

École Edwards Elementary School

Handbook



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Message from School Administration

École Edwards Elementary School is a dual track French Immersion/English school. Together, our Kindergarten to Grade 4 student learners and over 65 adult learners Learn, Succeed, Lead! 70% of our learners learn en français, while 30% follow the English program.

- We believe that all of our learners are leaders! Through our Leader in Me initiative, we teach our learners the 7 Habits of Highly Effective People. We know that we will succeed in empowering each student to be a leader in his or her own way.
- We believe that students' needs differ and it is our responsibility to help each learner reach his or her own personal excellence.
- We believe that reading is the foundation for successful life-long learning and the framework of Daily 5/CAFÉ will empower our students to be lifelong readers.

We love learning and we love having FUN while we learn!

With our French Immersion students on parle le français, and with our students in our English program, we speak English. Regardless of the language we care for one another.

Vision: Together we...Learn Succeed Lead
Ensemble nous... Apprenons Réussissons Dirigeons

Mission: At École Edwards we develop and empower leaders and learners. Together we recognize and celebrate the success of everyone. Our learners are prepared to be leaders for life.

Motto: Come to Edwards to find the leader in you. Leave with the tools to be a leader for life.

Leader in Me

École Edwards is a Leader in Me school.

As a Leader in Me school, our students are taught Dr. Stephen Covey's 7 Habits of Highly Effective People. Through this program, students develop a wide variety of skills that prepare them for the challenges and opportunities of the 21st century. Our goal is to teach students leadership skills that can be applied to everyday life.

The 7 Habits of Highly Effective People as stated on the Leader in Me website <http://www.theleaderinme.org/the-7-habits-for-kids> and in kid-friendly language are:

Habit 1: Be Proactive - You're in Charge

- I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind - Have a Plan

- I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First - Work First, Then Play

- I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win - Everyone Can Win

- I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5: Seek First to Understand, Then to Be Understood - Listen Before You Talk

- I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize - Together Is Better

- I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7: Sharpen The Saw - Balance Feels Best

- I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

Student Expectations

Dress Code

Children are sent outside for recess in all but the most inclement weather, so they should be appropriately dressed. For cold days, this means mitts, hats, scarves, boots, a warm jacket and snow pants. On wet or rainy days children should wear waterproof

boots and a waterproof jacket. Appropriate dress **does not include** clothing that shows bare backs or bare midriffs. No hats are permitted during instructional time.

Should a child not be appropriately dressed for school, the parents will be contacted to remind them of our expectations.

All clothing, shoes, boots, books, lunch kits, etc. should be *clearly marked with the child's name and grade*. To assist our custodians in keeping the school clean, students *must have two pairs of footwear* - one for outside and one for inside. The inside pair (if they are of the soft-soled type) may also be used for physical education classes.

For Phys. Ed. classes, students should wear loose fitting clothing that does not restrict movement. They should not wear jewelry, or hard soled shoes.

Technology Rules

Students can bring personally owned devices to school at their own risk and provided these rules are followed:

- Cellular data must be turned off.
- All content must be age- and school-appropriate.
- Personally owned devices can be taken out at recess with staff and parent permission.
- Absolutely NO picture taking is allowed.

**If any of these rules are broken, the device will be taken away for the day and the student will be asked to leave it at home in the future!*

Disciplinary Actions

Our disciplinary actions are based upon the following beliefs:

- Children will make mistakes regarding their behaviour.
- Children have the ability to make educated choices.
- Children can and should learn from their mistakes.
- Children's self esteem will be maintained.

As a school community, we consider the following to be non-negotiable behaviours:

- Physical aggression
- Offensive language
- Bullying behaviours
- Theft of or purposeful damage to property

Any student engaged in such behaviour(s) will be referred to the office.

Office referrals will be dealt with using a restorative justice model and based on students' understanding of the following:

1. I understand what I did wrong.
2. I accept responsibility for my actions.
3. I agree to apologize for my actions.
4. I agree to make amends as best as I can.

When a student is referred to the office, parents or guardians are contacted by phone, email or letter. This communication allows school and home to work together.

If the behaviour persists or presents a significant threat to the safety of others (students or staff) a suspension will be given as per the School Act.

General Information

Office Hours

If you are calling the office before/after hours you will automatically be transferred to voicemail and asked to leave a message.

Fees and Supplies

Each year, our Board approves a fee schedule for the upcoming school year to support the costs of instructional resource fees and urban school bus passes. For students in kindergarten through grade four, the instructional supplies fee includes the cost of student supplies.

All school fees must be paid by September 30th. If you are unable to provide payment in a timely manner, please contact the school office to discuss payment options.

Lost and Found

Please clearly label all personal items with your child's first and last name. The lost and found is located by the elevators at the front of the school. Unclaimed items are donated to charity.

School Council

École Edwards School Council consists of an executive and parents from the school community. School Council meetings occur monthly and all parents are welcome to attend. Executive members are typically elected at the final meeting of the school year held in May.

School Council generously provides support for funding activities including school-wide presentations such as Dare to Care.

PACE (Parent Action Committee for Education)

Pace is a non-profit society that raises funds to support the school in purchasing items such as math manipulatives, instructional supports for literacy, sensory tools, and technology.

Student Care Committee

The Student Care Committee accepts donations via school cash online. The monies collected are used to meet material needs of all students and to ensure everyone can participate in school culture activities. The funds are allocated by school administration and/or the School's Child Development Advisor.

Communication

Good Communication is Key

We have found through experience that if all the partners involved in the education of children communicate with each other regularly and effectively, concerns are better addressed and resolved. If you have any questions or concerns about your child's progress, please contact the specific teacher involved.

Please be sure to update contact information with the school office staff regularly. Being able to contact parents/guardians at all times is extremely important.

Attendance

We believe that punctuality and regular attendance are very important for successful learning and establishing good habits. We ask that parents ensure that children are in school and arrive on time each day. Late arrivals disrupt teachers, students, and classroom routines.

The school office must be notified each day that your child will be absent. Please call the absence line at 403-948-5970 to leave a message about your child's attendance. When your child is absent and unaccounted for, you will receive a call from our automated attendance system so it is critical that you notify use of any changes to your contact information.

If you need to pick up your child before dismissal please ensure that you sign him or her out at the office.

Extended Vacations

At École Edward Elementary School we recognize that a child's educational experience is not confined to the school building. However, we do have concerns about vacations that are taken when school is in session. Please consider the following when making your vacation plans:

1. Being in school is a unique experience that cannot be duplicated.
2. Many children who have been absent from school often have a period of readjustment when they return.
3. Teachers are not required to provide work for your child while you are on vacation.

If you are going on a vacation please notify your child's classroom teacher and the office of your vacation plans as soon as possible

Communication of Student Learning

The Communication of Student Learning process is designed to help students build knowledge of themselves as learners while capturing their proficiency in demonstrating learner outcomes and facilitating conversations of the next steps on the student's learning journey. The reporting process for kindergarten to grade 8 will move to incorporate goal setting, portfolios, teacher/parent/student conferences, and report cards/evidence summaries.

In RVS, schools have three summative reporting periods per school year.

Agendas

All students in grades one through four have an agenda. These agendas go home every day and are to be read and signed by parents. Agendas contain important information about homework and special events.

School Newsletters

The newsletter is a vital communication link between the school and home, as it contains information on upcoming events. School newsletters are available on the school website and an email with a link to the document is emailed when a new one comes available. Paper copies of newsletters are only available by request through your child's teacher.

Safety and Security

Visitors to the School

During school hours the only door that is unlocked is the front door on Jensen Drive. This is to promote the safety of our staff and students.

All visitors must sign in at the office.

Volunteers

Parent volunteers are a valued and important part of our school community. Per Policy GBCD, all volunteers in RVS as part of a classroom, school or system-wide program are required to submit Criminal Record and Vulnerable Sector Checks prior to the start of volunteer activities.

In Airdrie, the RCMP will complete this at a minimal cost with the appropriate documentation. Forms are available at the school office.

Illnesses at School

If a student becomes ill at school and needs to be sent home, parents/guardians will be contacted and asked to come pick up the student as soon as possible. If unable to do so, parents need to make alternate arrangements.

If we are unable to contact parents/guardians the student's emergency contact will be called.

Medical Concerns

Parents need to ensure that the school is aware of any medical concerns and that the information is up to date.

Allergy Policy

École Edwards Elementary School is an "Allergy Aware" school so we ask that no peanuts or tree nuts are brought to school. Let your teacher know about your child's nut or other allergies so necessary precautions can be made.

First Aid

We have staff members trained in first aid. All injured or ill students are brought to the infirmary and taken care of by a qualified staff member.

Administration of Medication

Rocky View Schools' policy IHCD stipulates if there is a need for students to have medication administered at school, parents must sign the appropriate documentation.

Emergency Response Plan

The Division has developed an Emergency Response Plan to deal with a wide range of emergency situations that may impact our school community. The Plan works in concert with other local emergency preparedness plans. The Division-wide plan and those plans tailored specifically to each individual school are reviewed and revised annually and, if required, after an emergency.

Our school has an on-site emergency team composed of school staff. We regularly provide staff with emergency training and practice various emergency drills with students and staff. A Division-based Emergency Response Team has also been established to assist schools in responding to emergencies.

School Programs

School Patrols

AMA School Safety Patrols have been keeping children safe since 1937. In the entire history of the AMA School Safety Patrol program, there have been **zero** serious injuries or fatalities while patrollers were on duty.

In addition to providing safe passage for the school community, the École Edwards Patrol Team is committed to bringing awareness regarding crosswalk safety to our school community. Students who participate in the patrol program develop important qualities and personal skills such as leadership and a sense of social responsibility.

Milk Program

Students can purchase punch cards or tokens that can be used to buy milk or yogurt for lunch. Information is available at the school office.

Choir

At École Edwards, we have two school choirs – junior for students in grades 1 and 2, and senior for students in grades 3 and 4. Students who opt to participate are expected to attend one lunch practice each week and in addition to performing at school assemblies, will perform at events throughout our community.

Student Led Clubs

Students have the opportunity to participate in student-led clubs at recess. Students are invited to explore their passions and be the leader of a sport, art, or games club. An

adult leader is required to supervise each club and this must be arranged by the student leaders.

Fun Lunch

Fun lunches are available for purchase once each month. The program is run by the School Council and supported by a dedicated group of volunteers.

About Learning and Teaching

Program of Studies

The Program of Studies as outlined by Alberta Education is the basis for instruction. Assessment of students is broad based and progress and achievement is determined using a variety of strategies.

Field Trips

Field trips are an important part of student learning. Parent consent must be given for children to participate in field trips and a fee may be collected, depending upon the trip.

Child Development Advisor

The Child Development Advisor (CDA) offers a planned and balanced approach to student development. Planned activities focus on developing social and emotional skills in students with the goal of enhancing both their social interactions and their academic achievement.

The CDA consults with staff, students, parents, and when necessary, with outside agencies. This ensures that the needs of all learners are being met. The program is designed to provide proactive and preventative programs as well as intervention with issues, which have already been identified. The CDA works with students individually, in groups, with classes and with whole school initiatives.