



Name: _____

Homeroom Teacher: _____

Grade: _____



HOME OF THE EAGLES



4503-45 Street
Leduc, AB T9E 7K4
780-986-8421
ees@blackgold.ca
ees.blackgold.ca



WELCOME TO EAST ELEMENTARY

Mission Statement

We strive to educate the whole child intellectually, socially and physically in order to prepare all students to live as compassionate, competent and contributing citizens in a changing society.

GENERAL INFORMATION

History of East Elementary School

East Elementary School has been serving the surrounding area for over 70 years. The school, built in 1954, currently accommodates approximately 230 students in our Kindergarten and Grades 1-6 classes. There are approximately 30 dedicated staff members.

Instructional Resource & ECS Fees

All fees are due at the beginning of each school year. Students are held responsible for the loss or unnecessary damage to school property including textbooks and Chromebooks. Listed below are the student fees for the 2026-2027 school year:

ECS Enhanced Program Fee: \$120.00

Replacement Agenda: TBA

Kanga Pouch Replacement \$12.00

Division Technology Fees

Grades 1-3 \$20.00

Grades 4-6 \$50.00

Changes to Personal Information

Students or parents may have changes to their initial registration form during the year (i.e. medical conditions, address, and telephone numbers). Any changes should be reported to the school office as soon as possible in order to keep our records updated.

Visitors to the School

Parents and visitors are always welcome at East Elementary School. They are requested to report to the school office, sign-in. This procedure allows us to minimize disruptions to our programs and to ensure the maximum safety of our students. Please make arrangements with your child's teacher prior to any classroom/teacher visits.

[Newsletter](#)

The school newsletter is published monthly throughout the school year and emailed to all parents to inform them of school activities and important dates. The newsletter is posted on the school's website and paper copies can be requested by contacting the school office directly. Our Newsletters can be found at:

ees.blackgold.ca/parents/newsletters

[Transportation](#)

For those who qualify for transportation for their child, East Elementary School is serviced by an in-town school bus. Any inquiries regarding school buses may be directed towards Black Gold Regional Schools Transportation Department at 780-955-6034. Please ask your child's bus driver to provide him/her with the Black Gold School Division bus regulations.

[Indoor Recess](#)

On inclement weather days, students will remain indoors for recess when temperatures drop below -20C (including wind-chill).

[Lost and Found](#)

Please ensure all your child's belongings are clearly marked with his/her name, and that **all** footwear is labeled. Students are responsible for the proper care and storage of their personal belongings. Missing items may be found in the school's lost and found box. Parents and students are encouraged to go through this box regularly.

[Footwear](#)

Students require two pairs of shoes – one pair with non-marking soles for **indoor use** and one pair for **outdoor use**. We require that everyone remove wet or soiled footwear upon entering the building.

[Arrival at School](#)

Students are requested to enter and exit the door assigned to them. Supervision commences at 8:15 am though students remain outdoors until 8:25 am. **Parents transporting their child to school are requested not to drop him/her off before supervision begins.**

SCHOOL YEAR AT-A-GLANCE 2026-2027

The following academic calendar was approved by the Board of Education for the upcoming school year.

Statutory holidays, Christmas break, Spring breaks, and teacher workdays are listed below.

Teacher Workdays *	Aug 25 & 26, 2026
First Day of classes All Grades Start K - 6	Aug 27, 2026
Labor Day Holiday *	Sep 7, 2026
PD Day *	Sep 18, 2026
National Day for Truth & Reconciliation *	Sep 30, 2026
Thanksgiving Day *	Oct 12, 2026
PD Day *	Oct 13, 2026
Daylight Savings Time (Clocks backwards)	Nov 1, 2026
Midterm Break *	Nov 9-13, 2026
PD Day *	Nov 16, 2026
PD Day *	Dec 4, 2026
Christmas Vacation *	Dec 23, 2026 - Jan 5, 2027

PD Day *	Jan 29, 2027
ATA Teacher's Convention *	Feb 11-12, 2027
Family Day *	Feb 15, 2027
Daylight Savings Time(Clocks forward)	Mar 14, 2027
PD Day *	Mar 15, 2027
Good Friday *	Mar 26, 2027
Easter Monday *	Mar 29, 2027
Spring Break *	Mar 29 - Apr 2, 2027
PD Day *	Apr 23, 2027
PD Day *	May 21, 2027
Victoria Day *	May 24, 2027
Last Day of classes	June 25, 2027

***Students do not attend school on these days.**



EAST ELEMENTARY BELL SCHEDULE

HOURS OF INSTRUCTION

Supervision starts 8:15 AM

Doors open 8:25 AM

First Bell - 8:25 AM

Attendance Class starts 8:30 AM

Block 1	8:30 - 9:10
Block 2	9:10 - 9:40
Block 3	9:40 - 10:10
Recess	10:10 - 10:25
Snack	10:25 - 10:30
Block 4	10:30 - 11:00
Block 5	11:00 - 11:30
Block 6	11:30 - 12:00
Recess/Lunch	12:00 - 12:40
Block 7	12:40 - 1:15
Block 8	1:15 - 1:45
Recess	1:45 - 1:59
Block 9	2:00 - 2:30
Block 10	2:30 - 3:00

STUDENT REGULATIONS & GUIDELINES

STUDENT CODE OF CONDUCT

Education Act, Section 31

Student responsibilities

A student, as a partner in education, has the responsibility to:

- attend school regularly and punctually
- be ready to learn and actively engage in and diligently pursue the student's education
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- respect the rights of others in the school
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- comply with the rules of the school and the policies of the board
- co-operate with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community.

Attendance

Attendance is mandatory for all students. Research shows that regular attendance at school is a direct indicator of academic success. If a student is absent for any reason, we ask parents to follow the procedure below:

- Call the school office or use the SafeArrival app on our website between 8:00am and 8:30am @ 780.986.8421 or leave a voice mail indicating your child's grade, teacher, and reason for absence.
- In the case of a medical or dental appointment, a note should be sent in advance so the student can be released from class.
- Students are encouraged to select a study buddy who can inform them of missed assignments or notes when they are away.
- When students are absent without prior notice, the automated attendance system will automatically contact parents/guardians via phone, text or email. This procedure is undertaken to ensure the safety of our students.
- Students who arrive late will be asked to report to the office.
- Students who leave the school during the day must be signed out at the office by a parent or guardian.
- In the event of absences, the following procedure will be followed:
 - When attendance is deemed a concern, the student's parents/guardians will be first contacted by the teacher.
 - After a minimum of 10 yearly absences, verbal notification to the parent by the Principal/Assistant-Principal.
 - After a minimum of 14 yearly absences, written notification from the Principal

Leaving School Grounds

Students are expected to remain on school grounds during lunch and recess breaks. Leaving the school grounds is not permitted unless the school receives consent from a parent/guardian.

Lockers

Lockers are assigned for individual student use, however, they remain the property of the school. When necessary, the school reserves the right to inspect a locker without informing the student. Locks are not permitted.

Skateboards, Roller Blades, Heelys, Scooters Snow Sleds/Boards & Crazy Carpets

For safety reasons, students are **NOT ALLOWED** to use skateboards, rollerblades, heelys, scooters, snow sleds/boards or crazy carpets on school property.

Student Dress Code

Students are expected to dress in accordance with good grooming practices, bearing in mind the public nature of the school and its educational atmosphere. At East Elementary we will:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, (eg. PE running shoes).
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, alcohol, drugs, sex, or violence.
- Ensure all students remove hats, toques, bandanas and hoods upon entering the school.
- Ensure students are wearing clothing that does not reveal undergarments.
- Ensure that all students' clothing choices are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students may be asked to change their clothing if it is deemed inappropriate.

Bring Your Own Device

We are a BYOD (Bring Your Own Device) school in Division II (Gr. 4-6). Students in these grades may bring an electronic device to **use in their learning**. A device is defined as any electronic item that is able to access the internet and has keyboard capability. This list would include items like (but are not limited to): laptops, Chromebooks, tablets, iPad, iPod or Smartphone.

TECHNOLOGY – Admirable Use Agreement

All students will adhere to and complete the Admirable Use Agreement each year with regards to technology use in the school. This is applicable to both school owned or BYOD devices. Failure to honor this contract will result in having his/her user privileges suspended.

Other Personal Items

Students may not bring personal electronic gaming items to school. The security of these items cannot be guaranteed and the school assumes no responsibility for their safekeeping. Students are also discouraged from carrying any substantial amount of money to school.

Cell Phones

Cell phones and camera phones raise issues about personal privacy and propriety. Students who bring a cell phone will be expected to follow the guidelines of the Admirable Use Agreement. If a student brings a cell phone to school, it should remain in their backpack, unless used as a BYOD item. PHONES are NOT to be used during the day for texting or making phone calls.

Use of School Phones

The office phone is available for student use in the event of an emergency.

Allergy Aware School

EES may have “Allergy Aware” classrooms. If no one in a classroom has an allergy, all food products are allowed. However, if a student has a food allergy, his/her classroom is designated as “Allergy Aware”. “Allergen Free” classrooms cannot be guaranteed because schools cannot ensure that classrooms are completely free of allergens and we cannot guarantee that other parents will not send foods which some students might be allergic to. In “Allergy Aware” classrooms, families are discouraged from bringing these food products to school and an “Allergy Aware” sign will be posted on the door. In addition, all students will be prohibited from consuming nut products during snack recess. Teachers, parents, and students will work together to develop a reasonable and appropriate plan for all classrooms. If your child has any allergies, please contact your classroom teacher.

Student Illness

In the event that your child is ill, we advise that you keep him/her at home until he/she is feeling better and capable of working through the school day. If your child has a highly contagious illness (examples may be, but not limited to the flu, strep, pink eye) please do not send him/her to school until the symptoms have subsided, as it places all of our students and staff at risk. In the event of an accident or illness at school requiring medical attention, every attempt will be made to contact the parent(s)/guardian(s) of the affected child. If a parent/guardian cannot be contacted, school staff will take the child to the doctor’s office or the hospital if required.

*Student Illness guidelines in this handbook are superseded by all COVID-19 guidelines for schools that are put in place by A.H.S.

Classroom Expectations

Students at East Elementary School are expected to conduct themselves in a positive and productive manner at all times. In class they are expected to:

- **Be Prepared:** Arrive at the classroom on time with all necessary books and materials. Be seated and ready to begin classwork, and listen for teacher instructions. Have homework completed on time and to the best of their ability.
- **Accept Authority:** Respect the authority of all staff in the school.
- **Demonstrate Responsibility:** The student will: Accept responsibility for their own classroom behavior. Accept responsibility for knowing the teacher’s expectations for each classroom learning activity. Accept responsibility for behavior that interferes with classroom work.
- **Respect Property:** Understand that the condition of the school property is all of our responsibility. If you see anyone mistreating or misusing school property, please report it to an authority figure immediately.

Homework

Homework is a vital part of success for students. Once assigned, all students are expected to complete homework as part of their regular school duties. Homework is unfinished work, special projects, extension or practice activities, and test preparation. All students are given an agenda in which they record homework assignments. The agenda is also a useful communication tool between the home and school, and as such, should be taken home every night and brought back to school on a daily basis. Homework expectations vary from grade to grade, however 10 minutes per grade is a common guideline per night.

Teams/Clubs

Some sport teams and clubs will practice or convene during the school day. Students not involved in a recognized activity in the school are expected to go outside.

Extra-curricular

East Elementary students may participate in many extra-curricular activities including: a School Track Meet and a cross-country run, they may choose include: music club, basketball and floor hockey, high jump and many others.

Field Trips

East Elementary School provides students with opportunities to participate in various field trips throughout the year. Staff is responsible for selecting and organizing field trips that are educationally beneficial to students and relevant to classroom instruction. Parental permission is required for all school sponsored field trips.

Swimming and Skiing/Snowboarding

All students in grades one through three partake in swimming lessons offered by qualified instructors. Students in grades four to six attend two ski trips to Rabbit Hill during the year. These activities are part of the Physical Education program and all students are expected to participate. If there are any impediments to participating in the program, please contact the school.

Learning Commons

Students will visit the learning commons with their class weekly, where they will learn how the library is organized, how to search the Destiny catalogue and be introduced to various authors, illustrators and genres. During library classes, students are able to borrow books (Kindergarten one book and grades 1-6 two books) with a two-week period with the option of a renewal.

Borrowing privileges will be suspended if books are overdue, lost or returned damaged. Lost and damaged items must be paid for before further borrowing continues. Refunds for found books will only be issued if the cost is greater than \$10 and the book is returned in good condition within 60 days of being paid for. Refunds for books less than \$10 will show a credit on the student's online account.

Current school year Learning Commons hours are posted on the school's website.

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East Elementary students may participate in many extra-curricular activities including: a School Track Meet and a cross-country run, they may choose include: music club, basketball and floor hockey, high jump and many others.

OTHER INFORMATION

Report Cards/Parent Teacher Conferences

There are regular reporting periods in the school year, one includes a scheduled parent-teacher conference and the other is a student led conference. Parents are encouraged to contact the teacher(s) at any time during the year to inquire about their child's progress. Report cards will be uploaded to the parents PowerSchool accounts at the end of Term 1(January) & Term 2(June).

Busses Not Running/School Closure

Whenever extreme or hazardous conditions prevail, creating doubt as to whether busses are running or whether schools will be closed or open, announcements will be made on the Black Gold Website, on the Bus app and several radio & TV stations.

Parental Discretion: Although in-town busses may not be running, East Elementary will usually remain open in extreme weather conditions. Please DO NOT feel obligated to personally transport your child to school if you believe it is too dangerous to do so.

Dress for the Weather

It is extremely important for students who come to school on ANY cold weather day to dress warmly which includes mitts, boots, hats, hoods, warm coats, ski-pants, sweaters, etc. Students who ride the bus to school should be prepared for any road emergency, vehicle breakdown, or possible bus emergency requiring quick evacuation.

Emergency Situation Drills

East Elementary staff & students are is trained in the Hour Zero School Emergency Program that all Black Gold Schools follow. There will be scheduled and unscheduled drills conducted throughout the school year that practice evacuations, lockdowns, hold & secure and shelter-in-place.

Student Suspensions

Education Act — Section 36

In some circumstances, East Elementary School will suspend students who fail to comply with conduct expectations and responsibilities. A suspension may be up to 5 consecutive school days. Teachers have the authority to suspend students from one of their classes when necessary, and only the principal may suspend students from school.

School Council and Parents' Association - Two ways to Be Involved

East Elementary welcomes the collaborative and giving spirit of parents, care givers, and the greater community. We have two groups providing highly valued support to the educational efforts of the school and are your link to being involved. Our School Council is an advisory body for the Principal on school policies and improvement planning and focuses on fostering meaningful connections between the entire school community. The Principal and Staff are core members of the School Council. Our Parents' Association is focused on fundraising; providing additional financial resources to enhance student learning and support the school. The Principal and staff are associate members and advisory to the Parent Association. All parents and caregivers are members of both groups and are invited to participate. We can't wait to welcome you in. More information and meeting dates can be found in the Parents section of the school website, the School Newsletter or by contacting the School office.

Parent Volunteers

Parent volunteers are always welcome at East Elementary School and the support of our school community is an essential part of student success. Attempt to match our parent volunteers' skills and available time with the school's needs. We would appreciate assistance in the following areas:

- Tournaments
- Preparation of classroom instructional materials under the direction of teachers.
- Learning common: circulation, shelving, displays.
- Classrooms: reading to or being read to by students; writing activities.

Assisting on field trips and special event days:

Confidentiality is of the utmost importance when working with students, and we expect all volunteers to respect this. Please notify the school office personnel if you are interested in volunteering at the school. Volunteer forms must be filled out prior to volunteering.

Student Recognition

Celebration of Learning: The Citizenship Award, Pursuit of Excellence, Love of Learning Award and Eagle Award are presented to our students at an evening celebration in June. Criteria for these awards can be found at:
ees.blackgold.ca/students/awards/

Other Awards: In addition, student of the month awards are handed out monthly at our school assemblies.

Character Education

It is our goal at East Elementary School to provide your child with a well rounded social and academic education. In partnership with parents/guardians, it is our goal to develop good character in all of our students. Good character consists of the many virtues that we possess and that we model at school daily. The specific virtues we deem worthy of consideration include: empathy, conscience, self-control, respect, kindness, tolerance, and fairness. In conjunction with the home, the staff at East Elementary School will help develop:

- Student courtesy, kindness, compassion and civility.
- Student responsibility for his/her learning.
- Peer cooperation.
- Sound reasoning as a criterion for problem solving.
- Self-restraint.
- A positive attitude toward learning and school.
- Perspective taking.
- Student respect towards adults and peers.
- Social justice/service projects.

Together the home and school can help students develop their individual potential to become respectful, productive members of our society.

CONDUCT EXPECTATIONS & RESPONSIBILITIES

School Philosophy

East Elementary School operates on the philosophy that all students have the right to learn. Each student has the right to be in a school climate that is satisfying and productive without disruptive behavior infringing upon their rights.

East Elementary's approach to discipline is based on school-wide and classroom conduct expectations and consequences which reflect the school's philosophy. East Elementary staff's approach to discipline will always attempt to:

- Help the student identify the problem.
- Help the student solve the problem.
- Help the student learn from the problem in order to change future behavior.
- Leave the student's dignity intact.

The staff and students of East Elementary believe the great majority of students behave in a reasonable, responsible and constructive way and understand the need for the following expectations:

- To show consideration, courtesy and respect to others and their property.
- To walk quietly and safely to and from all activities in an orderly manner.
- To avoid the use of profane language and inappropriate gestures.
- To use school and playground equipment appropriately. To play safe games that will not harm or potentially endanger themselves or others.
- To treat all school and community property with dignity, care, and respect.
- To follow a "hands-off" policy in the school and on the playground.

STUDENT RIGHTS & RESPONSIBILITIES

East Elementary School recognizes all students are entitled to certain educational rights. Entrenched alongside these rights are student responsibilities which ensure EVERYONE'S rights are respected and acknowledged. East Elementary students' rights and corresponding responsibilities are:

- We have a RIGHT to learn in school.
- We have a RESPONSIBILITY to come prepared to class, to listen to instructions, to work quietly on tasks, and to raise our hand if we have a question or concern.
- We have a RIGHT to be safe in this school.
- We have a RESPONSIBILITY not to threaten, kick, punch, or physically harm anyone else.
- We have a RIGHT to be respected in school.
- We have a RESPONSIBILITY not to harass, tease, or bother other people and to respect their feelings.
- We have a RIGHT to be heard.
- We have a RESPONSIBILITY not to talk, shout, or make loud noises when others are speaking.
- We have a RIGHT to our personal space and belongings.
- We have a RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.
- We have a RIGHT to general health and cleanliness.
- We have a RESPONSIBILITY to get proper rest and nourishment.
- We have a RIGHT to experience success in school.
- We have a RESPONSIBILITY to have a positive attitude towards learning, to participate in learning activities, and to ask teachers for help when we need it.

DECLARATION

I have read this handbook with my child.

Parent's Signature

Student's Signature