

**Our Lady of the Annunciation
Catholic Elementary School
2023-2024**



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<https://www.wecdsb.on.ca/oloa>

Building communities of faith, hope and service

Our Lady of the Annunciation School Prayer

Dear Heavenly Father,

Thank You for our family who love us faithfully, for our friends who make us feel special and for us. We are strong, healthy, and unique creations of God.

Help us every day as we learn more about your love. Encourage us to keep our environment clean, to preserve our trees, and to save our endangered species. Inspire us to believe in ourselves, to be the best that we can be. Teach us to work cooperatively with others, and to comfort those in need. Guide us Lord, as we follow
in Your footsteps at
Our Lady of the Annunciation School.

Amen.



The Feast of the Annunciation: March 25th

THE WINDSOR- ESSEX CATHOLIC DISTRICT SCHOOL BOARD MISSION:



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Strategic Priorities 2020-2024



Mission Statement

In keeping with the virtues of our Catholic faith, we are called to **KNOW** every student, to **INSPIRE** them to follow the example of Jesus, and to **EMPOWER** them with the knowledge and skills they need to live purposeful, meaningful lives.

Vision Statement

Building communities of faith, hope and service

KNOW

To welcome, embrace and educate every student in our care

INSPIRE

To guide, nurture and support our students on their faith-filled journey

EMPOWER

To enable all students to become confident, caring and responsible citizens

SCHOOL BELL TIMES



Supervision Start	9:00 a.m.
Morning Entrance	9:15 a.m.
First Nutrition Break	10:55 a.m. - 11:35 a.m.
Second Nutrition Break	1:15 a.m. - 1:55 p.m.
End of day Dismissal	3:35 p.m.

SCHOOL YEAR CALENDAR wecdsb.on.ca/schools/calendar

* These are the school times at the time of printing. Circumstances may arise which may necessitate slight changes in the times. Families will be made aware of such changes.

STUDENT SAFETY

Reporting Absences and Lates

Regular and punctual attendance contributes greatly to a student's success at school. If your child is to be absent or late, please send a note with a sibling or call the school (an answering system is available after hours) and give the following information:

-
- **Your child's name**
 - **Teacher's name**
 - **Reason and length of absence**
-

In the event where a phone call (or note) to the school has not been received, the school will make every effort to contact the parents of an absent student (either at home or work) as soon as possible. Students arriving late must report to the office first in order for their name to be removed from the absentee list prior to going to class.

As part of our Board's safe arrival program, once the daily attendance is sent to the office, the school must attempt to contact the caregivers of all students marked absent. **On days when bus transportation is cancelled, parents of bus children are still required to advise the school of the absence if not attending school.**

When necessary, parents will be contacted due to patterns of absenteeism/lateness or an unexplained absence/late. The principal/teacher designate will send a letter to the parent or guardian expressing reasons of concern if regular absences occur.

In the event of chronic absenteeism, the School Board Attendance Counsellor will be notified.

NOTE: In order to keep our records current, it is important that the school is informed of any changes in address and contact telephone numbers, including work numbers, and emergency contact numbers.

ARRIVAL TO SCHOOL

Supervision begins at 9:00 a.m. Students arriving prior to this time are not supervised. If you require your child/ren to be dropped off earlier, you will need to register them at our before and after school Latchkey day care.

LEAVING SCHOOL EARLY

Students are asked to bring a note signed by one of their parents if they need to leave school early for an appointment. This note is to be submitted to the classroom teacher who will inform the office. A phone call to the school office is also sufficient.

Children are required to wait in their classroom until their ride arrives.

PICKING UP AND DROPPING OFF STUDENTS

Students dropped off at school must make their way directly into the school through the main entrance front doors. ***Students being picked up at the dismissal bell will exit through the front gate near the gymnasium.*** Please wait for them outside the school. Walkers and bus students will exit through the front doors.

AFTERNOON ATTENDANCE

Afternoon attendance for students is taken after the second nutrition break and at the beginning of the third 100-minute instructional block which is at **1:55 p.m.** at OLOA.

PARKING LOT

The school does not have a designated parking lot. The former church parking lot can be utilized for dropping off or picking up your child. The area immediately in front of the school is a bus loading zone and must be kept clear for buses.



VISITORS

Parents/guardians will be allowed to enter the schools at this time. Communication between parents/guardians and teaching staff and/or administration will be through phone calls, email, or video conferencing.

If you are sending someone to pick up your children, please inform the office of this intent. The safety and security of our students is of paramount importance. This procedure is in effect to make OLOA a safe place for everyone!

WHEN YOUR CHILDREN ARE ILL

We ask that you keep your children home if they are not feeling well. If your child feels ill early in the morning, please make necessary care-giving arrangements and refrain from having your child return to school until they are well enough to participate actively. Our days are very full and do require a healthy energy level. Please give precedence to your child's health and comfort, in addition to respecting the health of others in the building.



STUDENT MEDICATION

Whenever possible, all medications should be administered at home. **If it should become absolutely necessary for the school to administer medication, please obtain the appropriate form from the office. Once the form is completed by a physician, return it to school.**

MEDICATION WILL NOT BE ADMINISTERED WITHOUT THE CORRECT FORM.

For the protection of all the students, an adult must deliver your child's prescription to the principal, teacher designate or secretary. **Do not send any medication to school with your child.**

Board policy is very explicit; we cannot dispense medication unless it is prescribed. The medication must be packaged in the original container as supplied by the pharmacist. The package must be clearly labelled with:

- the child's name
- the name of the drug
- the date of purchase- instructions for storage and administration
- prescribing Physician's name

Only if these steps are followed, will school staff be allowed to dispense prescription medication.

If your child has contracted chicken pox, measles, smallpox, scarlet fever or mumps, please contact the school, as we must report these cases to the Health Unit.

INCLEMENT WEATHER

Early Entrance

It is beneficial for our students to be outside during all recess times to exercise, socialize and enjoy the fresh air. However, during inclement weather, (i.e., raining, extremely cold, windchill etc.) students will be admitted into the school. The principal or a teacher designate will determine when the students will come into the school.



Radio Stations

So ... are the buses running?

If inclement weather jeopardizes safety, school board provided transportation may be cancelled and/or schools closed. You are urged to listen to the radio stations listed below to determine if buses are running, delayed, or cancelled. They will be informed between 6:30 a.m. - 7 a.m. if buses are cancelled or if schools are closed. **You still must call in your child's absence on fog and snow days whether your child walks, takes a bus or gets driven in.**

A.M. STATION: CKLW-800

WEB: www.buskids.ca

Search "Bus Planner delays" on iTunes or Google Play. Then use the Access Code "wests" and verify.

PLEASE REMEMBER, DURING INCLEMENT WEATHER THE CAREGIVER MAKES THE ULTIMATE DECISION OF SENDING A CHILD TO SCHOOL.

SAFETY MUST ALWAYS BE THE FIRST CONSIDERATION.

LUNCHTIME

At this time, dropping off lunches at the office is allowed. Sharing of food is strictly prohibited due to student allergies. Nutrition/third party programs and non-institutional food events will take place during the second nutritional/activity break only, which is from 1:15-1:55 p.m. at OLOA.

Most of our students remain at school for lunch. The following are expectations for all lunch students to follow:

- students must remain seated while eating
- students are asked to observe good manners and to be mindful of others
- students must clean up their own area after eating and place all garbage in the containers provided
- use normal speaking voices (no shouting) and respectful language when talking to one another
- be cooperative and courteous to all supervisors



Students who contravene lunch rules will receive appropriate disciplinary action. If the behavior persists, the privilege to remain at school during lunchtime will be removed. As a result, parents will have to make alternate plans for their child.

SILVER ECO CERTIFIED SCHOOL



We recycle pop cans and paper/cardboard by depositing them into recycling containers.

Parents, please help us to be more environmentally friendly by packing 'garbage free' lunches. Ask your children what they like to eat - sometimes food is thrown away because children are given too much to eat. Remind children to pick up garbage and dispose of it properly. Together, we can make a positive difference to our environment!

USE OF THE OFFICE TELEPHONE

The school has two telephone lines that are required by staff on a daily basis. Please know that **students are permitted to come to the office to use the school phones to call home if needed.**



OLOA PERSONAL ELECTRONICS POLICY



On a 'normal' school day, electronics, such as Smartphones, personal iPads, etc. will not be permitted on the school premises unless powered off and in their backpack. If a student is openly in possession of such a device at any time, it will remain at the principal's office until the end of the day. In some cases, a parent will be notified to pick it up.

LOST AND FOUND

Over the course of the school year, many items are lost and found. Labelling items with the student's name greatly assists in returning the items quickly.

However, items not labelled are kept in a container in the office. We encourage students and parents to check the lost and found first if something has gone missing.



PARENT VOLUNTEERS

Parental involvement in school life will result in greater personal and academic achievement for the students. Parents are welcome to contact the school to inquire about volunteering in many capacities such as joining our Catholic School Advisory Council.

CLASSROOM EXPECTATIONS

The teachers and staff at Our Lady of the Annunciation Catholic School believe that every student wishes to be a successful learner. The teacher's classroom expectations and regulations are explained to students in the first few days of school.



Disruptive student behaviour is defined as an act which interferes with the educational program or interferes with an individual's right to learn. Students directly involved in such disruptive behaviour will face disciplinary action according to the Progressive Discipline process.

A teacher may remove a student from class when the behaviour is so unruly, and disruptive that it seriously compromises the learning environment.

PLAYGROUND RULES

- Staff members supervise playground activities and insist that safety rules are followed at all times. Children who do not follow the safety rules will have their playground privileges temporarily revoked.
- Students are to obey and show respect to the staff members on supervision duty.
- Intrusion in other children's games is not allowed.
- Students must remain on school grounds at all times.
- Snacks must be eaten in classrooms and not outside during recesses.
- Skateboards and roller blades are not allowed.
- All play equipment must be used in a manner for which it is intended.



SCHOOL SPIRIT WEAR ATTIRE

Our school spirit wear will be worn every Wednesday, unless another school event falls on Wednesday. School spirit wear is optional, it is not mandatory, however we encourage our students to show their Eagle pride!

GYM CLOTHING

Physical Education is a very important part of the school curriculum. Students will know their gym schedule and should wear proper attire for activity on those days. This includes wearing running shoes for gym classes.



BUS TRANSPORTATION RULES/BEHAVIOUR

- Students must be on time to board the bus at their **designated** bus stop
- Students must be courteous and respectful to the bus driver and other students
- Students must **always remain seated** while the bus is in motion
- Bus Driver Reports of student misconduct may lead to suspension of bus transportation privileges

EAGLE AMBASSADORS

People judge our school community by what they hear us say and by what they see us do; therefore, we accept the responsibility of being a positive reflection of our school. Behaving in a manner indicative of Jesus' teachings, reveals OLOA in a very positive light.

In our immediate neighbourhood, we respect the property of others and set an example by not littering; when we are able, we do that little extra to keep our neighbours' property and our school yard something of which to be proud. Being considerate of others, as well as careful about how we present ourselves publicly on outings or at athletic events, will instill in all of us a strong sense of pride.

The development of strong Christian character is of paramount importance to all caregivers associated with the OLOA School community. Although it is primarily the students' responsibility, we as adults are here to mentor and support them along the way.

HEAD LICE

The problem of head lice is a recurring one in schools. ***If you discover that your child has lice, please inform the school.*** Staff may check for further cases of lice in the classrooms involved. If your child is found to have lice, a *Confirmation of Treatment* form will be sent home to be filled out and returned so that your child can be re-admitted to class. Having a Lice and Nit Free policy in our school is the only way to combat this problem. Please support us in enforcing this policy.

PERSONAL PROPERTY

Students are encouraged to keep their personal property at home. If items are brought to school, it is the responsibility of the student to care for the items. We cannot assume responsibility for lost, misplaced or stolen toys, books, etc. Bicycles, scooters, need to be locked at the bike rack. Furthermore, bicycles, scooters, skateboards, etc., **MUST** be walked once the student reaches school property.



COMMUNICATION PROCEDURES

From time-to-time students and teachers may have a difference of opinion. When these situations occur, it is very important that we all keep an open mind and communicate with one another in a respectful manner. Simply talking things over will, most often, clear up any issues.

Outlined below are the steps to follow should a problem arise:

1. The student or parent should contact the teacher first for a discussion.
2. If the result from the discussion with the teacher is unsatisfactory, then parents should arrange a meeting with the principal.
3. If a satisfactory resolution to the disagreement is not reached with the principal, a conference with the parents, teacher and principal may be arranged.
4. If after step 3, the conflict is still unresolved, the parent, and/or principal may discuss the matter with the appropriate board superintendent.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REQUIREMENTS

Work done by students is regularly displayed in the school and may be displayed in local public buildings or in newspapers. As well, pictures are periodically taken by school staff, parents, and community media personnel, using both still and video cameras.

Please notify the principal if you do not wish your child to be photographed or to be identified in these types of displays.

PROGRESSIVE DISCIPLINE AND SUPPORTING POSITIVE BEHAVIOUR

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students make good choices.

PROGRESSIVE DISCIPLINE

Positive Reinforcement: When a student displays positive behaviour, the staff will make every effort to acknowledge this with respect and reinforcement in order to develop and enhance the student's self-esteem.

Reminder: Misbehaviour may result in the staff explaining to the student what was inappropriate and giving guidance and assistance to promote improved behaviour.

Warning: Misbehaviour may result in the child being counseled by the principal/vice-principal. Misbehaviour will be monitored and logged. The child may be required to perform a task that reinforces the acceptable behaviour.

Communication with Parents: Parents will be informed of concerns in order to improve the child's behaviour.

Removal of Privileges: Misbehaviour may result in the removal of appropriate privileges (e.g. recess time, team sports, and field trips).

Detention: Misbehaviour may result in the student spending a suitable amount of time segregated from the other students during recess or lunch. Here, appropriate work may be assigned. During a detention, the student may be asked to perform a service for the school, such as tidying supply rooms, picking up litter, or putting away supplies. Parents will be notified of any discipline.

For students with special education needs, interventions, supports, and consequences will be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

SAFE SCHOOLS

Please refer to the WECDsb board website; <http://www.wecdsb.on.ca> to access board policies and information about Safe Schools.

SCHOOL INFORMATION/COMMUNICATION TOOLS

Please note there are various ways for you to receive information about school events, activities, lunch days etc!

SCHOOL FORMS AND LETTERS

- Please ensure that you always check your child's backpack or ask your child whether they have anything that was sent home from the school.

SCHOOL SYNERVOICE/ EMAIL

- Households will mostly receive an email message for any important information/updates etc. Email messages will always be after 4:00 PM. **Please ensure the office has an updated email contact.**
- Sometimes, if need be, Households will also receive a synervoice message via phone lines for any important information/updates etc. Synervoice messages will always be after 5:00 PM.

SCHOOL WEBSITE

- <https://www.wecdsb.on.ca/oloo>

SCHOOL TWITTER (Now known as X platform)

- <https://twitter.com/olooeagles>

SCHOOL FACEBOOK

- <https://www.facebook.com/Our-Lady-of-the-Annunciation-Catholic-Elementary-School-155221163332423>

SCHOOL INSTAGRAM

- [olooeagles](#)

