochure attached to this handbook**

### **General Respect Guidelines**

There are three guidelines which will help students avoid potentially difficult situations:

- Respect yourself in actions and words
- Respect all others and treat them as you would like to be treated
- Respect the school and its property, and the community public property

### **Loss of Privileges**

Students have the privilege of participating in many co-curricular and extra-curricular activities, field trips, and student council functions. These include school teams, ski trips, dances, theme activity days, etc. In order to participate students are expected to be in school and to classes on time, account for absences, complete assignments, display proper behaviour, and show respect for school staff, members of the public, and peers. **Students may have their privileges removed at any time.**

Students who have lost their privileges must see an administrator to discuss the issue and potential to earn back privileges.

### **School Pride**

Please do your part:

- by not defacing or marking walls, desks, or furniture in any manner
- by placing all scrap paper and other garbage in the appropriate recycling container
- by keeping lockers neat
- by cleaning or removing dirty footwear when entering the school
- by keeping washrooms and hallways clean
- by reporting all damage to school property to the office

### **Property Damage**

Any students, who damage school property or the personal property of others, by misconduct or by intention, will be required to pay for repair or replacement of such damaged property.

### **Private Property**

As a school, we wish to be considerate of our neighbouring residents. Groups of students who congregate on neighbouring sidewalks and lands have created problems such as littering, trespassing on private property, and even minor property damage. This can be a source of aggravation for those who live nearby. These problems tend to occur at noon hour, or before and after school. As there is ample room for students on the school fields, we ask that students use school areas rather than congregate on, or around our neighbours' homes. This would show consideration and courtesy to those who live around the school. Students should also note that residents can lay charges for trespassing and littering.

## **SUBSTITUTE TEACHERS**

A substitute teacher is a **guest** in our school. Every student is expected to give complete cooperation to the substitute as he/she continues with the important class work planned by the regular teacher.

## **SUPPLIES**

Students will be provided with a list of basic supplies required at the beginning of the school term. Texts, pens, pencils, rulers, erasers, etc. are necessary class supplies and should be carried to all classes.

## **TELEPHONE**

The student phone located in the office can be used at class breaks with permission from Mrs. Moser, or, during class time with a note from homeroom teacher.

## **TEXTBOOKS**

The condition of textbooks issued to students is recorded when texts are distributed. Students shall be held responsible for any damage, vandalism or loss noted. Consequently, they should take great care to use and store their texts properly and to see that they are protected in their lockers. Textbooks are scanned and monitored by the librarian.

## **VISITORS**

All visitors to the school must **report to the office and sign in** when they first arrive in the building. All visitors will be required to wear an identification badge. Students should be courteous to visitors.

# **SECTION C: ACADEMIC ACHIEVEMENT**

## **CURRICULAR PROGRAMMING**

The Junior High and Elementary Program calls for a minimum of 950 hours of instruction per year.

The compulsory core subjects are Mathematics, Science, Social Studies, Language Arts, Health and Physical Education and Religion. Various other subjects are also offered as complementary courses in junior high. Music/Band is offered at the elementary level. The number and selection of complementary courses available is determined by staff expertise, scheduling constraints, and student interest.

## **FIELD TRIPS**

Visits and activities outside of the school often add considerable enhancement to the curriculum and are considered part of the curriculum program. Students are expected to attend. Students will be required to obtain written permission from parents, and they may be asked to pay any monies necessary to cover related expenses. There is annual fieldtrip permission form to be signed for all low level field trips.

When taking part in field trips, students are expected to make a special effort to behave appropriately. Students must remember they are representing their school. Scheduling of field trips sometimes means that other classes are missed. Students may be responsible for any work missed due to a field trip.

## **STUDENT EVALUATION**

Grade 5-6 students are evaluated using the EICS assessment indicators of Excellent, Proficient, Basic, and Insufficient. Assessment may include but are not limited to observations, projects, and tests.

Grade 7-8 students are evaluated in a cumulative basis of their work (may include but not limited to: quizzes, student participation, daily assignments, observations, notebooks, and projects) and on examinations (final examinations carry a weight of 10% of the final grade).

### **Cheating Policy**

Any student who is observed cheating during an exam will receive a mark of 0% for that exam. **There may be an opportunity to discuss with the teacher an alternative plan of action.** In the case of final exams, the mark of 0% will be averaged with the other term marks to calculate the final grade mark. **Copying homework is considered a form of cheating and will be dealt with in the same manner. Any student who assists another student to cheat shall receive a mark of zero also.**

## **SECTION D: SCHOOL PROGRAMS AND SERVICES**

### **ATHLETICS**

Our Lady of the Angels has a proud tradition of fielding strong teams for inter-school competition. Announcements for try-outs are made as each season approaches. Student athletes are expected to maintain a high standard of behaviour, complete their work and achieve grades in accordance with their academic abilities.

### **FINE ARTS**

Drama and art are offered as complementary subjects. There is an annual "Celebration of the Arts" in June each year held at the Dow Centennial Centre.

### **SCHOOL AWARDS PROGRAMS**

The School Awards Program was instituted to encourage pride and school spirit on the part of each student. All students are eligible to obtain an award. Students are honoured in areas which encompass the spiritual, athletic, cultural, fine arts, and academic goals of our school. The annual awards day is in June.

### **STUDENT COUNCIL**

Student Council participation gives students opportunities to develop leadership skills. Representatives and a staff advisor(s) meet to discuss and make decisions regarding many aspects of school life, including extra-curricular activities, community enhancement, and charity fund raising.

## **SECTION E: PARENT/SCHOOL COMMUNICATION**

### **PROGRESS REPORTING**

Report Cards are issued two times per year: January and June. Student/Parent/Teacher "Three-Way Conferences" are held twice a year. For Junior High student progress is reported in exact percentage grades rounded to the nearest whole number and can be found on Power School. You can obtain a password for 24/7 access for student progress. **We encourage parents to monitor student progress.**

**Honours** Standing is awarded to students in Grade 7 and 8 who achieve a mark of 80% or higher for core subjects with no mark lower than 70% in any other course. Honours standing must be achieved in the final reporting period in June for a student to be recognized on Awards Day.

The **Plus Five Award** is presented to students in Grade 7 and 8 after the final reporting period. This award recognizes those students who have increased their combined subject averages by 5% or more in Language Arts, Science, Math, and Social Studies.

### **PARENT SCHOOL COUNCIL**

Our Lady of the Angels Catholic School Parent School Council (PSC) works with the school and School Board in providing input into policies and procedures as found in this handbook. They also assist in providing volunteers for many activities. If you are interested, please contact the school to obtain the telephone number of the Chairperson – Annalise Yuzda.

### **SCHOOL HAPPENINGS (ELECTRONIC NEWSLETTER)**

A monthly “OLA School Newsletter” is sent out to each family e-mail address once a month. The dates are also located on the front page of the school website. The affairs of the parent school council are also communicated to the school community through the web site.