

Calmar Elementary Student & Parent Handbook



2023 - 2024

Welcome to Calmar Elementary School

We are so excited to have your child and your family be a part of the CES family. Education is a partnership between home and school and we strive to make that partnership a positive experience in order to provide the best opportunities for your child to learn and grow.

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 and to encourage the children to use their strengths to help others. 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 but are not limited to: empathy, conscience, self-control, respect, responsibility, perseverance, cooperation, 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 the criterion for 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.

This handbook has been prepared for our families to provide information about our policies and procedures.

If you require further information, please call the school (780-985-2228) or check out the school website at www.ces.blackgold.ca

Our Mission:

We strive to educate all students intellectually, socially, emotionally, culturally, and physically in order to prepare each student to live as a compassionate, competent, and contributing citizen in a diverse society.

Our Vision:

To be a school that fosters a culture of respect, collaboration, and caring that focuses on inspiring students to reach their full potential.

Our Values:
Relationships
Student Focused Learning
Cultural Awareness
Inclusivity
Achievement
Effort
Life-long Learning
Cooperation & Positive Attitude
Supporting the Community

Our school motto:
Discover - Learn - Succeed - Celebrate

History

Calmar School provides a range of educational services to approximately 250 students in the town and surrounding area. The current elementary school was built in 2005 and is part of the Black Gold School Division. It was the first LEAD (Leadership in Energy and Environmental Design) school in the division. Our school mascot is a Stingray.

2023-2024 Hours of Operation

Time

8:15 A.M.	Supervision Begins
8:20	School doors open
8:30	Warning Bell
8:35	O'Canada/Announcements/
8:37	Period 1
9:15	Period 2
9:45	Period 3
10:15	Morning Recess
10:30	Period 4
11:00	Period 5
11:30	Period 6
12:00	Lunch Recess
12:30	Lunch
12:50	Period 6
1:20	Period 7
1:50	Period 8
2:20	Period 9
3:00	Dismissal

Please note that there is no supervision before 8:15 in the morning or after the buses and students are off the property at the end of the day.

2023-2024 School Year

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

[Black Gold School Division 2023-2024 School Calendar](#)

Arrival at School

Doors will be locked until 8:20. There will be supervision on the playground starting at 8:15. Parents transporting their child to school are requested not to drop him/her off before this supervision begins.

Custody of Children

We do our best to support your child and be sensitive to particular situations when we are aware of custody, visitation rights, or special instructions. If your family has these circumstances, please make sure that the school is provided with a copy of the current legal agreement.

Pre-Kindergarten Program

Calmar Elementary School offers a Pre-Kindergarten Program. This program will provide educational services in an inclusive program for children with disabilities or developmental delays. We currently offer an afternoon program. To be approved for the program, please contact Rebecca Aiken, Early Years Consultant at 780-955-4534.

Visitors to the School

Parents and visitors are always welcome at Calmar Elementary School. The safety of our students and staff is of utmost importance to us so therefore visitors are requested to report to the school office before proceeding into the school. This procedure allows us to minimize disruptions to our programs and ensure maximum safety for our students.

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 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 and popcorn preparation and distribution.
- Christmas Concert preparations.

Confidentiality is of the utmost importance when working with students, and we expect all volunteers to respect this. Therefore, all volunteers need to sign a volunteer confidentiality form prior to helping in the school. Please notify the school office personnel or your child's teacher if you are interested in volunteering at the school. Volunteers must sign in and out at the office when volunteering.

School Fees

A list of possible fees is available on our website. The cost listed on the website is the maximum that could be charged for an activity. Students are held responsible for loss or unnecessary damage to school property. Following are the student fees for the 2022-2023 school year:

PreKindergarten 3 year olds: \$60.00

PreKindergarten 4 year olds: \$80.00

ECS Enhanced Fee: \$100.00

Technology Fee: \$20.00

Parent Association Fee: \$3.00

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. With our new automated system, it is critical that contact information be current.

School Communication

The most accurate source of information is through our school website, our Weekly News Update, and through direct contact with the school by phone or appointment. The school news is linked to the school website and will be updated weekly throughout the school year to inform parents of school activities, and important dates and to celebrate the wonderful things we do at the school. Update notices will be sent to the parent's email address provided.

Electronic Messages

An electronic messaging system is available to share information and school reminders with parents. Alerts will also be sent out this way, should parents need to be notified of an emergency.

Contacting Staff

If you wish to contact teachers or administration, please leave a message with the secretary. Staff can also be contacted using email for general questions. Please do not send absences or end-of-day arrangements by email. Classroom teachers may be absent or may not have the opportunity to check their email until later in the day.

After School Arrangements

Please make going-home arrangements with your child before school. If an emergency change is necessary, please phone well in advance, as the secretary often can not reach children just before bus time. If your child usually goes home on the bus, please remember that your child will be put on the bus unless we receive a note or phone call from you prior to 3:00 p.m. After-school arrangements to visit with friends, etc. must be made prior to coming to school.

Transportation

Calmar Elementary School is serviced by school buses. Any inquiries regarding school buses may be directed towards Black Gold School Division Transportation Department at 780-955-6034. Please ask your child's bus driver to provide the Black Gold Regional Schools bus regulations.

If your child typically rides the bus at the end of the day and there is going to be a change in that routine, please call the office to inform us.

Bus Safety and Conduct

Students are expected to display safe and responsible behaviour on the bus. Unacceptable behaviour will be written up on a discipline form by the driver and submitted to the school office. A copy of the form stating the disciplinary measures taken will be sent home. Please ensure your children are dressed appropriately for the weather conditions.

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 (780-985-3211) and leave a message with the secretary.
- Indicate your child's grade, teacher, and reason for absence.
- Only the parents/caregivers should make the call.
- In the case of a medical or dental appointment, a note or call to the office 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 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 and sign in.
- Students who leave the school during the day must sign out at the office.

In the event of absences, the following procedure will be followed.

- After a minimum of 6 yearly absences, verbal notification to the parents.
- After a minimum of 11 yearly absences, written notification from the principal.

Indoor Recess

Students will remain indoors for recess if the temperature is -20C or below with the wind chill. A parental note must accompany the student at any other time if he/she must remain indoors for recess.

Lost and Found

Please ensure all your child's belongings are clearly marked with their 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. Parents and students are encouraged to regularly check the lost and found which is located in the gym.

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.

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.

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

Bicycles, Scooters, Skateboards, etc.

Bicycle racks are provided for students who ride their bicycles to school. Students are required to walk their bikes when on the sidewalk and obey the rules of the road. The use of helmets is mandatory.

The school requests that skateboards, in-line skates, skate shoes, etc. be kept at home where their use can be properly supervised and the children's safety ensured.

Use of School Phones

There is a phone in every classroom; however, students are only allowed to use these phones in case of emergency and illness, or with their teacher's permission.

Personal Items

Students may bring personal items to school (e.g. electronic devices) provided they are not used during instructional time. Please be aware that the security of these items cannot be guaranteed, and the school will take 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. Cell phones should remain in a student's locker and are not to be seen or heard within the school unless the teacher has deemed them as a technological learning tool in the classroom for a specific time.

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, when deemed necessary, without informing the student.

Internet Use

Students have access to the Internet once they have signed the “Responsible Citizenship Through Admirable Use Agreement”. Failure to honor this agreement will result in having user privileges suspended.

School Spirit Days

Students, staff, and parents are encouraged to participate in our monthly theme dress-up days. Themes are suggested by the leadership team and help to promote a sense of community. Please do not feel you need to purchase items for these theme days; participate in whatever way you may be able to do so.

School Philosophy and Student Discipline

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

- Help the student identify the problem.
- Help the student solve the problem.
- Leave the student’s dignity intact.

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

- To demonstrate respect for themselves, others, and property.
- 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 are their guides.
- 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 severe 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 for one period at a time when necessary, only the principal may suspend students from school.

Expulsion From School: Student expulsion from school is covered under the Black Gold School 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.

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 School students’ rights and corresponding responsibilities are:

- We have a **RIGHT** to learn in school.

We have a **RESPONSIBILITY** to come prepared to class, to have a positive attitude towards learning, to participate in learning activities, and to ask for help when we need it.

- We have a **RIGHT** to be safe in this school.

We have a **RESPONSIBILITY** to follow school rules and to conduct ourselves in a manner that will ensure the physical and emotional well-being of others is intact.

- We have a **RIGHT** to be respected in school.

We have a **RESPONSIBILITY** to treat others the way we would like to be treated and to show respect for ourselves, our peers, our teachers, and our environment.

- We have a **RIGHT** to be heard.

We have a **RESPONSIBILITY** to listen 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.

Student Responsibilities

(Alberta Education Act, Section 31)

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

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) 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,
- (d) respect the rights of others in the school,
- (e) refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

School Property

School property that is damaged or lost by a willful or careless act is to be repaired or replaced by the student concerned. This includes damage to the building, text or library books, as well as Chromebooks or iPads.

Medical Treatment

As outlined in the Black Gold School Division Education Policy Manual (Policy IHC), medical procedures or administration of medication will be offered only under written direction from a medical doctor and once a procedure waiver request is signed. Medication to be administered by staff must be provided in the required dosage, in a labeled container, along with written instructions from a medical doctor regarding its administration. Any change in medication or procedures will require written direction from a medical doctor. A medical form can be filled out at the office.

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 are not limited to flu, strep, or 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.

Head Lice Policy

In the event that a child is found to have lice, the parents will be contacted to pick up their child and a treatment pamphlet will be provided. Students will be allowed to return to school once they are treated. Upon return, if any live lice and/or nits are found, the parents will be contacted again.

School Programs

Parent information about The Alberta Program of Studies is available on Alberta Education's website at: <https://curriculum.learnalberta.ca/home/en>

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, and test preparation. All students are expected to use 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. Teachers may also use Google Classroom or Seesaw as a resource to post homework and assignments. Homework expectations vary from grade to grade, and the amount and content of assigned homework is entirely at the teacher's discretion.

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.

Learning Support Teacher(s)

The learning support teacher 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

Report Cards/Parent Teacher Conferences

There are two reporting periods in the school year. We have a scheduled parent-teacher conference in November as well as student-led conferences in March.

Report card dates for the 2023- 2024 school year are January 31 and June 26. Parents may see assignment grades on PowerSchool. Please allow a week for teachers to input marks from assignments and assessments. Parents are 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 buses are running or whether schools will be closed or open, bus status notifications will be updated prior to 6:30 a.m. or as soon as possible. The bus status notifications will also be posted on the Black Gold website at www.blackgold.ca as well as I school website at ces.blackgold.ca - please click on the **Bus Status App** icon.

How to download the Bus Status 4 App

Parental Discretion: Although buses may not be running, Calmar Elementary School will remain open in extreme weather conditions. At such times, please use your judgment when deciding to transport your child to school. If you chose not to transport your child to school, please leave a message at the school informing us of this decision.

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. Even if students ride the bus to school, they should be prepared for any road emergency, vehicle breakdown, or possible school emergency requiring quick evacuation.

Emergency Response Procedures

At Calmar Elementary School the safety of our students is paramount. Therefore we follow the Black Gold School Division Hour Zero Emergency Response Procedures. The following is a list of drills that are performed at the school in order to ensure that the students are able to follow the procedure in a safe manner.

Lock-Downs

Lockdowns are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.

Shelter-in-Place

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.

Evacuation

An Evacuation requires all students, staff, and visitors to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network

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/Sports Teams

Some intramural programs and clubs will be made available during the lunch break as well as after school.

Cultural Performances

Cultural performances provide both special educational and entertainment value. Therefore, presentations by professional theatres and performing arts groups will be booked on occasion. Parents are welcome to attend these special performances.

School Pictures

School pictures of individual students are scheduled for early fall and class group pictures and individual pictures are scheduled for the spring. In both cases, there is no obligation to purchase these pictures.

School Council

The school council is an advisory body consisting of parents and teachers. The school council works to promote the well-being and effectiveness of the entire school community with the goal of enhancing student learning. All CES parents are members of the school council and are therefore encouraged to attend the School Council meeting and activities. All parents of Calmar 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 can be obtained by calling the school or can be found on the school website or calendar.

Parent-Teacher Association (PTA)

The Parent Association is a body of parents who are involved in helping to make the school a better place for students. The PTA is responsible for the fundraising activities for the school, as well as organizing and hosting special events and programs such as the Hot Lunch.

For more information regarding the School Council or the Parent Association, please contact the principal or the current chairperson of each organization.

