

PARENT/STUDENT HANDBOOK



Box 476 Eckville, AB T0M 0X0
Telephone 746-2297 * Fax 785-0743
EES@wolfcreek.ab.ca

Learning and Caring Through Quality Education

Message from the Administration



Dear Parents/Guardians:

Welcome to another year at Eckville Elementary School. We are excited to have you aboard! We are committed to continuous improvement and will be tweaking our programs and instruction towards this end once again. Parents are strongly encouraged to become active participants in our EES School Council. I can assure you that we consider carefully the discussion and suggestions that arise from these regular meetings. As always, if you have any questions or concerns about anything we are doing, I encourage you to contact me and/or set up an appointment to meet. Thank-you for your continued support!

-Ian McLaren

Principal, Eckville Elementary School

School Philosophy

Each and every classroom is comprised of students with mixed abilities, interests and achievement levels. It is believed that this mixture of students will create an atmosphere for the total development of students through interaction with others of differing interests and abilities. Academically each teacher is expected to group in such a manner as to facilitate a challenging, interesting learning environment to enable students to work to their potential. It is our intent that teachers will be able to pick up students from where they are and take them as far as possible within the core program as outlined in the Alberta Program of Studies, and if necessary offer enrichment to those who progress beyond the core.

We try to present students with a challenge to enable them to work to their potential. We try to build our students confidence and positive self-image. We are concerned about the way in which pupils react and relate to each other and to adults. It is our

responsibility to develop the whole child; academically, socially, psychologically and physically.

Mission Statement

“Learning and Caring Through Quality Education”

Wolf Creek Philosophy of Education

Wolf Creek Public Schools believe that through its schools, it has the responsibility for providing the best possible opportunities for its students to move towards intellectual, social, emotional and physical maturity, and in so doing, assist personal development.

“Creating Success for All Learners.”

Office Hours: 8:15 – 3:30 daily

School Hours: Kindergarten to Grade Six:

8:15	Arrival of buses
8:25	Entry Bell
8:25-8:35	Announcements and routines
8:35-9:05	Period 1
9:05-9:35	Period 2
9:35-10:05	Period 3
10:05-10:20	Morning Recess
10:20-10:40	SURF (Sustained, Uninterrupted Reading Fun)
10:40-11:10	Period 4
11:10-11:40	Period 5
11:40-12:10	Period 6
12:10-12:25	Lunch
12:25-12:55	Lunch Recess
12:55-1:30	Period 7
1:30-2:00	Period 8
2:00-2:15	Afternoon Recess
2:15-2:50	Period 9
2:50-3:20	Period 10
3:20	Dismissal



Student Entry

Please ensure that your child does not arrive at school prior to 8:15 a.m. Supervision will be provided outside from 8:15 onwards. Students need to enter and exit through their designated doors. All students are expected to go home after dismissal at 3:20. Loading supervision is provided for those students riding the bus.

School Goals

Eckville Elementary believes that Communication is a vital component to a “team”

approach to successful learning. It is our goal to continue to improve and develop new techniques to help enhance this. To accurately communicate student development and growth, good assessment is a critical component of good teaching. Our staff is continuing to learn and deploy a wide variety of techniques such as observation, rubrics, checklists, exemplars, written tests and self and peer assessments to assist in enhancing student learning. Assessment occurs on a daily basis and is monitored by both the teacher and student.

Student Safety and Security

The safety and security of our students is of primary importance. In order to achieve this we must work together to adhere to the following routines.

Visitors to the School

All parents and visitors must report to the office upon arrival at the school. **We do request that all visitors wear a Visitor name tag while in the building.**

Attendance

Regular attendance of all students is required and necessary for success in school.

If your child is going to be absent or late, parents are requested to contact the school at 403-746-2297. For your convenience, you may use our answering machine prior to 8:30 am.

If your child is absent and there has been no communication to inform the school, we will call the parent contact numbers until confirmation of the absence is received.

Please inform the school prior to an extended vacation. Remember, students are responsible for work missed while absent.

Early Dismissal of Individual Students

If a student is being picked up for an appointment, we ask that you first come to the main office and sign them out. This avoids class disruptions. Parents who are unable to pick up their child are requested to send a dated note to the teacher stating the reason for the absence. This is only required if the office has not been contacted. Please wait at the office for your child to come to you, as this avoids disrupting the class.

Student Lates

Students are expected to arrive at school in time for the entry bell. Timeliness is a life skill. We ask parents to help us teach this skill. The Alberta School Act requires that we work together to support children with this expectation. Students who are late are required to check in at the office prior to going to class.

Lock Doors for Safety

All doors to the school, with the exception of the front door will, be locked after school commences each day. Students arriving late must enter by the front door.

Phone Messages for Students

If you need to contact your child during school hours, please call the office and your child will be called to the phone. Personal cell phones are not permitted to be used for this purpose.

Student Telephone Calls

A telephone is located in the hallway for student emergency use. However, it is not to be used during class periods without the consent of a teacher or the office. Students are not allowed to use the office telephones except in emergency situations.



Leaving the School Grounds

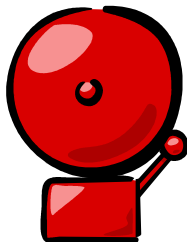
Students are not allowed to leave the school grounds anytime during the school day without proper authorization. Those students, who eat lunch at school regularly, must have a note signed and correctly dated by their parents or guardian before being allowed to leave the school grounds. This note must be presented to the homeroom teacher and then the office will be notified.

Drop off and Pick- Up of Students

Please help us to ensure the safety of our students by **not** using the “school parking lot” to drop off or pick up students. This will help us avoid a potentially dangerous situation. Please only park on the right hand side of the one way street in front of the school.

Emergency Response and Fire Drills

Government regulations require that the school conduct emergency drills on a regular basis. At the beginning of the year, several drills are held within a matter of a few days in order to familiarize the students with the proper exits and procedures. Because emergency drills are conducted regularly throughout the year, all students must wear shoes indoors at all times. If we have to leave the school for an extended period of time (eg. water main break) our alternate location will be Eckville Jr. Sr. High School.



Student Insurance

The Wolf Creek School Board has arranged for a company to provide accident and health insurance to those who wish protection. All students are encouraged to purchase minimum coverage. Insurance forms are handed out early in the year along with details of cost and coverage.

When Children are Ill

In fairness to all, please do not send your child to school if there are definite signs of ill health. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health has improved.

The school’s policy is to send sick students home as soon as possible. Our practice will be to call parents and ask that the child be either picked up or given parental permission to go home. For this reason, it is important that parents keep the school informed of current work and emergency phone numbers.

School Safety Patrols

Patrollers provide an excellent service to our learning community. The School Safety Patrol program at Eckville Elementary School ensures that students and their families cross safely from 3:20-3:25.

The grade six students are to be obeyed during their time on patrol and violators will be reported to the Coordinator.



Bus Safety

The operation of the Wolf Public School buses is managed by the Transportation Supervisor. Information regarding the bus that your child rides, expected times at your residence and any problems that may arise, can be dealt with by contacting the Wolf Creek Office (403-341-4153) or the Bus Garage (403-782-3729).

A note is required to inform the school on days your child will not ride the bus home.

School personnel will provide supervision for students arriving at school and assist the children to safely load the bus to go home.

When students that do not normally ride the bus or wish to use a different bus would like to do so, they must first contact the bus driver to make sure there is room. The request must come to the office with a hand written note by the parent. A form will be issued; it is to be given to the bus driver. Children will be put on the bus if there is no note, or you have not signed your child out at the office.

Severe Weather

On days of severe weather (cold or rain) we have special provisions to ensure children's safety and comfort.

Environment Canada is the source of our cold weather information and direct observation will be the source of our rainy day decisions. When winter temperatures warrant, or if it is raining heavily:

-Children will be allowed to enter the school and wait inside the doorways on the rugs.

-The morning supervisor will be there during this time to greet children.

-Recesses will be spent in the child's homeroom.

-School Patrols will not be on duty.

On these cold or rainy days, parents can:

-Ensure your children do not arrive at school prior to the 10 minute supervision bell (unless involved in special activities).

-Be sure your children are dressed appropriately for the weather.

Operation of School During Inclement Weather

The following weather conditions will invoke non-operation of school buses:

Air temperatures in excess of -40 degrees Celsius regardless of wind conditions. In instances where the air temperature is between -30 and -40 degrees Celsius, the wind chill factor may be considered if it creates temperatures in excess of -40 degrees Celsius.

Impassable road conditions due to extreme snow fall and blowing snow conditions creating poor visibility.

Heavy fog creating reduced visibility situations. In the case of fog, a decision will be made on the basis of conditions in individual areas of the division. If possible, the running of buses will be delayed only until fog conditions improve, at which point buses will be sent out on their regular routes. Delays will not exceed a two-hour time period.

Other weather conditions that render roads unsafe or impassable.



Supervision

Eckville Elementary Staff will provide outside supervision services during the following times:

8:15 -8:25 Before school
10:05-10:20 Recess
12:25-12:55 Recess
2:00-2:15 Recess
3:20-3:25 Loading of Buses



Lunch

Students eat lunch in their homerooms.

Most classrooms have microwaves available for student use. Due to the high demand on the microwaves, students will need to check with their teachers for a schedule.



Field Trips

All students must have a signed informed consent slip to attend field trips. Each teacher determines the year end field trip for their class. Please contact your child's homeroom teacher for trip information. Grade Six student have the opportunity to go to camp in May/June with the fee being set every fall.

Instructional Material Fees

The Wolf Creek School Division's Instructional Materials Fee is designed to offset the costs of instructional material. Please make your full payment upon registration.

Online payment is now available at:
<https://wolfcreek'schoolcashionline.com/>

Communication

Concerns

Parents are strongly encouraged to bring concerns, questions and suggestions directly to the school – firstly to the appropriate teacher or to the instructional resource teacher. If your concerns continue, please contact the administration. While we may not always have solutions, we will promise our best efforts to be understanding, honest and accommodating.

As teachers are not available during instructional time, please put a note in your child's agenda, or call the school to book a time to talk with your child's teacher.

Open and honest communication usually reveals that both school and parent want exactly the same thing – namely that which is best for the individual student and their learning.

Newsletters

The school publishes a monthly newsletter which will be posted on the website each month. This newsletter contains important information concerning school events such as field trips and special presentations.

School Volunteers

Parent volunteers are used in the school in a number of areas - special projects, the library and classrooms. We welcome all interested parents who wish to volunteer their assistance on a regular or short-term basis. Before volunteering, all volunteers will be required to complete a registration form and a police security clearance form. A letter is available at the office which will allow you to get this Criminal record Check at no cost. Be sure to register in the Volunteer book when you come to spend time in the school.

School Council

The Eckville Elementary School Council is an active group of parents and staff who work together to make Eckville Elementary School a better place to learn. This group meets in the evening once per month, with the Annual Group Meeting taking place in September.

Over the past several years playground equipment has been set up for the school and community to enjoy. Classroom Libraries, SmartBoards and field trip funds were supported by funds raised by School Council. We need active involvement in this group.

Report Cards

Report cards are issued three times during the school year, in November, March and June. Report cards provide the parents and students with feedback on progress in school, subject by subject. It is important for students and parents to know how well a student is achieving.

Parent-Teacher Conferences

Parent-Teacher conferences will be held twice during the school year in conjunction with the report cards in November and March. Either teacher or parents may request additional individual meetings.

Parents are welcome to visit the school at any time. An appointment may be arranged by contacting the School Secretary (403-746-2297). Throughout the year there are various activities both during and after school which parents are encouraged to attend.

Student Responsibilities/Conduct

Homework

Motivation primarily comes from parental interest and support in their children's school work. For Division I children, no formal assignments shall be made, but 5 to 10 minutes of systematic study per night is recommended. Children in Division II may be assigned formal assignments at the discretion of the teacher, but no school requirement should exceed 20 minutes in length. Children are encouraged to read daily. Work at home establishes self-discipline and a positive attitude towards work. Parent signing of the agenda is daily homework for all students.

Good study habits do not just happen; they must be developed during a child's early years of schooling. Success in secondary and post secondary education often depends on a student's study habits

Personal Property

The student's name should be on all items of clothing and other personal property. This is most important in determining ownership of similar items. The school does not accept responsibility for loss or damage of personal items.

Clean School Policy (Indoor/Outdoor shoes)

A pair of running shoes is a necessity for in school wear and physical education classes. Outdoor footwear is not acceptable inside the school. Upon entry all students will remove outside footwear and place them neatly on the provided racks. It is requested that inside footwear have non-marking soles.

It is imperative that students wear shoes and socks for three important reasons: Emergency evacuations, to prevent injury, and for health and sanitation in a public building.

Toys/Games/Personal Listening Devices

Students are required to keep games, toys, trading cards, MP3's, etc. at home. They are not to be sent to school unless a teacher requests them. These items can interfere and distract students from learning. If cell phones are brought to school, they need to be kept in the child's backpack during the school day. If a student needs to make an emergency phone call or if a parent wishes to contact a student while they are at school, please use the school phones. **Some grades may allow students to bring personal devices (Smart Phones, laptops, etc) for educational uses only, and students should *not* have them out of their lockers unless the teacher has given permission at that time.**

Lost and Found Articles

All lost and found items are located in a box in the hallway near the gymnasium. Please report any lost items immediately. The School takes no responsibility for lost or stolen items. Please be sure to name as many articles as you can. Valuables should not be brought to school.

Bicycles, Scooters, In-Line Skates, Skateboards

Bicycle stands are provided in front of the school for those students bringing bicycles to school. The school is not responsible for the safety (maintenance) of bicycles. All bikes should be locked. In order to foster good safety habits, we request that students walk their bikes on the school grounds. Students are not allowed to ride bicycles at recess or noon hour unless they are riding them home for lunch. As it is now law, all students must wear their helmets to and from school.

In line skates are not allowed in school.

Dress Code

Student apparel should contribute to a positive school atmosphere and facilitate learning rather than detract from it. For both staff and students, clothing should be appropriate for an educational setting.

1. Footwear and shirts must be worn at all times. Coats must be worn if weather warrants.

2. Beachwear is not suitable attire (e.g. Halter tops/sling shirts/open back shirts/brief shorts/muscle shirts/short tops where mid section is showing/spaghetti strap shirts-dresses/bathing suits/too short skirts/shorts etc. Specifically, shoulder straps must be two fingers wide and shorts/skirts must extend beyond the fingertips when the hands are at the student's side.

3. Clothing with profane or vulgar slogans or pictures, clothing-featuring connotations related to alcohol, drugs, sex or violence are not acceptable.

4. All persons are asked to take off their hats or other forms of head covering upon entering the school. (This guideline will be waived for special circumstances - medical, religious or safety reasons - when discussed with the administration.)

5. Suitable clothing for physical education is Required - make sure to check with your teacher.

Cooperation is expected. Students will be asked to comply with the expected dress code; students will be sent home to change, or required to wear a school T-shirt. Continued non-compliance will be considered as defiance and may result in disciplinary action

Student Conduct

Creating a safe and Caring School Environment.

At Eckville Elementary School we believe in making Positive Choices. We believe in effective/sensible discipline and techniques that:

1. Encourage and reinforce responsible student behavior,
2. Develops and promotes the growth of student self-discipline, and
3. Treats students in a positive and dignified manner.

At Eckville Elementary School we....

Respect Ourselves
Respect Others
Respect Property

Behavioural Expectations:

Section 7 of the Alberta School Act States: A student shall conduct himself so to reasonably comply with the following code of conduct:

- a. be diligent in pursuing his studies
- b. attend school regularly and punctually
- c. co-operate fully with everyone authorized by the board to provide education programs and other services
- d. comply with the rules of the board
- e. account to his teachers for his conduct
- f. respect the rights of others

According to the "Roles and Responsibilities in Education Handbook," parents have a right and a responsibility to make decisions respecting the education of their child. As well, parents have a responsibility to ensure that their children are ready to learn and to help them make good academic progress.

Conflict Resolution:

We teach skills and concepts to help students proactively deal with conflict through the following steps.

1. Tell them what behaviour you don't like.
2. Tell them how the behaviour makes you feel.
3. Tell them what behaviour you want.
4. Tell them what will happen if things don't work out.

Expectations for Conduct

In school:

- expectations are set by classroom teachers in the form of a discipline plan, a copy of which is posted in the classroom and sent home to parents
- Movement through the school is quiet and orderly. No running or pushing.
- No gum chewing or eating at inappropriate times and places
- Observe the dress code
- Follow the Indoor shoe rule
- Eat lunches in the assigned room and remain seated. Garbage will be placed in the receptacles provided.

Playground:

- Arrive at school no earlier than 8:15
- Play safely in designated areas
- No tackling/play fighting games
- Stay off the snow hills or out of water puddles
- Follow the directions of the supervisor
- Follow school policies regarding bikes, scooters, rollerblades, in-line skates
- Parent permission, in the form of a

note, is needed to leave the grounds.

Time Out areas:

-Students will remain in the assigned work area for the specified time and duration and complete the work given.

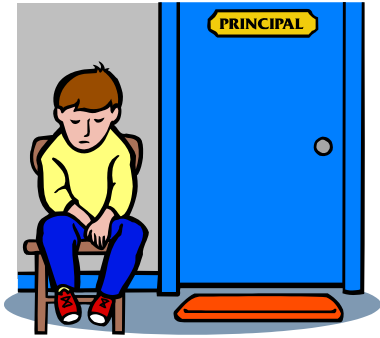
Relative to the type of misconduct displayed by the student(s), they could be disciplined in any of the following ways:

1. Meeting with the student to talk about the problem and help him/her to understand and commit to possible solution(s). Students will often be given a "Think Paper" to complete.
2. Student may remain in the office for a time.
3. When your child has received 3 office referrals and/or the incident warrants, a phone call home will be made.

The 4th major incident will result in a ½ day in-school suspension, the 5th a 1 day in-school, etc.

NOTE: Depending on the severity of the incident, these steps may not occur in order and the less serious consequences may be bypassed.

At Eckville Elementary School, parents and staff work together in directing student conduct. We all work towards the same goals - providing the best academic program in a safe and caring environment, with fair and consistent discipline.



Consequences for Negative Behaviour

If misconduct occurs, the following logical disciplinary strategies occur.

Minor Offences:

Minor Offences may include:

1. Not following the instructions of staff.
2. Not showing respect for others and their property
3. Not remaining in your desk during instructions, and bothering others.
4. Not using appropriate language.

Consequences for Minor Offences:

If a student does not choose to comply with each step, movement to the next step will occur.

1. Reminder

*unacceptable behavior will be identified

2. In-Class Time Out (5 Minutes)

- or to end of period

3. In-Class Time Out (10 Minutes)

- or to end of period

4. Out-of-Class Time Out (15 Minutes)

- at the office

-completion of Think Paper/verbal agreement to behave.

- misbehavior here will result in In or Out-Of-School Suspension

5. In-School Suspension (1/2 Day)

- misbehavior here will result in Out-Of-School Suspension.

- completion of Think Paper/verbal agreement to behave.

*if student repeats past the in class 10 minute time out, move to the next step.

6. In-School Suspension (1 Day)

misbehavior here will result in Out-Of-School Suspension.

- administrative review/counseling offered/verbal or written agreement to behave.

*if student repeats past Step 3, move to next step.

7. In-School Suspension (2 Days)

- misbehavior here will result in Out-Of-School Suspension.

- administrative review/counseling offered/verbal or written agreement to behave.

*if student repeats past the in class 10 minute time out, move to the next step.

8. Out-Of-School Suspension (3 Days)

- administrative review/counseling offered/verbal or written agreement to behave.

-Meeting with Parents, Student and Administration.

*if student repeats past the in class 10 minute time out, move to the next step.

9. Out-Of-School Suspension (5 Days)

- administrative review/counselling offered/verbal or written agreement to behave.

- Meeting with Parents, Student and Administration.

*if student repeats past the in class 10 minute time out, move to the next step.

10. INDEFINITE SUSPENSION

*Refer to the Board of Education with recommendation for expulsion.

Major Offences

Major Offence may include:

1. Refusal to follow the instructions of a school staff member (ie. Open opposition to authority/willfully disobedient).
2. Use of profane language (or gestures).
3. Fighting or physical abuse (towards students or staff).
4. Willful destruction of property (vandalism).
5. Theft.
6. Conduct deemed injurious to the moral tone or well-being of the school.

Consequences for Major Offences:

Parents are notified at every step.

1. In-School Suspension (1 Day)

- Misbehavior here will result in Out-Of-School Suspension

- Administrative review/counseling offered/verbal or written agreement to behave.

- Meeting with Parents, Student and Administration.

-*If student repeats, move to next step.

2. In-School Suspension (2 Days)

- Misbehavior here will result in Out-Of-School Suspension

- Administrative review/counseling offered/verbal or written agreement to behave.

- Meeting with Parents, Student and Administration.

*If student repeats, move to next step.

3. Out-of-School Suspension (3 Days)

- Administrative review/counseling offered/verbal or written agreement to behave.

- Meeting with Parents, Student and Administration.

*If student repeats, move to next step

4. Out-of-School Suspension (5 Days)

- Administrative review/counseling offered/verbal or written agreement to behave.

- Meeting with Parents, Student and Administration.

*If student repeats, move to next step.

5. INDEFINITE SUSPENSION.

*Refer to Board of Education with recommendation for expulsion.

Damage to School Property

When school property is damaged by the intentional or negligent act of a student, the student and his/her parents are jointly liable for restitution.

School Programs and Services

1. Academic

1. Inclusion Coach

The Inclusion Coach aims to give students skills and strategies that they will need in their regular classes. The program is designed for children of normal ability who are experiencing difficulties with their school work, particularly in the core subjects of Language Arts and Mathematics. Students may work with the Inclusion Coach either individually, in small groups within the classroom or in a separate area.

2. Learning Coach

AISI stands for 'Alberts School Improvement Initiative.' Our AISI Coordinator is a crucial member of our school's Leadership Team. She coordinates our Professional Development initiatives, aligns our school's goals to Wolf Creek Public Schools and assists our staff in developing Excellent Learning Environments.

3. Classroom Assistance

Educational Assistants are provided to our special needs students in order to provide the best classroom environment possible. These E.A.s are also involved in our Early Literacy program and in assisting students with Speech and other programs.

4. Early Literacy Intervention (E.L.I.)

This program utilizes the Building Readers Program which is designed to assist students who are experiencing difficulties learning to develop reading skills. Students who are identified by their teachers as needing assistance may access the program. Parental permission is required.

5. Health Unit Services

A public health nurse from David Thompson Health Region visits the school to provide the following services:

- . Immunization
- . Health information
- . Health counseling
- . Speech and Language Services

5. Age of Admission

Students who have obtained the age of five prior to December 31st of the school year may register in Kindergarten. Students who have obtained the age of six prior to December 31st may register in Grade One. During registration, a birth certificate is necessary for documentation. Students requiring extra assistance before Kindergarten may receive Early Intervention Services. Please contact the school for further information.

2. Athletic and Social Programs

School Social Worker

Involvement can be obtained in the following ways:

- Student makes contact with the SSW.
- Teacher makes contact with the SSW.
- Parent(s) make contact with the SSW.
- Outside agency (social worker) makes contact with the FSLW.
- SSW makes contact with student/teacher/parent.

Our programs are in no way intended to compete or interfere with the role and value systems of the parent(s). It is our goal to be supportive of the family unit. Pro Social Skill programs are offered as a complement to the homeroom teacher's responsibilities. For many of the student's concerns, the first level of contact should be the homeroom teacher.

b. Parent/Family Assistance

It is recognized that there is a gap in the services offered to children and their families by the school, home and community. The School Social Worker's focus is to work with the school staff, families and community agencies to prevent the breakdown of family/child/school relationships.

Our School Social Worker attempts to be an impartial link between home and school, to foster communication between parties involved in the student's life.

Our School Social Worker receives referrals from school staff, parents, students and community agencies. Having received a referral, the worker meets with family members to determine possible courses of action. These are framed as options for the family to choose from. The final choice is usually left up to the family. The Worker's role is that of a supportive resource person, as opposed to a counsellor. For example, the family may be given the following options:

- A list of appropriate counsellors.
- A list of support groups in the area.
- A list of resource books available.
- Assistance in advocacy (i.e. Who to call, what to ask for).

Breakfast for Learning

All students have the opportunity to have toast or another breakfast item being served before school begins. Breakfast is made by the Grade Five students and delivered to student entrances.

Intramurals

During the school year there is a preplanned schedule of athletic events and games for students during the lunch (middle) recess. These

activities begin in late fall and continue until early spring.

3. Services

Milk Program

Eckville Elementary School dispenses milk to participating students. Our aim is to provide a nutritious drink for lunch. The School sells cards consisting of 10 milk or individual milk are available to purchase daily, as well as online.

Library

The Library contains a wealth of various materials that you will use during your years at Eckville Elementary School. The Library operates as a silent work area.

The following rules apply to all scheduled library classes:

1. No homework to be done during library periods - reading only.
2. No comic books - we have lots of materials to read.
3. No talking - library periods are set aside as a quiet reading time.
4. Encyclopedias do not go home. The only time encyclopedias leave the Library is if a teacher is using them with a class in their room. The encyclopedias are to be returned to the Library at the end of the period.

School Pictures

Each year a professional photographer visits the school to take individual photographs. Identification photos for school records are provided by the company, which processes the photographs

