

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

Pre-K & ECS Fees

Following are the student fees for the 2018-19 school year:

- **Pre-K Fee:** \$800 (\$80/mo.)
- **ECS Fee:** \$80

Note: there are no school fees for grades 1-6.

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 Calmar Elementary School and are requested to report to the school office. This procedure allows us to minimize disruptions to our programs and to ensure maximum safety to our students.

Newsletters and Notices

Throughout the school year, newsletters and/or notices are posted on the school's website to inform parents of school activities and important dates. Parents are urged to check the website to keep abreast of pertinent events and activities within the school.

Transportation

Any inquiries regarding school bus transportation for out-of-town students 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 outside temperature of -23 degrees Celsius with wind chill will initiate an indoor recess. A parental note must accompany the student at any other time he/she must remain indoors for recess (i.e. illness).

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 need 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 doors assigned to them. Please note there is NO morning or afternoon supervision provided at the school. Parents transporting their child to school are requested not to drop him/her off before doors open @ 8:20. To alleviate hallway congestion, supervision concerns, and as common workplace courtesy, parents are also encouraged to wait in the boot room areas until escorted to the classroom by their child's teacher.

School Year At-A-Glance

2018-19 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 Workday *	Aug 29/18
Teacher Workday *	Aug 30/18

Teacher Workday	Aug 31/18	1	8:45	9:15
Labor Day Holiday	Sep 03/18	2	9:15	9:45
Classes Commence (Full Day)	Sep 04/18	3	9:45	10:15
PD Day *	Sep 14/18	Recess	10:15	10:30
Thanksgiving Day	Oct 09/18	4	10:30	11:00
PD Day *	Oct 19/18	5	11:00	11:30
PD Day *	Nov 1/18	6	11:30	12:00
Mid-Term Break	Nov 12/18	Recess/Lunch	12:00	12:55
PD Day *	Dec 7/18	Attendance/DEAR	12:55	1:00
Christmas Holidays	Dec 24/18 - Jan 4/19	7	1:00	1:30
Classes Resume	Jan 07/19	8	1:30	2:00
PD Day *	Feb	9	2:00	2:30
04/19		10	2:30	3:00
ATA Teachers' Convention *	Feb 7-8/19	Dismissal	3:00	
Family Day	Feb 18/19	Buses Depart	3:10	
PD Day *	Mar 22/19			
Spring Break	Mar 25-29/19			
PD Day	Apr 12/19			
Good Friday	Apr 19/19			
Easter Monday	Apr			
22/19				
PD Day *	May			
17/19				
Victoria Day	May 20/19			
Last Day of Classes	Jun 27/19			
Teacher Workday *	Jun 28/19			

* Students **do not** attend school on these Teacher Days.

Hours of Instruction

Schedule

Period	Start	End
Doors Open	8:25	
First Bell	8:30	
Attendance/DEAR	8:35	8:45

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 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:

- Telephone the school between 8:00 am and 8:30 am (985-2228) and leave a message with the secretary.
- Indicate your child's grade, teacher, and reason for absence.
- **ONLY** the parents 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.
- Where students are absent without prior notice, the office attempts to ascertain their whereabouts. 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 notify the office.

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, 'muscle shirts', cut-off shirts/sweaters, spaghetti straps.
- Gym clothing in the classroom.
- 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.

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

For safety reasons, students are **NOT ALLOWED** to ride scooters, skateboards, or rollerblades on school property.

Personal Items

Students are discouraged from bringing personal items to school (e.g. Mp3 players, Gameboys and other electronic devices). The security of these items cannot be guaranteed and the school assumes no responsibility for their safekeeping. Students should also avoid carrying any substantial amount of money to school.

Cell Phones

Cell phones and camera phones raise issues about personal privacy and propriety. Calmar Elementary School policy forbids the use of these items in the school building without a teacher's consent. Unless permission is granted to use the device for educational purposes, cell phones should remain in a student's locker.

Use of School Phones

School phones are available for student use only in the event of an emergency. After-school arrangements should be made at home prior to the start of the day.

Lockers

Lockers are assigned for individual student use, although the lockers themselves remain the property of the school. The school reserves the right to inspect a locker without informing the student when deemed necessary. Locks are not permitted.

Gum/Peanuts/Sunflower Seeds

For cleanliness, hygiene and custodial reasons, students are asked not to bring these items to school. For those sensitive to peanut allergies, we

also discourage food items containing peanuts or peanut butter. Students are also asked not to leave food in lockers as it attracts unwanted pests and produces foul odors. Your cooperation is appreciated.

Internet Use

Students have access to the Internet once they have signed the "Acceptable Use Policy for Electronic Learning Resources" contract. Failure to honor this contract will result in having user privileges suspended.

Classroom Expectations

Students at Calmar 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 one's ability.

Accept Authority: Respect the authority of all teachers as well as other adults in the school.

Demonstrate Responsibility:

Accept responsibility for one's own classroom behavior. Accept responsibility for knowing the teacher's expectations for each classroom learning activity. Accept responsibility when excessive talking 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

Calmar 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/Learning Commons

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, learn about authors and illustrators, and 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 include a Book Fair, monthly Scholastic book orders, and other events the librarian may deem relevant.

Resource

The resource room provides small group or individualized instruction to students who may be experiencing difficulty. The focus is on early intervention and effective remediation strategies which assist and support students.

Calmar Elementary Parent Teacher Association

All parents of Calmar Elementary School are members of the Parent Teacher Association (PTA) and are invited to attend meetings and get involved in fundraising decisions impacting the

school. Meeting dates can be obtained by calling the school or checking the school website.

Extramurals

Calmar Elementary students have the opportunity to participate in multiple sport-related tournaments during the year. In addition, select students participate in the annual Black Gold Regional Schools district-wide track event in June, as well as a district sponsored cross-country run. Various other events and activities are also offered throughout the year.

Swimming

Students in grades four partake in swimming lessons offered through qualified instructors at the Leduc Recreation Centre (LRC). These lessons form 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.

Skiing/Snowboarding

Students in grades four to six attend two ski trips to Rabbit Hill during the year. These outings form 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.

Report Cards/Parent Teacher Conferences

There are four reporting periods in the school year; two written report cards, and two scheduled parent-teacher conferences. Parents are positively encouraged to contact the teacher(s) at any time during the year to inquire about their child's progress.

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 following radio stations: 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 busses may not be running, Calmar Elementary will usually remain open in extreme weather conditions. At such times, please DO NOT feel obligated to

personally transport your child to school if you feel it is dangerous to do so, as his/her absence will certainly be understood.

Appropriate Clothing: It is extremely important for students who come to school on ANY cold weather day to dress warmly—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 school emergency requiring quick evacuation.

Student Absence: If your child is NOT attending school due to illness, cold weather, etc, please phone the school.

Fire Drills/Emergency Evacuations/Hold & Secure/Lock Down Drills

There are scheduled as well as unscheduled fire drills and various other emergency procedures. It is mandatory for everyone to leave the building immediately when the fire alarm sounds. It is each teacher's responsibility to show the students where their emergency exit is. There will also be exit routes posted in the classroom. Calmar Secondary School is the designated alternate site where students assemble in case of an emergency evacuation.

Volunteerism

Parent Volunteers

It is hoped a parent's main reason for volunteering is to assist the school and not simply to observe his/her child. If observation 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.

- Hot lunch coordination and distribution.
- Christmas Concert preparations.

Confidentiality is of the utmost importance when working with students, and we expect all volunteers to respect this. Please notify your child's teacher if you are interested in volunteering at the school.

Visitors to the School

Visitors are always welcome at CES, and we strive to maintain a welcoming atmosphere for all guests to the school. School dwellings are not deemed public places open to everyone; rather, they are considered property owned and governed by the School Board. Visitors are bound by expectations of common courtesy and respect towards school staff. Visitors whose conduct is deemed unruly, offensive, or threatening to others will be instructed to leave the school premises immediately. Failure to comply will result in prosecution from the RCMP and a \$1000 fine for trespassing (School Act, Section 28).

Character Development

It is our goal at Calmar Elementary School to teach your children as best we possibly can in order to receive a good, well-rounded academic education. In addition, in partnership with parents, it is our goal to develop good character in all of the children. Good character consists of the virtues we possess; accordingly, the more virtues we possess and the more fully we possess them, the stronger the character. The specific virtues we deem worthy of consideration include: empathy, conscience, self-control, respect, kindness, tolerance, and fairness. In conjunction with the home, we anticipate Calmar Elementary School will help facilitate:

- Student courtesy and civility.
- Student responsibility for his/her learning.
- Peer cooperation.
- Sound reasoning as criterion to problem solving.
- Self-restraint.

- A positive attitude toward learning and school.
- Perspective taking.
- Student kindness and compassion.
- 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

Calmar 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 the rights of others.

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

- Help the student identify the problem.
- Help the student solve the problem.
- Leave the students dignity intact.

The staff and students of Calmar 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; common sense and safety is their guide.
- 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.

Student Suspensions/Expulsions

In some circumstances, Calmar Elementary School will use a form of "in-school suspensions" for students who fail to comply with conduct expectations and responsibilities. Specifically, students lose their morning, recess, and noon hour privileges and must spend this time away from the rest of the student population.

Suspension From Classes or School: This form of discipline is used when deemed necessary. A serious infraction of school rules, or when the presence of a student is considered a danger to the safety of other students, may result in suspension from school. This suspension may be up to 5 consecutive school days. Although all teachers may suspend students from their classes when necessary, only the principal may suspend students from school.

Verbal and/or Physical Aggression towards School Authority

Any student using profanity or being physically aggressive (e.g. spitting, hitting, kicking) towards school authority or other students will receive an automatic out-of-school suspension.

Expulsion From School: Student expulsion from school is covered under the Black Gold Regional Schools Division Educational Policy Manual. It states in part that the principal may recommend a student be expelled from school. The recommendation must then go through the Office of the Superintendent and then through the Board of Education.

Student Rights & Responsibilities

Calmar 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. Calmar

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 to leave the classroom.
- 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 or to hurt 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.

Parent's Signature

Student's Signature