

OUR LADY OF THE ASSUMPTION SCHOOL



STUDENT HANDBOOK

Our Lady of the Assumption School

2219 14 Avenue South

Lethbridge, Alberta T1K 0V6

Telephone: 403-327-5028

Fax: 403-380-6748

Email: olaoffice@holyspirit.ab.ca

To receive text messages

Text Y or Yes to 978338 to opt-in



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.

MISSION STATEMENT

Fostering Christ-centered inquiring learners who enrich our global community: inspiring action for positive change.

VISION STATEMENT

“Inspiring action for positive change”

MISSION STATEMENT FROM THE IB

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

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.

Our Lady of the Assumption is a Candidate School* for the Primary Years Programme. This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Our Lady of the Assumption believes is important for our students.

*Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit www.ibo.org

The Primary Years Programme (PYP) offers a transdisciplinary, inquiry-based and student-centered education with responsible action at its core, enabling students to learn between, across and beyond traditional subject boundaries. The transdisciplinary model extends across all three pillars of the PYP curriculum framework—the learner, learning and teaching, and the learning community.

C. Co-curricular Activities:

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

GENERAL INFORMATION

BELL TIMES:

Grades 1 to 6:

Monday to Thursday

8:42 am	First Bell
Bell 10:50 -11:10 am	NB group 1 eats group 2 outside
11:10 – 11:30 am	NB group 1 outside group 2 eats
1:30 – 1:50 pm	NB group 1 eats group 2 outside
1:50– 2:10 pm	NB group 1 outside group 2 eats
3:47 pm	Dismissal

Friday

8:42 am	First
10:40 – 11:00 am	Recess
12:42 pm	Dismissal

Early Learning Programs: 8:45am – 11:45 am Monday - Thursday

Kindergarten: 8:45am – 11:50 am Monday - Thursday

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 31st of the given year.

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

Grade 1: a child whose sixth birthday falls on or before December 31st 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.

BUSES:

Kindergarten to Grade 6 students within the school division's boundaries who reside 1 km or more from their designated school are eligible to ride the bus for no fee. All bus riders must register online to access transportation services. Families of eligible students should receive an email asking them to complete an online Transportation Registration Form in SchoolEngage. If you don't receive an email, please contact the school office to confirm your eligibility and arrange for a form to be assigned to you.

A map showing the route and stops is available on the [website](#).

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 email your child's teacher or call 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.

FOOD ALLERGIES:

In our school community there are students who have potentially life-threatening allergies (anaphylaxis) to certain foods. It is important to be aware and respectful of those who may have food allergies. Please inform your teachers and school staff about any allergies students may have. Before bringing food items to the classroom, check with the homeroom teacher if there are any items to avoid. By being mindful and considerate of food allergies in the classroom, we can create a safe and inclusive environment for all students.

INCLUSION:

Our Lady of the Assumption School is an inclusive environment. We are committed to educating all students regardless of language, background, or abilities, and we welcome all members of the community to participate in our school. For further information, please see our [language policy](#) and [inclusion policy](#) on our website at www.ola.holyspirit.ab.ca

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 are also available on our website at www.ola.holyspirit.ab.ca

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, 10:50 – 11:10 am, students in grades 1, 2 & 3 will eat in their classrooms and grades 4, 5 & 6 will have outside recess and then from 11:10 – 11:30 am the groups will switch. There are **NO** microwaves available, so please pack lunches accordingly. If utensils are required, please send them as we do **not** supply spoons or forks. Our second nutrition break begins at 1:30 pm with group 1 eating and group 2 outside, and at 1:50 pm they switch.

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.

All cell phones and wearable electronics (Apple watches, etc) must be turned off remain in the student's backpack throughout the day (including break times). Students wishing to bring their own devices will need to sign the Personal Digital Use Agreement consent form. 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 office until the end of the school day.

SCHOOL COUNCIL:

This group of hardworking parents and teachers consists of:

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

The Assumption School Council acts as an advisory group to the school. The council meets monthly and all parents are encouraged to volunteer for the various council positions or help by getting involved in the group's activities.

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 without proper documentation. If parents cannot arrange to administer medication at home, they are asked to come to the office to obtain the appropriate forms which need to be filled out and signed by a physician and parent. Medication cannot be administered until these completed forms have been returned to the school office. Each time the dosage or medication is changed, and also at the beginning of each school year a new set of forms must be completed by the parent/guardian.

SPACES (student portfolio):

Student learning and progress is monitored on an ongoing basis through a variety of formative and summative assessments. Student learning will be documented and displayed regularly in an electronic portfolio called Spaces. Teachers will hold regular office hours to meet with parents regarding student progress. Parents may request conferences at other times throughout the year by communicating with the subject teacher.

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 *Education 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](#).

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. Supply lists can be found on our [website](#).

SUPERVISION OF STUDENTS:

Supervision is provided before school, both nutrition breaks, and for the buses after school. Students arriving before 8:30 a.m. or remaining after 3:47 p.m. do so at their own risk. For safety purposes, students are encouraged not to arrive before 8:30 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, CHAPERONES AND DRIVERS:

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.

In order to ensure the security and safety of our staff and students, all volunteers, chaperones and drivers in our schools need to be approved. A [volunteer form](#) must be completed annually. The information collected on this form will be held in strict confidence.

"Volunteer" means a parent or adult community member who provides support in the classroom or on a field trip but does not have direct authority over students. Volunteers must **never be left alone** with students.

"Chaperone" means a parent or other adult community member who accompanies staff members on a field trip for the purposes of providing assistance in the supervision of students. Chaperones must on an annual basis, provide a copy of a Police Information Check with vulnerable sector search and an Intervention Record Check. Chaperones may also drive students to and from activities, in accordance with Administrative Procedure 352.

"Chaperone/Volunteer Driver" Chaperones may also drive students to and from activities, in accordance with Administrative Procedure 352. If the volunteer/chaperone will be transporting students by private vehicle, then on an annual basis the chaperone must provide a copy of a current 5-year driver's abstract as well as proof of liability insurance of at least \$2 million. A drivers' abstract with more than 7 demerit points will preclude a volunteer/chaperone from transporting students



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