



ÉCOLE CAMILLE
J. LEROUGE SCHOOL

STUDENT HANDBOOK
2023-2024

WELCOME TO ÉCOLE CAMILLE J. LEROUGE SCHOOL

We are looking forward to a year of new opportunities and experiences. We begin the school year by welcoming all our families to the 2023-2024 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 630 and a staff of approximately 40. 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.

The Four Pillars of École Camille J. Lerouge are:

- We are Faith Filled
- We are a French speaking community
- We are connected
- We value learning

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

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 Arts is introduced in Grade 3. French Immersion gives children the opportunity to become fluently bilingual at a time in life when language is assimilated easily.

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”

RDCRS 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 & a Safe and Caring Environment

École Camille J. Lerouge strives to offer a safe and caring environment for all students. We treat each instance with respect, care and concern and will do our best to mitigate instances where students are demonstrating unkind behavior.

We expect our students to follow the guidelines for treating others the way they want to be treated and for our teachers and parents to work in team with each other to create a partnership where we can support positive choices and encourage tolerance, acceptance and respect.

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. The bylaw can be viewed [here](#).

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.

Busing

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 offenses 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 the 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 at <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 and during lunch time. Cell phones can be used in Middle School during the outside recess time.

If phones are seen or heard in class or in the hallways the 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 recess, 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 and choir.

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.

Emergency Response Plan

Please refer to the Camille School website: camille.rdcrcs.ca for more information about our Emergency Response Plan.

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.
2. The student will be asked to change into his or her gym strip.
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 for more info on Camille School's dress code.

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. If vaping is suspected in a space or if a student is suspected to have a vaping device on their person, administration will be involved and consequences will be handed out.

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%, a Proficient in Physical Education, any CLS option and Health classes. Students are recognized each term with a certificate emailed home to parents.

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

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 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: Jessie Collings: 403-347-7973 (Ext. 113) jcollings@reddeerchildcare.ca

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 email. Counsellors refer to outside agencies, depending 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 needed' 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 or pay online through Rycor to pay for school fees, etc. Students must provide their own combination locks. 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.

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 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.

Lunch Hours

Grades 6-9	12:00-12:30pm - students are outside 12:30-1:00pm - students eat lunch
Grades K-5	12:05-12:30pm - students eat lunch 12:30-1:00pm - students are outside

UPCOMING EVENTS FOR 2023-2024

August 2023	August 27 August 31	Meet the Staff Staggered Entry (Last Name M-Z)
September 2023	September 1 September 4 September 5 September 13 & 14 September 22	Staggered Entry (Last Name A-L) Labor Day-No School Cafeteria open Picture Day PD Day-No School
October 2023	October 6 October 9 October 26 October 27	PD Day-No School Thanksgiving Day-No School Picture Retake Day PD Day - No School
November 2023	November 7 & 8 November 9 November 10 November 24	Parent/Teacher Interviews No School Remembrance Day - No School PD Day - No School
December 2023	December 8 December 25-29	PD Day - No School Christmas Holidays - No School
January 2024	January 1-5 January 8	Christmas Holidays-No School First Day Back from Christmas
February 2024	February 2 February 19 February 20 February 21 February 22 & 23	PD Day-No School Family Day - No School Holiday - No School Teacher Faith PD - No School Teachers' Convention - No School
March 2024	March 8 March 20 & 21 March 22 March 29	PD Day-No School Parent/Teacher Interviews No School Good Friday - No School
April 2024	April 1-5 April 26	Spring Break PD Day-No School
May 2024	May 17	PD Day-No School

	May 20	Victoria Day - No School
June 2024	June 7	PD Day - No School
	June 26	Last day of school for students