



ÉCOLE CAMILLE  
J. LEROUGE SCHOOL

**STUDENT HANDBOOK**  
**2022-2023**

## **WELCOME TO ÉCOLE CAMILLE J. LEROUGE SCHOOL**

Welcome to École Camille J. Lerouge. We are looking forward to a year of new challenges and experiences. We begin the school year by welcoming all our families to the 2022-2023 school year.

This handbook is designed to provide a brief overview of life and expectations at École Camille. We encourage you to read through this handbook and become familiar with what is happening at our school. We expect to have a student population of approximately 650 and a staff of approximately 55. We offer a variety of curricular and extracurricular programs to meet the needs of those in our school.

École Camille exists for two main reasons – to make Christ known to children and to educate children according to the School Act. As educators, parents and students, we work together in a spirit of Christian unity.

Our priorities for this school year continue to be:

- Teach foundations of Catholic beliefs.
- Strive for excellence in academic achievement.
- Continue to make our school a safe and caring place.

Please take every opportunity to visit our school. Your child will continue to grow and have wonderful memories of school with your involvement. We look forward to sharing our Christian journey with you.

### **Commitment to Catholic Education**

In addition to regular Religion classes, the school promotes a commitment to the Catholic community through a variety of classroom, school wide and church celebrations (and masses). Sacramental preparation is done in cooperation with parents and the parishes in the following grades:

Grade 1 – Baptism Retreat

Grade 2 – First Eucharist and First Reconciliation

Grade 6 – Confirmation & Retreat

As part of the Religion Program, students in Kindergarten - Grade 9 receive family life education. The program stresses Catholic morality and encourages a keen understanding and respect for self and others.

### **French Immersion**

Our French Immersion Program is an alternative education program, from Kindergarten to Grade 9, available to families from across the city. Grade 10-12 French Immersion is offered at École Notre Dame High School. The main concept is to “immerse” the child in the French language during the school day. Formal English language art skills are introduced in Grade 3.

French Immersion gives children the opportunity to become fluently bilingual at a time in life when language is assimilated easily.

### **Camille J. Lerouge**

On November 18, 1968, the high school Camille J. Lerouge Collegiate was opened in Red Deer. The school was named after Camille J. Lerouge, a strong advocate for Catholic education. He was born in Lille, France in 1893 and moved to Red Deer in 1907.

Camille J. Lerouge served on the Catholic School Board for 34 years, first being elected in 1917. He was named secretary-treasurer in 1924 and held the position continuously until 1951. Mr. Lerouge also served on the parish council of Sacred Heart for many years. In 2003, our students helped Mrs. Camille Lerouge celebrate her 90<sup>th</sup> birthday.

### **École Camille J. Lerouge School Philosophy**

#### **Mission:**

École Camille J. Lerouge School is a Catholic, French Immersion community.

We believe that Catholic education is guided by the light of Christ. By immersing children in a French environment, we inspire a love of learning while fostering meaningful connections and creating authentic classroom experiences. We empower our students to develop their unique gifts and talents so they may let their light shine throughout the world.

#### **Vision:**

Guided by Christ, we inspire our students to let their light shine by becoming faith-filled, French learners who build connections and value their education.

#### **Our motto is:**

“LAISSE BRILLER TA LUMIÈRE”

“LET YOUR LIGHT SHINE”

### **Principles of Practice**

We honor our children. Red Deer Catholic schools are child-centered communities. We celebrate each student as a unique child of Christ through our love, care and respect.

We provide a safe and secure environment. Children feel safe and secure in our schools. We provide an environment of belonging for all children through gospel-centered communities of hope

We live and proudly proclaim our Catholic Christian Faith. Our Faith permeates our thoughts, words and deeds as we model Jesus, serving children first.

We provide quality education in a Catholic environment. Our schools maintain high standards of academic achievement while fostering lifelong faith development.

We pray as an educational community. Our Catholic Christian education system reflects the communion of home, school and Church providing daily opportunities for prayer and celebration of our Faith.

We practice servant-leadership. Our staff are committed members of our Faith community who serve the family, school and Church. We focus on our mission through clarity of purpose. Our Catholic Christian Faith is clearly and consistently communicated and supports our unique and distinct ministry.

We value our staff. Our staff members are an integral part of our community and we affirm their ministry and life long journey.

## **SCHOOL INFORMATION**

### **Absences/Late**

All students must attend school as per the Alberta School Act. It is the parents' responsibility to notify the school when your child is absent from school. Our number 403-347-7830 is available 24 hours to take your call.

### **Accidents**

Minor scrapes and cuts are treated in school. If there appears to be any doubt about the seriousness of an accident, parents are contacted. If we are unable to contact the parents, the school will use its discretion to get medical attention including calling an ambulance when deemed necessary.

### **Bill 10**

Red Deer Catholic Regional School Division is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. They will keep their communities informed as these groups are established by placing notices in their newsletters/websites.

### **Bullying**

Effective February, 2007, the City of Red Deer Community Standards Bylaw #3383/2007 defines bullying as: "Verbal or physical abuse, threats, taunts, teasing, name calling or repeated abusive communication, direct or through any medium whatsoever." Anyone, over the age of 12 years old, found guilty is liable for a fine of up to \$1000 and, in default of payment, imprisonment of up to 6 months. For more info, please see the bullying website:

<http://www.reddeer.ca/Keeping+You+Informed/Community+Standards+Bylaw.htm>.

The RCMP complaint line is 403-343-5575.

### **Bussing**

All students who ride the bus are expected to cooperate with the driver for the safety of the passengers. Disorderly conduct, rowdiness, and lack of cooperation may result in bus privileges being removed. The following offences are grounds for immediate suspension of bus riding privileges:

1. Weapons of any sort; such as the use or carrying of knives, lighters, sticks, or any sharp object.
2. Drug usage or possession.
3. Vandalism to the bus.
4. Throwing items out the bus window.
5. Defiance with driver or other students.
6. Any form of harassment against other students.

### **Cafeteria**

École Camille J. Lerouge boasts a wonderful cafeteria service that is open at lunchtime. Through this venue, a healthy hot lunch program, for all students, is available. Orders can be made online! Register @ <https://camille.hotlunches.net>, access code = ECJL. Also online order forms are available on the website as well as for students to walk up at lunchtime for "everyday items".

### **Cell Phones**

Cell phones are to be 'off and away' in lockers during all class times. If any phone is seen or heard in class, the students phone will be taken to the office where it can be picked up at the end of the day. This will include phones tucked in clothing, in bags, or in binders.

Confiscated phones will be returned to students at the end of the day in the first and second instances. Should there be a third occurrence, a call will be made home requiring a parent/guardian to come in and collect the child's phone.

Students are still able to use their phones prior to school, during lunch, and after school. We would appreciate it if you would contact your child during these times and call the office if there is an emergency to please contact the office directly at 403-347-7830.

### **Clubs & Activities**

There are a variety of clubs and activities available in the school to enable students to pursue interests of their choice. These may include: various sports teams, skiing, jazz band, choir, Edge-faith leadership, Healthy Relationships Group, Rainbows.

We also welcome any parents who are interested in assisting us in this area. If you have an idea for a club that could run during the noon hour or after school... or if you are interested in assisting our teachers coach one of our sports teams, please contact us!

**Please Note:** Elementary clubs take place during our lunch recess.

### **Closed Campus**

Students need to stay on the school campus at all times throughout the day. We do not permit any students to leave the building, on their own accord, throughout the day.

An adult must personally sign out their child if the student must leave school for personal reasons. If your child is sick, the office will call to notify you. Except for school matters, ALL students must be signed out by an adult at the office when leaving the school.

### **Cold Weather**

Our students go out for recess in all types of weather. **During the winter time all students go outside, for a portion of the recess break, when the temperatures are warmer than -25, with the wind chill, according to the Environment Canada website.** Shorter periods of time outside will occur when the weather is quite cold but it is expected that all students dress appropriately for weather conditions.

Please mark items such as snow boots, running shoes, mittens, coats, etc. so that a lost item may be returned to the student.

### **École Camille's School Dress Code**

All students at École Camille J. Lerouge, both elementary and middle school, are *expected to dress modestly and in a manner that reflects that we are learning in a Catholic School.* Failure to comply with dress code regulations will result in the following actions:

1. Students will be asked to have a conversation with the Administration regarding their clothing choices and may be asked to cover up with an appropriate sweater, jeans, etc. or
2. The student will be asked to change into his or her gym strip, or
3. The student's parents will be contacted and the said student must go home and change into clothes that adhere to the school dress code.

Please check our website at [camille.rdcrcs.ca](http://camille.rdcrcs.ca) for more info on Camille School's dress code.

### **Emergency Response Plan**

Please refer to the Camille School website: [camille.rdcrcs.ca](http://camille.rdcrcs.ca) for more information about our Emergency Response Plan.

### **Google Classroom**

Many of our classes in Division II and Division III use Google classroom. This online platform is a tool for communication, accessing school work and assignments, practice review for quizzes and exams and a place where students can communicate and upload classroom work and assignments.

### **Honour Roll with Distinction/Honour Roll**

**Honour Roll with Distinction** is an average of 90% comprising the five core subjects and Religion (English LA, French L.A., Math, Science and Social Studies). No mark in any course can be lower than 80%, an Excellence in Physical Education and a Proficient in any CLS option and Health classes. Students are recognized each term with a certificate emailed home to parents.

**Honour Roll** is an average of 80% comprising the five core subjects and Religion (English LA, French L.A., Math, Science and Social Studies). No mark in any course can be lower than 70%, an Proficient in Physical Education, any CLS option and Health classes. Students are recognized each term with a certificate emailed home to parents.

### **Learning Commons (Library)**

As we work to build the twenty-first century learning skills ... collaboration, creation and communication ... Our Library Learning Commons concept takes libraries one step further to support digital students and learning.

### **How is a Learning Commons different from the traditional school library?**

Traditional school libraries are seen as quiet places full of printed books, people reading and librarians 'shushing'. A Learning Commons takes school libraries into the 21<sup>st</sup> Century. Yes, we still have printed text, and there are still people reading and taking out books each week, and there is still a librarian, however the Learning Commons has so much more! There is a hum of activity with students talking, learning, searching for information on a variety of devices, focusing on content creation and synthesizing information. The Learning Commons at Camille also houses a variety of makerspaces and a Lego wall. A **makerspace** is a place for informal and self-directed learning that provides a workspace for students to tinker, try out solutions and work together to learn from each other. Volunteers are always needed in our Learning Commons. Please let our Librarians know if you would like to join their team!

### **Medical Concerns**

For your child's safety, please fill out the Medical Release/Medication Form at the office if you have any medical concerns.

### **Parental Involvement**

Under normal circumstances, parent involvement is supported and encouraged. We believe that such involvement in the education process assists in increased student achievement and success.

There are many opportunities for parents to play a significant role in their child's education. Involvement is encouraged in any of the following areas:

- Attending school functions,
- Providing a supportive learning environment at home,
- Volunteering for work committees and projects,
- Volunteering for school and social justice activities,
- School Council involvement,
- Providing positive support and good public relations for the school,
- Communicating openly with the school.

If you are interested in volunteering, we would like to hear from you. Volunteer forms (available at the office) as well as a current Criminal Record Check are required.

We encourage your participation in the School Council by way of an executive representative or as a classroom representative or by attending the regular meetings.

### **Phone Calls to the School Office for Student Messages**

Due to the increased number of students at Camille J. Lerouge School, the office may not be able to relay a message to students in a timely manner. Please ensure that arrangements involving appointments, transportation, etc. are made clear to your child/children before coming to school.

### **Red Deer Child Care Society**

#### **Before and After School Care Program**

At Camille, our School Age Program operates a before and after school care program. Fun, action-packed day programs are also offered during all Professional Development Days. Programming provides for the active needs of children ages 4.5 to 12 (Grades K-6) in their out of school hours – mornings from 6:45 am and after school until 6:00 pm. In addition to regular before and after school care, Red Deer Child Care Society also offers full day programs which are available during breaks such as Christmas, Easter and summer. To register or to obtain more information about the program, please call:

Jennifer Winters: 403-347-7973 (Ext. 111) [jwinters@reddeerchildcare.ca](mailto:jwinters@reddeerchildcare.ca) or

Erin Tibble: 403-347-7973 (Ext. 109) [etibble@reddeerchildcare.ca](mailto:etibble@reddeerchildcare.ca).

### **Safe & Caring School**

It is the intention of our staff to guide students in a positive manner towards self-discipline and self-control.

Our approach tries to:



- promote appropriate behavior, and
- encourage an awareness of actions and an acceptance of responsibility for these actions.

With this in mind, we will strive to maintain those behaviors which:

- enhance the self-worth of the student,
- provide a respectful, engaging learning environment,
- ensure the safety of the students,
- recognize the rights of students, teachers & parents, and
- encourage the development of self-discipline.

**Parents & Visitors:**

We ask that all parents and visitors enter through our main doors **only** and immediately check in at the office. In keeping with our Safe and Caring Policy, we also ask that you remain in the foyer area while waiting to pick up your child.

**School Counselling Team and Family School Enhancement Counsellor**

Referral of students can be done by teachers, parents or students themselves. Referrals can be directed to the counsellors via the school staff, by telephone, or by e-mail. Counsellors refer to outside agencies, dependent on the students' needs.

The counsellors are available to come into the classrooms as needed and requested by teachers. School counsellors develop programs such as orientation to high school (grade 9), orientation to middle school (grade 5), suicide prevention (grade 8), Zones of Regulation (K-5), iMind, Rainbows, etc. As well, group counseling support is offered on an 'as need' basis for children of divorce or grief. Please contact the school if you have any questions.

**Security of Personal Items**

Students are asked to leave valuables at home and, when possible, to use cheques and not cash to pay for school fees, etc. Students must provide their own combination locks. (NO KEY LOCKS PLEASE.) Students are NOT to share their combinations. When attending sporting events, whether participating or being a spectator, students should lock their possessions. **The school is not responsible for lost or stolen items.**

As per Admin Procedure 314: Student lockers belong to the school, not to the student. Since students have been made aware that school lockers are the property of the school, the locker is subject to search at any time, without notification, by any personnel associated with the school or by persons representing other authorities, including the police.

### **Smoking/Vaping**

Red Deer Catholic Schools' policy prohibits smoking in the school, on the school grounds, on a school bus, or while at a school function. Cigarettes, smokeless tobacco, and electronic cigarettes are prohibited at school.

### **Sports – Les Voyageurs**

École Camille J. Lerouge School has adopted the name “Voyageurs” for its sports teams. School colors are white, black and royal blue. The Canadian voyageur is unique in the pages of history. The term “Voyageur” is synonymous with the spirit of adventure, the thrill of a challenge, dedication, perseverance, hard work, pride of achievement, teamwork and the pursuit of a vision. It is through their efforts that Canada’s frontier regions were explored. The Voyageur logo depicts a voyageur crew in their canoe pitting their skills against a tumultuous river.

École Camille J. Lerouge offers students the privilege of participating in inter-school sports. The VOYAGEURS are involved in volleyball, basketball, badminton, track & field, and football. Our athletic teams are always very successful in their leagues.

Fees will be charged to athletes in order to offset travel and team expenses. The fees will be charged to each senior, junior and bantam team member as well as badminton players. In addition, a uniform deposit will be charged in the form of a postdated cheque which will be returned when the uniform comes back.

### **Staff Contacts**

To find our staff contacts, please go to our Camille website at [camille.rdcrcs.ca](http://camille.rdcrcs.ca) and click on staff e-mail.

### **Supervision**

Supervision of students on a regular day begins with the first bus arrival at approximately **8:25 a.m.** and ends when the last bus leaves at approximately **3:30 p.m.** Students must leave the school at the dismissal bell. Please note that if you are picking up your child or driving him/her to school, you must do so immediately before or immediately after classes.

### **UPCOMING EVENTS FOR 2022-23**

<b>September 2022</b>	September 1 & 2 September 5 September 14 & 15 September 23 September 30	Staggered Entry Labor Day-No School Picture Day PD Day-No School Truth & Reconciliation Day-No School
<b>October 2022</b>	October 7 October 10 October 20	PD Day-No School Thanksgiving Day-No School Picture Retake Day
<b>November 2022</b>	November 8 & 9 November 10  November 11 November 25	Parent/Teacher Interviews (evenings) No School (in lieu of Parent/Teacher Interviews)  Remembrance Day-No School PD Day-No School
<b>December 2022</b>	December 26-31	Christmas Holidays-No School
<b>January 2023</b>	January 1-6 January 9 January 30	Christmas Holidays-No School First Day Back from Christmas Holidays PD Day-No School
<b>February 2023</b>	February 20 February 21 February 22 February 23&24	Family Day-No School Holiday-No School Teacher Faith PD-No School Teachers' Convention-No School
<b>March 2023</b>	March 10 March 22 & 23 March 24  March 27-31	PD Day-No School Parent/Teacher Interviews (evening) No School (in lieu of Parent/Teacher Interviews)  Spring Break
<b>April 2023</b>	April 7 April 10 April 28	Good Friday-No School Easter Monday-No School PD Day-No School
<b>May 2023</b>	May 19 May 22 May 29	PD Day-No School Victoria Day - No School PD Day-No School
<b>June 2023</b>	June 28 June 29	Last day of school for students Teacher Administration Day-No School