

OUR LADY OF THE ASSUMPTION SCHOOL
STUDENT HANDBOOK 2016-2017



ASSUMPTION EAGLES

THIS ELEMENTARY PLANNER BELONGS TO:

Name _____

School Address: 2255 Fraser Avenue, Port Coquitlam, B.C V3B 6G8

Phone: 604-942-5522 **Grade:** _____

 info@assumptionschool.com
 www.assumptionschool.com
 [facebook@assumptionschool.com](https://www.facebook.com/assumptionschool.com)

SCHOOL HOURS

8:50 a.m. - Morning Prayer Begins

9:00 a.m. - Instruction Begins

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

12:00 - 12:35 – Noon Recess

12:35 - 12:55 - Lunch

Note: If weather is inclement or it is a Catered Lunch day, lunch will be eaten from 12:00 – 12:20 followed by recess from 12:20 – 12:55 pm

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

At Our Lady of Assumption School, we believe in achieving high academic standards which also encourage creativity and individuality in each child. Our school believes in providing a caring and inspiring environment where students learn, play and grow in a classroom where faith comes to life. Our school strives to ensure each child feels safe, accepted and respected.

We are truly proud of our staff at Our Lady of Assumption School. We believe our teachers are called to do much more than share religious knowledge. As Catholic educators, we are committed to leading our students to develop a relationship with Jesus and a love of the

Catholic faith. We are committed to helping children grow academically and spiritually as life-long learners.

We believe that parents are the primary educators of their children. We value open communication with parents to ensure individual needs and goals are met. We involve parents in their child's faith development through liturgies, sacramental preparation, retreats, prayer groups and more.

RESTITUTION PROGRAM

Our school is committed to a Restitution Program which allows for the dignity of all involved and encourages responsible citizenship. Restitution helps educators restructure schools away from traditional methods of discipline and focuses first on the child. Restitution provides the teacher with a process to re-direct the individual and to help them learn self discipline. Restitution is based upon creating an environment free of fear, anger, and guilt to self-evaluation and fixing problems. It is a belief that all behavior is internally motivated; our behavior in any situation is our best attempt to meet one or more of our five basic needs: Survival, Power, Love, Fun and Freedom.

We write beliefs at school in a positive way emphasizing the desired behavior so students are clear on their jobs and responsibilities in the classroom. Restitution is built around these beliefs and consequences are designed to build self-discipline and a success identity. Consequences are established and expected, reasonable and fair and assist the children to learn a better way or to make a restitution to strengthen the relationship.

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.

PRIVACY/CONFIDENTIALITY:

Photos: Any photos taken during school events may not be posted online without the express permission of the parents of the children in the photograph.

Reposting: Personal electronic communication (i.e. photos/videos) received from or through the school cannot be reposted without permission.

Contact List: Any contact information obtained via class lists, including email and phone numbers are for personal use only and shall not be disseminated to third parties, websites or apps (i.e. electronic invitations such as Evite, social media, personal or business solicitations).

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, Mrs. Kazun, is responsible for scheduling all 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 or email of a child's absence. Ministry of Education regulations require that a note or email of explanation for any absence be sent to the school office **on the child's return**. Please be advised that the Ministry of Education **does not recognize vacations during the school year as excused absences**. **A student who does not meet the required hours of attendance from the first day of school to May 15th jeopardizes the school receiving the full 'Government 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.

ELECTRONIC DEVICE POLICY

- Students who are in possession of an electronic device must have it turned off during school hours (8:00am – 3:00pm).
- Electronic items must be placed in the student's personal bag during school hours.
- After 3:00 pm, electronic device use must be approved by a teacher or school staff member.
- Fieldtrips/excursions are seen as an extension of the classroom. Students are only permitted to have electronic devices on school fieldtrips during the school day **ONLY** under the direct approval and supervision of the teacher.
- Cell phones should be used only to contact **parents/guardians** in special circumstances (i.e. emergencies or to acknowledge an early or late arrival back to the school).

Thank you for your cooperation and understanding.

LUNCH HOUR

Students are supervised every day during Lunch Hour. If your child is leaving the school for lunch, a signed note to that effect must be given to the teacher and a parent must sign the child (children) out and sign them back in to school on the clipboard provided in the office door.

PARKING

Parents are to drop-off and pick-up their students in the designated area at the back of the school (off Fraser Ave.). No drop-off or pick-up will be allowed in front of the school doors at any time. However, parking is available at the front of the school for those parents wanting to come into the school.

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 – At Assumption School we believe our uniforms show pride in our faith and in our school. All students should arrive at school with their school sweaters ready for morning Mass, the classroom, assemblies, school Mass, or school presentations.

Our uniforms should be in presentable condition, clean, tidy and without tears. Our school is the best place to present the Best Us possible!

Parents will be notified if the student is not in compliance with the uniform policy.

Note: All Uniforms are available through Neat Uniforms by contacting them at: 604 205 7560, 1 800 668 8261 (call centre) **or by going to their website at www.neatuniforms.ca**

GIRLS:

TUNIC, tartan, drop-waisted
OR SKORT, 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.

**CARDIGAN, PULLOVER OR VEST:
(mandatory part of uniform)**

with navy blue crest on left side. Sweater/Vest must be worn to school upon arrival and at all Masses, assemblies and events.

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. All shoes should have non-marking soles.

N.B. No nail polish, make-up or excessive jewelry.

GYM STRIP:

- A gym strip is also mandatory for all students from Grade 1 to 7 inclusive.
- The gym strip includes a school issued gray t-shirt with the school name and blue school issued shorts.
- A separate, dedicated pair of runners with non-marking soles must be worn during physical education classes and sports practices held in the gymnasium

BOYS:

DRESS PANTS: Navy blue
WALKING SHORTS *: Navy blue

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

CARDIGAN , PULLOVER OR VEST; mandatory part of uniform, navy blue with school crest

on left side. Sweater/Vest must be worn to school upon arrival and at all Masses, assemblies and events.

SOCKS: White or Navy blue.

DRESS SHOES: as previously outlined.

Note: Uniform policy decisions (i.e. fashion trends or fads) are made at the discretion of the PEC and the school Administration.

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**" numbers you provide.

Failing this, if the situation is serious, we will call 911 and have your child taken to the 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.

NON-EMERGENCY CLOSURE

The Principal will call **CKNW AM Radio 980** by 7 am to announce non-emergency closure of the School (i.e., snowstorm, etc.). **Parents will also receive an email from the school regarding any closures.**

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. Walking safely 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).

PARENT/TEACHER INTERVIEWS AND STUDENT LED CONFERENCES

Parent/Teacher interviews and Student-Led Conferences are scheduled in the Fall and Spring respectively. We encourage you to feel free to make an appointment with your child's teacher any time you have a concern.

PROLONGED ABSENCE

Should government grant monies be lost by the school through insufficient school attendance, the parents will reimburse the school for the amount lost.

The school will not be responsible for the academic progress of your child/children during this absence.

The parents should understand that requests they might make to be supplied with missed assignments due to their child (children's) absence will be at the discretion of each teacher. While some assignments can be given upon return, most work completed at school has been accompanied by introducing concepts, practicing concepts, reviewing and discussion which enable children to be successful in their learning and understanding.

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

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.

For full information on CISVA Complaints Policies, please contact the school office.

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 – 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 2016-2017

Pastor	Rev. Ronald Thompson	assumptionofmary@shaw.ca
Assistant	Rev. Edwin Neufeld	assumptionofmary@shaw.ca
Principal	Ms. R. Heffernan	rheffernan@cisva.bc.ca
Grade 7	Mrs. M. Haywood	monique.haywood@assumptionschool.com
Grade 7/Library	Mrs. A. Anzulovich	amy.anzulovich@assumptionschool.com
Grade 6	Mrs. M.L. Hughes	mary_lou.hughes@assumptionschool.com
Grade 6	Mrs. A. Anzulovich	amy.anzulovich@assumptionschool.com
Grade 5	Sister Mary Sabina	smsabina@assumptionschool.com
Grade 5	Mrs. C. Kravik	cheryl.kravik@assumptionschool.com
Grade 4	Mrs. N. Varandas	natalie.varandas@assumptionschool.com
Grade 3	Mrs. A. Valente	alice.valente@assumptionschool.com
Grade 3	Mrs. S. Reinhart	stephanie.reinhart@assumptionschool.com
Grade 2	Mrs. E. Seppelt	eileen.seppelt@assumptionschool.com
Grade 2	Mrs. L. Lezama	lina.lezama@assumptionschool.com
Grade 1	Mrs. S. Pignatelli	sammi.pignatelli@assumptionschool.com
Kindergarten	Ms. N. DallaZanna	natasha.dallazanna@assumptionschool.com
Teaching Assistant	Mrs. J. DeJulius	jodi.dejulius@assumptionschool.com
Learning Assistance Teacher	Mrs. M. Sutherland	maureen.sutherland@assumptionschool.com
French	Mme. L. Hassaine	lucie.hassaine@assumptionschool.com
Music	Mrs. K. St. John	karen.st.john@assumptionschool.com
Special Ed. Assistants	Mr. J. Dignos	info@assumptionschool.com
	Mrs. T. Geary	info@assumptionschool.com
	Mrs. G. Gibson	info@assumptionschool.com
	Mrs. T. Tarnai	info@assumptionschool.com
	Mrs. D. Wilms	info@assumptionschool.com
Office Manager	Mrs. S. Kazun	sharon.kazun@assumptionschool.com
Secretary	Mrs. D. Blair	diane.blair@assumptionschool.com
Maintenance	Mr. M. Mandrusiak	info@assumptionschool.com
General Inquiries		info@assumptionschool.com

OLA SCHOOL CALENDAR 2016-17

Dates are always subject to change. Please refer weekly to the OLA website for weekly updates to the calendar (www.assumptionschool.com)

September 2016:

1	-	Pro-D for OLA Staff
6	-	First Day of School – Dismissal at 12 noon
6	-	Back to School Coffee – gym @ 9am
7	-	Opening School Assembly 10:00 am
8	-	Meet the Teacher Evening – 7pm
9	-	School Mass – 9am
21	-	Individual Student Pictures
29	-	Terry Fox Walk at OLA
TBA	-	Band Instrumental Evening – Gr. 6/7

October:

5	-	Cross Country Meet – Swanguard Stadium
7	-	OLA Walk-A-Thon
10	-	Thanksgiving (holiday)
11	-	Student re-take picture day 9:00 am
14	-	School Mass 9:00 am
20	-	BC Earthquake Drill
21	-	Pro-D - No School
25	-	Pride in our School/Care for Our Home

Note: Catered lunch – Oct. 12, 19 and 26

November:

1	-	Parent/Teacher interviews (11 am to 8 pm)
5	-	OLA Parish – Fall Fair
10	-	School Mass 9 am
10	-	Remembrance Day Assembly
11	-	Remembrance Day – Statutory Holiday (no school)
15	-	Gr. 6 “Hep B” Immunizations
28	-	Report Cards

Note: Catered lunch – Nov. 2, 9, 16, 23 and 30th

December:

TBA	-	Confessions for Gr. 3-7
9	-	School Mass 9:00 a.m.
15	-	OLA Advent Evening
16	-	School Closing Christmas Vacation – Dismissal at 12 noon

Note: Catered lunch – Dec. 7 and 14th

January 2017:

3	-	Pro-D (Staff First Aide Re-certification)
4	-	School Re-opens – 8:50 a.m.
13	-	School Mass – 9 a.m.
17	-	Open School Morning 9 to 11am
20	-	Kindergarten – ½ day (morning only)
20	-	Ready, Set, Learn for 3 & 4 year olds (12:30 to 2:30 pm)
23 - 27	-	In-house Registration Week 2017-18
26	-	In-house Registration Evening 5:30 to 8:30 pm
30	-	Kindergarten 2017-18: Applications deadline

Note: Catered lunch – Jan. 4, 11, 18 and 25th.

February:

- 2 & 16 - Gr. 5 Ski Trip
- 6 to 10 - Catholic Schools Week
- 9 & 10 - CEC CONFERENCE – No School
- 13 - FAMILY DAY HOLIDAY – no school
- 14 - Valentine’s Day
- TBA - School Mass at 9:00 a.m.
- TBA - Gr. 5 Ski Trip
- 22 - Kindergarten vision/hearing testing
- 23 - Student Led Conferences (12:30 to 8 pm)
- 25 - OLA Trivia Night

Note: Catered lunch - TBA

March:

- 1 - Ash Wednesday
- 8 & 9 - OLA Musical Production
- 10 - School Mass – 9am
- 10 - School Closes for Spring Break – Full day of school
- 27 - School re-opens
- 29 - Report Cards

Note: Catered lunch - TBA

April:

- 3 to 5 - Grade 7 – Loon Lake Retreat
- 10 to 14 - Holy Week
- 13 - OLA Holy Thursday – Full day of school
- 14 - Good Friday - no school
- 17 - Easter Monday – no school
- 18 - School Re-opens
- TBA - School Mass at 9 a.m.
- TBA - Tri-Cities Track Meet
- TBA - Panoramic Photographs/Class Picture

May:

- 2 - OLA Track Meet
- (Tent.) 5 - St. John Brebeuf Track Meet
- TBA - Friar’s Track Meet
- 11 - Uniform Ordering/New Parents Meeting 2017-18
- 12 - School Mass – 9 a.m.
- 18 - New Parents Meeting/Uniform Ordering Evening
- 19 - Pro-D Day – No School
- 23 - Victoria Day – No School
- TBA - First Holy Communion (Gr. 2)
- TBA - Grade 7 Confirmation
- TBA - Gr. 5 Victoria Trip

June:

- 2 - Earthquake Drill & Student Release Drill 2:30 pm
- 5 - Gr. 6 “2nd Hep B” Immunizations
- TBA - CISVA Track Meet – Day 1 (Tentative)
- TBA - CISVA Track Meet – Day 2 (Tentative)
- 9 - OLA Fun Day – Early dismissal
- 21 - Gr. 7 Farewell Evening
- 22 - ‘Step-up” Day
- 26 - Awards Day
- 29 - School Mass 9 a.m. & Closing - approx. 10 a.m.