STUDENT/PARENT HANDBOOK

LEARNING WITH FAMILY, FRIENDSHIP, AND FAITH





olol.cisnd.ca

Our Lady of Lourdes Elementary School

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Student Name: _____

Grade: _____

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Welcome Letter

Dear Students, Parents, and Guardians,

It is with immense joy and spiritual anticipation that we welcome you to the 2026-2027 academic year at Our Lady of Lourdes Elementary School. As we embark on another year of learning and growth, we are guided by the powerful intercession of Our Lady of Lourdes and the unwavering principles of our Catholic faith. Our school is a beacon of spiritual formation, academic excellence, and a vibrant community built on the foundations of family, friendship, and faith.

This handbook is designed to serve as your guide throughout the year, outlining our policies, programs, and expectations. We encourage you to read it thoroughly and to use it as a resource for all matters pertaining to our school. For further information please refer to our school website, www.olol-bc.com, and follow our school social media accounts on Facebook and Instagram.

May God bless our school year with His grace and presence. We look forward to a fruitful year of faith, learning, and fellowship.

In Christ,

Our Lady of Lourdes Administration and Staff



Mission Statement & Catholic Identity

Our Mission:
While fostering a relationship with Jesus Christ, our mission is to educate the whole child, in partnership with others, to ensure our students become global citizens.

Catholic Identity:
Our Lady of Lourdes Elementary School is a cornerstone of faith formation within our parish and diocese. Our Catholic identity is woven into the fabric of our daily operations, curriculum, and school culture. We strive to embody the teachings of Jesus Christ in all that we do, fostering an environment where:

- Faith is paramount**:** Daily prayer, monthly Mass, and the celebration of sacraments are central to our school life;
- Academics are infused with faith: Our curriculum integrates Catholic teachings, ethics, and virtues, encouraging students to see God's presence in all disciplines;
- Community is cherished: We build a supportive and inclusive environment where students, staff, and parents live out the Gospel message of love and service;
- Service is a calling: We inspire students to be active participants in their faith and to serve others as Christ commanded.

Patron Saint:
We are blessed to have a dedicated patron saint who inspires and guides us. Our school honours our Heavenly Patroness, Our Lady of Lourdes, whose intercession we seek. Under her patronage, we inspire our students to grow in faith, compassion, and dedicated service.

Sacramental Preparation:
Our Lady of Lourdes provides comprehensive preparation for the Sacraments, ensuring students understand the significance of these holy mysteries:

- *Reconciliation*: Celebrated two times a year for appropriate grade levels.
- *First Holy Communion*: Typically received in Grade 2. Preparation sessions are held throughout the year.
- *Confirmation*: Typically celebrated in Grade 7. Preparation sessions are held in the months leading up to the sacrament.

School Governance and Funding

Our Lady of Lourdes Elementary School is governed by:

1) Catholic Independent Schools of Nelson Diocese (CISND) Board of Directors. The Board's overall role is to govern the schools of the Diocese through policy development and fiscal planning. The Bishop of the Roman Catholic Diocese of Nelson oversees the Board. The superintendent of CISND works directly with the schools of the diocese to implement policy and oversee the educational operations of all of the schools.
2) Our Lady of Lourdes Elementary School Council. The Council consists of parish representatives, parents, and clergy who set policy and consult with administration regarding school finances.
3) The Ministry of Education and Childcare through the Independent Schools Branch. The Branch ensures that standards are maintained in educational programming, staff qualifications and facilities.

Funding/Fundraising :

The Ministry of Education and Childcare recognizes Our Lady of Lourdes as a Group 1 Independent School. This enables the school to have the maximum funding available to an independent school (50% of the per student operating costs of the local school district). Other funds are obtained through student tuition fees, diocesan subsidies, fundraising activities, and donations. One of the greatest contributions to our school is the “gift of service” by our staff, as they have chosen to teach at Our Lady of Lourdes for a lower salary than in the public school district. We thank them for their dedication and commitment to Catholic Education.

There are three levels of fundraising which take place in the school.

- In-school activities: student-to-student mini fundraisers such as snack shack, bake sales, etc.
- Parent Support Group: parent organized fundraising at the school community level which includes activities as family dances, plant sales, etc
- School Council: council level events which involve the West Kelowna community at large such as our annual Black Tie Gala.

Daily Bell Schedule

Daily Schedule:
Following is the daily schedule for all grades kindergarten through grade 8.

- **8:15 AM:** Playground Opens / Morning Supervision
- **8:30 AM:** Students Arrive / First Bell
- **8:35 AM:** Morning Prayer / Classes Begin
- **10:05 AM - 10:15 AM:** Morning Recess
- **11:40 PM - 12:25 PM:** Grace/Lunch Period
- **2:25 PM - 2:30 PM:** Afternoon Prayer
- **2:30 PM:** Dismissal Bell
- **3:30 PM**: Afternoon Supervision Ends

Before and after-school care is available on-site through Angels Academy Childcare Centre. Please contact angelsacademy@cisnd.ca for further information.

Please refer to the calendar on the school website to find information about upcoming events, school holidays and early dismissal days.

Student Absenteeism:

If your child will be absent or will be picked up by someone other than the parent/guardian, please notify the school as soon as possible via email to the office and their teacher. Should a student be away for more than one day, we can arrange for work to be taken home. If a student will be away for an extended period of time, please contact the homeroom teacher and Principal in advance to discuss how your child's education can be least disrupted.

Any unreported absences will be followed up with a phone call/email to the parent/guardian or emergency contact if we are unable to reach the parent/guardian.



Academic Program & BC Curriculum

Our Lady of Lourdes Elementary School is committed to providing a rigorous and faith-filled academic program that aligns with the British Columbia (BC) Ministry of Education curriculum. We believe that education is a holistic process, nurturing the intellectual, spiritual, emotional, and social development of each child.

Integration of Catholic Teachings:
Throughout all subject areas, we intentionally integrate Catholic teachings, values, and traditions. This integration is not an add-on but a fundamental aspect of our educational philosophy.

We strive to equip our students with the knowledge and skills necessary to excel academically while also fostering a deep and enduring relationship with Christ. We believe that by grounding our curriculum in faith, we are preparing students not only for success in this life but for eternal life as well.

Homework:
Homework is viewed as a positive and enriching learning experience. Some students may require extra time to complete activities, while others are challenged to use the opportunity to explore and expand personal interests and knowledge of curricula.

Parents have a positive role in their child's homework through supervision, interest, and encouragement. Parents can also be a role model through their own interest in reading. Crucial to good home learning habits is:

- Regular homework/study time
- A quiet place
- Necessary materials and resources
- Appropriate lighting

Students are responsible to complete all of their homework. If an unforeseen situation arises, they are to bring a note from home or a parent email to the teacher explaining why the work was not done and they are to have it completed the following day. If a student is away from school, he/she is expected to complete all missed work (homework, tests, etc) when they return.

Report Cards & Assessment

At Our Lady of Lourdes Elementary School, we view assessment as an integral part of the learning process. Our reporting system is designed to provide a comprehensive understanding of each student's progress, not only academically, but also in their spiritual and personal development.

Parents will receive meaningful, varied, and responsive communication about student progress throughout the year. This will include two written learning updates (one late fall and one in the spring) and two school conference sessions (one in October and one in March). Learning updates are ways teachers provide parents with information about how their child is progressing relative to learning standards, as well as areas of significant growth and opportunities for further development. In learning updates, teachers use strength-based descriptive feedback and the provincial proficiency scale to report progress in areas of learning.

A Summary Of Learning Report (report card) is issued at the end of year, in June.

We encourage open communication between parents and teachers to discuss student progress and to collaboratively support their growth. Your partnership is invaluable in helping your child flourish and develop all the talents God has bestowed upon them.

Proficiency Scale	Emerging	Developing	Proficient	Extending
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

Extra Curricular Programs & Field Trips

Our extra-curricular programs and field trips are designed to enrich the student experience and provide opportunities for spiritual growth, leadership development, and the exploration of diverse interests. These programs are an extension of our Catholic mission, fostering a well-rounded education.

Students are expected to maintain an acceptable level of academic performance to participate in extra-curricular programs. These events will be announced in our school assemblies or in the school newsletter.

Students can participate in a variety of student extra-curricular activities such as drama club, music club, art club, athletics as well as service programs such as being a lunch monitor.

These programs offer valuable opportunities for students to deepen their faith, build friendships, and develop skills that will serve them throughout their lives, all within a supportive and faith-centered environment.

All teachers are encouraged to take their students on field trips throughout the year. Funds will be provided through the Student Activity Fee and are supplemented with funds provided from our Parent Support Group (PSG).



Parent Involvement & Volunteer Opportunities

Parent involvement is a cornerstone of the success of Our Lady of Lourdes Elementary School. We believe that a strong partnership between home and school is essential for the spiritual and academic growth of our students. Your engagement is not only welcomed but vital to our mission.

Serving Christ in Community:
We view parent involvement as an opportunity to live out our Catholic call to service. By volunteering your time and talents, you are actively participating in building our school community and serving Christ in our community. There are numerous ways to get involved:

- **Parent Support Group (PSG):** An open and social group made up of a parent volunteer executive, staff advisors and school parents. The PSG runs our school hot lunch program. Meetings are generally held once per month at the school. If you would like to be involved, please email ololpsg@cisnd.ca.
- **School Council:** A group of parish and parent volunteers that helps to set policy and advise on financial matters of the school. Meetings are generally held once per month at the school or church. If you would like to be involved, please email ololschoolcouncil@cisnd.ca.
- **Classroom Support:** Volunteer to assist teachers with classroom activities, reading groups, or special projects.
- **Event Support:** Help organize and run school events, fundraisers, and celebrations.

Volunteer Process:
All volunteers are required to complete Safe Environment training as well as a criminal record check as mandated by the diocese. Please contact the school office for more information on current volunteer opportunities and the necessary steps to participate. Your dedication enriches our school and provides a powerful example of Christian stewardship for our students.

In the event that parents are asked to volunteer as drivers for a field trip, all drivers must be safe environment approved, provide a copy of their current driver's record, driving licence and insurance (with $3million liability).

Parent Participation Fee:
Every year, a $250 parent participation fee is collected from each Our Lady of Lourdes family. A refund can be received by submitting the Parent Participation Hours form after completing twenty service hours for the school. Refunds are provided at the end of the school year. If a family has students enrolled in more than one CISND school, each school's participation fee and number of service hours required is reduced proportionately (eg. half the fee + half the hours at OLOL if there are students in two CISND schools). Any fees that are not refunded are donated to the school for the following school year.

School Council recognizes that many families exceed their yearly hours and are thankful for their support.

Concerns:
If a parent has a concern about some facet of the school, please follow the school council's policy. The policy asks parents to start by:

- Contacting the classroom teacher
- If a settlement is not reached between parent and teacher, contact the Principal
- If a settlement is still not reached, contact the superintendent



Safety Procedures & Emergency Protocols

The safety and well-being of our students are of paramount importance at Our Lady of Lourdes Elementary School. We are committed to providing a secure and nurturing environment where all members of our school community feel safe and protected. The school has well established policies and procedures in regards to the health and safety of the children. Parents are expected to notify school personnel using proper documentation of any health concerns. It is the parent's responsibility to notify the school if there is a change in their child's health care needs.

Key Safety Measures:

- **Secure Campus:** Our school grounds are monitored to ensure a safe environment for students and staff. Our doors remained locked during the school day.
- **Visitor Policy:** All visitors must sign in at the school office and wear a visitor's badge.
- **Supervision:** Students are supervised at all times during school hours, including during recess and lunch.
- **Emergency Drills:** Regular drills for fire, earthquake, and lockdown procedures are conducted to ensure preparedness.

First Aid:

If a child is injured at school, the following policy and procedures are in place:

- A minimum of half of the staff have first aid training
- Minor injuries are dealt with at the school level
- If a serious injury takes place, a first aid trained staff will assess the injury, contact the parents/guardians and if necessary, medical personnel.
- A school written report is completed for any serious injury.

Emergency Protocols:
In the event of an emergency, our staff will follow established protocols to ensure the safety of our students. Parents will be notified as soon as it is safely possible. We encourage families to have a plan in place for emergencies at home as well.

Nut Aware:
Due to severe nut allergies of some of our students, Our Lady of Lourdes is a nut aware school. No nuts or products containing or made of nuts are to be brought to school. Parents are to inform the office of any allergies their children may have and the severity.

Smoking/Vaping:
Our Lady of Lourdes school and church property is designated as a non smoking zone, therefore there is to be no smoking or vaping on the property.



Dress Code & Uniform Policy

Our Dress Code and Uniform Policy at Our Lady of Lourdes Elementary School is rooted in Catholic principles of modesty, respect, and community. We believe that appropriate attire reflects our shared values and creates an environment conducive to learning and spiritual growth.

All students are required to wear a crested item every day.

Uniform items must be purchased through our uniform provider, Cambridge Uniforms. Uniforms can be purchased online at www.cambridgeuniforms.com or by phone at 1-800-924-9069 (code for online ordering is OLO135).

Used uniform sales are also held during the school year. In addition, the school has a Facebook page for families to sell/swap used uniforms, please look for the OLOL Uniform Buy and Sell).

Our uniform consists of:

- Navy pants, shorts * girls have the option of a navy tunic, skort or tartan kilt
- White or burgundy golf crested golf shirt
- Navy school crested cardigan or sweater vest
- White, navy or black socks that cover ankles *girls must wear white, navy, or black knee-high socks, or tights with tunics, skort, or tartan kilt.
- Non-marking all black dress shoes or runners (indoor use)
- PE Uniform (Gr. 4-8) consists of navy crested shorts and burgundy crested t-shirt (available for purchase at school). Non-marking indoor running shoes.

Students with pierced ears are to wear only small ‘studs” for safety. Makeup should be limited to clear lip gloss. Girls with long hair should tie it back for P.E.

Non-Uniform and Special Events:
Dress code for all non-uniform days and school events:

- Tank top straps must be at least two fingers wide.
- Shorts, skirts, and dresses should be approximately just above the knee in length.
- Midriffs and undergarments should not be visible.
- Clothing should provide appropriate coverage at all times.
- Clothing with inappropriate language, images, or messaging is not permitted.
- Footwear must be safe and appropriate for school activities.

Please note that these expectations apply at all school-sponsored events and activities, both during and outside of school hours.

It is expected that students dress appropriately to go outside during all kinds of weather. Students may be kept indoors in rainy weather or when winter temperatures fall below -15 degrees Celcius (including wind chill).

Culture of Kindness & Behavior Expectations

At Our Lady of Lourdes Elementary School, we are committed to creating a Christ-centered community where every child feels safe, valued, included, and respected. Guided by the teachings of Jesus, we strive to build a school culture rooted in kindness, compassion, responsibility, and respect for the dignity of every person.

Our Culture of Kindness encourages students to make positive choices in their words, actions, and relationships each day. We believe that all members of our school community are called to model empathy, forgiveness, self-control, and care for others.

As a Catholic school within the Catholic Independent Schools of the Nelson Diocese (CISND), students are expected to uphold the values, expectations, and mission of Catholic education both at school and during school-related activities.

Student Code of Conduct:
At Our Lady of Lourdes, we keep our expectations simple, clear, and rooted in kindness:

✔ Kind Words

We use respectful, encouraging, and inclusive language with students, staff, families, and visitors. We do not use teasing, insults, gossip, inappropriate language, or words that hurt others.

✔ Kind Actions

We demonstrate kindness through our choices and actions. We include others, care for school property, show good sportsmanship, and help create a positive learning environment.

✔ No Hands On

We keep our hands, feet, and bodies to ourselves at all times. Unsafe physical behaviour including hitting, pushing, grabbing, rough play, or unwanted physical contact is not acceptable.

Living Our Faith:
Students are expected to demonstrate behaviour that reflects Gospel values both in and out of the classroom. We recognize that students will make mistakes, and when concerns arise, we work together to help students reflect, repair harm, learn from their choices, and grow in virtue and character.

Our approach emphasizes:

- Restorative conversations
- Accountability
- Relationship building
- Problem solving
- Respect for self and others
- Safe and inclusive learning environments

Partnership with Families:
A strong partnership between home and school is essential in supporting student success and positive behaviour. We ask families to support our Culture of Kindness by reinforcing these expectations at home and working collaboratively with staff when concerns arise.

Together, we can continue to build a school community where all students feel welcomed, supported, and inspired to grow in faith, learning, and character.

Cell phones:

Students are discouraged from bringing a cell phone or other electronics to school. In certain circumstances, such as a child takes public transportation or walks home from school, parents may deem it necessary. Cell phones/Apple watches/Garmin etc must be turned off during the day and kept in students' backpacks or handed into the teacher. Students may use their cell phone at the end of the day, under the supervision of a staff member, to contact their parent/guardian.

Under no circumstances may students use a cell phone to take pictures of other students. This includes during field trips, extracurricular activities, and intra-mural sports, even after hours.

Birthday Invitations:

Birthdays are a special time to celebrate. When your child celebrates a birthday, parents are invited to make it a class celebration by providing a nutritional treat for all those in the class (being mindful of that some students may have dietary restrictions). Please check with your child's teacher for the proper time and place, and any dietary restrictions.

Party invitations must not be distributed at school unless the whole class is invited. It makes it very difficult for those students who do not receive an invitation.



Rights and Responsibilities

At Our Lady of Lourdes Elementary School, we believe every person is created in the image of God and deserves to feel safe, valued, respected, and included. As members of our Catholic school community, we all share a responsibility to contribute positively to our learning environment.

We believe that:

- Everyone has the right to learn; therefore, I will listen respectfully, participate positively, and always try my best.
- Everyone has the right to hear and be heard; therefore, I will use calm voices and allow others to speak without interruption or distraction.
- Everyone has the right to feel safe; therefore, I will keep my hands, feet, and body to myself at all times. **No Hands On.**
- Everyone has the right to be respected; therefore, I will use **Kind Words** and avoid teasing, hurtful language, gossip, or unkind behaviour.
- Everyone has the right to feel included and cared for; therefore, I will demonstrate **Kind Actions** by helping others, showing empathy, and making positive choices.
- Everyone has the right to privacy and personal space; therefore, I will respect the property, belongings, and boundaries of others.
- I have a responsibility to care for myself, others, and our school community by living our values of faith, kindness, responsibility, and respect.

Conflict, Bullying & Restoring Relationships

At Our Lady of Lourdes Elementary School, we recognize that conflict is a normal part of growing, learning, and developing relationships. Students may occasionally disagree, experience misunderstandings, or have difficulty navigating social situations. These situations provide important opportunities for students to develop communication, empathy, self-regulation, and problem-solving skills.

Staff work closely with students to help them resolve conflicts respectfully and restore relationships in a safe and supportive manner.

Conflict may include:

- disagreements or arguments
- misunderstandings
- accidental hurt feelings
- challenges sharing or taking turns
- occasional social difficulties between peers

Bullying is different from normal peer conflict.

Bullying is intentional, repeated behaviour designed to hurt, intimidate, exclude, or harm another person physically, emotionally, socially, or online. Bullying often involves a real or perceived imbalance of power.

Bullying may include:

- physical aggression
- name-calling or insults
- threats or intimidation
- exclusion or social targeting
- spreading rumours
- online or cyberbullying behaviour

Bullying behaviour is never acceptable and is treated seriously at Our Lady of Lourdes.

When incidents of bullying occur, school staff will respond using restorative, educational, and disciplinary approaches aligned with CISND policies and the school's hierarchy of consequences. Supports such as counselling, restorative conversations,

supervision plans, or other interventions may also be implemented to help students develop healthier relationship skills and more positive behaviour patterns.

Students are encouraged to report concerns about bullying or unsafe behaviour to a trusted adult at school.

Students and families may also access the provincial ERASE (Expect Respect & A Safe Education) resources and reporting tools.

To support the safety, dignity, and inclusion of all students, CISND has policies related to bullying prevention, student conduct, and protection from discrimination. Additional information can be found at www.cisnd.ca.

School Expectations

At Our Lady of Lourdes Elementary School, we believe that strong partnerships between students, families, and staff help create a safe, respectful, faith-filled learning community where all children can thrive.

Together, we are called to live our faith through:

- **Kind Words**
- **Kind Actions**
- **No Hands On**

We ask all members of our school community to work together in supporting a positive, respectful, and Christ-centered environment.

As a student at Our Lady of Lourdes, I will strive to:

- Participate respectfully and reverently in all religious celebrations and faith experiences.
- Use Kind Words, Kind Actions, and keep my hands and body to myself.
- Wear my school uniform properly and take pride in representing my school.
- Arrive on time, attend regularly, and demonstrate respectful behaviour at school and school-related events.
- Respect the dignity, feelings, and rights of others.
- Follow school expectations and staff directions respectfully.
- Come prepared with materials, assignments, and a readiness to learn.

- Make my best effort in my learning, behaviour, and relationships.
- Help create a safe, welcoming, and inclusive school community.

As partners in Catholic education, parents/guardians are asked to:

- Support the religious education and faith development of their children.
- Model Catholic values, kindness, respect, and positive citizenship.
- Become familiar with and support school policies and expectations.
- Work collaboratively and respectfully with school staff in support of student success and well-being.
- Support school communication guidelines and protocols.
- Attend parent-teacher conferences, meetings, and school events
- Encourage regular attendance, punctuality, and preparedness.
- Support the school community through prayer, volunteering, and participation in school activities and fundraising initiatives.

As Catholic educators and staff members, we commit to:

- Teach the BC curriculum through the lens of Catholic faith and values.
- Foster safe, caring, and inclusive learning environments.
- Respect the dignity, uniqueness, and individual needs of each child.
- Build positive relationships rooted in compassion, fairness, and respect.
- Communicate openly and professionally with families regarding student progress and well-being.
- Use restorative and supportive approaches to student discipline and behaviour support.
- Maintain high standards of preparation, organization, professionalism, and instruction.
- Serve as faith-filled role models within the school community.

Together, we share the responsibility of creating a school community rooted in faith, kindness, respect, and learning.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Expectations

For Students

- To participate attentively and reverently in all religious observances.
- Wear uniforms properly at all times; clean, in good repair and from Cambridge Uniforms.
- To arrive punctually, attend regularly and behave appropriately on the school grounds, when visiting other schools, and other community events.
- To be respectful and considerate of the rights of others(peers, staff, visitors).
- To respect and comply with school regulations.
- To be prepared with books, materials and assignments.
- To make a sincere concentrated effort to do well in studies.
- To respect and follow directions of all school staff. For Parents/Guardians

For Parents

- To take the initiative and leadership in the religious education of their children and to support the religious program of the school.
- To set a good example for their children by practicing their faith.
- To familiarize themselves with the school policies and to abide by them.
- To support all school staff for the welfare of their children.
- To attend all meetings called by the school.
- To participate in school activities (religious, academic, social, sports)
- To attend parent-teacher interviews as scheduled.
- To support the school financially, prayerfully and through volunteering.
- To follow school communication guidelines and protocols. For Staff

For Teachers

- To teach the BC curriculum with special emphasis on the Catholic faith.
- To provide an environment that is safe and conducive to learning.
- To provide for each child's special needs.
- To respect the dignity and uniqueness of each child.
- To keep parents informed of the progress and performance of their children.
- To provide fair and just disciplinary treatment.
- To follow school guidelines for communication with parents.
- To maintain order, plan properly, teach meaningfully, and be a spiritual role model.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____