

# OUR LADY OF THE ASSUMPTION SCHOOL

## STUDENT HANDBOOK 2011-2012



2255 Fraser Avenue  
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### THIS ELEMENTARY REMINDER BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

## **SCHOOL HOURS**

8:50 a.m. - Morning Prayer Begins  
8:50 a.m. – A.M. Kindergarten Session

9:00 a.m. - Instruction Begins

10:30 - 10:45 a.m. - Recess

11:30 a.m. - Kindergarten Dismissal

12:00 - 12:35 – Noon Recess

12:35- 12:55 - Lunch

**Note:** If weather is inclement, lunch will be eaten from 12:00 – 12:35 followed by recess from 12:35 – 12:55 pm

12:30 - P.M. Kindergarten Session

12:55 - Warning Bell

1:00 p.m. - Instruction Begins

3:00 p.m. - Dismissal

**Supervision commences at 8:30 a.m. and concludes at 3:30 p.m.**

## **SCHOOL PHILOSOPHY**

We believe in achieving high academic standards that also encourage creativity and individuality in each child. We believe that a child's education develops more fully in an atmosphere that reflects Christian values such as mutual respect, co-operation and consideration. As dedicated and responsible professionals, parents, and students, we will exemplify this philosophy which will help unite us as a Catholic Christian Community.

## **ROLE OF THE PARENTS**

Parents are an integral part of the Parish and School Community and are invited and encouraged to become involved in the activities of the School. The Education Committee, and the Parent Association, are the primary avenues for involvement of parents with the School. Parents are encouraged to support the Principal and teachers in their programs.

Where a parent's involvement includes working directly with students, confidentiality is respected in all matters relating to the students.

## **EDUCATIONAL PROGRAM:**

### **CORE PROGRAM**

- Integrated Religious Education and Family Life
- Language Learning
- Mathematics
- Science
- Social Studies
- Physical Education & Health

## **SPECIAL SUBJECTS/PROGRAMS:**

- Fine Arts (Music, Art, Drama)
- Computer Education
- Learning Assistance \*

\* All referrals are made by the teacher in consultation with the Parent and Principal.

## **EXTRACURRICULAR**

- Intramural Programs
- Clubs

Participation in all extra-curricular activities is a commitment on the student's part and is to be taken seriously. Any teacher running the activity has the right to set guidelines and will dismiss from participation any student who challenges these.

## **SCHEDULES**

### **PHYSICAL EDUCATION**

All exemptions from participation must be submitted in writing to the teacher.

## **LIBRARY**

Each grade has a library class once a week. Library books are loaned for a one-week period. If books are overdue a late notice will be given. A replacement cost will be charged for lost books.

## **GENERAL INFORMATION**

### **OFFICE HOURS**

The Office is open from 8:30 a.m. to 3:30 p.m. The Principal is available by appointment. The Principal's secretary is responsible for scheduling the Principal's appointments.

## **ATTENDANCE**

Regular student attendance is mandatory unless prevented by illness or reasons excused by the School. Parents are required to inform the school by telephone of a child's absence. On the child's return to the School a note of explanation is required for all absences. Please be advised that the government does not recognize vacations during the school year as excused absences. A student who does not meet the 600 hours of attendance from the first day of school to May 15th jeopardizes the School receiving the full Student Grant. Whatever is lost in the funding is to be made up by the parent(s) of that student.

## **SCHOOL RECORDS**

**All School Records are confidential.** If at any time parents wish to look at a child's records, arrangements to do so must be made with the Principal.

## **VISITORS**

**Parents and visitors are welcome at Our Lady of Assumption. All visitors must check-in at the Office during regular school hours.**

## **IPODS, CELLS, PSP'S, DS'S ETC.**

**As you are aware cell phones and other communication devices are to be kept in a student's personal bag during school hours (that is on arrival until the end of the school day).**

**We have noted that students are bringing to school IPODS, PSPs, DS electronics that play music, games and/or can download entertainment and other material. It is preferable that these electronic devices be kept at home but if brought to school must also be kept in one's personal bag during school hours.**

**During recess and lunch hour we want to promote active play and active, positive socialization with one's peers.**

**Thank you for your cooperation and understanding.**

## **LUNCH HOUR**

The doors of the school will be Locked every noon hour for safety. Students are supervised during Lunch Hour. If your child is leaving for lunch, we must have a signed note to that effect.

## **PARKING**

Parking is a difficult challenge particularly along Fraser. We encourage parking in the large North Lot. We ask you to respect driveways of our neighbors as well as the school driveway. Please respect the safety of the children by observing all rules of courtesy, painted lines, FIRE HYDRANTS, etc.

## **SIGN OUT/SIGN IN**

All students must SIGN OUT with the school office if they are leaving for any reason during the school day. Students must also SIGN IN if they return to school on the same day.

## **UNIFORMS**

**GIRLS:** Uniforms are available through Neat Uniforms by contacting them at: 604 205 7560, **(800) 1 800 668 8261** (call centre) **or by going to their website at [www.neatuniforms.ca](http://www.neatuniforms.ca)** where you are able to place an order.

**\*TUNIC**, tartan, drop-waisted  
**OR CULOTTE SKIRT**, tartan **OR PLEATED SKIRT**, tartan.

**\*SHIRT** White, short-sleeved golf shirt, school name embroidered on left side; OR  
**BLOUSE:** White, plain collar, long or short-sleeved (to be worn with tunic)

**CARDIGAN\* OR PULLOVER\*:**  
**(mandatory part of uniform)**  
with navy blue crest on left side.

**SOCKS:** White or Navy blue ankle/knee socks; or, white/navy leotards

**DRESS SHOES** are preferred and should be black or navy blue, runners should be predominantly black.

**N.B. No nail polish or make-up, stud earrings or small circled type earrings only.**

**BOYS:** Uniforms are available through **Neat Uniforms (as above).**

**DRESS PANTS:** Navy blue  
**WALKING SHORTS \*:** Navy blue (may be worn year round)

**SHIRT :** \* White, short-sleeved golf shirt, school name embroidered on left side.

**CARDIGAN \* OR PULLOVER \*;**  
mandatory part of uniform, navy blue with school crest on left side.

**SOCKS:** White or Navy blue.  
**DRESS SHOES:** as previously outlined.

\* These items must be ordered

through the Uniform Co-ordinator. Students are expected to wear the school uniform every day. They are expected to be clean, neat and tidy. A student not wearing the complete uniform will be given a warning. After a second offence the parents will be contacted through the Education Committee.

**GYM STRIP: Required for Gr. 1 to Gr. 7**

\* Strip must be purchased through the school supplier.

**Proper gym strip and suitable footwear is mandatory. Children will not participate in P.E. without correct strip.**

**BEFORE/AFTER SCHOOL HOURS:**

Children are expected to vacate the school by 3:30 unless they are involved in a school activity. The school is not responsible for unsupervised children before 8:30 a.m. or after 3:30 p.m.

**TELEPHONE**

The school telephone is for Business/emergency purposes. Students/Parents use is allowed for emergencies only.

**EMERGENCY PROCEDURES**

In the event that your child becomes acutely ill or is seriously hurt at school, **every effort will be made to contact you at home or at work.** Should these efforts fail, we will attempt to contact the **"emergency contact" number you provide.** Failing this, if the situation is serious, we

will call 911 and have your child taken to Eagle Ridge Hospital. In the interim, your child will be taken to the Health Room located in the school.

### **EARTHQUAKE/NATURAL DISASTER**

**What if there was a school emergency...? DO NOT CALL THE SCHOOL.** Listen to **CKNW radio or CBC radio** as to the status of the school and if evacuation has occurred. If evacuation is necessary Teachers and students will file out of class using the safest route to the marshalling area (the field).

### **CONTROLLED OR FULL SCALE EMERGENCY RELEASE:**

- **Students will only be permitted to leave the school grounds with a parent or an authorized adult (19+ years old) as listed on the Student Release Form.**
- **School personnel will ensure form is complete with student's name, grade, destination address, time, name and signature of person accompanying student.**
- **The Student Release Form will be kept on file in the School Office.**

**Note: Student Release Forms will be completed each year at the time of registration.**

**Assessing the community as "safe" during a Full Scale Emergency shall be done in consultation with the City of Port Coquitlam.**

**Students will only be released from the school to an authorized adult (as**

**listed on the student release form) and if it is deemed safe to do so.**

**These School Release Procedures have been developed with your child's safety as the top priority.**

### **NON-EMERGENCY CLOSURE**

The Principal will call **CKNW Radio** 980 AM to announce non-emergency closure of the School (i.e., snowstorm, etc.)

### **SCHOOL EXPECTATIONS**

#### **SCHOOL PRIDE:**

1. Make an effort to attend Morning Mass.
2. Respect other's property.
3. Wear your uniform with pride.
4. Tell the truth.
5. Be responsible.
6. Treat all with respect.

#### **COURTESY:**

1. Respect teachers & adults.
2. Be polite.
3. Lend a hand willingly.
4. Apologize when wrong.
5. Treat others the way you would like to be treated.
6. No bad language.

7. No running in the hallways.

### **PLAYGROUND:**

1. Keep school grounds clean.
2. Include everyone in games.
3. Play safely.

**Students who are disrespectful or refuse to follow the rules are subject to the following consequences:**

1. routine discipline action
2. parent notification
3. suspension/expulsion (if behavior is not corrected).

### **STUDENT-LED CONFERENCES**

Student-Led Conferences will occur twice yearly. Although there will not be any other scheduled conferences during the year, we encourage you to feel free to make an appointment with your child's teacher any time you have a concern.

### **HOMEWORK**

1. All students must have an agenda in which all homework will be noted.
2. Establish appropriate time for homework.
3. Set a quiet, well lit area for your child to work in.
4. Check on your child from time to time to ensure he/she is on task.

5. The following is a general guideline for productive homework time:

Gr. 1 & 2: as arranged by mutual agreement.

Gr. 3: 20-30 minutes

Gr. 4: 30-45 minutes

Gr. 5: 40-60 minutes

Gr. 6: 40-60 minutes

Gr. 7: 60 minutes

6. **Incomplete homework will be done at recess/lunch or after school.**

7. The parent must notify the teacher if the child is to be excused from homework.

8. Students who are having problems understanding work are to notify their teachers for help.

### **COMMUNICATIONS**

**Newsletters will be posted on the school website by Friday of each week. As well, notices regarding special events (i.e. fieldtrips, sporting events, etc) will be posted on the website.**

**[www.assumptionschool.com](http://www.assumptionschool.com)**

### **EDUCATION COMMITTEE MEETINGS**

take place the third Tuesday of each month. To make a presentation you must have prior permission. A letter must be in receipt of the Chairperson 7 days prior to the next meeting.

**Parental concerns should first be addressed to the teacher.**

If concerns persist then the Principal is informed. If further attention is required a letter outlining the concern can be sent to the Education Committee with a copy to the Principal. The letter must be in receipt 7 days before the next Education Committee Meeting

**PARENT PARTICIPATION  
SUBSTITUTION POLICY**

**The Education Committee would like to reinforce that it is against policy to hire outside help to fulfill you participation requirements and therefore unacceptable.**

## **OUR LADY OF THE ASSUMPTION SCHOOL CHILD ABUSE AND NEGLECT STATEMENT**

The school follows the procedures outlined in the **B.C. Handbook for Action on Child Abuse and Neglect** .

It is the school's policy and duty to:

- Put the child's needs first (safety and well-being is paramount)
- To work with all concerned to obtain the protection of the child
- To be accountable for our actions

The school acknowledges that:

- Children are entitled to protection from any kind of abuse
- Interventions will be made on behalf of the child to protect against abuse
- Children's need for privacy and confidentiality will be respected
- The view of the child will be considered in decision making
- Children through Personal Planning Gift from God Program and Religious Education will be given the skills that will help them resist and avoid abuse, when possible, and report abuse or neglect.

The school acknowledges that:

- As long as the child's safety and well-being can be assured, a child's family is the preferred environment for the child's care and upbringing, and the responsibility for the care and protection of the child rests primarily with the parents. Thus parents views will be considered in working towards the best interests of the child.

It is the legal duty of the school to:

- Report suspected abuse that has occurred or is likely to occur
- Adhere to the *Child, Family and Community Service Act*
- Report disclosures made by a child to appropriate authorities such as family services, police or medical health officer

Reporting Procedure:

- Disclosures and /or suspected abuse/neglect are reported to the Principal – the teacher can and is advised that they can report to appropriate authorities the nature of the disclosure or suspected abuse
- The Principal will in co-operation with the teacher make a report and document
- The Principal will report to the Chair of the Education Committee.

## OUR LADY OF THE ASSUMPTION SCHOOL

### **Cell Phone (Communication Device) Policy**

#### Rationale

The following policy has been created to preserve a safe and good learning environment in the school. It is in particular to prevent disturbances in classrooms and other areas of the school building.

#### Policy

Students who bring cell phones (communication devices) to school must have the cell phones turned off and placed in their personal bag or back pack that is placed in the classroom 'cloak area' during school hours (8:50am to 3pm).

#### Consequences

If a cell phone is either on the student or rings during school hours the cell phone will be taken and kept in safe keeping for the remainder of the day. The cell phone will be returned at the end of the day. The student will be reminded of the rule.

If a second incident occurs the cell phone will be confiscated, and the parents informed. The cell phone will be returned to the parents or to the student with the expectation that the parents will follow up at home.

## Our Lady of the Assumption – Our School Beliefs

*Walking in the footsteps of Jesus,  
Our Lady of the Assumption School is  
caring, sharing, and daring!*

*Because we **care** about our school:*

We treat others the way we want to be treated.  
We respect teachers and other adults.  
We resist the temptation to swear or use words to hurt others.  
We respect the property of others.

*Because **sharing** is important to us:*

We move safely in the hallways.  
We respect the school building and yard.  
We respect the school equipment.  
We lend a hand willingly.  
We give of our time and good to all our brothers and sisters in need.

*Because we **dare** to make a difference:*

We wear our uniform with pride.  
We love to learn.  
We share our opinions.  
We live as Catholics.

## Our Lady of the Assumption – Our School Song

### At Assumption School We...

#### Care! Share! Dare!

1. We treat everybody like we want to be treated  
Respect all teachers and other adults  
Our words don't offend or hurt anybody  
At Assumption School .....

**Refrain: We dare to care!  
We dare to share!  
We care and share and dare  
As we all journey to the light  
Jesus is the light!  
The light of life!  
We'll find our way each and every day  
As we care and share and dare!  
Care and share and dare!**

2. We respect the property of others  
We move safely in the halls  
We respect the school yard and building  
At Assumption School .....
3. We respect the school equipment  
We're always ready to lend a hand  
We give our time and goods to our neighbours  
At Assumption School .....
4. We wear our uniform with pride  
We just love to learn  
We share our opinions and live as Catholics  
At Assumption School .....

## **ASSUMPTION SCHOOL STAFF 2011-2012**

<b>Pastor:</b>	<b>Rev. Ron Thompson</b>
<b>Assistant Pastor:</b>	<b>Rev. Edwin Neufeld</b>
<b>Principal</b>	<b>Ms. R. Heffernan</b>
<b>Grade 7</b>	<b>Mrs. M. Haywood</b>
<b>Grade 7/Library</b>	<b>Mrs. A. Anzulovich</b>
<b>Grade 6</b>	<b>Mrs. M. L. Hughes</b>
<b>Grade 6</b>	<b>Mrs. C. Kravik</b>
<b>Grade 5</b>	<b>TBA</b>
<b>Grade 4</b>	<b>Mrs. A. Valente</b>
<b>Grade 4</b>	<b>Mrs. S. Reinhart</b>
<b>Grade 3</b>	<b>Mr. D. Baldissera</b>
<b>Grade 3</b>	<b>Mrs. A. Anzulovich</b>
<b>Grade 2</b>	<b>Mrs. L. Lezama</b>
<b>Grade 2</b>	<b>Mrs. E. Seppelt</b>
<b>Grade 1</b>	<b>Mrs. S. Baker</b>
<b>Kindergarten:</b>	<b>Ms. E. Mulgrew</b>
<b>Learning Assistance Teacher:</b>	<b>Mrs. M. Sutherland</b>
<b>French:</b>	<b>Mme. L. Hassaine</b>
<b>Music:</b>	<b>Mrs. K. St. John</b>
<b>S. E. A. Teachers:</b>	<b>Mrs. G. Gibson</b>
	<b>Mrs. D. Wilms</b>
	<b>Mrs. T. Geary</b>
	<b>Mrs. A. Sollanych</b>
<b>Office Manager:</b>	<b>Mrs. S. Kazun</b>
<b>Secretary:</b>	<b>Mrs. L. Montgomery</b>
<b>Bookkeeper</b>	<b>Mrs. J. Lauson</b>
<b>Maintenance</b>	<b>Mr. W. Warner</b>

## OLA SCHOOL CALENDAR 2011-2012

**Dates are always subject to change. Please refer to your weekly newsletter for updates.**

### September 2010:

- 1 - Pro-D Days (Faith Development)
- 6 - First Day of School - Start time 8:50/ Dismissal: 12 noon
- 7 - Opening School Assembly 9: 00 am
- 9 - School Mass 9:00 a.m.
- 12 - Kindergarten class start day
- 16 - Individual Student Photo's – 9:00 a.m.
- 28 - Parents Meet the Teachers Evening 6:30 p.m.
- TBA - Terry Fox Walk (Schools Event)
- TBA - Band Instrumental Evening – Gr. 6/7
- TBA - Volleyball Season Begins

### October:

- 3 - School Picture Retakes
- 4 - Cross Country Meet – Swanguard Stadium
- 7 - School Mass - Thanksgiving 9:00 a.m/ Walk-A-Thon
- 10 - Thanksgiving (holiday)
- 14 - PRO-D DAY – no school
- TBA - Grade 6 “Hep B” immunizations

### November:

- 10 - School Mass 9 am / Remembrance Day Assembly 1:00 pm
- 11 - Remembrance Day – Statutory Holiday (no school)
- 14 - Pro-D Day – no school
- 28 - Report Cards
- 29 - Student-Led Conferences 12:30-8:00 p.m.

### December:

- 8 - Christmas Concert
- 9 - School Mass 9:00 a.m.
- 16 - School Closing Christmas Vacation (12 noon)

### January 2011:

- 3 - School Re-opens – 8:50 a.m.
- 6 - School Mass - Epiphany
- TBA - Hip Hop Lessons/Performance
- TBA - Basketball Season Begins
- TBA - Grade 5 “Ski Trips”

**February:**

- 8 - "Open School Morning" 9 – 11 a.m.**
- 10 - School Mass at 9:00 a.m.**
- 16 & 17 C.E.C. Annual Conference – no school**
- 20 - 24 In-House Registration Week**
- 22 - Ash Wednesday**
- 27 - Kindergarten 2011-2010 Registration**

**March:**

- 9 - School Mass at 9 a.m.**
- 15 - Talent Show**
- 16 - School Closes for Spring Break – 12 noon**
- 26 - School Re-opens**
- 26 - Report Cards**
- 27 - Student-Led Conferences 12:30 - 8:00 p.m.**

**April:**

- 5 - Holy Thursday – School closes at 12 noon**
- 6 - Good Friday**
- 9 - Easter Monday – no school**
- 10 - School re-opens**
- 13 - School Mass at 9 a.m.**
- 16 - 18 Gr. 7 "Loon Lake" Trip**
- TBA - OL Mercy Track Meet**
- TBA - Panoramic Photographs/Class Picture**

**May:**

- 11 - O.L.A. Track Meet – Town Center Stadium**
- 17 - Pro-D Day – Staff Retreat**
- 18 - School Feast Day – No School**
- 21 - Victoria Day – No School**
- TBA - Friar's Track Meet**
- TBA - First Holy Communion (Gr. 2)**
- TBA - Grade 7 Confirmation**
- TBA - CISVA Track Meet – Day 1**
- TBA - Gr. 6 "Hep B" Immunization**

**June:**

- TBA - CISVA Track Meet – Day 2**
- 15 - Fun Day**
- 19 - Gr. 7 Farewell Evening**
- 20-21 - Grade 4 "Big House"**
- 27 - Awards Assembly**
- 28 - School Mass 9 a.m. & Closing - approx. 10 a.m.**