

# Cardston Elementary School

## Student Handbook 2017-2018

### Slogan

"I am a person of worth, I will treat myself and others with consideration and respect."

### Vision

"Climbing Ever Stronger: Endeavouring to reach the potential of each learner."

### School Mission

To provide learning experiences in an environment that will give each student opportunities to develop his or her potential. This environment will stimulate the desire for learning and will foster the development of self worth.

### A Safe and Caring Environment

The Board of Trustees for Westwind School Division No. 74 believes that all schools must be viewed as welcoming, safe, caring and respectful environments for all students, staff, parents and community members. Discrimination, persecution, harassment or bullying will not be tolerated on the basis of ANY individual's "race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation."

It is the belief of the Board that all members of the school community have the right and responsibility to treat and be treated with dignity, respect, and fairness and, as such, each school has the responsibility to ensure that students and their families will feel safe in bringing forth issues and concerns that are important to them.



<b>Board Members</b>		
<b>Position</b>	<b>Name/email</b>	<b>Phone</b>
Board Chair Raymond & District	Ron Fromm ron.fromm@westwind.ab.ca	752-3852
Vice Chair Magrath & District	Lance Miller lance.miller@westwind.ab.ca	634-4770
Trustee Blood Reserve	Anna - Joyce Frank annajoyce.fox@westwind.ab.ca	393-7900
Trustee Mt. View, Glenwood, Hillspring	Barb Salmon barb.salmon@westwind.ab.ca	653-1730
Trustee Cardston & District	Patricia Beazer patricia.beazer@westwind.ab.ca	653-2181
Trustee Magrath & District	Tracy Selk tracy.selk@westwind.ab.ca	756-3010
Trustee Welling, & Magrath, & District	Peter Scott peter.scott@westwind.ab.ca	752-4047
Trustee Stirling	Stephan Heggie stephan.heggie@westwind.ab.ca	752-4227
Trustee Cardston & District	Denise Norton denise.norton@westwind.ab.ca	593-8600
<b>Westwind School Division #74 (653-4991) Administration</b>		
<b>Position</b>	<b>Name</b>	<b>Email</b>
Superintendent of Schools	Ken Sommerfeldt	ken.sommerfeldt@westwind.ab.ca
Deputy Superintendent	John Waterhouse	john.waterhouse@westwind.ab.ca
Associate Superintendent	Dexter Durfey	dexter.durfey@westwind.ab.ca
Assistant Superintendent	Rick Gilson	rick.gilson@westwind.ab.ca
Assistant Superintendent	Nolan Olsen	nolan.olsen@westwind.ab.ca
Communications Officer	Graham Ruttan	<a href="mailto:graham.ruttan@westwind.ab.ca">graham.ruttan@westwind.ab.ca</a>

### **The Importance of Regular School Attendance**

It's a fact that **students who attend school regularly learn more and are more successful in school** than students who do not. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility, and that's an important lesson for a successful life.

Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school career. That's important, because students who miss school miss out on carefully planned sequences of instruction. They miss out on active learning experiences, social interactions, and class participation. They miss out on the opportunity to ask questions, they are more likely to fall behind, and they are more likely to drop out.

### ***What Parents Can Do***

1. Let your child know that you expect them to attend school every day. Explain that, just as you have a job, it's their job to go to school and learn.
2. Set a time for doing homework each evening and a time for going to bed. Unfinished homework and too little sleep are common reasons why parents hear the words, "I don't feel good," on school mornings.
3. Get involved with your child's school. When they see you in the halls or the classrooms they'll see your example and understand that school is important.

### **Alberta School Act: Section 12**

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct: (a) be diligent in pursuing the student's studies; (b) attend school regularly and punctually; (c) co-operate fully with everyone authorized by the board to provide education programs and other services; (d) comply with the rules of the school; (e) account to the student's teachers for the student's conduct; (f) respect the rights of others; (g) 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; (h) 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; (i) positively contribute to the student's school and community.

### **Attendance Incentive**

The attendance incentive is to reward students that attend school regularly and punctually. CES will provide a monthly certificate and prize to students with 100%. At the completion of the school year, students with 100% will receive a lunch with their parents for their awesome attendance.

To qualify for these attendance incentives, a student needs to be at school everyday.

1. We recognize that students may have valid reasons for not being at school. Sickness, funerals, family functions, extra-curricular events...however these will still be considered absent.
2. If a bus is late in delivering a student to the school, or not running due to weather, the late/absence will not be counted.
3. Chronic attendance problems will be referred to school administration.

## **School Policies:**

### **Arriving at School**

The way you start your day can make a big difference on how you approach school.

Arriving at school on time allows students to experience positive interactions with others and participate more fully in learning activities.

*The importance of arriving at school on time:*

- ❖ Arriving late at school may be embarrassing to some students. Your student may have missed something important such as the days schedule, lesson plans or even instructions on how to complete a specific assignment.
- ❖ Arriving late is disruptive to the class and the learning of other students.
- ❖ As your child learns to form and develop friendships, social interactions with peers before school are invaluable.
- ❖ Punctuality shows reliability and is a valuable attribute and a good habit to build for the future.
- ❖ **Please note that students should not arrive at school before 8:10 am** as teachers are busy preparing for the day and classroom supervision is limited.

### **Searches By School Authorities**

Westwind School Division No. 74 Board reserve the right to search all school facilities including lockers and desks assigned to student(s) for their own use, in harmony with any legal requirement. In addition, personal items such as backpacks, purses, coats, etc. may also be searched.

### **Telephone Privileges**

Students may use the classroom telephone for urgent reasons if they obtain permission from the homeroom or supervising teacher. Incoming calls to staff and students should be kept to a minimum.

### **Cell Phone Use and Other Electronic Devices**

It is now common for students to carry cell phones and other electronic devices to school. We recognize that for some families a phone is important for communication between students and parents/caregivers before and after school. However, **we are finding that cell phones can be a source of disruption in the classroom, a safety concern on the playground and a cause for social difficulties.** While students can carry cell phones to school, we ask that parents support our efforts for appropriate use by adhering to the following guidelines:

- ❖ Do not allow your child to carry a cell phone to school unless it is necessary for before and after school student/parent communication.
- ❖ Cell phones at school must be turned off. Students may not use cell phones or other electronic devices in classrooms unless approved by the teacher for research or special projects.
- ❖ The school office phone and classroom phones are available during the day if it is necessary for parents to call in or students to call out.
- ❖ Cell phones are often equipped with cameras. In order to satisfy legal requirements around the protection of privacy, photography at school is allowed only for school purposes and with the permission of a staff member. Permitted photos can only be used with parental consent.
- ❖ In order to encourage positive social interaction, electronic devices should not be used on the playground during recess and lunch.
- ❖ **The school takes no responsibility for loss or damage to cell phones, personal electronic devices or any other valuable articles brought from home.**

### **Bus Passes**

Students wishing to go home on buses to which they are not assigned must first present a note from home to the office and the secretary will issue a pass.

## **Visitors**

**All visitors to the school are expected to check at the office upon arrival.** Student visitors are not normally allowed. It is not possible to accommodate all-day visitors.

## **Dress & Appearance**

Dress and appearance are very personal choices and, for the most part, are left to the discretion and the financial means of the parent and student; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with safety, the maintenance of an effective learning atmosphere and good personal hygiene. Dress and appearance do influence the attitudes of students and their schoolwork.

Student's **hair and clothing should be neat, clean, and tidy.** Clothing with references to profanity or other items that are illegal for students or of questionable taste are not to be worn in the school building. Students are permitted to wear hats outside for weather related purposes.

**Hats or other similar head coverings SHALL NOT BE WORN to class or within the school building.**

## **Footwear**

Footwear should be worn at all times. Indoor shoes are required for in-class and physical education activities. Shoes need to be non-marking running shoes for gym activities to ensure comfort and safety.

To keep our school clean, students are expected to remove winter boots and wet or soiled footwear at the door before proceeding to class. Students need to be able to independently put inside and outside shoes on.

## **Head Lice**

Head lice are common in any community and outbreaks may occur at any time especially among school children. ANYONE can get head lice. Having lice is not a sign of uncleanness. Head lice can spread quickly from one person to another by direct head to head contact or by indirect contact through sharing of personal items such as combs, brushes, hats, helmets, scarves, clothes, stuffed toys, bed linen, and towels.

When a case of head lice is noticed or reported to school staff, a letter is sent home to all parents with children in the same class as the child with lice advising them of this fact and requesting parents to check their children's hair to help prevent the spread of head lice.

## **Outdoor Breaks**

The local weather can prove to be challenging at times, especially for planned school activities. Student safety is always our top priority and we are committed to working with parents to create safe conditions for students during inclement weather conditions. With this in mind we ask that students be dressed appropriately as they arrive at school each day. This may include coat, toque, gloves and boots.

We recognize the value of outdoor breaks such as recess and lunch during the school day; however, when the weather is very cold, outdoor breaks may not be a viable option.

Students will only be kept inside during recess if:

- It is raining heavily.
- When temperatures reach -20 Celsius or colder including the wind-chill factor, it is recommended that students be kept inside for recess or lunch breaks. This -20 Celsius guideline is comparable to other school jurisdictions in Alberta and across Canada. Note: This temperature is provided as a guideline and may be adjusted for the school/activity.

## **Discipline**

Cardston Elementary School believes that all children should be able to come to school and feel safe. We are taking firm steps to deal with bullying and fighting. When students break school rules there is a specific consequence depending on the severity of the infraction. The discipline plan at CES focuses on three specific behaviors: bullying, fighting, and insubordination.

Students who break these rules will meet with the principal/vice-principal and parents will be contacted. Other rule infractions will be handled by supervising staff.

The Board of Trustees for Westwind School Division #74 is committed to providing an environment in which all individuals are treated with respect and dignity. Each student has the right to learn in a safe and supportive setting, where there is an absence of degrading or threatening behavior. Harassment, in any of its forms, will not be tolerated in the school jurisdiction.

## **Administration**

It is hoped that students and parents will accept these standards in a positive vein and will cooperate with the staff in administration of the policy.

It is understood that the Principal will be consulted, and will be the person responsible to work with students who fail to meet these standards.

## ***Guidelines For Homework***

The school staff suggests the following guidelines. If followed they should assist the students in forming good study habits, increase reading abilities, as well as encourage a responsible attitude toward learning.

### **Grades 4 and 5**

Basic Guideline: A minimum of thirty minutes each day to be devoted to study at home.

This time to be used as follows:

- Doing homework assignments.
- Studying notes or information for classes.
- Free choice reading when no specific assignment is required.

Assignments normally should not require more than thirty minutes each evening. If assignments are taking forty-five minutes or more on a regular basis we ask you to contact your student's teacher.

Teachers will endeavor to keep weekend homework to a minimum.

### **Grades 1, 2, and 3**

There will be fewer formal homework assignments in these grades. It is suggested that students spend a minimum of twenty minutes each day in study at home and that this time usually be spent reading. We recommend the "paired reading" procedure in most situations where parents are helping students read.

## Kindergarten

Kindergarten children obtain worthwhile benefit from having stories read to them each day. Twenty minutes for this activity is time well spent for both the parent and the child.

### ***Questions to Ask Your Child's Teacher***

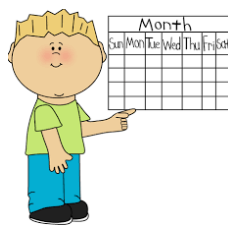
- What activities does my child enjoy most?
- What do you appreciate about my child?
- What skills does my child need to develop further?
- What are the main challenges?
- What can I do at home to help my child develop skills?
- How can I best support my child in each subject?
- How can I follow up on these suggestions?
- How does my child get along with other students?
- Is there anything about my child's behavior or performance you would like to share?
- What is the best way to contact you?
- How can we best work together?

### **15 Ways to help your child and the School**

1. Encourage your child to develop a positive outlook toward school.
2. Stay in contact with your child's teachers.
3. Attend parent-teacher meetings, school plays and concerts, social events, exhibitions, fairs, and sports events.
4. Inform the school in advance (wherever possible) of your child's absence from school.
5. Avoid taking holidays during school time.
6. Avoid making appointments outside school during school hours (unless it is essential).
7. Meet with school staff (in confidence if necessary) when an incident involving your child arises in school.
8. Cooperate with the school when solving problems related to your child.
9. Inform school staff of issues that might affect your child's progress or behavior.
10. Watch for changes in your child's mood or behavior that might suggest problems at school.
11. Review your child's homework assignments, and sign diaries or planners.
12. Provide access to reading and studying materials (library, bookstores, Internet).
13. Read all communications (newsletters, reports, and report cards) from school.
14. Encourage your child to participate in school activities outside regular school hours (sports, drama, art, chess, tennis, or photography clubs).
15. Spend time with your child at the end of each school day, reviewing lessons, assisting with homework or listening to your child's views and opinions.

## *Calendar of Events*

September	5	School begins for students
	26, 27	School Pictures
October	6	PD/PLC Day, no school for students
	9	Thanksgiving Day, no school for students
November	1	Picture Retakes
	9	PD/PLC Day, no school for students
	10	Remembrance Day, no school for students
	23	Parent-Teacher Interviews
December	8	PD/PLC Day, no school for students
	22-7	Christmas Break
January	8	Back to school
	31	PD/PLC Day, no school for students
February	16	PD/PLC Day, no school for students
	19-23	Family Day/Teachers Convention week, no school
March	15	Parent Teacher Interviews
	23	PD/PLC Day, no school for students
	30	Good Friday, no school
April	2-6	Easter Break, no school
	20	PD/PLC Day, no school for students
May	18	PD/PLC Day, no school for students
	21	Victoria Day
June	22	Last day of school





## Cardston Elementary School Staff

**Principal.....** Mark Bennett

**Vice Principal..** Terry Heaney

**Secretaries.....** Connie Olsen  
Mona Heggie

**Librarians.....** Barb Browne  
Renae Jensen

**Counselors.....** Nathan Smith

Jerry First Charger

**Specialists.....** Linda Burwell- Music  
Corey Rowe- P.E.

**Food Services.....** Kim Schneider  
Dana Schaffer

### Preschool

Laureen Toth

### Kindergarten

Sue Bennett

Amanda Shaw

Marnie Butler

Karen Rowe

### Grade 1

Derick Heggie

Paulette Romeril

Katie Sykes

Julie Allred

### Grade 2

Allyson Vornbrock

Paula Anderson

Drew Anderson

Courtney Moser

### Grade 3

Annette Bright

Leslie Dittmann

Jodi Cottle

Carley Taylor

### Grade 4

Debbie French

Ryan Alston

Jeff Johnson

Michelle Quinton

### Grade 5

Leon Atwood

Catherine Meeks

Traci Aipperspach

Curtis Spencer/  
Kaycee Romeril

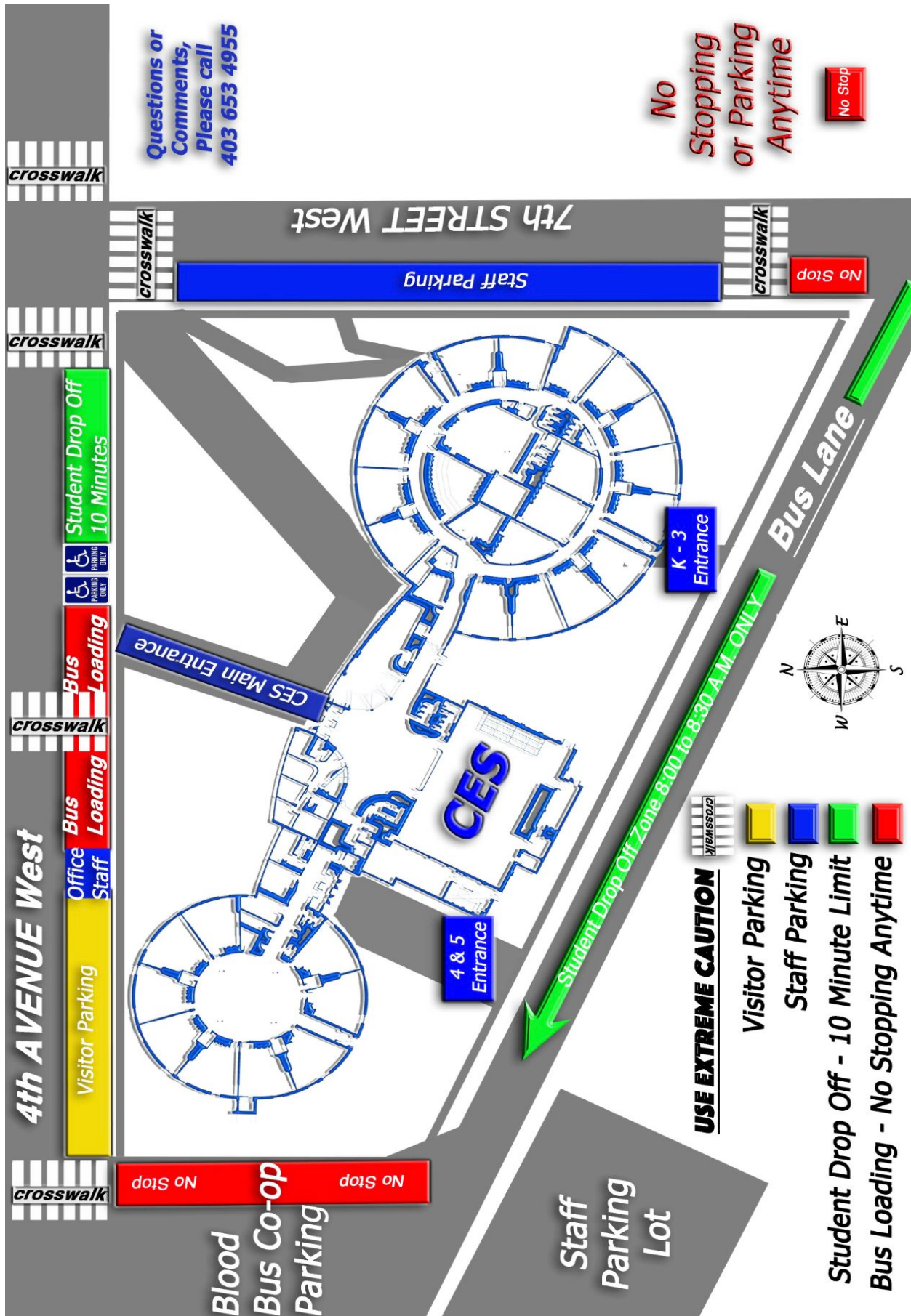
## Educational Assistants

Jackie Avery	Julie Leavitt	Neil Turner
Debbie Birch	Cheryl Lewis	Stephanie Vandenhoeck
Kristin Creason	Deb Low	Mona Rea Walburger
Lorraine Dewey	Robin Nelson	Penny Webster
Tracy Doig	Deedra Norton	Karren Wiley
Candice Durfey	Connie Quinton	Telena Williams
Laurel Hansen	Darilyn Quinton	Macie Wood
Teresa Jackson	Dorie Shaw	Michelle Wood
Cheryl Jensen	Jenna Sommerfeldt	Julie Wolsey
Jodi Judd	Wendy Sommerfeldt	Jolene Wynder
		Lisa Zaugg

## School Fees for 2017-2018

<b><u>Kindergarten</u></b>		<b>\$75.00</b>
<b><u>Grades 1, 2, &amp; 3</u></b>	Student Insurance	\$ 1.50
	Transportation & Field Trips	\$10.00
	Student Union	\$ 3.00
	Planner	\$ 8.00
	Art & Classroom Supplies	\$20.00
	Student Supplies	<u>\$48.50</u>
		<b>\$91.00</b>
<b><u>Grades 4 &amp; 5</u></b>	Student Insurance	\$ 1.50
	Transportation & Field Trips	\$10.00
	Student Union	\$ 3.00
	Planner	\$ 8.00
	Recorder	\$5.00
	Art & Classroom Supplies	\$20.00
	Student Supplies	<u>\$48.50</u>
		<b>\$96.00</b>





## **Bussing Information**

### **Signage**

Signage has been placed around the school designating parking and non-parking zones. Please be mindful of the signage designating disabled parking and crosswalk zones.

### **Morning Drop Off**

Parents can drop off their children in the bus lane at either the lower (K5- Gr. 3) or the upper (Gr. 4 /5) entrances from 8:00 – 8:30 each morning.

Parents are asked not to get out of their vehicles as they drop off their children – “Kiss and Go”. This will ensure a very short stop – less than a minute, and lessen the congestion in front of the school.

### **Bus Route – PM**

With the exception of the Special Needs and PUF buses that park in front of the school at the end of the day, all other buses as they leave, will be rerouted, travel one block North, go down 3rd Avenue West and join 4th Avenue West to arrive at CHS. This will lessen traffic congestion in front of the school (4th Ave. West), make for easier parking and allow students safer access as they enter and leave the crosswalks.

### **Supervision**

At the end of the school day, adult supervisors are located at each of the CES crosswalks to safely assist students.

### **RCMP and Town Bylaw Officer**

CES has asked for an increased presence of law enforcement at the beginning and end of the day. Parents, please obey all traffic laws and park in the designated areas that are clearly posted.

### **Bus Zone**

There is a designated no parking zone at the main entrance to the school. This allows our morning, noon and after school Special Needs buses ease of access. It also provides an uninterrupted area for machinery, snow removal and parcel pickup or delivery.

## **Bus Rules**

**Westwind School Division No. 74 Board views all approved transportation to be an extension of the school, and the same rules and policies that apply to student(s) or staff in the school would apply on the bus as well. It is essential that the safety of the student(s) be the primary consideration at all times and the following guidelines are intended to provide a safe and stress-free environment on the bus.**

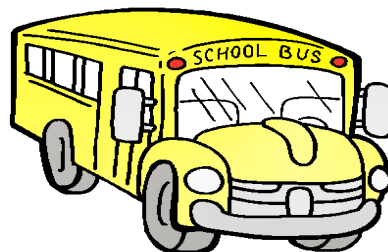
### **BUS GUIDELINES**

1. **The bus operator is in full charge** of the bus. Student(s) are expected to obey the bus operator or an assigned bus monitor as they would any school official.
2. **The bus operator may assign student(s) a seat** for which they are responsible.
3. **Student(s) are expected to be seated while the bus is in motion** and to keep arms and legs within the seating area. Under no circumstances shall any part of the body be extended out of the window.
4. **Student(s) are to be punctual** arriving at their pick-up point and shall be prompt in getting to the bus after school is dismissed. Excessive tardiness shall be reported to the principal for further action.
5. **Student(s) are permitted to bring regular school items** (books, lunch kits, etc) on board and these should be held on the student's lap where possible. Exceptional items (ice skates, band instruments, etc) are to be cleared with the bus operator and also safely stowed.
6. **Unnecessary conversation with the bus operator** or any action, which might divert the bus operator's attention, **is to be avoided**.
7. **There is to be no use of tobacco** on any school bus, **nor is possession or use of alcohol or drugs permitted**.
8. **Student(s) are to avoid littering the bus** and should remove any wrappers or other garbage they are personally responsible for.
9. **Eating on the bus shall be at the discretion of the bus operator**.
10. **Student(s) will be dropped off at their regular location** unless the parent(s)/guardian(s) has informed (by note when possible) the bus operator otherwise.

11. **Student(s) wishing to ride a bus to which they are not assigned** shall present proof of parental/guardian permission to obtain an authorization slip from the office and **will only be allowed on the bus if there is adequate seating at that time.**
12. When entering or exiting, **student(s)** and or parent(s)/guardian(s) **shall follow the direction of the bus operator and shall always pass in front of the bus.**
13. The **student(s)** or parent(s)/guardian(s) **are responsible to notify the bus operator on mornings when service is not required.**
14. **The student(s)** and/or the parent(s)/guardian(s) **shall be held responsible for any willful damage** done to the bus.
15. On school buses **where seat belts have been installed, all passengers are required by law to wear seat belts.**
  - a. The passenger/parent/guardian will be responsible for the payment of any fines incurred for non-compliance.

#### **Behavior Expectations For Students on a Bus**

1. **STAY SEATED** until you leave the bus.
2. Sit back in your seat, **FACE FORWARD.**
3. Keep your **FEET** on the floor and **TO THE FRONT.**
4. Keep your **HANDS TO YOURSELF.**
5. **TALK QUIETLY.**
6. Wait for the **BUS TO** come to a complete **STOP** and the doors to open **BEFORE YOU LEAVE YOUR SEAT.**



## **CES Daily Schedule (K, & Grades 1 - 5)**

### Monday-Thursday

Warning Bell	8:25	Warning Bell	8:25
Opening Exercises	8:30	Opening Exercises	8:30
Dismissal	3:05	Dismissal	12:00

### Friday

## **Kindergarten**

### Monday-Thursday

A.M.	8:30-11:30	A.M.	8:30-10:00
P.M.	12:05-3:05	P.M.	10:30-12:00

### Friday

## **Websites**

We encourage all parents to regularly check our *CES website* for updates on school events, school weather closures and other important news. [www.cardstonelementary.ca](http://www.cardstonelementary.ca). It is essential to our communication that we have parent's current email address and phone numbers. If these change during the school year, please notify us immediately.

Through home, school, and community partnerships, Cardston Elementary has made many positive changes in the areas of health and wellness. We are entering our forth year of our health initiative and look forward to many new and exciting health activities. To stay informed of what is happening, look to our *health website* [www.climbingeverstronger.ca](http://www.climbingeverstronger.ca)

Alberta learning has a website you can go to for approved learning activities and links to other approved sites. Go to [albertalearning.ca](http://albertalearning.ca) and use:

User ID: LA58

Password: 1930

### **Safety Information**

Please know that CES is committed to ensure the safety of students. In addressing this, we have designated specific student drop-off and pick-up areas.

In order to enhance a sense of safety and security for everyone in our schools, Westwind School Division will take necessary actions in response to all high-risk behaviors. High-risk behaviors include, but are not limited to: possession of weapons, bomb threats, and threats to kill or injure self or others. Should any student engage in behavior, which threatens or appears to threaten the safety of self or others our protocol for dealing with high-risk behaviors will be activated.

We also hold periodic fire, lock down and other emergency drills as a means of practicing preparedness in the event of an emergency. Please know that our intent is not to alarm children, but rather to prepare them for an emergency situation should it arise. Teachers and students are generally notified of these drills in advance so as to prepare students of the procedures. Please be prepared to discuss the purpose of these drills with your child as they share their school day with you.

### **School Council**

The School Council acts as an advisory board to the principal and staff of the Cardston Elementary School. The School Council is not a policy making body, but a liaison between the teachers and parents. It represents parents' views on activities, policy changes fundraising projects, etc. The committee meets monthly.

Current council members feel that serving on the committee is not a duty or an obligation, but an opportunity and a privilege to be able to take an active part in the education of the children.

### **Parental Agreement**

I have read this handbook and agree to support the administration in the policies that have been stated herein.

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Parent's Signature