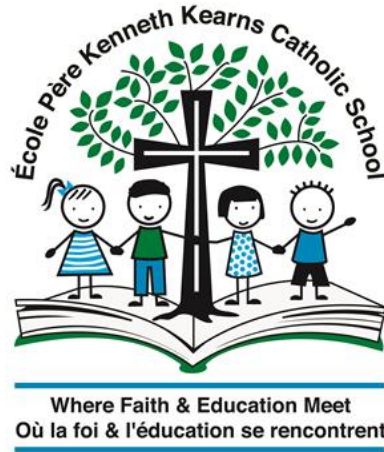


# École Père Kenneth Kearns Catholic School



## Manuel de l'élève

(As found in your child's agenda)

## **EICS DISTRICT MISSION STATEMENT**

*We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences.*

### **École Père Kenneth Kearns Catholic School**

#### **PURPOSE STATEMENT**

*With Christ as our ever-present teacher, in an environment rich in French language and culture, together we ensure every child succeeds: personally, spiritually, academically*

#### **INTRODUCTION**

This handbook has been prepared for parents, guardians and students of École Père Kenneth Kearns Catholic School. It is designed to help students achieve success by giving them information and a better understanding of school guidelines, policies and procedures. The intent is to inform and foster a co-operative spirit among everyone involved with the school and the students.

École Père Kenneth Kearns Catholic School is a progressive school that offers a Total French Immersion Program from Kindergarten to Grade 4.

#### **PARENTS CAN HELP IN FRENCH IMMERSION**

There are many ways parents can help in a French Immersion environment:

- By providing a quiet, regular place to work;
- By helping the student organize his or her time for assignments;
- By being the audience for reading practice and spelling and math drills;
- By providing information and knowledge for projects;
- By making a habit of reading in the home;

- By having a positive attitude about school.

You are your child's model. Too much help, however, may make a child dependent and slow to mature. The support and interest of parents will have a large influence on students' attitudes toward homework and language learning. If you have questions about the assignments your child is bringing home, don't hesitate to talk to his or her teacher(s).

#### **SCHOOL OPERATIONAL HOURS**

Morning bell 8:45 a.m.

Dismissal 3:15 p.m.

**(2:15 p.m. first Wednesday of every month)**

#### **DAILY PRAYERS & RELIGIOUS CELEBRATIONS**

The school day at ÉPK begins with a staff and student prayer. School wide celebrations are held weekly throughout the year as part of the regular Religion Program. Parents are welcome to attend school celebrations. All students are expected to attend Religious Celebrations and to participate in Religion classes. Please visit our website calendar for celebration times. [epkkschool.eics.ab.ca/index.php/calendar](http://epkkschool.eics.ab.ca/index.php/calendar)

#### **PERSONAL PROPERTY**

Students are responsible for all personal property. All students' personal property, clothing and footwear should be clearly identified to help prevent loss. We ask that expensive articles not be brought to school for fear of loss or damage. Children are asked not to leave money and valuables in their desks or coat pockets. Once it is lost or stolen, money is difficult to recover.

Each student should have outdoor footwear and indoor footwear (usually runners – non-marking soles please), for cleanliness and safety reasons. Students are asked to keep

their outdoor clothing in their assigned locker. A lost and found area is located in the school, across from the library.

\*All unclaimed lost and found items are donated to charity two or three times per year.

### LIBRARY GUIDELINES

Maximum items on loan: - 2 books, 1 magazine

	<u>Books</u>	<u>Magazines</u>
Loan Period	10 days	5 days
Grace/Pardon Period (school days)	3 days	3 days
Maximum renewals	twice on both	
Renewal Periods	10 days	2 days
Fine per day/per item	\$ 0.10	\$0.10
Max. fine per item	\$10.00	\$4.00

Overdue notices will be sent out every five (5) days for 35 days after which the item will be declared missing. An invoice will be issued to the individual who last signed the item out. Students will not be permitted to borrow any items until lost material is either paid for or returned.

### HOMework

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may vary according to grade, ability and study habits. Communication with the teacher is encouraged if you need more information.

Homework can range from routine word and math drills to visits to local industries. Its form depends to a large extent, on the purpose for which it was assigned.

Some of the purposes of homework are:

- ...to reinforce lessons taught during class time;
- ...to give students extra drill in an area where they may need practice;
- ...to teach students to budget their time;

- ...to help students develop self-reliance and good study habits;
- ...to enable parents to see their child's progress;
- ...to strengthen the ties between home and school, particularly when parents can help with assignments in some way.

### Note: Finishing your homework means you won't have to...

- Finish your work at school during lunch, recess, or after school
- Have the teacher phone your parents
- Be left out of school activities

### TOWARD A SAFE & CARING CATHOLIC SCHOOL

Christ's teaching, the Gospel values and a variety of supplemental resources utilized from K-4 enables teachers and staff to promote positive social interactions within the classroom and the school, while providing opportunities for students to acquire knowledge, skills and attitudes that will benefit everyone. This is complemented by the school's comprehensive guidance program, which addresses particular needs at each grade level. Various programs and presentations are used through the religion and counselling programs to promote these positive social interactions.

### ELECTRONIC DEVICES AND PHONES

Students at ÉPK have the option of bringing personal wireless devices to school to access the network in order to support their own learning. With the enhanced access, we must also be reminded that the internet has both positive and negative aspects. [The Elk Island Catholic School Division's Responsible Use Agreement](#) applies to the Personally Owned Devices (POD) as it does the school devices.

Use of the school telephone by students is permitted only with permission from the teacher. Cell phones are to be used during instructional time only under the direction of the teacher as a learning tool and not for texting or making phone calls.

**Students are not to use the cameras or recording devices on their cell phones while at school due to FOIP restrictions.**

### **PARENTS/VISITORS MUST SIGN IN AT THE OFFICE**

All Parents/Guardians/Visitors are welcome to visit the school at any time. Everyone is required to sign in at the front office and wear a "VISITEUR" tag. It is imperative that all parents do so. This will allow students and staff to quickly identify visitors at the school. Those without tags will be asked to return to the office. Parents who are picking up children during the school day are asked to remain at the front office and one of the friendly front office staff will gladly contact the class to have your child meet you at the office. Kindly return the tag to the office, and sign out, before leaving. Merci for your cooperation and for helping to keep the ÉPK learning environment safe for students, staff and parents.

### **ATTENDANCE POLICY**

If your child is absent, please contact the school directly at 780-467-7135 before 8:45 a.m., stating your child's name, grade and the expected duration of absence. An answering machine is operational for your convenience between 4:00 p.m. and 8:30 a.m. For your convenience we also have online absence reporting. Please go to **Quicklinks** on the school homepage [epkkschool.eics.ab.ca](http://epkkschool.eics.ab.ca)

In the event that your child cannot be accounted for, the school will immediately contact you for information. If you have

other children in the school, you may send a letter with them covering your other child's absence. This is to be delivered to the office before 9:00 a.m.

### **SIGN IN/SIGN OUT POLICY**

A sign in/sign out policy is in effect. Parents who take their children out of school are requested to sign them out at the office and sign them back in upon return. All students are expected to be in regular attendance. When a student's absences are excessive, the teacher and/or principal will discuss the situation with the parent/guardian of the student. If attendance does not improve, a referral will be made to the school district's Truancy Officer for follow-up.

### **RECESS/NOON BREAKS**

Recess breaks are a regular part of the school day for elementary students. Unless the weather is inclement, the students will be expected to play outside. The same shall apply to all students during the noon hour break.

If a student is to remain indoors during recess or noon hour due to illness, a written note must be sent to the child's teacher. The child will spend his/her break in a designated area of the school.

Please visit [epkkschool.eics.ab.ca](http://epkkschool.eics.ab.ca) for cold weather policies.

### **LUNCH INFORMATION**

**\*\*\*NUT AWARE SCHOOL** – With the increase of students with serious allergies in our school, we are attempting to create a "Nut-Aware" environment. We request that you refrain from sending peanut-butter sandwiches, cookies & treats that contain nuts and any nut-based snacks. Every child's health & safety is important to us and we appreciate your active concern and response to this request.

**\*\*\*GLASS CONTAINERS** – *Please do not put glass containers in your child's lunch.* Breakage around the school is potentially dangerous for students to cut themselves.

## HOLIDAYS

We encourage everyone to take vacations during scheduled school holidays. However, should a family choose to take a holiday at another time during the school year, please provide written notification to the administration with a copy to the homeroom teacher well in advance.

The school shall, upon parental request and given at least one week's notice, identify the projected curricular content to be covered during the specified period. However, when parents/guardians choose to withdraw their child/ren from school for reasons other than those mentioned in the School Act (taking vacations during unscheduled school holidays for example), educational responsibility is transferred to the parent/guardian for the duration of the absence.

To assist your child/ren (Gr. 4) under those circumstances, please ensure that your child/ren establish a homework partner who will be responsible to pick up handouts and keep a list of assignments missed. Within two days of your child/children's return, please make arrangements for missed assignments and / or the writing of examinations.

## FIRE DRILLS/EMERGENCY PROCEDURES

Periodic fire and emergency procedure drills enable us to practice in the event of an actual situation. Everyone should be familiar with their exit route/s and/or the procedures to follow depending on the drill. **In the event the school has to be evacuated, students**

**will assemble in the St. Thomas Anglican Church, behind the school.**

## EMERGENCY CLOSING POLICY EBCD

The superintendent will determine if we will:

- a. Keep busses running and schools open
- b. Cancel busses in all or some areas and keep schools open
- c. Cancel busses and close schools
- d. The decision will be made very early in the a.m. whenever possible. Once the decision is made, the information will be posted on the EICS website ([www.eics.ab.ca](http://www.eics.ab.ca)) and passed on to the radio stations.

Guidelines to be followed in case of emergency closing of schools (final decision to be made by the Superintendent as stated above):

- a. School bus service shall be suspended at a temperature of -40 Celsius or a wind chill factor of -50 Celsius as measured at the appropriate Environmental Weather Service Centre. School bus service may also be suspended due to unsafe weather or road conditions. If bus service is suspended in the morning it is automatically suspended for the afternoon as well, therefore please arrange to have your child/ren picked up at the school at the end of the day.
- b. When ALL school bus services are suspended by the Superintendent or designate, schools may remain open – listen for announcements.
- c. Radio stations will be used to broadcast suspension of bus services and closure of schools from 6:00 a.m. onward.
- d. When weather conditions deteriorate during the day and bus service is suspended or bus schedules require

substantial alteration, announcements will be broadcast on as many radio stations as possible in the vicinity surrounding all of the schools with the Division.

- e. Should bus service be suspended during the day due to extreme weather conditions, parents should arrange to have the child/ren picked up at the school from that moment onward (until regular dismissal time).
- f. If and when schools are closed prior to normal dismissal times, no students shall be permitted to leave school or a school bus if contact and arrangements can't be made with the parents/guardians. If and when schools are closed to all students due to the suspension of ALL school bus services, there will be staff members at the school for the purpose of receiving those students whose parents may not be aware of the school closure, answering telephone inquiries, and other duties.

### **ACCIDENTS AND SICKNESS**

In the event that a student received an injury or becomes ill during the course of the school day, the student's parents will be contacted for instruction. If the injury is serious and/or the parents cannot be notified, we will transport the injured child to a medical centre or call an ambulance as necessary. Students who are ill will only be sent home if a parent has been contacted.

### **MEDICATIONS AND ALLERGIES**

The guiding principle for the management of medication in schools is the belief that the safe management of medication with school-aged children should:

- Promote self-management,
- Be developmentally appropriate,

- Provide the framework to support school staff in the medication management role,
- And lead to medication compliance
- *All physician prescribed medications at school should be managed in accordance with the guidelines of the Students Focused Medication Management Plan. Please ensure that this Management Plan has been completed for your child/ren if they need to take medication while at school. Parents are the link between their child, the physician, and the school. Parents need to ensure that accurate, complete information about their child's medication management is shared with all partners.*

**PLEASE NOTIFY THE OFFICE IF YOUR CHILD HAS ANY MEDICAL CONCERN OR A SEVERE ALLERGY** in order that a Medication Management Plan may be developed.

### **SCHOOL ACCOUNTS**

All school accounts must be in good standing for students to participate in the following activities: Swimming, ski trip, field trips, etc. If you are undergoing financial difficulties, it is imperative that you contact Mme Gravelle, the school principal.

### **STUDENT CODE OF CONDUCT**

#### **EXCERPT FROM SCHOOL ACT** **Section 7**

Students shall conduct themselves so as to reasonably comply with the following code of conduct:

- a. Be diligent in pursuing their studies,
- b. Attend school regularly and punctually,

- c. Co-operate fully with everyone authorized by the board to provide education programs and other services,
- d. Comply with the rules of the school,
- e. Be accountable to their teachers for their conduct,
- f. Respect the rights of others.

### **Learning and Growing First**

As children of Christ, learning and growing in the Gospel values is our main focus. Situations and incidents are solved through discussion, reflection and restitution. The goal is to learn from mistake and choices, and grow to make positive decisions in the future.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS**

Each incident where disciplinary action is necessary will be dealt with by a staff member or administration and will be reviewed individually with appropriate natural consequences to follow. Thus, what may be considered a minor offence in one instance may warrant the consequences of a major offence at another time, depending on the circumstances surrounding the action.

### **MINOR OFFENCES**

Any staff member can deal with these offences on the spot. Examples of minor offences are: rough play, disruptive classroom behaviour, hallway/washroom loitering, and snowball throwing. The consequences may be a warning, recess or after school reflection opportunity or a loss of privileges. Generally there should be a sincere effort demonstrated by the student to correct the disruptive behaviour.

Repeated minor offences will result in consequences such as service work at

school, extra work at home, etc. They may also be dealt with as a major offence.

### **MAJOR OFFENCES EXAMPLES OF STUDENT BEHAVIOUR THAT COULD LEAD TO SUSPENSION OR EXPULSION ARE:**

- a. Repeated minor offences (three reflection opportunities, for any reason, such as homework not done, behaviour...),
- b. Conduct which threatens the safety of students and/or staff,
- c. Possession of a weapon on a student's person, or in a student's locker or desk. (A weapon is anything that can be used to injure or cause death, or can be used for the purpose of intimidating or threatening any person.),
- d. Displaying or brandishing a weapon in a threatening or intimidating manner
- e. Assaulting any person,
- f. Theft,
- g. Violation of school policies pertaining to student attendance, student harassment, behaviour while riding on the school bus,
- h. Wilful disobedience and/or open opposition to authority,
- i. Use or display of improper or profane language,
- j. Wilful damage to school or others' property; interfering with the orderly conduct of class(es) or the school,
- k. Contravention of the code of conduct as set out in the School Act.

### **DISCIPLINARY ACTION MAY INCLUDE SOME OR ALL OF THE FOLLOWING:**

- a. Parental involvement
- b. Referral to counsellor/psychologist,
- c. Removal of privileges,
- d. Detention
- e. In-school suspension
- f. Out-of-school suspension (max. 5 days),

- g. Restitution for property damage to an individual or the Board, involvement of outside agencies such as the police, Social Services, counselling or others,
- h. Expulsion from school or all district schools. **Please note:** any detention or suspension automatically includes exclusion from extra-curricular activities on the day or days suspended.

**1980; Lalonde & Gardner, 1984; Clement, 1980).”**

***Language Learning is a natural phenomenon. It does not rely on success in academics; rather, it is known to improve critical and creative thinking skills***

### **CHILD ABUSE POLICY IHEB**

The board requires its employees to report suspected cases of **abuse and neglect** to appropriate authorities in accordance with the Alberta Child Welfare Act (1984).

### **COMPLETE NETWORK/INTERNET USE POLICY**

At École Père Kenneth Kearns Catholic School it is expected that all students will use computer technology and the internet for appropriate educational activities. The principles are explained in detail in the Annual Student Acceptable Use Agreement for technology form that is sent home each September. Inappropriate use will result in major or minor consequences as outlined in the School Behaviour Policy.

*With Christ as our ever-present teacher, in an environment rich in French language and culture, together we ensure every child succeeds: personally, spiritually, academically.*

**We look forward to a successful, faith filled, caring French Immersion year!**

***“Motivation has been found to be one of the most relevant factors involved in second language acquisition (Gardner,***