

# East Elementary School



## Home of the Eagles

East Elementary School  
4503-45 Street  
Leduc, AB T9E 7K4  
Phone: 780-986-8421  
Fax: 780-986-8423  
Website: [ees.blackgold.ca](http://ees.blackgold.ca)

This agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

## 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 half a century. The school, built in 1954, currently accommodates approximately 312 students in our Preschool Program and Grades K-6. There are approximately 36 dedicated staff members, including teachers and various support staff.

#### Instructional Resource, Pre-Kindergarten & 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 2015-2016 school year:

- **Pre-Kindergarten Program: \$800/yr to be paid monthly (\$80/month).**
- **ECS Material Fee: \$110.00**
- **Grades 1-6 Instructional Resource Fee: \$60.00**

#### 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

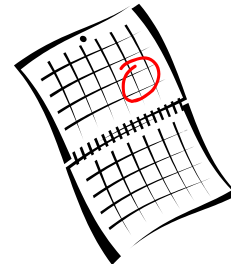
Parents and visitors are always welcome at East Elementary School and are requested to report to the school office, sign-in and wear a visitor's badge. This procedure allows us to minimize disruptions to our programs and to ensure the maximum safety of our students. Please make arrangements with your 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. Paper copies can be requested by contacting the school office directly. Our website can be found at: [ees.blackgold.ca](http://ees.blackgold.ca)

#### Transportation

For those who desire transportation for their child, East Elementary School is serviced by an in-town yellow 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 Regional Schools bus regulations.



**Indoor Recess**

On severe inclement weather days, students will remain indoors for recess. A parental note must accompany the student at any other time he/she is to remain indoors for recess.

**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 request 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**

**2015-2016 School Year**

The following academic calendar was approved by the Board for the upcoming school year. Statutory holidays, Christmas and Spring breaks, and teacher workdays are listed.

Teacher Workdays *	Aug 31 & Sep 1
First Day of Classes - Full Day	Sept 2
Labor Day Holiday *	Sept 7
PD Day *	Sept 18
Thanksgiving Day Holiday *	Oct 12
PD Day *	Oct 13
Remembrance Day Holiday *	Nov 11
Midterm Break *	Nov 12-13
Institute Day *	Nov 27
Christmas Holidays *	Dec 19 - Jan 3
Classes Resume	Jan 4
PD Day *	Jan 29
Teachers' Convention *	Feb 4 & 5
Family Day Holiday *	Feb 15
PD Day *	Mar 4
PD Day (ATA) *	Mar 24
Good Friday*	Mar 25
Easter Monday/Spring Break *	Mar 26-Apr 3
PD Day *	Apr 22
PD Day *	May 20
Victoria Day	May 23
Last Day of Classes	Jun 28
Teacher Workdays *	June 29 & 30

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

**The first Wednesday of every month (except September) is early dismissal at 2:15 pm.**

**HOURS OF INSTRUCTION**

<b>Period</b>	<b>Start</b>	<b>End</b>
First Bell	8:32 am	
Attendance am	8:32 am	8:34
1	8:35 am	9:10 am
2 am	9:10 am	9:40
3 am	9:40 am	10:10
Snack Recess am	10:10 am	10:20
4 am	10:20 am	10:55
5 am	10:55 am	11:25
6 am	11:25 am	11:55
Lunch Recess pm	11:55 am	12:40
**Students eat pm	12:20 pm	12:40
7	12:40 pm	1:15 pm
8	1:15 pm	1:45 pm
Recess pm	1:45 pm	2:00
9 pm	2:00 pm	2:30
10 pm	2:30 pm	3:00
Dismissal	3:00 pm	
<b>**PRE-KINDERGARTEN :</b>		
AM class 8:25 - 11:25    PM class 12:15 - 3:15		

**STUDENT REGULATIONS & GUIDELINES**

**Student Code of Conduct**

**(Alberta School Act, Section 12)**

A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing his/her studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorized by the school board to provide education and other services;
- Comply with the rules of the school;
- Account to his/her teachers for school conduct; and
- Respect the right of others.

Rules and regulations will be kept to a minimum as expectations for good behavior are high. Students are encouraged to do their personal best and are encouraged to help others do the same.

**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 between 8:00am and 8:30am (780.986.8421) or leave a voice mail indicating your child's grade, teacher, and reason for absence.
- **ONLY** the parents/guardians should make the call.

- 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/vice-principal.
- After a minimum of 14 yearly absences, written notification from the principal
- Should this continue, the matter may be referred to the Superintendent.

### **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. The following items are not allowed to be worn at school:

- Clothing or accessories that depict alcohol, drugs, sex, violence or inappropriate language.
- Tank tops or spaghetti straps without appropriate undergarments for older children.
- Muscle shirts with large gaping arm holes.
- Short tops that do not cover the stomach (navel must be covered).
- Low cut tops for girls.
- Hat or any other headwear within the school.
- Short skirts or shorts that are too revealing.
- Visible undergarments.

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

### **Skateboards, Roller Blades, Heelies, Snow Sleds/Boards & Crazy Carpets**

For safety reasons, students are **NOT ALLOWED** to bring skateboards, rollerblades, Heelies, snow sleds/boards or crazy carpets onto school property.

### **BYOD**

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, netbooks, tablets, ipads or ipods.

## **TECHNOLOGY - Admirable Use Agreement**

All students will adhere to and sign 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 (e.g. Nintendo DS's, Gameboys etc). 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 is restricted to using the item as a learning tool.

### **Use of School Phones**

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

### **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 written 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.

### **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 the classroom is 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. Teachers, parents, and students will work together to develop a reasonable and appropriate plan for each of these 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 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 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.

### **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 any property on the school 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, and the amount and content of assigned homework is entirely at the teacher's discretion.

### **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.

### **Intramurals/Clubs**

Some intramural programs and clubs will be made available during the lunch break. Students not involved in a recognized activity in the school are expected to go outside, weather permitting.

### **Library**

Students will visit the library with their class at least once a week. At that time, they will discover and understand how the library is organized, they will learn about authors and illustrators, and they will listen to readings of some new and

familiar books. During library classes, children will be encouraged to return and exchange books and will be able to borrow books for a one week period with the option of renewal. Annual events in the library will include a Book Fair, monthly Scholastic book orders, and other events the librarian may deem relevant.

### **Extra-curricular**

All East Elementary students may participate in a Black Gold Regional Schools district-wide track event and a district sponsored cross-country run. Other activities they may choose include: computer club, art club, music club, basketball and floor hockey, high jump and many others.

### **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.

## **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:

<http://ees.blackgold.ca>

**Other Awards:** In addition, student of the week awards are handed out each week at our school assemblies.

## **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 dates TBA.**

### **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 and the following radio stations: THE ONE 93.1, CISN 103.9 FM, CHQT 880 AM, CFCW 790 AM, CFRN 1260 AM, CBC 740 AM, COOL 880 AM, CHED 630 AM and JOE 92 FM.

**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 feel it is too dangerous to do so, as his/her absence will certainly be understood.



**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 is trained in the Hour Zero School Emergency Program and there will be scheduled and unscheduled emergency drills conducted throughout the school year.

### **East Elementary School Council**

East Elementary School Council is an advisory organization consisting of parents and teachers for the purpose of enhancing communication between the school and the community. All parents of East Elementary School are members of this council and are invited to attend meetings and get involved in decisions about the school. Discussion items can be placed on the agenda by contacting the Chairperson of the council or the Principal. Meeting dates are posted in the School Newsletter and on the school website calendar

## **VOLUNTEERISM**

### **Parent Volunteers**

It is hoped that a parent's main reason for volunteering is to assist the school and not just to observe his/her child. If the observation of their child is a parent's intention, special arrangements for that purpose must be made. We would

like to match our parent volunteers' skills and available time with the school's needs. We would appreciate assistance in the following areas:

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

## **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 we possess and we model them daily at school. 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 Suspensions**

##### **(Alberta School Act -Section 24, 25)**

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, only the principal may suspend students from school.

### **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, concern, or need.
- 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 through putdowns.
- 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.

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Parent's Signature

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Student's Signature

