

# ARROSSAN ELEMENTARY FAMILY HANDBOOK 2022–2023

## ***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 the 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.

## ***Preparation for Lifelong 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.

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

### ***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. In a typical year, our school offers a variety of opportunities for our students in the form of leadership clubs. More information will be shared in our weekly Bison Tales.

### ***First Nations, Métis, 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.

### ***Guardian, School, and Classroom Communication***

Our school values communication through updates on our school website at [www.ardrossanelementary.ca](http://www.ardrossanelementary.ca), notes in the agenda, Twitter postings @ArdrossanElem, Brightspace and school/classroom newsletters.

You can also subscribe to the school calendar on our website for regular updates on personal devices. Elk Island Public Schools also offers information on its website - [www.eips.ca](http://www.eips.ca).

Please communicate with your child's 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.

### ***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

### ***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 is aware of the absence, so please call, and leave a message. This lets us know that your child is somewhere safe. If your child has an 'unreported absence', our system will call to ensure you are aware.

### **Late Arrival & Early Pickup**

Students are to sign in at the office if they arrive after the 8:40 a.m. bell. When picking up a child early, 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 these days, students are dismissed at 2:14 p.m.

### **Schedule**

Our school runs a Monday-Friday schedule. There are 10 periods a day of 32 minutes each. Students enjoy a morning recess of 15 minutes (staggered) as well as a 30-minute outdoor recess and a 30-minute block for eating lunch in their classrooms.

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

	REGULAR DAY
<b>BELLS</b>	
<b>First Bell</b>	8:40 a.m.
<b>Morning Recess</b>	10:16 a.m. – 10:30 a.m.
<b>Lunch</b>	11:34 a.m. – 12:22 p.m.
<b>Afternoon Recess</b>	1:58 p.m. – 1:24 p.m.
<b>Dismissal Bell</b>	3:16 p.m.
	EARLY DISMISSAL DAY
<b>First Bell</b>	8:40 a.m.
<b>Morning Recess</b>	9:58 a.m. – 10:12 a.m.
<b>Lunch Recess</b>	11:30 a.m. – 12:18 p.m.
<b>Afternoon Recess</b>	1:10 p.m. – 1:24 p.m.
<b>Dismissal Bell</b>	2:16 p.m.

### **Lunch Hour**

While inside eating or outside playing, students are supervised by our Educational Assistants who are providing noon supervision. There is a one-time yearly noon supervision fee of \$115.50 for students in grades 1-6, and \$57.50 for students in ECS/Kindergarten. These fees are used to help cover the cost of our lunch supervisors. In keeping with the 7 Habits, student responsibilities during the lunch hour are as follows:

- 1) Students remain seated in their desks.
- 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 always demonstrate respect to supervisors.

### ***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](http://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 a.m. - 9:00 a.m. and 3:00 p.m. - 3:45 p.m.

Visitor parking is clearly marked with signs. Please refrain from parking in staff parking or marked “no-stopping” zone. A parking map is available [here](#).

### ***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.

### ***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).

### ***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, they will receive a full refund.

### ***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 several students who have severe allergies (especially to nuts) where exposure can cause anaphylactic shock. Because of this we ask that you do not send nut products to school with your child. Please inform the school if your child suffers from allergies or has a medical condition of which we need to be aware.

### ***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.

### ***Cold Weather***

Students are encouraged to come prepared for playing outside in each season. During winter, please send students with weather appropriate clothing. Students will enjoy the great outdoors unless it is -22 °C or colder, including the wind chill.

### ***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 field trip.

Students are not permitted to keep personal devices on their person or in their desks during instructional time.

The school is not responsible for the loss or damage of personal devices.

### ***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***

School is a place of work and students should dress accordingly. Please refrain from wearing clothing inappropriate for an elementary school. Students wearing unacceptable clothing may be asked to find something else to put on. Adequate footwear is always required in case of an emergency evacuation. Please label all personal items.

### ***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 environment that fosters diversity and nurtures 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 misbehavior.

#### ***Ardrossan Student expectations:***

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)

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 will be taken into consideration.

Actions taken could include logical consequences appropriate for the misbehavior, as well as support for remediation and the teaching of required skills/strategies.

#### ***Bus Safety and Transportation Rules and Procedures***

For information about student conduct on School Buses please consult Administrative Procedure 351 at [www.eips.ca](http://www.eips.ca).