



Success for All ~ Le succès à la portée de tous

ARDROSSAN ELEMENTARY FAMILY HANDBOOK 2025–2026

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 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 the 7 Habits.
- 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.

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.

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 as we work towards shared reconciliation. We will continue to use the "7 Teachings" as our guide to continuing our learning about Indigenous people, history, and culture.

Guardian, School, and Classroom Communication

Our school values communication through updates on our school website at www.ardrossanelementary.ca, notes in the agenda, Instagram postings on @ardrossanelem, Brightspace and school/classroom newsletters.

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. Elk Island Public Schools also offers information on its website - www.eips.ca.

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

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 is reported as an 'unreported absence', a phone call will be made to check on their whereabouts.

Early Dismissal Wednesday:

This year Elk Island Public has implemented early dismissal Wednesday across the division. Every Wednesday school will dismiss at 2:16pm.

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 8:20 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](#).

Bell Schedule

★ ***Please note: Doors open at 8:25 a.m. in the mornings. ★***

Normal Day		Short Day
Period 1 8:35 - 9:07 am		Period 1 8:35 - 9:01
Period 2 9:07 – 9:40 am		Period 2 9:01 - 9:28
Period 3 9:40 – 10:13 am		Period 3 9:28 - 9:55
Recess 10:13 – 10:27 am		Recess 9:55 – 10:09 am
Period 4 10:27 – 11:00		Period 4 10:09 - 10:36
Period 5 11:00 - 11:33		Period 5 10:36 - 11:03
Period 6 11:33– 12:06		Period 6 11:03 - 11:30
Lunch (Div.1)/Recess (Div.2) 12:06 – 12:28 pm		Lunch (Div.1)/Recess (Div.2) 11:30 – 11:52 am
Lunch (Div.2)/Recess (Div.1) 12:28 – 12:50 pm		Lunch (Div.2)/Recess (Div.1) 11:52 – 12:14 pm
Period 7 12:50– 1:23		Period 7 12:14 - 12:41
Period 8 1:23 – 1:56		Period 8 12:41 - 1:08
Recess 1:56 – 2:10 pm		Recess 1:08 – 1:22 pm
Period 9 2:10 - 2:43		Period 9 1:22- 1:49
Period 10 2:43- 3:16		Period 10 1:49 - 2:16

Lunch Hour

All students eat in their classrooms with the support of noon hour supervisors. While outside, students are supervised by our Educational Assistants and noon hour supervisors who provide noon supervision. There is a one-time yearly noon supervision fee of \$117 for students in grades 1-6, and \$59 for students in ECS/Kindergarten. These fees are used to help cover the cost of our lunch supervisors. In keeping with the 7 Sacred Teachings, 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.

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. Our main office door is monitored with a video intercom system and guest ring a doorbell for permission to enter the school. At recess breaks, the doors near the Learning Commons will be open for student access to the school and they lock when recess ends. We do have supervision in this area to maintain building security.

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. 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 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. A release for medication administration will be sent home.

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 to play 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, smart watches, 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 communication 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 ([Student Code of Conduct](#) and [Welcoming, Caring, Respectful and Safe Learning Environments](#))

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.

Late Arrival & Early Pickup

Students are to sign in at the office if they arrive after the 8:35 a.m. bell. When picking up a child early, call the office to let us know when you 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. Please see the next page for more information on reporting absences.

REPORTING STUDENT ABSENCES, EARLY PICKUPS AND END OF DAY CHANGES

REPORTING AN ABSENCE

If it is a **planned absence** (you know in advance of the day): Email the teacher directly and cc the office at general.ael@eips.ca. Alternatively, you could send a note in with your child.

If it is a **last-minute absence** (unplanned): Call the school office.

REPORTING AN EARLY PICK-UP

If it is a **planned early pick-up** (you know in advance of the day): Email the teacher directly and cc the office at general.ael@eips.ca.

Alternatively, you could send a note in with your child.

If it is a **last-minute early pick-up** (unplanned): Call or email the school office.

Please note, **we will dismiss your child upon your arrival at the school**. Once you arrive at the school, please come in to ask for your child to be dismissed.

Please plan to give yourself some extra time to allow for their dismissal.

REPORTING A CHANGE IN END OF DAY TRANSPORTATION

If it is a **planned change in end of day transportation** (you know in advance of the day):

Email the teacher directly and cc the office at general.ael@eips.ca.

Alternatively, you could send a note in with your child.

If it is a **last-minute change in end of day transportation** (unplanned): Call the school office **by 2:00pm**.

The earlier you can let us know, the better.

There is a lot going on in the school office every day and we do our best to ensure parent messages are passed on. However, when messages come to the office after 2:00 pm, we cannot guarantee that your message will be passed on in time.



Ardrossan Elementary School Contact Information:

Phone: 780-922-2066

Email: general.ael@eips.ca

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)
- 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 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.