



Our Lady of the Angels Catholic School Parent/Student Handbook Pre-Kindergarten to Grade Four

**9622 Sheridan Drive
Fort Saskatchewan, AB
Phone: (780) 998-3716
Website: ola.eics.ab.ca**

WELCOME TO OUR LADY OF THE ANGELS CATHOLIC SCHOOL!

Mission Statement

"Our Lady of the Angels Catholic School is committed to nurturing the hearts and minds of young learners in a faith-filled environment."

LEADERSHIP TEAM MESSAGE

Welcome to Our Lady of the Angels Catholic School! We are a proud member of the Elk Island Catholic School Division. Our school motto is **"Together in Learning and Faith."** We encourage our students to dream big, follow the teachings of the Catholic Church, and achieve academically to their fullest capacity.

At OLA, we believe that parental involvement combined with positive and meaningful student relationships promotes student success. We have a strong, talented, and dedicated staff. We understand our tremendous role in our students' lives and will be with them every step of the way as they grow spiritually, academically, and socially.

Our administration, school staff, and School Council warmly welcome and invite you and your child to join us on this academic and spiritual journey. May God bless you in your work as parents and guardians.

Many Blessings,

Michele Yuzdepski
Principal

Stephanie Bennett

Assistant Principal

OUR BELIEFS

We Believe:

- That Jesus Christ and his teachings are the foundation and core of our Catholic Community
- That we live out the Catholic faith through our words and actions
 - That Catholic education is a shared responsibility between home, school, parish, and community
- That a positive learning environment promotes student engagement and individual success
- That a quality education is a continuing process that develops the whole child

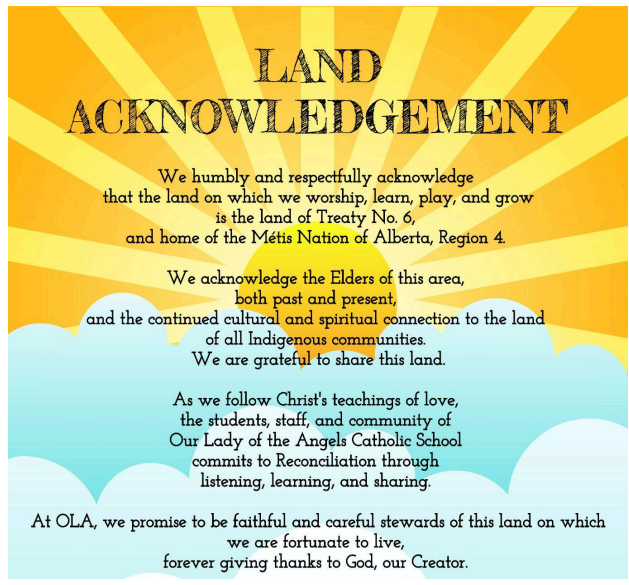
Our School's Patron Saint: Mary, Our Mother

OLA SCHOOL PRAYER

Loving God,
We thank You for the gift of this school,
Where we are called to grow in faith, wisdom, and love.
Bless our hearts and minds,
That we may learn and grow as Your beloved children.
Guide our teachers and leaders,
So they may nurture us with care and compassion,
Showing us the way to follow Your truth.

Through the intercession of Our Lady of the Angels,
Help us to walk in Your light each day,
to be kind to one another,
And to serve with joy and humility.
May we become a reflection of Your love in all that we do,
And bring Your peace to our families, friends, and community.

We ask this through Christ our Lord.
Amen.



EICS SCHOOL DIVISION FAITH THEME

Every school year, Elk Island Catholic Schools introduces a new Faith theme that all schools support and carry through the school year. The faith theme will be introduced on the first Staff day of the year and introduced to the school at the opening school Faith Assembly.

Our Faith Theme for 2024-2025 is **Rooted in Christ**: "I am the vine; you are the branches...bear much fruit, and become my disciples." John 15:5,8



GENERAL INFORMATION:

OLA's SCHOOL BELL SCHEDULES

Early Dismissal/Staff Meetings are held on the first Wednesday of every month (refer to school calendars below and on the school website). Students will be dismissed at 2:15 pm on those days.

OLA Bell-Time Schedule 2024-2025

Daily Schedule		
Warning Bell	8:35	
Announcements & Prayer	8:44 - 9:17	(33 min.)
Period 1		
Period 2	9:17 - 9:49	(32 min.)
Period 3	9:49 - 10:21	(32 min.)
Wellness	10:21 - 10:31	(10 min)
Period 4	10:31 - 11:03	(32 min.)
Period 5	11:03 - 11:35	(32 min.)
LUNCH		
11:35 - 11:57 Recess (22 min.)	11:35 - 12:19	(44 min.)
11:57 - 12:19 Lunch (22 min.)		
Period 6	12:19 - 12:51	(32 min.)
Period 7	12:51 - 1:23	(32 min.)
Period 8	1:23 - 1:55	(32 min.)
Recess Break	1:55 - 2:10	(15 min.)
Period 9	2:10 - 2:42	(32 min.)
Period 10	2:42 - 3:14	(32 min.)
Bus arrival	3:19	321 min. / day (1605 min. / week)
Early Out Wednesday Schedule – First Wednesday of Every Month		
(Sept. 4 th , Oct. 2 th , Nov. 6 st , Dec. 4 th , Jan. 8 th , Feb. 5 th , Mar. 5 th , Apr. 2 rd , May 7 st , June 4 th)		
Warning Bell	8:35	
Announcements & Prayer	8:44 - 9:17	(33 min.)
Period 1		
Period 2	9:17 - 9:49	(32 min.)
Period 3	9:49 - 10:21	(32 min.)
Wellness	10:21 - 10:31	(10 min)
Period 4	10:31 - 11:03	(32 min.)
Period 5	11:03 - 11:35	(32 min.)

LUNCH	
11:35 - 11:55 Recess (20 min.)	11:35 - 12:15 (40 min.)
11:55 - 12:15 Lunch (20 min.)	
Period 6	12:15 - 12:45 (30 min.)
Period 7	12:45 - 1:15 (30 min.)
Period 8	1:15 - 1:45 (30 min.)
Recess Break	No Recess
Period 9	1:45 - 2:15 (30 min.)

OFFICE HOURS

OLA's Office Hours are 8:15 a.m. to 3:45 p.m. during regular school days. If we are unable to answer the phone during these hours, please leave a message, and the office will return your call.

STUDENT ENTRANCES

Entrances will be open when the bell rings at 8:35 am on school days. Supervision for students will begin at 8:30. Students will be assigned various entrances/boot rooms to alleviate congestion. Assigned entrances per homeroom will be shared with students/parents at the beginning of the school year. Students and families are to remain outside at the entrance until the bell rings at the start of the day and their teacher prompts them to come into the school.

At the end of the day, parents wait outside by their student's entrance until they come out.

REPORT A STUDENT'S ABSENCE

Regular and punctual attendance is the key to academic success. It is very important for students to be present on all instructional days.

If your child is going to be absent from school for any reason, please report the absence by doing any of the following:

1. Use the PowerSchool App
 - Submitting Upcoming Absences When you log into your parent portal account, a list of all the students currently attached to your account will be listed across the top of the screen. After choosing a student, the very first option on the left is the ability to enter/review upcoming absences. When you click this link, a list of absences entered by parent accounts for the past 30 days will be shown. (This list does not include days when a student was absent, but the absence was not entered by the parent-only absences entered through this system are displayed.) After clicking the link, you can then choose whether to enter a single-day or multi-day absence.
2. Call the school office at 780-998-3716 or email ola@eics.ab.ca

Please report all absences and early pick-ups to the OFFICE.

LATE STUDENTS

Students arriving late are required to report to the office so their name can be removed from the absence list, please Check in before entering class.

Arriving on time assists learning and prevents disruptions to the learning of the other students. Please help ensure your child is at school for the beginning of the day.

This helps to establish routines and gives time for your child to prepare for the day.

END-OF-DAY TRANSPORTATION CHANGES

In the event that your child needs alternate transportation arrangements for the end of the day, please put a note in the student's agenda. Last-minute notification is often difficult due to the volume of phone calls, and classes may be taken outside the building for activities such as field trips or daily physical education. Please be sure to speak to someone in person and NOT leave a message, as the message may not be listened to in time.

PARKING

The Bus Zone is in the front of the school property. There is no parking in the front of the school from 8:00 - 8:45am to 2:45 - 3:30 pm. PLEASE USE EXTREME CAUTION.

EMERGENCY NUMBERS

Please ensure that the school has up-to-date emergency telephone numbers.

These are very important in the event that there is an urgent need that requires your notification. If there are any changes, please inform the school immediately to update your records. Update the demographics.

USE OF THE TELEPHONE BY STUDENTS

The school telephones are reserved for school business use. Students may phone home in case of emergency or illness but must have approval from the classroom teacher. We ask that all the students make after-school arrangements before coming to school.

Students are not permitted to use cell phones throughout the school day.

ACCIDENTS AND ILLNESS

If a student is ill or injured at school, every effort will be made to contact parents to come and pick up an injured or sick child. If no parent can be contacted, and these circumstances are urgent, it will be at the discretion of the administration or a designated supervisor to call emergency services and have students taken to the doctor or hospital immediately, and the parents will be contacted. It is imperative that the school has an emergency phone number where a responsible adult may be reached if neither parent can be contacted. Please notify the school of any change with respect to home, cell, or emergency contact numbers.

LOST AND FOUND

Students are responsible for all personal property. Lost and Found items are located in the hallways. The office has a lost and found for jewellery, glasses, electronics etc.

All unclaimed lost and found items will be donated to charity at Christmas Break, Spring Break, and at the end of the school year.

Note: The school is not responsible for loss or damage to personal property.

RECESS

On days when the wind chill factor begins to drop below –25 degrees Celsius, as indicated by Environment Canada Weather information, students may be required to remain indoors during recess breaks. Environment Canada Weather for Camrose areas will be used to determine whether or not children go out for recess. Parent requests to have children remain indoors during recess should be based on health reasons only and should be indicated in writing. (AP 134)

COMMUNICATION

POSITIVE PARENT/SCHOOL COMMUNICATIONS

Positive, ongoing communication between the home and school is essential. Parents are encouraged to speak directly with your child's teacher if you have successes or concerns to share. On the very rare occasion that you would find this initial conversation difficult or unsatisfactory, a joint meeting between the administration, teacher, and parent may be arranged. Please remember that the child's best interest is paramount in any discussion. All students have an agenda for home-school communication and digital communication such as email and other apps.

AGENDAS

Students in Grades 1-4 receive agendas. Kindergarten students have a communication pouch. Please use the agenda daily to communicate with your child's classroom teacher.

AGENDA GUIDELINES

In order for student agenda books to work successfully, we require the cooperation of all stakeholders: students, parents, and staff to take an active part in implementing them.

Student Responsibilities

- Make a home plan for a daily routine for unpacking and sharing your agenda
- Make sure learning news and tasks are written in agenda books
- Take agenda book home daily
- Complete any home tasks, gather materials, or share information as required
- Ask the teacher for clarification if you don't understand the homework or information
- Make sure the agenda book is returned the next day

Parent Responsibilities

- Together with your child, make a plan for a daily routine for unpacking and sharing the agenda
- Read through the introductory pages of this booklet
- Check the agenda daily for communication, information, and home tasks
- Initial the book each night when students have completed their tasks
- Assist your child as necessary
- Have a discussion with your child if the agenda book is not coming home, and then contact your child's teacher.
- Communicate regularly with your child's teacher

Teacher Responsibilities

- Set a daily routine for agenda practice; when, where, why, and how
- Make sure information, tasks, and any communication is updated daily and students are given an opportunity to use their agenda for organization and sharing their learner with their families
- Check books for parent signature
- Contact parents if, after discussion with the student, there are challenges with using and bringing the agenda to and from school.

OTHER COMMUNICATION

WEEKLY S'MORE

The school bulletin (smore) is emailed weekly and will keep you informed of events and will provide you with information about the operation of the school, and give you ideas on how you can help support your child's learning. If you have any suggestions or comments about the school bulletin, please contact the Principal.

SCHOOL WEBSITE

Check out our website for additional information at ola.eics.ab.ca

SOCIAL MEDIA

Follow OLA School on our Facebook page

Follow Our Lady of the Angels Catholic School Instagram

SCHOOL ASSEMBLIES

We gather as a school community to pray, celebrate, and "Spin the Wheel" to recognize students/staff and share upcoming information. Dates and times of assemblies are posted in the Weekly s'more.

GRADE 4 STUDENT LEADERSHIP

We are very proud of our commitment at OLA of providing opportunities for and developing leadership skills for our grade four students to lead and serve like Jesus. Every grade four student is invited and encouraged to participate and share their passions, faith, and gifts with our school community.

SCHOOL COUNCIL

The School Council gives parents or guardians of our students an opportunity to provide input into their children's education. They help to develop an atmosphere of mutual coordination through active participation in the school. All parents are automatically members of the School Council and may run for executive positions as needed. School Council Minutes can be found on the school website. Watch for upcoming meeting Dates in the s'more!

PARENT INVOLVEMENT

Parents are very active in our school community, supporting learning and being a part of school events and activities. We encourage you to be involved in your child's education and welcome you at the school.

Here are some ways to get involved:

- Attend School Council Meetings
- Volunteer for field trips
- Volunteer for Track and Field Day
- Volunteer for other special events and/or services
- Fundraise for special projects

Parents/guardians wishing to volunteer must complete a Criminal Record Check, Child Welfare Check, and sign a Confidentiality Agreement Form. This is in accordance with EICS policy.

Contact the school office for details.

NUTRITION

****PLEASE NOTE: OLA IS A NUT AWARE SCHOOL****

As some students have severe allergic reactions to all types of nuts, please do not bring nuts or products containing nuts to the school.

ALLERGY AWARENESS

Because foods such as nuts can cause severe, life-threatening reactions in some people, as a courtesy, we ask that you:

- Plan to not send food items that contain nuts (peanut oil) and/or food items that may cause an allergic reaction in others.
- On occasion, classroom activities involve a meal or a snack. If your child has an allergy or a condition related to food, it is the parent's responsibility to communicate with the teacher and ensure that alternate food arrangements are made.
- OLA has a no food sharing policy to further protect our students. This relates to students sharing with each other and bringing food for the class for special occasions, such as birthdays, etc.
- Wash your hands if you eat food that may cause an allergic reaction before coming to school and throughout the day.

Thank you for helping to provide a safe environment for all students, staff and volunteers.

NUTRITION PROGRAM

Students at our school may choose to eat a nutritious snack in the morning provided by the school nutrition program.

Our program encourages healthy eating, ensures students come to class prepared to learn, and supports positive nutrition habits, which help improve academic achievement.

APPLE ALLY SCHOOL PROGRAM

Our school work is proud to promote healthy living for all members of our school community. We work with APPLE Schools to help build a healthy community. The organization strives to inspire and empower school communities to be leaders in their journey to health by recommending and supporting evidence-based, sustainable changes. Go to [APPLE Schools](#) to learn more.

STUDENT PROGRESS AND REPORTING

Our school division has adopted the principles of assessment for learning. This has involved the evolution of new assessment techniques that encourage students to take responsibility and be more engaged in the learning process. Over the course of the year students will be assessed through a variety of formative and summative tasks. Our students will receive 2 report cards, one in January and one in June. Student progress will also be reported during the year through Parent–Student-Teacher conferences in the Fall and the Spring. Student report cards will be available through the PowerSchool website: <https://powerschool.eics.ab.ca/public/home.html> by using a regular login and password. Please contact the school office if assistance is required.

HOMEWORK

Homework is an extension of the students' daily activities. The amount of time each student will spend doing homework may vary according to grade, ability and study habits.

Children in Cogito Academy receive daily homework assignments that reinforce concepts taught at school. Children in the mainstream program may still have homework, which may arise for the following reasons:

- A. Students were unable to complete their assignments in the allotted class time
- B. Students have been absent
- C. Students have been on family vacations during regular school time
- D. Teacher-directed assignments to be completed at home

Students experiencing difficulty mastering concepts may be asked to practice at home with the help of a parent. Some highly motivated students may request home projects in order to extend their present knowledge and skill level. As part of a student's routine, home reading should be a daily and a positive experience!

Communication with your child's teacher is encouraged if more specific information about homework is required.

LIBRARY/LEARNING COMMONS

We have a wonderful learning commons with a large selection of books. Books may be kept for a period of one week and may be renewed if necessary. A book must be returned before another one may be borrowed. Students are responsible for lost or damaged library books. Replacement costs are required for lost or damaged books. There will be Scholastic Book Fairs throughout the year (fall, spring and year end) watch for upcoming information.

FIELD TRIPS

At various times in the school year, teachers may plan to take students on field trips off school property in order to enhance the learning experience for the students. An Annual Field Trip Consent Form needs to be completed online (PowerSchool) at the beginning of the school year. This form needs to be completed before the student can attend the trip. Teachers will send home a letter providing the details of any field trip. For those trips that may hold a higher level of risk an additional consent form will need to be signed by a parent/guardian and returned to the teacher. Field trips are not necessary for the completion of the curriculum. Therefore, participation in them is a privilege. Student behaviour will be considered prior to any field trips. Rules for school behaviour are to be followed on all field trips. Fees will be charged for the field trip. You will have a choice to opt out of the trip or program. Please speak to your child's teacher with any questions related to planned field trips throughout the school year.

2024 - 2025 Demographic Validation Form

All returning students are required to fill out the **2024-2025 Demographic Validation Form**. Having the most up-to-date information about our students ensures that we receive all available funding to support your child's learning as well as current information to reach you during the day if necessary.

If you have not already done so, we ask that you please complete this form in PowerSchool.

You can follow these steps to access, review and submit the form:

1. Log into PowerSchool at <https://eics.powerschool.com/>
2. Under the "Forms & Fees" menu click "School Engage Student Forms"
3. Students - Select your child's name (please complete one form for each child)
4. Click on the word "New" beside the form name **A.8) 2024-2025 Demographic Validation**

Video tutorial link (**from 2021-2022) on how to complete the form

<https://www.eics.ab.ca/parents-and-students/powerschool-log-in>

ENHANCED EDUCATION FEES

Student enhanced education fees are due at the end of September. Additional fees may apply for added field trips or extracurricular events. Please speak to the school Principal if there are financial concerns regarding school fees.

There is a district process in place to support families who may be struggling financially. The Fee Waiver Form can be found on the district website www.eics.ab.ca or contact the school office to obtain a form.

TECHNOLOGY

Digital Device Policy

Our Lady of the Angels Catholic School supports our children's physical, mental and spiritual well being. Therefore, we are establishing clear boundaries for our students regarding Personal Communication Devices (PCD) (cell phone, tablet, iPad, Smartwatch, gaming device, etc.). The purpose of this policy is to ensure learning takes place in an environment with fewer distractions and maximize student in person engagement.

- During school hours, 8:35 am - 3:14 pm, and on school property, students will not have access to any digital devices not part of our Grade 4 One-To-One program (Chromebooks and laptops). The only exception, students with a diagnosed medical condition or an identified inclusive-educational need in collaboration with the school.
- All communication (absence, sick, pick up, etc) with parents **must go through the office**. We ask for support to not text or call your child during instructional time. If there is an emergency, and you need to contact your child, please call the office first.
- Students are strongly encouraged to not bring any devices to school. Should a student bring technology, they are required to store them securely in their backpacks during school hours and remain off.
- Students who violate the technology policy may have their device confiscated, parental notification, or disciplinary action depending on the severity and frequency of the violation.
- We do not assume any responsibility for the safety, security, loss, repair or replacement of student's personal devices brought to school.

For Reference:

[One-To-One in EICS](#)

Please note that personally owned devices are not required for Grade 4 students in Cogito.

STUDENT RESPONSIBILITIES

At OLA Catholic School, we work to create a warm and friendly atmosphere, which we feel is a necessary characteristic of a Catholic school and conducive to positive learning and student success.

Further to the Education Act, Section 31, a student, as a partner in education, has the responsibility to:

- 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 behaviour 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 other services,

h) be accountable to the student's teachers and other school staff for the student's conduct, and

i) positively contribute to the student's school and community.

DISCIPLINE WITH DIGNITY

At OLA Catholic School, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

At OLA Catholic School, we believe in the responsibility model of discipline. By implementing appropriate and progressing consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviours, their choices, and their impact on others while still maintaining their dignity. Discipline matters will be handled on a case by case basis.

OLA Expected Behaviour Matrix

	Respectful/ Engaged Thinker	Responsible/ Ethical Citizenship	Safe/ Evangeliser	Successful/ Entrepreneurial Spirit
Classroom	<ul style="list-style-type: none"> • Use kind words • Listen when others speak • Share/Cooperate with others • Respect and celebrate differences • Respect individual as well as others' belongings 	<ul style="list-style-type: none"> • Follow classroom expectations • Keep your space neat • Be honest • Take care of your personal space 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Sit in your seat properly • Use classroom tools appropriately • Respect others' boundaries 	<ul style="list-style-type: none"> • Try your best • Ask for help when you need it • Take a break when needed • Actively participate
Hallway	<ul style="list-style-type: none"> • Walk quietly • Follow the Teachers expectation • Inside voice, classes are learning 	<ul style="list-style-type: none"> • Stay in a single file line • Fill up water bottle and go back to classroom • Look with your eyes not with your hands 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Stay in your space • Respect others' boundaries 	<ul style="list-style-type: none"> • Go directly to your destination.
Washroom	<ul style="list-style-type: none"> • Stay in your stall • One per stall • Give privacy to others • Use inside voices 	<ul style="list-style-type: none"> • Report problems to an adult • Wait your turn • No playing in the sinks 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Flush the toilet • Wash your 	<ul style="list-style-type: none"> • Keep the washroom clean

	<ul style="list-style-type: none"> One person at a time 		<ul style="list-style-type: none"> hands with soap 	
Lunch time	<ul style="list-style-type: none"> Use inside voices Use kind words Listen to the supervisor 	<ul style="list-style-type: none"> Throw out your garbage 	<ul style="list-style-type: none"> Stay in your seat Keep hands and feet to yourself. Don't throw garbage away until end of lunch when the bell rings Wash desk after lunch 	<ul style="list-style-type: none"> Keep your space clean Keep your classroom clean
Outside	<ul style="list-style-type: none"> Use kind words Take turns Share with others Play fair and be a good sport Help others when needed Listen to others Look Out for One another; no one left behind 	<ul style="list-style-type: none"> Report problems to an adult Line up when the bell goes Return all equipment Get off equipment when bell rings 	<ul style="list-style-type: none"> Use equipment safely Keep hands and feet to yourself. 	<ul style="list-style-type: none"> Have fun!

Respectful (Engaged Thinker)	Responsible (Ethical Citizenship)	Safe (Evangeliser)	Successful (Entrepreneurial Spirit)
<ul style="list-style-type: none"> -regard for others' feelings, rights, and traditions -whole body listen -ask questions -stay on task -be organized 	<ul style="list-style-type: none"> -when in a group think of others be respectful -get along with others -make responsible choices 	<ul style="list-style-type: none"> -be the hands and feet of Jesus -show kindness -share the love of God 	<ul style="list-style-type: none"> -set goals -work hard when things get tricky -hand in their best work

Christian Leadership Award: This award is presented to a student who shows an openness for all students, is filled with joy and humility, and treats others with kindness. This student demonstrates a strong and consistent Christian attitude in their daily life as it is shared through their interactions with students, staff, and parents throughout the school. This student demonstrates leadership, kindness, helpfulness, and a willingness to cooperate. They are also thoughtful and considerate of the feelings of others. They act in a way that helps us see and experience the teachings of Jesus.

Our GOAL:

To continue to build a safe and caring culture within our school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are unacceptable.

Bullying is:

- When a person is the target, overtime, of repeated negative actions.
- When one person has more power, the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

SCHOOL BUS BEHAVIOUR

When riding the school bus, students are expected to follow all bus rules. The bus driver is responsible for student safety and has full authority to set the rules for the bus. Students who behave in a manner that breaks the rules or jeopardizes the safety of the buses may lose their bus privileges.

SCHOOL SAFETY

All members of the school community have the right to be safe and feel safe in a respectful, focused school environment.

SCHOOL VISITORS

Parents and visitors are always welcome. In order to ensure the safety of the students and staff we would like to please ask all visitors to sign in at the office. Lunches and other items that are forgotten can be dropped off at the school office. All students will be called to the office to pick up their items. This will help reduce classroom interruptions to instructional time.

SCHOOL EMERGENCY AND CRITICAL RESPONSE

In the event that an emergency arises, staff will follow strict guidelines laid out by School Board Policy. Students will practice several different emergency drills throughout the year including, fire, lockdown, external emergency (severe weather).

THREATS TO SCHOOL SAFETY

In order to facilitate a common understanding among all community partners, school boards, police services, Emergency Medical Services, and fire safety officials are using the following terminology:

- Shelter in Place – used for an environmental or weather related situation where it is necessary to keep all occupants within the school (protecting them from an external situation). Examples are chemical spills, blackouts, or extreme weather.
- Hold and Secure – used when it is desirable to secure the building due to a threat outside the building but not related to the school. For example, a robbery occurred near the school but not on the school property. School functions normally with all exterior doors locked until the situation is resolved.
- Lockdown – used only when there is a major incident or threat of violence with the school. Two lockdown drills will occur each school year.
- Evacuation – used in the event that students and staff must leave the school building due to some environmental concern in the school. Example: fire or gas leak in the school.

INCLEMENT WEATHER

In the cases of INCLEMENT WEATHER, the school will remain open. However, bus runs may be cancelled. In the event of a late bus, cancellation or

emergency, an automated call out system will be used to contact parents.

MEDICAL

MEDICAL FORMS/MEDICATION ADMINISTRATION

Students that require medication to be given at school must complete the Student Focused Medication Management Plan. This form is required yearly. We use this important information to alert any staff members, including substitute teachers, of any existing medical needs we need to be aware of. If your child requires medication at school you must fill out the medical form with all relevant information related to the medication.

If under exceptional circumstances, a student who must receive medication prescribed by a medical practitioner during the school day or during an extracurricular/field trip activity, the following procedures will apply:

- a) The parents must complete the “Medical Status Update/Request for Medical Treatment Form.” This form is available online (PowerSchool Parent Portal).
- b) The request must include written instructions as to how to administer the medication and submitted by the parent.
- c) Only the administration or a designated staff member shall administer the medication.
- d) The principal has the right to reject requests for administration of prescription medicine (e.g. injections or other applications of which staff may not be qualified/trained to handle or administer.).
- e) As per administrative policy, staff are not permitted to administer non-prescribed medications or any over-the-counter medications such as Tylenol, Benadryl etc.

To complete this form log on your Powerschool account, under School Engage Student Forms, complete a *B.2) 2024-2025 Medical Status Update/Request for Medical Treatment*.

If your child requires use of an EpiPen, please make sure this is filled out by September 16th, 2024. Please submit all other medical forms by Friday, September 20th, 2024. If your ch

Please note:

- All medications, even over-the-counter medications such as Tylenol, Benadryl etc. require a label from the pharmacy
- the submission of a Medical Form is required prior to medication being sent to the school

STUDENT SUPPORT TEAM

Our Student Support team assists students with their spiritual, academic, social and psychological needs by providing:

Collaborative Response Coordinator: Andrea Boyle

Family Wellness Worker: Eleanor Heesing

Chaplain: Andrea Perry

Our student services department and school administration may assist students with.

- Difficult issues such as personal and family relationships
- Program accommodations
- Test anxiety and Study Skills
- Remedial reading, writing or math
- Enrichment programming
- Course and exam modifications
- Spiritual issues and struggles
- Social issues

SCHOOL LIAISON OFFICER

The School Liaison Officer Program is a cooperative program between our school division and the City of Fort Saskatchewan RCMP. The Constable works as a liaison to students, staff, and parents in solving problems that may arise at school, at home, or Elsewhere. Our Constable this year is Cst. Lauren Mowbray.

PARISH INFORMATION

Our Lady of the Angels Parish

10004 - 101 St.

Fort Saskatchewan, AB T8L 1V9

Phone: 780-998-3288

Pastor: Rev. Carlos Nunez

Associate Pastor: Rev. Kuyili Abraham Durai, SAC (FR. Abraham)

E-mail: olangels.ftsask@caedm.ca

Website: <http://www.olafortask.caedm.ca>

Archdiocese of Edmonton: <http://www.caedm.ca/>