

A.L.HORTON
E L E M E N T A R Y



your journey begins here

SCHOOL HANDBOOK

WELCOME TO A. L. HORTON ELEMENTARY SCHOOL

MISSION STATEMENT

A. L. Horton Elementary School is a place where we

Acept one another,

Learn through leadership, and

Honour the 'Greatness in YOU'!

Live the **ALH** way!

PRINCIPAL'S MESSAGE

At A. L. Horton Elementary School, everyone works together to provide students with a safe, nurturing, positive environment where each child is encouraged to work to achieve their personal best. In order to achieve this we need to turn students into leaders --- this is a key component to life's success. In order to develop the leader in each child we strive to educate the whole child so they can realize their potential intellectually, physically, socially, and spiritually.

Because of the importance of home and school communication, we have many systems in place to help ensure this. Good communication makes for a happy school community! First and foremost is the use of the agenda, which staff and students use to communicate special events, homework or other information to home. Please ensure that this is checked daily.

Our website, www.alhorton.ca, is also full of information and easy to access. Calendars, special events, and forms are available here. Important information can be found on our 'School News' Blog. If you are unable find or access something, please let us know. Elk Island Public Schools also offers information on its website, which can be found at www.eips.ca. E-mail with our staff is also easy. All addresses use the first name, separated by a period, followed by the last name. All letters of the name are written in lower case letters. The name is then followed by: @eips.ca. For example: joe.smith@eips.ca. Classroom teachers will communicate on a regular basis to let you know what is happening in the classroom and to help you in your planning. (This may take the form of e-teacher pages, email updates, the 'Remind' APP or classroom newsletters.)

We offer opportunities to communicate with you more formally through the following:

✓ **Meet the Staff Night**

An evening in August is set up to enable the staff to meet the parents. It is an informal night for parents and staff to get to know one another. Because it is held in August/early September, it is really too early for the teacher to comment on student progress, but rather to share expectations for the year.

✓ **Student / Parent / Teacher Interviews**

Interviews allow for clarification of student progress and conversation through one-on-one conferences. Interview times will be pre-arranged, and more time can be requested, if necessary. Students are very welcome to attend! Interviews will be held *before* report cards, as a way to be proactive about student learning habits before the report card goes out.

- ✓ **Communicating Student Learning (CSL)** Report cards are prepared and sent home in November, March and June to report on student progress for all students in grades 1 – 6. These report cards are Cloud-Based and shared digitally through your PowerSchool Parent Portal account. Kindergarten reporting is done similarly, but with only one accessed online at the end of the year.

Finally, and most importantly, please feel free to contact your homeroom teacher if you have any questions or concerns. You can use email or call the school at 780.632.3113 to leave a voice message with our office. Your homeroom teacher should always be your first source of information.

ACADEMIC PROGRAMS

In addition to Alberta Learning curricular programs for Language Arts, Math, Science, Social Studies, Health, Physical Education, Art and Music, we are also pleased to be able to provide the following additional programs:

✓ **French as a Second Language (FSL)**

French, as one of Canada's official languages, is spoken by more than 250 million people in 33 countries. At A. L. Horton Elementary School, we believe that being able to understand and use an international language other than English is a proficiency students will need in the future global marketplace. FSL is compulsory for students in grades 4 to 6.

✓ **LINKS Program (Learning, Individual Needs, Knowledge, and Skills)**

The LINKS program is designed to meet the educational needs of students who require comprehensive programming modifications in core subject areas. Students are integrated into their homeroom classes for art, health, music, and physical education. An Individual Support Plan (ISP) is designed, along with parental input, for all students in the LINKS program. The school and the LINKS classroom are wheelchair accessible.

✓ **ESL (English as a Second Language)**

We have several new families from around the world whose native language is one other than English. We provide one-on-one or small group instruction to increase English language proficiencies.

✓ **PALS (Play and Learn at School)**

Children from 3 to 5 years of age who have been assessed with severe disabilities/delays, and children from 3.5 to 5 years of age who have been assessed with mild and/or moderate disabilities/delays. Typically, our classes will have between eight and ten children.

✓ **Ukrainian Bilingual Program**

The Ukrainian Bilingual program has been in Vegreville since the program was first introduced in Alberta. The Ukrainian Bilingual program is available to students from grades K to 6. Students achieve oral and written competence in English and Ukrainian. The learning of Ukrainian is accomplished through individual and group activities. Cultural celebrations are also important components of the Ukrainian bilingual program.

OTHER PROGRAMS

✓ **BEFORE AND AFTER SCHOOL CARE**

A.L. Horton Elementary School is proud to provide a valuable and affordable "Before and After School Care" service for parents and students. We have an excellent after school care program run by qualified and energetic staff members. Parents must pre-register students. For more information or to inquire about current rates, availability, or programming contact the school office.

✓ **KINDERKARE**

Kinderkare is a child care service provided by the school at minimal cost on Mon/Wed. and alternate Fridays. This helps families that cannot find childcare on non-kindergarten days. For more information, please contact the office.

✓ **HOT LUNCH**

A hot lunch program is run by our parent association. There are approximately 3 hot lunch days per month. Children have the option to participate. Money from the hot lunch program goes directly toward field trips for students, special projects funded by the School Society or clubs within the school. Our parents try their hardest to have healthy choices for these days.

POLICIES AND PROCEDURES

✓ **ACCIDENT POLICY**

Should any student sustain an injury during the school day, they should be brought to the office to be examined by a staff member. If the injury is minor (a cut requiring a bandage), it is looked after in the school. If the student may require the attention of a physician, parents or the emergency contact are notified, if possible. It is the responsibility of the parent or guardian to come in and take the child to a doctor of their choice. If necessary, an ambulance will be called to transport seriously injured/ill students. Elk Island Public Schools requires that an emergency number be available if parents cannot be reached. Should the injury require dental

work, the parent shall make arrangements to take the child to a dentist. Broken eyeglasses are not covered by School Board insurance.

✓ **AGENDAS / STUDENT PLANNERS**

Students in grades 1 to 6 will receive an A. L. Horton Elementary School agenda. Teachers will be posting homework on charts or the board, so students can write this information into their agenda. Please check with your child daily to see that the agenda is being used and that assignments are being done. This will enable students to study for exams in advance and let parents know when exams and assignments are scheduled. Some parents use the agenda to communicate with their child's teacher. Please remind your child to give the agenda to the teacher, to ensure that communication is not missed.

✓ **ASSIGNMENTS / HOMEWORK**

Student performance improves when the student participates in literacy and in learning activities at home with parental support and encouragement. It is the student's responsibility to record assignments in their agenda, complete all assignments and hand them in on time. Students who are absent are required to find out what assignments they missed, and are expected to complete the work missed within a prescribed period of time. Because incomplete assignments tend to have a detrimental effect on the progress of your child, we solicit your support in helping us monitor your child's assignments and ensuring they are completed. When a student habitually neglects assignments, parents will be notified as soon as possible. Nightly review is important as it results in greater progress. Students who are experiencing difficulty in school benefit from regular review. In grades 1, 2 and 3, 15 minutes of nightly review is recommended. In grades 4 to 6, 30 minutes per day is suggested. Daily home reading has been proven to increase student achievement. Home reading programs have been established in grades 1 to 3. Grade 4 to 6 students should be reading for approximately 15 to 30 minutes every evening. Please remind your child to return the books they have taken out of the school library. We ask for parent assistance in the following areas:

- Make sure your child has enough sleep each night
- Be sure your child attends daily
- Make sure your child has a good breakfast and a nutritious lunch
- Check with your child daily as to what assignments he/she has.
- Sign or initial the agenda book daily
- Check to see if your child has all his/her books in his/her school bag
- Set aside a daily time and quiet space to do homework and review
- Call your child's teachers if your child is having difficulty with homework

✓ **ATTENDANCE**

Regular attendance and punctuality is expected of all students. One day absent really affects 3 days of schooling: the review from the previous day, that day, and taking up the assignments the following day. Should the child not attend regularly or be tardy frequently, the school must report the case to parents. If the issue continues, there can be a possible referral to the EIPS Attendance Board. Attendance will be taken by teachers in the am and the pm. When a child is absent, parents are asked to call the school to notify the office of the absence. When absences have not been verified, parents will be phoned to confirm the absence. In the case of doctor appointments or other absences, parents may send a note with the student on the day prior to

the absence. If your child is leaving school early for a specific reason, parents are requested to notify the school ahead of time. The school's answering machine is set up to receive calls placed before or after school hours. If both phone lines are busy, the answering machine automatically takes the message so that we won't miss your call. Attendance is essential for student success!

✓ **AUDIO EQUIPMENT, DIGITAL CAMERA, and ELECTRONIC GAMES**

Students are discouraged from bringing these items to school (cell phones, digital cameras, and/or electronic games). Students are responsible for the safekeeping of such items, and school staff will not investigate missing or lost equipment. **Photographs may not be taken inside the school building.**

✓ **AWARDS**

Students who have proven to exhibit excellent citizenship, behavior or work skills to other students and/or staff may be given a Positive Referral. At A. L. Horton Elementary School, we value character, effort, and self-discipline.

At the end of the year there will be a "Celebration of Learning" for all students.

✓ **BACKPACKS**

Students may carry their books and necessary supplies to and from school in backpacks. Backpacks are the property of the student, but may be searched by administrators if there are grounds for suspicion of items that may compromise safety, health, or discipline.

✓ **BEHAVIOR**

The development of positive student behavior is a shared responsibility between home and school. Staff will review the behavior plan on the first day of school with their students, and it is the parent/guardian responsibility to be familiar with all aspects of the plan. Should any parents want to read the EIPS Student Behavior Plan Policy IG, Suspension of Expulsion of Students Policy IGC, and/or Student Transportation Behavior Plan Policy IGD, a copy can be obtained from the office or at the EIPS website.

✓ **BELL SCHEDULE**

Please be aware of our start time, recesses, lunch hour, and dismissal times.

SCHOOL OPERATIONAL DAY

8:15	SCHOOL DOORS OPEN
8:30	First Bell/O' Canada/Announcements
8:35	Second Bell/Attendance/Class Starts
10:35 - 10:50	RECESS
12:10 - 12:25	LUNCH BREAK
12:25 - 12:45	NOON RECESS
2:55	Dismissal time
3:03	Busses depart

Early Dismissal Day is the first Wednesday of the month. Students are dismissed at 1:55 pm.

School doors are **locked at 3:30 PM**. The school is open on a limited basis in the evenings for community events, clubs and meetings.

✓ **BICYCLES, ROLLERBLADES, SKATEBOARDS**

Students who ride their bikes to school must immediately park their bikes in the bike rack provided and not ride them during the school day. We recommend that students lock their bikes, as the school is not responsible for bikes brought onto school property. Students are allowed to use rollerblades and skateboards on their way to and from school. The school is not responsible for these items. Students are not allowed to rollerblade and/or skateboard at recess or lunch breaks. They must have shoes with them so that they can change before entering the building. Please be sure your child is wearing a helmet – it is the law!

✓ **BUSSING**

Bus driver routes are assigned by Central Services in Sherwood Park according to land description. If you are a new family to the Vegreville area, please bring your land location or address to the school when registering your children. The bus driver will notify you directly concerning pick up times. Any problems arising on the bus should be directed to the bus driver first. Bus drivers are to then report any reoccurring issues to school administration. It is our desire to have a safe and pleasant ride for all of our students by having an orderly and respectful environment on our busses. Questions about transportation should be directed to Student Transportation at 780-417-8151.

✓ **CELL PHONES**

Students are discouraged from bringing cell phones to school. A student having a cell phone at school should keep it in his/her locker or some teachers keep them looked up for students during the day, this reduces the possibility of loss, theft, and/or damage. Students are prohibited from taking photographs within the building using their cellular phones and/or other devices. Individual students violating the above policy will have their phone turned into the office. After the second occurrence parents/guardians will be contacted and asked to pick up the phone. After the third occurrence, students will be dealt with under the Student Behaviour Plan. Within the building, students may use their phone prior to morning classes and after school. In special circumstances students can request to use their phone in the office. The school is not responsible for lost, stolen, or damaged cellular phones and staff do not have time to investigate such matters.

✓ **CHARACTER EDUCATION**

Character education has been identified as the cornerstone of sensitive, caring, and supportive learning environments. It is about developing lifelong wisdom by guiding children to know and pursue character attributes such as respect, responsibility, courage, kindness, compassion, perseverance and leadership. When modeled, taught, expected, acknowledged, and celebrated, positive character attributes lead students to be successful learners and contributors to their school community as well as responsible global citizens. Our focus on "The Leader in Me" and in "The 7 Habits of Happy Kids" will continue to be embedded in instruction, curriculum, traditions, systems, environment, and modeling. Students will demonstrate their understanding through a variety of leadership opportunities.

✓ **COMMUNICATION**

Parents and guardians are an important part of the school community, and we encourage your participation and contribution to our school activities. The school will contact parents/guardians in matters of misbehavior, neglect of duty or lack of adequate school progress. We encourage parents to call the classroom teacher whenever they have questions or concerns. Please give staff the benefit of the doubt. Realize that the report you receive at home from your child may be emotionally "charged". Realize that we have reasons for all rules and we attempt to apply them consistently. Support the school and call us for more information. Try to resolve any issues or misunderstandings with the classroom teacher first. If a difficulty reoccurs or something seems unresolved contact the office.

✓ **COMPUTER USE**

Our school is proud to have multiple sets of Chromebooks and iPads which are used intensively. We are proud to have a ratio of 1:2 (One device for every two students). Prior to being allowed Internet privileges, each student and their parent or guardian must sign the EIPS User Agreement which indicates that the student using the Internet will do so in accordance with all the rules and regulations of EIPS. Chromebook carts are booked on a flexible schedule basis. Sets of iPads are also available.

✓ **COUNSELLING SERVICES**

Students and families have access to school administration, FSLW and indigenous FSLW for counseling needs. If at any time, you believe your child needs help, please contact administration immediately. We will help students work out problems, which are interfering with their success in school. These problems might be personal, emotional, or social in nature. Characteristics of this service may encompass elements from each of the following areas:

1. Educational counseling (e.g. study skills, liaison to community resources)
2. Career counseling (e.g. involvement in career awareness)
3. Personal counseling (e.g. peer relationships, family/separation, divorces, teacher student conflict)
4. Placement (e.g. individual and group testing, psychological assessments, interpretation of results to parents and teachers, identification of special needs students.)
5. Orientation and registration (e.g. grade 6 to Junior High)
6. Staff supports (e.g. counseling for staff)
7. Referral procedure
8. Student self-referrals may be submitted to administration, FSLW or indigenous FSLW at any time.

For more serious needs school administration will consult or refer to Alberta Mental Health.

Our school is also very fortunate to have the community MODEL Project which helps us with proactive coaching in positive pro-social behaviors and attitudes.

✓ **DOORS**

All students and visitors are to enter the building through the main front doors. These allows for supervision to be provided at all times. Front doors will be open until 8:45 AM, and then all visitors will need to be buzzed in. All doors are locked throughout the day, with the exception

of morning and lunch recess, lunch hour, and at dismissal time. Locking the doors allows us to monitor the visitors that enter the building.

✓ **DRESS CODE**

School is a place of work and students are expected to dress accordingly. Clothes should be clean and casual. T-shirts with inappropriate slogans/pictures, halter tops, short shorts, half-shirts and spaghetti straps with under garments showing are not acceptable school dress (As a rule, shirt straps must be wider than 3 fingers). Shorts of an appropriate length are acceptable. Proper footwear shall be worn at all times in case of emergency evacuation or fire drills. All students are expected to have two pairs of shoes at school. One pair is to be worn outside and may be either boots or shoes, as the weather dictates. One of the pairs must be running shoes suitable for use in the gym/activity room. Black-soled running shoes are not favorable as they may leave marks on the gym/ hallway floors. High platform runners are not acceptable for gym class due to the risk of injury. During the cold winter months, all students must be equipped with winter boots, mitts, or gloves, and appropriate headwear. Shoes, mitts, gloves, caps, and other items of clothing are easy to misplace, and should be clearly marked so that the owner can be identified. Students are expected to go outside for recess almost every school day. It is inappropriate to wear hats, jackets, and sunglasses in the classroom, with exceptions for special theme days only. The A. L. Horton dress code extends to field trips and special events such as Halloween. Students will not be permitted to participate if costumes depict gore or if an appropriate amount of the body is not covered. Swords, toy guns and weapons are not allowed at any time in the school.

✓ **DRESS UP DAYS**

Throughout the school year, students at A.L. Horton Elementary School participate in school spirit or dress-up days. Special activities are planned around each of these days. Students are encouraged to participate and show their school spirit.

✓ **EARLY DISMISSAL DAYS**

The first Wednesday of each month is deemed early dismissal day. Students are dismissed at 1:55 PM. Parents are asked to ensure that they have made the necessary arrangements for their children. Early dismissal days are in place for EIPS staff meetings and in-servicing within the jurisdiction.

✓ **EMERGENCY PLAN**

Emergency drills are held six times throughout the year consisting of emergency evacuation, shelter in place, lock down, duck-cover-hold, hit the floor, on alert, bus evacuation, and stay put. Guidelines for these drills are reviewed by the students and staff regularly as there are distinct procedures which must be followed. It is vital for each drill that students cooperate fully with the staff and conduct themselves in absolute silence. Staff members accompany students during each drill.

In the event that a fire bell sounds during the noon hour or when classes are not in session, students should use the nearest exit to leave the school proceeding to a designated area. A signal will be given when students are to return to the school. In the event of an external emergency (toxic chemical or inclement weather), all students, staff, parent volunteers must go to their designated areas in the school building.

✓ **FIELD TRIPS**

Field trips are an extension of what is taught in the classroom. Costs of field trips are often funded by the hot lunch program and canteen. When these funds are used up trips are funded from students on a cost recovery basis. Teachers will notify parents in advance to outline the location, time of departure, anticipated time of return, risks, and the itinerary. Parents will be asked to sign a consent form indicating that they give permission for their child to participate in the field trip. When extra supervision is required, teachers will request parental assistance. Supervisors must be a minimum of 18 years of age as per EIPS policy. Siblings are not allowed on field trips, regardless if the parent is traveling on the bus with the class, or in their private vehicle. When parents have requested to transport students in their personal vehicles, parents must sign a consent form indicating that they carry a minimum of \$1,000,000 liability insurance. Students who are transported in private vehicles must also have a signed parental permission slip.

Exclusion: Students who are serving in or out of school suspensions will not be allowed to participate if a fieldtrip or special event is scheduled for the same day as their suspension. Students who have also been on a field trip and displayed undesirable behavior will miss subsequent field trips.

✓ **FOIP**

The Freedom of Information Privacy and Protection legislation (FOIPP) was implemented by the government of Alberta in 1998. It prevents schools from providing information to the public about students. Its purpose is to protect the privacy of all individuals. Therefore, the school cannot give out class lists or student phone numbers.

✓ **FRIENDS OF A. L. HORTON ELEMENTARY SCHOOL SOCIETY**

In 2005 the School Advisory Committee and the school administration felt that substantial funds were needed to build additional playground facilities and support larger school initiatives. In order to apply for government grants, lottery funds and casinos, it was necessary to form a society. Thus, the Friends of A.L. Horton Elementary School Society was formed. This fundraising body now helps pay for a variety of things, such as Chromebooks, library furniture, fieldtrips, etc. All parents are encouraged to attend the monthly meetings and participate in fundraising activities.

✓ **INSTRUCTIONAL SUPPORT PLANS (ISP's)**

Students who have been experiencing difficulties with academic studies and further educational testing have revealed an educational delay will need to be placed on an ISP. An ISP is in place for students where modifications need to be made to the Program of Studies to address specific student needs. ISP's are initiated by teachers and begin once consultation with parents has occurred. An ISP is a living document subject to change or revision to meet the evolving needs of the student. An ISP will not be implemented without parental consent.

✓ **LATES**

Any student arriving late (am and pm) must report to the office to check in and request a late slip. A phone call should precede his/her arrival or a note should accompany the student which

states the reason for being late. Students who are repeatedly late to class will be dealt with according to the EIPS Attendance Policy.

✓ **LIBRARY**

The Library Learning Commons (LLC) is open daily for whole class or individual student use. This is a comfortable and welcoming place where students can access print and digital resources, do research, complete assignments, write tests, utilize a computer, or 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. However, if a student returns a lost item in good condition he/she will receive a full refund. In order to keep this space clean and ready for use by all students, we ask that no food or beverages be consumed in the LLC. Students are able to access the LLC in the morning before school, during morning recess, as well as after school. Students have the privilege of going to the library at least once a week with their class. They are allowed to have 4 books signed out at any given time. Please encourage your child to bring home reading books and back on a regular basis.

✓ **LOCKERS**

Each student in grade 1 to 4 is assigned a locker for his/her use. Lockers are the property of EIPS. Students are encouraged to keep their belongings neatly placed in their lockers or neatly stacked in their desks. All items should be marked with the child's full name. Items found lying around will be deposited in the lost and found. Each student is responsible for keeping his/her locker clean and neatly organized. Locks will not be supplied. If parents deem it necessary to supply a lock for their child's locker, we ask that the combination be left with the office or with the teacher in case the student cannot get his/her locker open. The school is not responsible for any locks that must be cut off of lockers. There are to be no keyed locks on lockers and students must have the ability to use a combination style lock.

✓ **LOST AND FOUND**

Please clearly label all student property so that it may be returned to its owner. Unlabeled student property that has been found in school or on the playground is taken to the lost and found box. Lockers are cleaned out at Christmas, Spring Break and the end of the year. Items that are unlabeled are put in the lost and found. If no one claims these items, the school periodically donates them to local charities.

✓ **LUNCH**

The first 17 minutes of the lunch hour are set aside for eating. All students who remain in school must bring lunch and must remain in their classrooms for the duration of this period. Students who have not completed their lunch may continue to eat until they are finished, provided they remain in their desks or may be asked to finish eating in the office. Students wandering around or misbehaving may be asked to go outside. Microwaves are provided for students to warm their lunches. We ask parents to package food in microwave safe containers, and that any food sent be warmed up in 1 minute or less. This alleviates long lineups and enables students to have enough time to eat their lunch. ***Do not send frozen food.***

Upon completion of their lunch, all students are expected to go outdoors unless weather conditions are unsuitable. They are not permitted to run in the classrooms or loiter in the

hallways or washrooms. All students should be prepared to go outdoors unless the wind chill factor is 1600 watts or greater or it is raining. The wind chill factor is determined by entering the temperature and wind speed on the Environment Canada website for Vegreville computer chart. During the winter, students must be prepared to go outside. They must have suitable clothing, footwear, headgear and mitts.

If a child is ill and the parents do not wish him/her to go outdoors, the child must bring a note from parents to this effect. If a child has a fever, please keep them at home. Any student who is required to go uptown on an errand must bring a note signed by his/her parents or guardian giving the student permission to leave. The note must be dated, state the reason for the trip, shown to the homeroom teacher and left in the office.

✓ **MEDICATION**

All medication that students require at school **must** be brought in by the parent/guardian and stored in the office. Students will come to the office to receive their medication. When students leave the school grounds for a field trip, the teacher will take the required medication with them. When you bring medication for your child, you will be required to fill out an information form listing the name of the medication, the dosage, and the time at which the medication should be administered. If a student develops a headache or other symptoms during the day, parents will be contacted.

✓ **NEWSLETTER (ONLINE – NEW 2016/17)**

Beginning September 2016, we will no longer be distributing a school newsletter and there will no longer be a 'Newsletter' tab on the website. Important dates can be found on our website at www.alhorton.ca on the ALH Calendar. An ALH Blog called 'School News' will update our school community with individual, timely articles. Other communication may come as special notes, letters from teachers, announcements or telephone calls home. Our school Facebook account is another vital method of communication. Be sure to 'like' us!

✓ **NUTRITION FOCUS**

In the interest of promoting good nutrition, dental care, and overall healthy life skills, the consumption of gum, candy, soft drinks and "junk food" is not encouraged in the school or on the playground. We wish to help our students make wise choices in their selection of foods and to learn that there is a time and a place for gum, candy, and junk food. This awareness and practice is an extension of the Quality Daily Physical Activity Initiative, EIPS Severe Allergy Awareness Policy and our Character Education focus.

✓ **PARKING ON SCHOOL GROUNDS**

Parking stalls in the school parking lot are allotted for staff use only. Please do not park in the parking lot or use it as a turnaround spot. Grade K, 1 and 2 students use exits in this vicinity and do not expect to see vehicles moving in this area. Parents should not park along the front of the school. Since our buses serve approximately 350 students in a very small area and time frame, we request your assistance in this matter.

✓ **PEANUTS, NUTS and TRACE AMOUNTS (Anaphylaxis)**

Elk Island Public Schools (EIPS) is committed to creating an allergy-safe and aware environment. Management of students at risk of life-threatening allergies is a shared responsibility among students, parents, the school system, and health-care providers.

Our division and school has put in place an Asthma, Allergy and Anaphylaxis Plan based on guidelines developed by Anaphylaxis Canada. While the school cannot guarantee an allergen-free environment, we will take all reasonable steps to ensure a safe environment for staff and students with life-threatening allergies.

To assist us in keeping your child safe, parents should make every effort to teach their allergic children to self-protect. Good safety habits should be established from an early age.

✓ **PICKING UP/ DROPPING OFF STUDENTS**

There may be times during the school year when you may wish to have friends or relatives pick up your child from school. Please let the school know in advance, either by a telephone call or by a note that such an arrangement has been made – as we will not knowingly release a student to the care of an adult we do not know. Parents or other persons authorized to pick up your child are requested to sign them out in the office. All students coming into or exiting the facility at times not deemed as dismissal times must always sign out through the office. When picking up and dropping off, please do not park in the bus lane.

✓ **PUBLIC HEALTH SERVICES**

Alberta Health Services assigns a public health nurse to each school. It is strongly recommended that your child complete the immunization program during the kindergarten year. Nurses come to school to immunize students when whole grade level immunization is required, such as the Hepatitis B Immunization Series given in grade 5. Before any immunization is given in school, a consent card will be sent home for your signature. After immunization, a notice will also be sent home. Parents are encouraged to keep this record for future reference. Outbreaks of head lice are common among school children. Although they are not a risk to our health, they are a nuisance. Please call the Public Health Nurse for more information at 780.632.3331. Parents must notify the school when their child has head lice. The child must be treated before they are allowed to return to school without nits.

✓ **PARENT, STUDENTS AND STAFF RESPONSIBILITIES**

Parents/guardians have a responsibility to ensure their children are ready to learn, and to help them make good academic progress. The Elk Island Public School Board believes that the role of the parent with respect to education includes:

- assisting in the development of school policies and procedures.
- supporting the school policies and procedures (including the school code of conduct), and encouraging their children to understand and respect them.
- encouraging their children to pursue their studies diligently.
- maintaining communication with school staff regarding the progress of their children and attend scheduled conferences with their child.
- encourage and support the regular and punctual attendance of their children.

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. In accordance with the School Act, students are expected to conduct themselves so as to comply with the following code of conduct:

- be diligent in pursuing their studies.
- attend school regularly and punctually.
- cooperate fully with everyone authorized by the Board to provide education programs and other services.
- comply with the rules of the school.
- be accountable to teachers for their conduct.
- respect the rights of others.

Staff is responsible for establishing a positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society. This is a climate in which:

- Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation.
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents.
- Appropriate behavior is consistently encouraged and complimented, thus increasing student self-esteem and reinforcing self-control

Ongoing communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.

✓ **SCHOOL ADVISORY COUNCIL (S.A.C.)**

The A. L. Horton Elementary School Advisory Council is a group of parents who meet at least 8 times a year to provide advice and suggestions to school administration and staff on school matters. They review Elk Island Public Schools policy proposals, and support various school projects with funds and labor.

All parents are members, and therefore welcome at meetings. Please watch the newsletters for the meeting dates and related news items.

✓ **INCLEMENT WEATHER**

Should inclement weather conditions occur, Elk Island Public Schools (EIPS) will advise parents of any bus cancellations using various communications tools including: automated-telephone messages, alerts posted on www.eips.ca and school websites, Twitter, local radio stations, and on Versatrans My Stop. Any morning bus cancellations will be posted on www.eips.ca by 6:30 a.m. Decisions regarding bus cancellations are guided by EIPS administrative procedures, which says: School bus service may be suspended when Environment Canada reports a temperature of -40 C including wind chill factor, in one or more regions. School bus services may also be suspended or delayed due to adverse weather or road condition and on a region-by-region or route-by-route basis.

When school bus services are suspended, schools will remain open to students. EIPS believes parents have the right and responsibility to make choices for their children based on their beliefs and perceptions of safety during times of inclement weather. Parents must use discretion when sending children to school during inclement weather, even when buses are running and schools are open.

For more information, contact Student Transportation at 780-417-8151.

✓ **SCHOOL PICTURES**

Individual student school pictures and class pictures are taken in September. Retakes are taken whenever the photographer is available. The purchasing of packages is completely optional. Each student will have their picture taken regardless of whether they are purchasing a package. Details will be sent home to parents as soon as they are provided by the photographer. A panorama photo may also be taken each year, as well as a grade six graduation group photo.

✓ **SMOKING**

Smoking is prohibited in Elk Island Public School's facilities and on school grounds. All school users will comply with this ban and refrain from using tobacco products in the school or on the school grounds. Parent supervisors are not allowed to smoke in the vicinity of students on school field trips.

✓ **STUDENT PROPERTY**

The school provides sports equipment and some games for student use during their recess breaks. Any student who brings their own toys, electronics, or supplies is responsible for these items. All such items are brought in at the student's risk. It is strongly recommended that personal belongings be left at home.

✓ **SUPPORTS FOR STUDENTS**

If needed and available, students at A.L. Horton Elementary School may receive the following student support services: Speech Language Pathologists, Occupational Therapists, counseling services and the MODEL Project. Additional services are available in the community through Alberta Health Services – Children's Mental Health, Physical Therapy Services, Occupational Therapy and Physical Therapy.

✓ **SUPERVISION**

Students are supervised in the morning and afternoon recesses, noon hour and during bus unloading and loading. Supervisors are there to ensure the safety of your children. Parents are discouraged from dropping off their students before 8:15 A.M. as doors are not opened prior to this. Playground rules are very important and are discussed with each class at the beginning of the school year. Students are encouraged to report any problems directly to the supervisors on duty.

✓ **TELEPHONE USAGE**

School telephones are business phones. Students are permitted to use the school telephone only in emergency situations. A note from the teacher must accompany any child wishing to use the phone. Students and parents are encouraged to make all personal arrangements prior to school hours. The school does have an answering service, so please leave a message regarding absences or inquiries. We will get back to you as quickly as we can.

✓ **TRAFFIC SAFETY**

Please remember to exercise caution when dropping off or picking up children from school. Familiarize yourself with the crosswalks and the zones that are for the exclusive use of school busses. Avoid double parking and U turns around the school. Do not allow or encourage your children to run between cars or busses to cross the street. Please acknowledge and respect traffic signs in front of the school. Parking, speeding, and jaywalking are often monitored by

the RCMP and bylaw in front of the school. Your children are watching your example! Are you modeling what you expect from your children? Please do your part: take the extra 30 seconds and cross at the designated corners. Thank-you for this!

✓ **UBPA – Ukrainian Bilingual Parent Association**

UBPA is a committee consisting of parents with children in the Ukrainian Bilingual Program. This association supports the cultural components of the Ukrainian program. UBPA usually meets two to three times a year to plan activities. All parents with students in the Ukrainian program are encouraged to attend the UBPA meetings.

✓ **VOLUNTEERS**

Volunteers are always welcome and needed at A. L. Horton Elementary School for various duties. If you have a few extra minutes to spare, please contact your child’s teacher or the office to see in what capacity you could help. We sincerely thank you for your assistance. We consider our volunteers to be colleagues and see your position in our school as very important. Volunteers must observe all school policies and regulations, and be aware that teachers have the ultimate responsibility in the classroom. Volunteers must hold all matters connected with the school in confidence. Volunteers should respect the professional role and judgment of the teachers and school administration. All volunteers must first complete the EIPS Confidentiality Undertaking for Volunteers form before they assist at the school.

EMERGENCY PREPAREDNESS AND RESPONSE

ELK ISLAND PUBLIC SCHOOLS (EIPS) FIRST PRIORITY DURING AN EMERGENCY is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan works in collaboration with first responders and other local emergency preparedness plans. The division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan uses well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will greatly depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, lock down, duck-cover-hold, hit the floor, on alert, and stay put are conducted. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child’s fear should a real emergency occur.

Evacuation	An evacuation requires all students and staff to leave the school and go to an alternate location. In some cases this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. Parents would be informed of the alternate location via the school’s crisis notification network.
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Shelter-in-Place	<p>During a Shelter-in-Place students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school.</p> <p>Generally Shelter-in-Place is used during an environmental emergency such as severe storms or chemical spills affecting air quality. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.</p>
Lock-Down	<p>Lock-downs are usually used in response to acts or potential threats of harm or violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the lock-down is over.</p>
Controlled Release or Dismissal	<p>Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a Parent-Child Reunion Area will be set up and parents will be required to follow specific procedures to pick up their child.</p>

For more information on the division and school emergency preparedness plan visit the division website at <https://www.eips.ca/parents/emergency-preparedness>.

✓ **A. L. HORTON STUDENT BEHAVIOUR POLICY**

Students are expected to:

- most importantly, strive for excellence
- accept responsibility
- be tolerant and respectful of others
- respect the property of self and others
- have a positive attitude about themselves
- be contributing members of society
- be lifelong learners
- use crosswalks and cross streets safely
- stay out of parking lots unless being transported to and from school
- never run in the hallways
- use playground equipment in a safe manner and obey supervisors at all times
- avoid games involving physical contact
- refrain from throwing potentially dangerous items (rocks, snowballs, dirt, etc)
- use playground equipment in a safe manner and obey supervisors at all times

IN ORDER TO DISCOURAGE UNDESIRABLE BEHAVIOUR WE HAVE THE FOLLOWING DISCIPLINE CYCLE IN PLACE:

Minor Offences (blue slips)

Examples include:

- running in the hall
- arriving late to class
- repeat call outs in class
- littering in or around the school
- playing inappropriately
- not completing homework

Major Offences

Examples include:

- physical abuse such as striking, rough housing or fighting and throwing objects
- defiance or disobedience of staff
- theft or vandalism
- disrespectful or abusive language
- repeated minor offences (3 blue slips)

All students' offences, whether major or minor, are dealt with by a series of logical and sequential consequences. Staff deals with minor offenses as they happen. Consequences are made to be as reasonable as possible.

For example:

- running in the halls—go back and walk
- arriving late to class—make up time
- littering—clean up duty
- inappropriate play—miss recess
- muddy shoes—cleaning up the mess

Please keep in mind **the purpose of negative referral forms is to keep parents informed**. A negative referral includes the following information: description of infraction, date, time, staff member involved, student comments, and action taken.

Discipline Cycle

The Discipline Cycle is a formal system of increasingly more serious steps taken to deal with students who repeatedly commit minor offences or who commit major offences.

Step 1: Gentle warning

- Unacceptable behaviour identified
- Student chooses to behave or move to next step

Step 2: Stern warning

- Unacceptable behaviour identified
- Student chooses to behave or move to next step

Step 3: In-class time-out

- 5–30 minutes, depending upon situation
- Student chooses to behave or move to next step

Step 4: Out-of-class time at the office

- **Teacher completes a negative referral** (blue slip) **form goes home to be signed and returned**
- When the student chooses to behave, he/she returns to class

Step 5: Half-day in-school suspension

- After 3 negative referrals (blue slips) for minor offences, the student receives a half-day in-school suspension
- Parents/guardians receive notification in writing, a phone call and receive copies of the negative referrals

Step 6: Full-day in-school suspension

- If the negative behaviour continues

Step 7: 2 full-days in-school suspension

- If the negative behaviour continues....

Step 8-10: This cycle continues up to maximum of 18 negative referrals, to a maximum of a 5 day in school suspension

Parents/guardians are called in for an interview with the student, the teacher or teachers involved and the school administration. The student may be placed on an Individualized Program Plan (IPP) for behaviour if deemed advantageous for the child.

After a **major infraction**, the student is immediately placed on either Step 5 or Step 6 of the plan, depending on the seriousness of the infraction. After a second major infraction, the student is immediately placed on Step 7 or Step 8 of the plan, depending on the seriousness of the infraction.

If a child proceeds with poor behavior, major infractions, or situations that are deemed unsafe, Administration may insist on an out of school suspension.

****At the discretion of administration, students may be moved up in steps in the disciplinary cycle if deemed appropriate by administration.***

Step 11: One-day out-of-school suspension

Step 12: Two-day out-of-school suspension

Step 13: Three-day out-of-school suspension

Step 14: Suspension and referral to Board for expulsion

Although out of school suspensions are rarely instituted, offenses of an extreme nature will be dealt with seriously. All steps will be assessed on an individual basis.

✓ **CONDUCT ON SCHOOL BUSES – EIPS policy**

Policy

The Board requires that order and discipline shall be maintained on school buses to ensure the safety of all students and staff.

Guidelines

1. All students, parents, and bus operators are to be aware of and abide by the rules and procedures for student behaviour on school buses.
2. The transportation rules for student behaviour as well as all EIPS policies/procedures apply to students while on the bus, at transfer locations, and while boarding and leaving the bus.
3. Any student responsible for an act of vandalism will be assessed for the full cost of the damage.
4. Parent/guardian(s) are responsible for students prior to the school bus arriving and after the school bus departs from the designated pick-up/drop-off location.
5. Any articles transported on a bus must meet the requirements as stipulated in the Traffic Safety Act – School Bus Operation Regulation.
6. Students shall ride only their assigned bus. Exceptions may be granted upon written request from parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations Principals may make alternate arrangements and contact Student Transportation.

School Bus Transportation Rules For Student Conduct

1. Students are expected to be at their designated boarding location five minutes prior to departure time.
2. Students are responsible for their personal property (Elk Island Public Schools shall not be responsible for lost or stolen property).
3. Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
4. Students must sit in an assigned seat and remain seated while the bus is enroute.
5. All objects and parts of the body must be kept inside the bus.
6. While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
7. Disruptive, destructive or unsafe behaviour such as pushing, spitting, fighting, use of profane language or gestures, throwing of objects, or acts of vandalism are prohibited.
8. Eating or open beverage containers are not permitted. (Medical exemptions may be made upon written request to the Director, Student Transportation.)
9. The use of personal cellular phones, cameras, and recording devices are prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
10. The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.

11. Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
12. The possession, use, or conveyance of potentially dangerous items is prohibited.
13. In conjunction with the Traffic Safety Act, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles being transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.

Procedures

1. A copy of rules and procedures shall be posted in all school buses and explained to students by the bus operator at the beginning of each school year.
2. The student's age, frequency of infraction, special needs of the student and/or severity of the offence shall be considered in the implementation of consequences.
3. Consequences may be repeated due to improved behaviour or omitted due to the seriousness of frequency of a rule violation.
4. The consequences for offenses are as follows:
 - STEP 1: Verbal warning to the student.
 - STEP 2: Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).
 - STEP 3: Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director, Student Transportation.
 - STEP 4: Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.
 - STEP 5: One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting, with the parent/guardian(s), the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director, Student Transportation by telephone, fax or e-mail regarding reinstatement date. Director, Student Transportation advises the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.
 - STEP 6: Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services Staff (if applicable), the principal shall follow the procedures outlined in Board Administrative Procedure 352, Suspension or Expulsion of Students.

5. Behaviour which may result in a suspension or recommendation for expulsion from EIPS transportation includes but is not limited to:
 - a) Open opposition to authority of bus operator and/or individuals employed by EIPS
 - b) Use of improper, profane, or abusive language or gestures
 - c) Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students or staff
 - d) Use of tobacco and/or other smoking materials
 - e) Engaging in willful destruction of property or acts of vandalism
 - f) Acts of vandalism when reparation charges have been assessed but not repaid
 - g) Engaging in any dangerous or unsafe behaviour
 - h) Riding the bus for any purpose while on suspension from school or the bus
 - i) Use of possession of alcohol and/or controlled substances
 - j) Possession of controlled substance paraphernalia
6. The consequences for: alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.

Suspension of Bus Service

Parents and students are advised to listen to the radio for information concerning bus cancellations when weather conditions are severe. Parents must use their discretion when sending their children to school during inclement weather conditions even when buses are running and schools are open. Guidelines are placed in the monthly newsletter in the fall. Schools will remain open to students should school bus service be suspended for the day.