



Vision Statement

Our Lady of Lourdes School is an integral part of the community, nurturing Catholic values through faith-based education, ensuring successful learning for all.

Core Value Statement

At Our Lady of Lourdes we are passionate about encouraging empathetic and responsible relationships with each other within a respectful environment.

Mission Statement

While fostering a relationship with Jesus Christ, our mission is to educate the whole child, in partnership with others, to ensure our students become global citizens.

SCHOOL OPERATIONS

Nelson Diocese

Authority for the operation of Catholic Schools in the Diocese of Nelson is vested in the society entitled the CATHOLIC INDEPENDENT SCHOOLS OF THE NELSON DIOCESE (C.I.S.N.D.), a legal corporation under the British Columbia Societies Act. The Society has been registered since 1957. By its Constitution, the Society is legally responsible for directing operations of all Nelson Diocesan Schools. The governing body includes the Bishop, Chancellor of Schools, Vicar General, and two directors elected from the Diocese of Nelson parishes. The board of Directors oversees school operations throughout the Diocese.

Our Lady of Lourdes School Council

The School Council is responsible for the financing of the school and the establishment of policies and procedures for the efficient and safe functioning of our school. Meetings of the School Council are held each month. All parents and parishioners are invited to attend these open meetings. The positions of the School Council include Chairperson, Vice Chairperson, Finance Chair, Education Chair, Maintenance Chair, Public Relations, Secretary and the Pastor.

Parent Support Group

The Parent Support Group includes all parents and guardians whose children attend our school. The PSG functions as a support group for the school as well as raising funds for curricular and extra-curricular activities. The PSG coordinate a Hot Lunch Program at our school. A variety of choices are available for students that are outlined in the letter/order form that is given to all students. The positions of PSG include President, Vice President, Treasurer, Secretary, and Hot Lunch Coordinator.

School Educational and Extra Curricular Programs

Academic Program

Our Lady of Lourdes School follows the British Columbia Ministry of Education requirements for the academic curriculum. Subjects that are taught throughout the grades include Language Arts, Mathematics, Science, Social Studies, Art, Music, Drama, Physical Education, and Personal Planning. French as a Second Language is mandated by the Ministry of Education to begin at the Grade 5 level. At Our Lady of Lourdes School, students are introduced to FSL in Kindergarten. Learning Assistance for students who have been identified as requiring support is available.

The approved religious education program for the Catholic Independent Schools of the Nelson Diocese is the Faith First program. The current resource for the family life program is Benzinger Family Life. Daily prayer, prayer assemblies and monthly masses are an important part of developing the faith life of our students.

Reporting

Parents will receive meaningful, varied, and responsive communication about student progress throughout the school year. This will include:

- A minimum of four **points of progress** throughout the year
- One **summary of progress** at the end of the year

Points of progress are ways in which teachers provide parents with information about how their child is progressing in relation to the learning standards and what the child can do to extend their understanding. In points of progress, teacher use **strength-based descriptive feedback** and the **four-point provincial proficiency scale** to report progress in areas of learning.

A variety of formats may be used to communicate points of progress and student learning while building relationships with families. Formats include, but are not limited to, student-led conferences, portfolios and e-portfolio reviews, parent/teacher/community meetings, written comments, and student work samples with descriptive feedback from the teacher.

Scheduling information about these conferences will be forwarded to parents closer to the appropriate dates. Parents are reminded that they may request an interview with their child's teacher at any time throughout the year.

Library

Our Lady of Lourdes School Library has a collection of materials that is intended to support curriculum needs and to provide enjoyment for students. A Library technician works in the library on a part-time basis. Most materials are loaned for a two-week period. Special collections are to be used in the library while other materials are available for a shorter loan period. The Library schedule will be set and published early in the new school year.

Extra-Curricular and Student Service Programs

At certain times throughout the year, teachers volunteer their time to run extra-curricular activities for the students of Our Lady of Lourdes Elementary School. We appreciate the effort of teachers, and the support shown by parents. Students are expected to maintain an acceptable level of academic performance to participate in extra-curricular programs. These events will be announced both in school and in school correspondence.

Students will also have the opportunity to participate in a variety of student service programs such as being Lunch Monitors and Recycling Monitors. Students interested in participating in these programs will be asked to attend the organizational meetings when they are announced.

Parent Volunteer Time

LOLO School Council and staff value and appreciate all volunteer time by our parents. Parents are welcome to volunteer in their child(ren)'s classes, helping out with various activities, events, and field trips when and wherever they are able to do so. We recommend that you meet with the teacher(s) to determine days and times that work best for all involved. Criminal Record Checks are now mandatory for all parents volunteering with children. The Diocese also requires volunteers to complete Safe Environment Training in order to be approved by the diocese. Volunteers include anyone helping in classrooms, driving for field trips and sports events, helping with the lunch program, or in any way dealing with students.

Parent Participation Program

Every year, \$200 parent participation fee is collected from each family. Each family registered with OLOL School can receive a \$100 rebate by submitting the Parent Participation Hours Form and completing service hours for the school. Rebates will be provided at an amount of \$10 per service hour to a maximum of \$100. School Council recognizes that many families exceed their yearly hours and are very thankful for their support.

Field Trips

All teachers are encouraged to take their classes on curricular field trips throughout the year. Funds will be provided through the Student Activity Fee and are supplemented with funds provided from our PSG.

In the event that parents are asked to drive, diocese policy requires that the vehicle carry a minimum of three million dollars of third party insurance and all drivers provide the school with a Driver's Abstract. Parents/guardians planning to use their own vehicles to transport students are asked to provide this information early in the school year at the office or at least 24 hours before a field trip. As part of this process, we must keep on file a copy of your driver's license and insurance papers as well as approval of completion of Diocesan Safe Environment training on file at the school.

Uniforms

It is the parent/guardian's responsibility to ensure that their child(ren) attend school in the required uniform that is clean, properly hemmed, in good repair and labeled with the child's name. When students are not in proper uniform, they will be given a letter by administration to be taken home and signed by their parent/guardian.

Note: Uniform purchases are made through Cambridge Uniforms. Orders may be made by emailing orders@cambridgeuniforms.com, calling 1-800-924-9069, or on their website: <https://www.cambridgeuniforms.com> using school code OLO135.

It is a requirement that all bottoms (shorts, skorts, kilts, tunics, and pants) as well as crested items (cardigan, sweater vest or merlot golf shirt) be purchased through Cambridge Uniforms. White dress shirts and golf shirts can be purchased elsewhere as long as they are plain with no lace, peter pan collars, logos or insignias.

- It is not mandatory that each family purchase every item listed above but a pair of navy bottoms and a crested item are required. These are options that are available to you so that you can find the one best suited for your child's needs. If you need any assistance, please contact the school office.
- Used uniform swaps are held during the school year. In addition, the school has a Facebook page for families to sell/swap used uniforms (OLOL Uniform Buy and Sell)
- **Hems:** Please ensure pants and skirts are hemmed properly. Maximum length for skirts/shorts and tunics is **just below the knee cap**. Minimum length is **2 inches above the knee cap**.
- **Socks:** Only knee socks(girls) or calf socks(boys), please. Color must be plain white or navy.

Shoes and Gym Strip

To preserve the cleanliness of our school, students are asked to bring a separate pair of shoes for use within the school. These shoes must be non-marking, and 100% black in color, with black laces.

Mandatory Gym Strip is required for Grades 4-7 and must be ordered through the school for use in their Physical Education classes and scheduled athletic events. Running shoes must be non-marking. If black runners are used, they may also be worn as indoor shoes.

SCHOOL PROCEDURES

Hours of Operation

Kindergarten to Grade 7

Bell	8:30am
Recess	10:05-10:20am
Lunch	11:40-12:25pm
Dismissal	2:30pm

Supervision

Supervision is provided for students at our school beginning at 8:15 am, at recess (10:05-10:20 am), at lunch (11:40-12:30 pm) and after school (2:30-2:45pm). School Staff provides supervision at all times.

The main responsibility of the OLOL staff during after school supervision is to:

- Monitor the speed and flow of traffic through the school parking lot
- Assist students to their vehicles
- Supervise the few children who are either waiting for their parents enroute to the school or who may be meeting with their teacher.

Parents who choose to visit on the playground once students have been dismissed are responsible for supervising their own children and need to be in close proximity to them. If you see a problem on the playground during that time please refer the situation to the staff member.

Lunch time

- Students have 20 minutes in which to eat.
- Two staff members supervise students during lunch; they circulate through the classrooms and grounds for the safety of students.
- Senior students act as Lunch Monitors in the primary classrooms.
- We ask that parents not give permission for students to leave the school grounds at lunch unless directly supervised by an adult.
- Repeated disruptive behaviour by students during this period could result in a loss of these privileges and parents will be responsible for making alternate arrangements for their child.
- Students who are not well enough to go outside during regular break times should be kept at home until they are feeling better.

Bad Weather Procedure

It is generally expected that students will dress appropriately to go outside during all kinds of weather. Students may be kept indoors in rainy weather or when winter temperatures fall below -15 °C (including wind chill).

Parking Lot Safety

Parking lots can be very dangerous areas for all children.

- Please be careful and drive slowly when entering and exiting the parking lot
- Maintain the circular flow of traffic after school
- Keep the Fire Lane free of all cars, even if you are just dropping off your child please find a parking space. The area must remain accessible at all times for access to the school in case of emergency.

First Aid Procedures

In order to avoid undue parental alarm and/or concern about injuries that occur during school hours OLOL staff will communicate with parents promptly and calmly when an accident occurs. Staff will inform parents/guardians about the extent and type of injury. For injuries considered being more serious than cuts, bruises and minor abrasions, the following will apply:

- Emergency (but temporary) treatment implemented.
- Parent or emergency contact person will be phoned and informed and requested to take the child to family doctor or the Hospital Emergency Room if treatment is required.
- If both parent and emergency contact persons are not available, the staff will arrange to have the student taken to Hospital Emergency Room. The school will continue to try and contact the parent or emergency person.
- Students who become sick during school hours are asked to lie down in the sick room adjacent to the office. The parent will be contacted and asked to take the child home if necessary.
- Emergency procedures, lists of student's with medical problems and medical supplies are kept in the office and copies are made available for the staff.

Disaster Procedure

In the event of a Disaster Emergency: All students will be kept on school premises or a designated area. Parents and/or Guardians will be contacted and students will remain with school personnel until picked up by parents or authorized designate. Students will be released using the MASTER RELEASE FORM.

Absences, Call Home and Safe Arrival Program

- Parents are asked to telephone the school and report if their child(ren) will be away.
- These calls are recorded in the office and then cross-checked against the attendance.
- Any unreported absences are followed up with a phone call to the home or work of the child's parent/guardian or the emergency contact if parents are not available.
- Please contact the school if your child is absent (250-768-9008)

Medication

If medication or emergency treatment is required during school hours, parents are required to contact the school office and fill out the Medical Information Form with all the necessary information. It is extremely important that parents provide this medical information early in the school year, at the time of registration or as soon as a medical condition is identified. Information must be updated on an annual basis.

Allergy Awareness Guidelines

Due to severe "peanut and nut" allergies of some of our students. OLOL is a "**Peanut**" and "**Nut**" **free** school. Parents are to inform the school office of any allergies their children may have and the severity of these.

School Phones

Students will be permitted to use the phone only if they have the permission of their classroom teacher for school related work. Students will not be given permission to use the school phone to arrange social dates. Parents wishing to contact their child(ren) at school may phone 250-768-9008 and leave a message. The same procedure will be followed for parents wishing to contact teachers.

Personal Electronics

Use of electronics in the classroom is not permitted, without specific permission for a work-related use. Electronics must be on top of the desk during use. No electronics may be used at school (except in class as above) after 8:00 a.m. or before 3:00 p.m. No electronics are permitted on school trips.

Homework Guidelines

Classroom teachers will outline homework expectations at the beginning of each school year. If a concern arises with regards to homework demands, parents are encouraged to contact the teacher directly to discuss this matter.

Guidelines for Parental Concerns

- A parent with a concern should set up an appointment to discuss the concern with the teacher in question. If communicating through email, we would like to remind parents that emails should always be respectful, stating facts, considering there may be various points of view in all situations.
- If no solution to the problem is found, the parent can contact the principal by making an appointment at the office.
- If the parent is not satisfied with the action taken, he/she can bring the matter in writing to the Superintendent of Schools, and the School Council Chair will be informed of the matter.
- If the parent does not receive satisfaction from the above parties, an appeal in writing can be made to the Board of Directors of the Society.
- The decision of the Board of Directors of the Society on the matter shall be final and binding on everyone involved. Further appeal may be made to the Ombudsperson.

An Environment for Learning

Code of Conduct

Parents have the first responsibility for the education and Christian formation of their children. The school exists to complement this responsibility, not to replace it. Parents have a “duty to send their children to Catholic schools wherever this is possible, to give Catholic schools all the support in their power, and to cooperate with them in their work for the good of their children”. At the same time, parents have a right to the Church’s help with their responsibilities as teachers of their children.

At Our Lady of Lourdes Elementary School, students are expected to exhibit a commitment to learning and to achieving success. Our Code of Conduct explains guidelines for appropriate student behaviour, which show that students are expected to take personal responsibility for their behaviour. This responsibility applies to academic responsibilities; the treatment of other people; and the use and care of school facilities, equipment, textbooks and supplies.

To ensure the safety and respect of all students, CISND has developed policies on Student Bully Prevention, and School Discrimination Protection. To view these policies, see CISND.ca.

Each student contributes to the well-being and success of everyone at Our Lady of Lourdes Elementary. If a student fails to exhibit his/her best behaviour; he/she will follow a sequential discipline process, with an emphasis on consistent and fair consequences and open communication with parents.

The Code of Conduct at Our Lady of Lourdes is based on:

Courtesy, Consideration, Cooperation and Common Sense

At Our Lady of Lourdes School, Jesus guides us in our work and play.

We believe that:

- Everyone has the right to learn; therefore, I have a responsibility to listen to instruction, work carefully, and always try to do my best.
- Everyone has the right to hear and be heard; therefore, I have a responsibility not to talk, shout or make intentionally distracting noises when others are speaking.
- Everyone has a right to be safe; therefore, I have a responsibility not to threaten, kick, punch or physically harm others.
- Everyone has a right to privacy; therefore, it is my responsibility to respect others’ personal property and space.
- Everyone has a right to be respected; therefore, I have a responsibility not to tease or bother people, or to hurt their feelings.
- I have a responsibility to care for and help others.

This is a process involving teachers, parents, students, and administrators, which may incorporate several steps towards the resolution of discipline issues.

Considerate Behaviour Between Students

What is Bullying?

Our Lady of Lourdes School defines bullying as a student being exposed, repeatedly and over time, to intentional pain, discomfort or embarrassment inflicted by one or more other students. Bullying implies an imbalance in power or where a child is victimized and includes some or all of the following:

- physical actions (punching, kicking, biting);
- verbal actions (threats, using offensive names, ridiculing);
- social exclusion (spreading rumours, malicious gossiping, excluding); or
- cyber bullying (using information and communication technologies to support deliberate, repeated, hostile behavior).

How does the School Respond to Bullying?

Our Lady of Lourdes School supports values of treating others with respect and kindness. This is derived from our gospel value to love one another. General awareness of issues around bullying and bullying prevention is raised, where appropriate, in the classroom or assembly.

Incidents of bullying need to be reported to a responsible staff member (staff supervising recess, classroom teacher or school administrator) in person or through a phone call (not email) in order to allow for a timely response. All incidents of bullying are in turn made known to the school administration, which keeps a record of the incidents.

The Principal, or staff of the school, will take appropriate steps to understand the situation, provide support to the student who has experienced bullying and use a variety of strategies to help a bullying student learn appropriate behavior both in and out of the classroom. If initial methods of behavior management are not successful, the school administration takes progressive steps that include:

- phone calls to parents;
- in school suspensions;
- meeting with parents;
- suspensions from sports/ club activities or field trips;
- out of school suspensions; and
- expulsions.

Depending on the age, appropriate expectations for the student as well as the nature and severity of the bullying, some of the above steps may be bypassed, progressing immediately to a suspension or expulsion.

There are specific, definable, attitudes and behaviors of students, parents, teachers, and school council members identifying us as a safe and caring community. In order for us to attain the excellence we desire at our school; we ask you to adopt and sign the expectations indicated below.

School Expectations

For Students

- To participate attentively and reverently in all religious observances.
- Wear uniforms properly at all times; clean, in good repair and from Cambridge Uniforms.
- To arrive punctually, attend regularly and behave appropriately on the school grounds and when visiting other schools and other community events.
- To be respectful and considerate of the rights of others: peers, staff, and visitors.
- To respect and comply with school regulations.
- To be prepared with books, materials and assignments.
- To make a sincere concentrated effort to do well in studies.
- To respect and follow directions of all school staff.

For Parents

- To take the initiative and leadership in the religious education of their children and to support the religious program of the school.
- To set a good example for their children by practicing their faith.
- To familiarize themselves with the school policies and to abide by them.
- To support all school staff for the welfare of their children.
- To attend all meetings called by the school.
- To participate in school activities (religious, academic, social, sportive)
- To attend parent-teacher interviews as scheduled.
- To support the school financially, prayerfully and through volunteering.
- To follow school communication guidelines and protocols.

For Staff

- To teach the BC curriculum with special emphasis on the Catholic faith.
- To provide a school and classroom environment that is safe and conducive to learning.
- To provide for each child's special needs.
- To respect the dignity and uniqueness of each child.
- To keep parents informed of the progress and performance of their children.
- To provide fair and just disciplinary treatment.
- To follow school guidelines for communication with parents.
- To maintain order, plan properly, teach meaningfully, and be a spiritual role model.

Student Signature

Date

Parent Signature

Date