

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!

Our school mascot is a cougar cub. The cougar symbolizes leadership, strength, courage, and wisdom – all traits we aspire to at A. L. Horton!

STUDENT MOTTO

Be Safe. Show Respect. Work Hard. Finish Strong. Help Someone. Be You.

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 a personal best. In order to achieve this, we help students see themselves as leaders - a key component to success in life.

Home and school communication is important, and we have several systems in place to support this. 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. The school and EIPS calendars, special events, and forms are available here. Important information can be found on our 'School News' blog. Brightspace is the division's online learning platform and teachers will send information home to students and families for accessing lessons and news found there.

Elk Island Public Schools offers information on its website, which can be found at www.eips.ca. Email 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. Teachers will communicate on a regular basis to let you know what is happening in the classroom to help you in your planning.

On behalf of the staff at A.L. Horton School, we look forward to getting to know your child and family. If you have any questions or concerns, please contact us in the office at 780-632-3113.

COMMUNICATION BETWEEN STAFF & FAMILIES

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

- ✓ **Meet the Staff Night**

An evening in September is scheduled to enable parents to meet staff. Because it is held in early September, it is too early for teachers to comment on student progress. Instead, we might have a BBQ, meet and greet time, and a game to add an element of fun!

- ✓ **Student / Parent / Teacher Interviews**

Interviews allow for clarification of student progress and next steps. Interview times will be pre-arranged, and more time can be requested, if necessary. Students are welcome and encouraged to attend. Interviews will be held *before* report cards, to be proactive about student learning habits before the report card is finalized.

- ✓ **Communicating Student Learning**

Report cards are prepared in November, March and June to report on student progress for all students in Grades 1 – 6. These report cards are shared digitally through the PowerSchool Parent Portal account. Kindergarten reporting is done similarly, but with only one report card accessed online at the end of the year. The EYE-TA, a Kindergarten assessment of skills, is shared with parents/guardians in November.

Finally, and most importantly, please contact your child's homeroom teacher if you have questions or concerns. You can use email or call the school at 780-632-3113. Your homeroom teacher should always be your first source of information.

ACADEMIC PROGRAMS

In addition to the Alberta Program of Studies curricular programs for English Language Arts, Mathematics, 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, except those in the Ukrainian Program.

- ✓ **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/ELL (English as a Second Language/English Language Learners)**

We have several families from around the world whose first 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)**

This program is designed for 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, classes have between five and ten children.

✓ **Ukrainian Language Program**

The Ukrainian Language program has been in Vegreville since the program was first introduced in Alberta. This program is available to students from Kindergarten to Grade 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 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. This program is 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.

✓ **KINDERCARE**

KinderCare is a childcare service provided by the school at minimal cost to Kindergarten families and students on non-Kindergarten days. This helps families that are unable to find childcare on non-Kindergarten days. For more information, please contact the office.

✓ **HOT LUNCHES**

There are 2-3 hot lunch Fridays per month, in addition to Hot Dog Wednesdays. Children have the option to participate. Money from the hot lunch program goes directly toward field trips for students, special projects, and/or clubs within the school.

POLICIES, PROCEDURES, PROGRAMMING, & EVENTS

✓ **ACADEMIC ASSISTANCE**

Students striving in the areas of literacy and/or numeracy may qualify for additional assistance through the school's reading and/or numeracy intervention program. This program relies upon additional government funding and may not be available each year.

✓ **ACCIDENTS & INCIDENTS**

Should any student sustain an injury during the school day, they are 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 arrange 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.

✓ **ASSEMBLIES**

During a regular school year, all classes assemble in the school gymnasium for various celebrations, learning opportunities, and special events. Assemblies are often lead by students and all children have the opportunity to share their learning and practice positive audience participation skills.

✓ **ASSESSMENT & EVALUATION**

The Guide to Student Achievement is posted on our school website and is updated each fall.

In addition to teacher assessments, the school division uses the STAR Reading Assessment, Numeracy Screener for Grades 1-3, the MIPI (Math) Assessment, and the EYE-TA Assessment to collect meaningful data related to student progress and achievement.

✓ **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 student progress, we

solicit parent support in helping monitor each 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. Grades 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:

- Plan bedtime routines to ensure your child has enough sleep each night
- Be sure your child attends school daily
- Set up habits to be sure your child has a good breakfast and a nutritious lunch
- Check with your child daily as to what assignments need completion & sign the agenda
- Ensure your child has all books in the backpack; remind children to clean it out weekly
- Set aside a daily time and quiet space for children to do home reading and review
- Call your child's teacher(s) if your child is having difficulty with schoolwork

✓ **ATTENDANCE**

Regular attendance and punctuality are expected of all students. One day absent affects 3 days of schooling: the review from the previous day, that day, and discussing the assignments the following day. Should a child not attend regularly or be tardy frequently, the school must report the case to parents. If the issue continues, there can be a 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 or email the school to notify the office of the absence. Our contact information is 780-632-3113 and General.ALH@eips.ca. 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 a 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, behaviour and/or work skills to other students or staff may be given a Positive Ticket. At A. L. Horton Elementary School, we value safety, respect, effort, leadership, citizenship, and self-discipline, as listed in the Student Motto.

✓ **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.

✓ **BEHAVIOUR & DISCIPLINE**

The development of positive student behaviour is a shared responsibility between home and school. Staff will review school and classroom rules and expectations on the first day of school with students, and regularly throughout the year. Should parents want to read the EIPS Administrative Procedures related to Welcoming, Safe, & Caring Schools and the Student Code of Conduct, copies can be obtained from the office or at the [EIPS website](#).

School rules posted in each classroom include:

1. Be on time, prepared, and ready to work.
2. NBC (No Body Contact) – Keep your hands, feet, and body to yourself.
3. Show respect by being polite and cooperative.
4. Take care of everyone’s property
5. Work and play safely and responsibly in and out of the school.

When teachers, support staff members, and school administration are supervising and interacting with students, correction, direction, and teaching may be required. Most times, a gentle reminder of rules and expectations pertaining to safety and respect is all that is needed.

On occasion, a staff member may need to issue several warnings and reminders or may need to ask a student to serve a time out for reflection and/or discussion of the misbehaviour. Parents/guardians will be notified if a behaviour is reoccurring and/or disruptive to the learning or play environment. Parents may be called in for a meeting with school administration and the classroom teacher to make a behaviour plan if it will increase student success at school.

If a student has behaved in a way that causes harm to others or has been seriously disrespectful to students and/or staff, an in-school or out-of-school suspension may result. School administration will notify parents/guardians of all suspensions.

✓ **BELL SCHEDULE**

Please be aware of our start time, recesses, lunch hour, and dismissal times. These [times](#) are posted on our school website.

SCHOOL OPERATIONAL DAY

8:15	SCHOOL DOORS OPEN
8:28	First Bell
8:30	Second Bell/Attendance Taken
10:06 - 10:16	RECESS
11:52 - 12:22	NOON RECESS
12:22 - 12:52	LUNCH BREAK
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 events, clubs and meetings.

To see the [EIPS School Year Calendar](#), visit the division website.

✓ **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 (STUDENT TRANSPORTATION)**

Bus driver routes are assigned by EIPS Central Services according to land description. If you are a new family to the Vegreville area, please use your land location or address to the school when registering your children for bussing. 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 report any reoccurring issues to school administration. It is our desire to have a safe ride for all students by having an orderly and respectful environment on our busses. Questions about transportation should be directed to Student Transportation at 780-417-8151.

Conduct on School Buses

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 childcare 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 on route.
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.

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

✓ **COMMUNICATION**

Parents and guardians are an important part of the school community, and we encourage their participation and contribution to school activities. The school will contact parents/guardians in matters of misbehaviour 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 school administration.

✓ **COMPUTER USE**

Our school is proud to have multiple sets of Chromebooks and iPads which are used to enhance student learning. Prior to being allowed technology privileges, each student and a parent or guardian must sign the EIPS User Agreement which indicates that the student will use technology in accordance with all the rules and regulations of EIPS.

✓ **COUNSELLING SERVICES**

Students and families have access to school administration, the school counsellor, and the MHCBC Wellness Coach for counselling needs. We help students work out problems which are interfering with 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 counselling (e.g., study skills, liaison to community resources)
2. Career counselling (e.g., involvement in career awareness)
3. Personal counselling (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., counselling for staff)

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

Our school is very fortunate to have the support of community MHCB (Mental Health Capacity Building) which helps us with proactive coaching in positive pro-social behaviors and attitudes.

✓ **DOORS**

Visitors are to enter the building through the main front doors. Students currently enter through their cohorted doors near their classroom and boot racks. This allows for supervision to be provided. Front doors will be open until 8:35 AM, and then all visitors will need to be buzzed in. All doors are locked throughout the day, except for morning and lunch recess, lunch hour, and at dismissal time. Locking the doors allows us to monitor 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 should be wider than 3 fingers.) Shorts of an appropriate length are acceptable. Proper footwear shall be always worn 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. Black-soled running shoes are not favourable 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 (SCHOOL SPIRIT 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 multiple times throughout the year, consisting of emergency evacuation, shelter in place, lockdown, on alert, bus evacuation and hold and secure. 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.

If 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, and parent volunteers must go to designated areas in the school building.

✓ **FIELD TRIPS**

Field trips are an extension of what is taught in the classroom. Field trips are funded on a cost recovery basis. Teachers 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 of whether 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. 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 field trip or special event is scheduled for the same day as their suspension. Students who have also been on a field trip and displayed undesirable behaviour may miss subsequent field trips.

✓ **FIRST NATIONS, METIS, & INUIT**

Elk Island Public Schools supports programming for all students to better understand Canada's history related to Indigenous Peoples and to support truth and reconciliation. The National Day for Truth & Reconciliation and Orange Shirt Day in September, Secret Path Week in October, the Moose Hide Campaign in February, and National Indigenous Peoples Day on June 21 are a few key dates and awareness events that take place at our school.

✓ **FOIPP**

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 FUNDRAISING SOCIETY**

The Friends of A.L. Horton Society is a fundraising body that helps pay for a variety of items and activities to support the school, including Chromebooks, library furniture, playground equipment, etc. All parents are encouraged to attend the monthly meetings and participate in fundraising activities.

✓ **INCLEMENT WEATHER & BUSES**

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.

✓ **INSTRUCTIONAL SUPPORT PLANS (ISPs)**

Students who have been experiencing difficulties with academic studies may be placed on an ISP. An ISP is in place for students where modifications and/or accommodations need to be made to the Program of Studies to address specific student needs. ISPs 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.

✓ **LATE FOR SCHOOL**

Any student arriving late (AM and PM) must report to the office to check in and request a welcome pass. 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, the student 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 can access the LLC during noon recess. Students have the privilege of going to the library at least once a week with their class. Please encourage your child to bring home reading books and return them on a regular basis.

✓ **LOCKERS**

Each student in Grades 1 to 6 is assigned a locker. Lockers are the property of EIPS. Students are encouraged to keep belongings neatly placed in their lockers or neatly stacked in 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 the locker clean and neatly organized.

✓ **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. If no one claims these items, the school periodically donates them to local charities.

✓ **LUNCH**

All students who remain in school must bring lunch and remain in their classroom for the duration of this period.

All students are expected to go outdoors unless weather conditions are unsuitable. They are not permitted to remain in classrooms or loiter in the hallways or washrooms as all supervisors are outdoors. All students should be prepared to go outdoors unless the temperature and/or wind chill combination is minus twenty-two degrees, or at principal discretion. During the winter, students must be prepared to go outside. They must have suitable clothing, footwear, headwear and mitts.

✓ **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 parents bring medication for a child, they will be required to fill out a 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.

✓ **NEWSLETTERS**

An ALH blog on the school website called *The ALH Wayfinder* will update our school community with individual, timely articles. This newsletter is also sent home to all families via email. Important dates can be found on our website at www.alhorton.ca on the ALH

Calendar. Other communication may come as special notes, letters from teachers, announcements or telephone calls home. Our school Facebook, Instagram, and Twitter accounts are other vital methods 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 and the EIPS Severe Allergy Awareness Policy.

✓ **PARKING NEAR THE SCHOOL**

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. Kindergarten and PALS 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 130 students in a very small area and time frame, we request your assistance in this matter.

✓ **PEANUTS, NUTS and TRACE AMOUNTS (ALLERGY AWARE SCHOOL)**

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 have 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.

✓ **PERSONAL COMMUNICATION DEVICES (PCDs)**

Students may use their Personal Communication Device (PCD) before and after school. If a student needs to bring a PCD to school, they will secure it upon arrival until the end of the day. Students who require a PCD during the school day for a diagnosed medical condition or inclusive education support should store their PCD in accordance with the PCD plan when not required.

Students will have the opportunity to learn about digital citizenship through Health class, guest speakers, and through the ongoing use of technology that is provided by the school. Students who choose to use PCDs outside of the established parameters will have their PCD secured by the teacher for the remainder of the day. Any following infractions will result in the PCD secured at the office and it will need to be picked up by the student's parent/guardian. During the case of an emergency, a student's PCD will remain secured until they are dismissed from the school. A.L. Horton is not responsible for any broken, lost, or stolen devices.

✓ **PICKING UP/ DROPPING OFF STUDENTS**

There may be times during the school year when you 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 6. 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. Parents must notify the school when their child has head lice. The child must be treated before they are allowed to return to school.

✓ **RESPONSIBILITIES OF PARENTS, STUDENTS, AND STAFF**

Parents/guardians have a responsibility to ensure 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 school policies and procedures (including the school code of conduct), and encouraging children to understand and respect school and classroom rules
- encouraging 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 Education Act, students are expected to conduct themselves 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 student 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 each 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 an 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 behaviour 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 COUNCIL**

The A. L. Horton Elementary School Council is a group of parents who meet 7-8 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 labour, including liaising with the Friend of ALH Fundraising Society.

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

✓ **SCHOOL EDUCATION PLAN (SEP)**

Each school in Elk Island Public Schools creates a School Education Plan which guides school improvement. This plan is updated each fall and is reported on to the Board of Trustees as part of the accountability process.

✓ **SCHOOL PHOTOS & YEARBOOKS**

Individual student school photos and class pictures are taken in the fall. Retakes are taken whenever the photographer is available. The purchasing of packages is completely optional. Each student will have their photo 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. Yearbooks may be made available for purchase in the spring.

✓ **SECURITY CAMERAS**

Be advised that the school is monitored by video cameras. On occasion, video footage is used to address issues arising around the school.

✓ **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 MHCB Wellness Coach services. Additional services are available in the community through Alberta Health Services – Children’s Mental Health, Physical Therapy Services, Occupational Therapy, and Speech Therapy.

✓ **SUPERVISION**

Students are supervised during the morning and noon recesses, and during arrival and dismissal times. Supervisors are there to ensure the safety of your children. Parents are discouraged from dropping off their children before 8:15 A.M. as doors are not yet open. Playground rules are very important and are discussed with each class throughout the school year. Students are encouraged to report any problems directly to the supervisors on duty.

✓ **TELEPHONE USE**

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 note 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! Please do your part: take the extra 30 seconds and cross at the designated corners. Thank you for being safe!

✓ **VOLUNTEERS**

Volunteers are welcome and we appreciate parents supporting the education of children. Volunteers observe all school policies and regulations and must be aware that teachers have the ultimate responsibility in the classroom. Volunteers must hold all matters connected with the school in confidence. All volunteers must complete the EIPS Confidentiality Undertaking for Volunteers form before they assist at the school.