

ARDROSSAN ELEMENTARY FAMILY HANDBOOK 2021–2022

Mission Statement

The Ardrossan Elementary community believes that all students can succeed in our respectful, safe and caring learning environment.

La communauté de l'école Ardrossan Élémentaire croit que chaque élève peut réussir dans un environnement d'apprentissage entouré de respect, de sécurité et de soins.

Vision

We believe that École Ardrossan Elementary provides an exemplary learning environment that fosters success through:

- a warm, welcoming, safe, caring and respectful school community based on effective communication
- meaningful learning experiences for all that promote a love of life-long learning
- high expectations for academics, behavior and citizenship through a focus on Leader in Me
- diversified programs which allow students to achieve to their full potential
- the recognition of individual differences, interests and abilities
- language learning opportunities in French Immersion and French as a Second Language
- a respectful and collaborative active partnership between students, staff, parents and our community
- best practices in teaching, assessment, and instruction.

The Leader in Me

As part of Leader in Me initiative, Ardrossan Elementary students, staff and families embrace the character and leadership skills of accountability, responsibility, problem solving, communication, creativity, teamwork, initiative, and compassion.

Program Information

Students, guardians and teachers work collaboratively to develop student potential in an environment based on trust, respect and hope. We support students through conflict resolution skills, leadership skills, character education and self-regulation skills. It is a place where people have a positive outlook on life; work hard, celebrate accomplishments and provide support during difficult times.

Ardrossan Elementary offers a variety of opportunities for students to flourish in the arts, in academics and in physical education. We offer a Daily Physical Activity program to encourage the development of a healthy lifestyle. In a typical year, our school offers a variety of leadership opportunities in the form of leadership clubs including the AETV News Crew, Gardening Club, Cute Things Club and Running Club to name a few. We are very proud of our students and their achievements.

First Nations, Metis and Inuit

Ardrossan Elementary honors Treaty 6 territory and welcomes students from Métis settlements and First Nations communities throughout Western Canada and the Northwest Territories. We strive to build a safe and caring environment where cultural practices and traditions are honored and celebrated. We work closely with community Elders to bring the truth of Canada's history to our students as we work towards shared reconciliation.

Guardian, School and Classroom Communication

Our school values communication through weekly updates on our school blog, notes in the agenda, email updates, Twitter postings @ArdrossanElem, Brightspace and classroom newsletters. To receive email and phone reminders via School Messenger, please ensure that you subscribed for our notifications via www.eips.ca.

You can also subscribe to the school calendar on our website for regular updates on personal devices. E-mail with our staff is also easy. All addresses use lower case letters for the first name, separated by a period, followed by the last name. The name is then followed by: @eips.ca. For example: joe.smith@eips.ca. Check out www.ardrossanelementary.ca, for further information. Elk Island Public Schools also offers information on its website - www.eips.ca.

Formal Communication Opportunities

a) Meet the Staff Night:

This year, staff created virtual tours of the classroom and were available for phone calls, video conferences, or email communications.

b) Student / Guardian / Teacher Interviews & Demonstration of Learning:

Conducted October and February, interviews allow for information about student progress and conversation through one-on-one online video conferences. Should restrictions be lifted, we hope to host in person interviews.

c) Digital outcomes-based report cards:

We post digital report cards online in November, March and June to share student progress in Grades 1 – 6. Our Communicating Student Learning report cards are an important way for school and family to dialogue on student progress throughout the year. Access to your child's progress reports is through PowerSchool Parent Portal.

Please communicate with your homeroom teacher if you have any questions or concerns, as they are your first point of contact. You can use email or call the school at 780-922-2066 to leave a voice message with our office.

Respectful Working and Learning Environments

Elk Island Public Schools is committed to creating a healthy, respectful learning environment for students, staff members and community. We recognize the worth of every person without discrimination. We are committed to creating an environment that is respectful, safe, nurturing and positive for everyone. Thank you for respecting the dignity of all community members through your words and actions. (Elk Island Public Schools Admin Procedure 490)

Phone Extensions and Reporting Absences

Our phone number is 780-922-2066. When you call the school, you will have the following options:

- Press 1 to report a student absence
- Press 2 to leave a message or speak directly to the counsellor
- Press 3 to leave a message or speak directly to the Business Manager
- Press 0 to speak directly with the general office staff during office hours
- Enter the 4 digit extension of staff members to call them directly (available on our website Staff Directory)

Messages for Students & Student Telephone Usage

Please call the office at 780-922-2066 if you need to deliver a message to your child. With permission from their teacher, students may use the classroom phone if they need to make a call.

Attendance

Under the Education Act, regular and punctual attendance is required of all students throughout the school year. If your child will be absent, please call the school and choose option 1 to leave a message. Notifying the teacher, does not always ensure that the office knows, so please call and leave a message. This lets us know that your child is somewhere safe. If your child is reported as an 'unreported absence', a phone call will be made to check on his/her whereabouts.

Late Arrival & Early Pickup

Students need to sign in at the office if they arrive after the 8:40 a.m. bell. When picking up a child early, parents need to call the office to let us know when they have arrived in the drop off lane and we will send your child out to you after signing them out on your behalf. Please send a note to your child's teacher to inform them of an early dismissal, any planned absences, or if they are going home with a different adult or on a different bus. If we do not have verbal or written notice of changes to the bus from the guardian, we will default to putting the child on the bus.

Early Dismissal for Staff Meetings:

Staff Meetings take place on the first Wednesday of each month. On short days, students are dismissed at 2:16 p.m.

Schedule

Our school runs a Monday-Friday schedule. There are 10 periods a day of 32 minutes each. Students enjoy a morning and afternoon recess of 14 minutes as well as a 24 minute outdoor recess and a 24 minute block for eating lunch in their classrooms.

★ **Please note: Doors open at 8:30 a.m. in the mornings.** ★

REGULAR DAY	
First Bell	8:40 a.m.
Period 1	8:40 – 9:12
Period 2	9:12 – 9:44
Period 3	9:44 – 10:16
RECESS	10:16-10:30
Period 4	10:30 – 11:02
Period 5	11:02 – 11:34
LUNCH (Div 1)	11:34 – 11:58
RECESS (Div 2)	
LUNCH (Div 2)	11:58 – 12:22
RECESS (Div 1)	
Period 6	12:22 – 12:54
Period 7	12:54 – 1:26
Period 8	1:26 – 1:58
RECESS	1:58 – 2:12
Period 9	2:12 – 2:44
Period 10	2:44 – 3:16
Dismissal Bell	3:16

SHORT DAY	
First Bell	8:40 a.m.
Period 1	8:40 – 9:06
Period 2	9:06 – 9:32
Period 3	9:32 – 9:58
RECESS	9:58 – 10:12
Period 4	10:12 – 10:38
Period 5	10:38 – 11:04
Period 6	11:04 – 11:30
LUNCH (Div 1)	11:30 – 11:54
RECESS (Div 2)	
LUNCH (Div 2)	11:54 – 12:18
RECESS (Div 1)	
Period 7	12:18 – 12:44
Period 8	12:44 – 1:10
RECESS	1:10 – 1:24
Period 9	1:24 – 1:50
Period 10	1:50 – 2:16
Dismissal Bell	2:16

Lunch Hour

All students eat in their classrooms with the support of our Educational Assistants as lunch supervisors. While outside, students are supervised by our Educational Assistants who are providing noon supervision. There is a one-time yearly fee of \$115.50 for noon hour supervision per student. These fees are used to help cover the cost of our lunch supervisors. Supervisors are deployed at a ratio, on average, of 1 per 2 classrooms in Gr. K-1, and 1 per 3 classrooms in Gr. 2-6. In keeping with the 7 Habits, student responsibilities during the lunch hour are as follows:

- 1) Students remain seated in their desks at all times.
- 2) Students clean up after themselves and dispose of garbage before being dismissed by the lunch supervisor.
- 3) Students speak with inside level voices.
- 4) Students stay in their rooms until dismissed by their supervisor.
- 5) Students demonstrate respect to supervisors at all times.

The Lunchbox Hot Lunch Program

Through a committed and active parent group, our school has access to a successful hot lunch program – Lunchbox Hot Lunch. Families may choose to purchase hot, homemade food from Monday through Thursday most weeks. Orders are placed online at: www.aeslunchbox.com

★ Please note that if buses are not running, The Lunchbox will not distribute hot lunch and children must bring their own lunch. ★

Student Drop-off and Visitor Parking

Alberta Transportation has created “No Stopping” zones along Range Road 222 and Lindale Park Road. For student safety, please refrain from parking or dropping off/picking up students in these zones. Strathcona County RCMP may issue violations to drivers who stop/park in these zones. To avoid drop off challenges, please contact Student Transportation at 780-417-8151 to arrange bussing.

Visitor parking is available at the front of our school as well as “kiss and go” drop off stalls. We invite you to use these quick drop-off spots to let your children pop out of the vehicle and head into school as you drive away. Drop-off stalls are not available for parking during peak hours between 8:25 – 9:00 a.m. and 3:00-3:45 p.m.

Visitor parking is clearly marked with signs. Please refrain from parking in staff parking or marked “no-stopping” zones as these are used for emergency vehicles. A parking map is available on our website.

Locked Exterior Doors

The main office door is the only door open for the entire day. All other doors remain locked during the day for security and safety of students and staff. At recess breaks, the doors near the Learning Commons will be open for student access to the school and they lock when recess ends.

Visitors / Volunteers

At this time, we are able to welcome purposeful visitors and volunteers to our school. Visitors must complete the Covid-19 Daily Screening Questionnaire, don a mask, and use hand sanitizer when entering the building. If visitors have any symptoms, they are not permitted to enter the school. Once entering, visitors must sign in to the Chromebook in the office and get a visitor badge.

Volunteers who have a purpose at our school such as supervising a field trip or supporting work in a classroom must complete our Volunteer Confidentiality form and show proof of a Covid-19 vaccine or a negative Covid-19 test before assuming volunteer duties.

Learning Commons

This comfortable and welcoming place enables students to access over 30 000 print and digital resources, to complete assignments, to write tests, to utilize a computer, or to simply relax and read a good book. Students are encouraged to care for the school property they borrow. In the unfortunate event that items in their care are lost or damaged, it is expected that they pay for the replacement of these items. If a student returns a lost item in good condition he/she will receive a full refund. Please be aware that the use of personal electronic devices in this space is at the teacher's discretion.

Medication

Students who require medication at school need to have a signed parental permission form on file granting the school permission to administer the medication.

Accidents / Illness

If an accident occurs on school premises, staff administer first aid and parents/guardians are notified. If guardians/emergency contacts are unavailable and the situation is urgent, an ambulance may be called. If students fall ill during the day, they may rest in the infirmary while we contact parents/guardians. Thank you for keeping your sick child at home. This keeps our entire school community healthy!

Peanut Allergies / Other Allergies / Medical Conditions

We have a number of students who are severely allergic to nuts and/or peanuts. These allergies can be severe enough to cause anaphylactic shock and exposure to residue is a problem. We request that you do not send peanut/nut products to school. Please inform the school if your child suffers from allergies or has a medical condition of which we need to be aware. A release for medication administration will be sent home. It is recommended that students keep Epipens and inhalers with them at all times.

Emergency Procedures

Several practice drills such as emergency evacuation, lock down, and shelter-in-place are held throughout the year to prepare students for internal and external emergencies. For more details, please visit our website.

Cold Weather

Students are encouraged to come prepared for playing outside in each season. During winter, please send students with hats, mitts, boots and snow pants. Students will enjoy the great outdoors unless it is approximately -22 °C or colder, taking into account the wind chill. During inside recesses, students may have a short washroom break and get a drink from the water fountain. Students remain in their homerooms where they have access to games and other quiet activities.

Inclement Weather Procedure

For information regarding school closure due to weather, please consult [Administrative Procedure 131](#) located on the EIPS website (www.eips.ca)

Valuables and Personal Property

The responsibility for the safekeeping of personal property brought onto school premises rests with the owner of the property. The school is not responsible for damage or loss of personal items such as bicycles, electronics or jewelry that are brought to school. Please leave valuable items at home where they are safe.

Personal Communication Devices

In accordance with [Administrative Procedure 145, Use of Personal Communication Devices](#), student personal devices such as cell phones and tablets are not to be operated by students during regularly scheduled instructional time or during any school sponsored activity, such as an assembly or talks by a guest speaker, unless approved by the classroom teacher.

If a student brings a personal device to school, they must comply with [Administrative Procedure 350, Student Conduct](#).

Student cell phones or other personal devices will be stored by teachers in a locked cabinet at the start of the day and will be returned to them at dismissal. Students are not permitted to keep personal devices on their person, in their lockers or in their desks.

As leaders of technology, our goal is to help students develop digital citizenship through the responsible use of technology. Students are not permitted to film or photograph school community members on personal devices. The school is not responsible for the loss or damage of personal devices.

Field Trips Fees

A yearly fee for field trips to cover the cost of expenses, is collected at the beginning of the school year and is refundable on a prorated basis should you move out of the school. Some additional fees may be incurred throughout the year for additional trips. The Grades 4, 5 and 6 ski trips and the French Immersion Grade 4 trip are examples of this. If you require payment arrangements to be made, please contact the office.

Hall Lockers and Desks

Students are required to keep lockers and desks tidy and have opportunities for cleaning from time to time as part of their general responsibilities. We expect students to respect the personal property of others by staying away from desks and lockers which do not belong to them. The school reserves the right to search lockers and desks when deemed necessary.

Clothing / Footwear / Lost and Found

School is a place of work and students should dress accordingly. Please refrain from wearing inappropriate T-shirts, spaghetti strap or halter tops, or short shorts. Students wearing unacceptable clothing may be asked to find something else to put on. Adequate footwear is required at all times in case of an emergency evacuation of the school. Please label all personal items and to check Lost and Found regularly.

School Council and Ardrossan Elementary Parent Support Association (AEPSA)

Be involved! Your input into decisions at our school about your child's education is critical. All parents/guardians are general members of our school councils. We host virtual meetings for our parent bodies on the second Tuesday of each month and are listed on our school website calendar. Please see the School Council section of the website to find out who the executive members are, when the meetings take place, to read the minutes and to find out how you can be involved. The first meeting for the School Council and AEPSA immediately follows Meet the Staff evening. We can build success for all of our students working together as a school community.

Preparation for Life Long Learning, World of Work and Citizenship

One of the priorities of Ardrossan Elementary is to develop the citizenship qualities in our students. We are using Stephen Covey's 7 Habits of Highly Effective people as a basis for learning about ourselves and our role in the community. Teachers will be teaching with these throughout the year. Our monthly assemblies both teach and celebrate each habit and the ways our children demonstrate their strengths and showcase their leadership abilities. Monthly newsletter articles will help you connect what we are talking about at school with what you do at home. Everyone in our school community will be using a common language and have a common understanding of the habits and why they are important.

These habits are the behaviour plan and expectations for the students. Applying them in many situations will help our students become more effective problem solvers and creative thinkers. When students need assistance to resolve issues, we take a problem solving and teaching approach using the 7 Habits. This creates consistency and is in alignment with our school student code of cooperation.

The Seven Habits of Happy Kids

These are the lifelong skills that are the foundation of The Leader in Me by Sean Covey.

1. **Be Proactive** – You're in Charge
2. **Begin with the End in Mind** – Have a Plan
3. **Put First Things First** – Work First then Play
4. **Think Win-Win** – Everyone Can Win
5. **Seek First to Understand, then to be Understood** – Listen Before You Talk
6. **Synergize** – Together is Better
7. **Sharpen the Saw** – Balance Feels Best

School Expectations and Student Code of Cooperation ([Administrative Procedure 350](#))

Elk Island Public Schools is committed to ensuring that each student has a welcoming, caring, respectful and safe environment that respects diversity and fosters a sense of belonging.

The goal of the student code of cooperation is to:

- Resolve issues peacefully;
- Develop empathy; and
- Contribute to a welcoming, caring, respectful and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

Students, staff and guardians have the following shared responsibilities:

- ✓ **STUDENTS** have the responsibility to respect the rights and dignity of others, and be proactively and productively involved in their own academic and social achievement.
- ✓ **STAFF MEMBERS** are responsible for establishing a positive school climate in which support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility while making a positive contribution to society.
- ✓ **GUARDIANS** are responsible for establishing a positive learning environment at home, for knowing and supporting school policies and procedures, and for encouraging their children to understand and respect school rules and expectations.

Please review these expectations with your child and ensure that they clearly understand what is expected of them and what the consequences are for misbehaviour.

Ardrossan Student expectations:

**Children must be safe.
Children must be respectful.**

The following are examples of what we expect at school:

- Come to school prepared to learn.
- Demonstrate respect for all members of our school community.
- Participate respectfully in activities by using equipment and supplies appropriately.
- Remain on the school grounds unless accompanied by a staff member.
- Refrain from using rollerblades, skateboards and wheelies on school property.
- Refrain from throwing rocks or snowballs.
- Do not engage in physical aggression (No Body Contact)
- Stand up to bullying. This includes physical, emotional, virtual bullying (such as cyberbullying).

We consider disciplinary situations on an individual basis, with action taken dependent upon the intensity, frequency, duration and intent of the misbehavior. The school may amend procedures in the best interest of the student and the school. The age of the student is also be taken into consideration.

Action taken include logical consequences appropriate for the misbehavior, as well as supports for remediation and the teaching of required skills/strategies. Administration may take action to discipline a student or students who admit to, or are found to be, parties to an offense. The teacher, in consultation with the administration and footage from our security cameras when available, investigates all reported incidents to ensure fairness and justice.

Support from outside agencies such as Family and Community Services and the RCMP is available as needed. In accordance with the regulations outlined in the Freedom of Information and Privacy Act (FOIP), details regarding disciplinary action are disclosed only to the immediate student guardian and/or appropriate authorities when required.

Bully Prevention Policy (Admin Procedure 311)

Bullying is repeated and hostile/demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation. Bullying can take different forms:

Physical – pushing, hitting

Cyber – using the computer/technology to harass or threaten

Verbal – name calling, threats

Social – exclusion, rumours

Bullying is not acceptable at Ardrossan Elementary. Through the Leader in Me process and the Zones of Regulation program, students learn to be responsible, respectful, compassionate and empathetic in order to create a safe and caring school environment.

They will learn to:

- ☺ Predict how peers will react to their behaviour.
- ☺ Read body language.
- ☺ Recognize when they are in trouble socially.
- ☺ Support others.
- ☺ Develop positive relationships.
- ☺ Identify how others see them.
- ☺ Greet people appropriately.
- ☺ Identify their own feelings and appropriate ways to manage them

Support Services

We have a number of programs in our school to help support students. Each teacher promotes positive behaviour in their classroom and they will communicate with guardians in the event of a problem. Our school counsellor works with students and staff to support student growth. Outside agencies such Family and Community Services, Strathcona Health as well as the School Resource Officer may contribute to supporting the personal growth of our students.

Academic Policy

At times, your child may be assigned homework in order to:

- ✓ enable a student who has been absent from school to catch up with the rest of the class.
- ✓ develop a particular skill that may need strengthening.
- ✓ ensure that a slow-working student has an opportunity to keep up with the rest of the class.
- ✓ facilitate review and retesting for specific subject areas.
- ✓ foster deeper investigation and enrichment.
- ✓ encourage regular reading at all grade levels.
- ✓ encourage family involvement in school activities through participation in occasional 'project' type assignments.

From your School Nurse

Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services such as nursing, dental, rehabilitation and speech and language supports. Our common goal is to improve students' health and learning outcomes. You can contact the School Health Team by calling the Strathcona County Health Centre at 780.467.5571. Regular information regarding common childhood illnesses and conditions such as conjunctivitis (pink eye), pediculosis (head lice), etc., will be shared as needed. For further information, please access <https://myhealth.alberta.ca>

Bus Safety and Transportation Rules and Procedures

For information about student conduct on School Buses please consult Administrative Procedure 351 at www.eips.ca.

Parental Involvement

Ways to become engaged in your child's learning at Ardrossan Elementary include:

- 1) **School Council, AEPsA, CPF:** Attend virtual meetings, serve on one of the executive positions or help out with fundraising initiatives!
- 2) **Reading Coach:** Continue to read with your child on a daily basis!
- 3) **Sharing feedback:** Complete surveys and provide feedback through parent groups to help us to continuously improve.

Signature of Parent / Guardian: _____

Signature of Student: _____

GREAT HAPPENS HERE!