

EAST LAKE SCHOOL
Student/Parent Handbook



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403-248-1091

<http://eastlake.rockyview.ab.ca/>

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Mission: Inspiring learners to set goals, persevere, find success, never give up and excel in the emerging process of learning.

Vision: At East Lake School we aspire to be brave problem solvers who embrace challenges, explore possibilities and grow through creative and innovative learning experiences.

This Parent-Student Handbook is provided as basic information about our school. More information can be found throughout the year at our website: <http://eastlake.rockyview.ab.ca/> as well as through on-going forms of communication such as the monthly newsletter, e-mails and paper memos that go home.

Code of Conduct

At East Lake School, students will conduct themselves in a **Safe** manner, be **Organized** to optimize learning, be **Accountable** to their actions and be **Respectful** in all interactions with others. In other words, students will strive to **S.O.A.R.** in their daily conduct while at school.

	SAFE	ORGANIZED	ACCOUNTABLE	RESPECTFUL
WHEN OUTSIDE	<ul style="list-style-type: none"> Follow all rules. Use playground equipment appropriately. Dress for the weather. Keep hands, feet and objects to yourself. Stay alert. Be aware of your surroundings. 	<ul style="list-style-type: none"> Take care of and return equipment Take care of personal needs (ie bathroom) before going outside. Get ready quickly, both when going out and coming in. Place boots, coats, etc. neatly in designated areas. 	<ul style="list-style-type: none"> Come in as soon as the bell rings. Be honest and play fairly. Make smart choices and decisions. Take care of personal belongings. Be where you are supposed to be. 	<ul style="list-style-type: none"> Follow directions of supervisors without argument or delay. Use appropriate, positive language. Use positive non-verbal communication. Treat others, as you want to be treated.
WHEN MOVING THROUGH THE SCHOOL	<ul style="list-style-type: none"> Walk in an orderly fashion. Stay to the right, especially on the stairs. Go straight to your destination. Use only one step at a time when climbing and descending the stairs. Stay alert. Keep hands, feet and objects to yourself. 	<ul style="list-style-type: none"> Use the most efficient route to your destination. 	<ul style="list-style-type: none"> Take care of your belongings. Put garbage in the appropriate place. Be polite. 	<ul style="list-style-type: none"> Use an indoor voice Use appropriate, positive language Follow directions of supervisors without argument or delay. Listen to others. Use positive non-verbal communication.
WHEN IN LEARNING SPACES	<ul style="list-style-type: none"> Follow the established rules for the space (classroom, gymnasium, Forum, Science Lab, et cetera) Help keep our learning spaces clean and safe. 	<ul style="list-style-type: none"> Be prepared and have all necessary materials to hand. (Ready, Set, Learn) Use your time wisely. Use resources appropriately and wisely. 	<ul style="list-style-type: none"> Be honest. Put materials and your belongings away appropriately. Leave the space "better" than you found it. Do assigned work to the best of your ability. Make positive decisions. Ask for help, when required. 	<ul style="list-style-type: none"> Use appropriate, positive language. Help others. Follow instructions. Respect opinions and decisions that differ from your own. Have a good attitude. Treat others, as you want to be treated.

	SAFE	ORGANIZED	ACCOUNTABLE	RESPECTFUL
WHEN USING TECHNOLOGY	<ul style="list-style-type: none"> • Use appropriate websites. • Report anything inappropriate immediately. • Think before you post. • Remain seated when using technology. • Carry technology with both hands. • Use hand sanitizer before and after each use. 	<ul style="list-style-type: none"> • Return all technology to the appropriate place. • Use only the resources needed to complete your work. • 	<ul style="list-style-type: none"> • Report any issues with the technology. • Follow the RVS' Acceptable Use Policy at all times. • Use technology for schoolwork only. • Print only one copy, when given permission. • Print only school related materials. 	<ul style="list-style-type: none"> • Respect the property of others. • Ask permission before videotaping/photographing others. • Follow the RVS' Acceptable Use Policy.
WHEN EATING LUNCH OR SNACK	<ul style="list-style-type: none"> • Follow all lunchtime rules. • Stay seated when eating. • Eat your own lunch. • Wash your hands before and after eating. • Eat in designated areas. • Ask permission to leave the lunch area. 	<ul style="list-style-type: none"> • Get ready quickly, both before and after eating. • Take care of your personal belongings. 	<ul style="list-style-type: none"> • Clean up your lunch garbage. • Take uneaten food home. 	<ul style="list-style-type: none"> • Follow the directions of supervisors without argument or delay. • Use an indoor voice during lunch. • Help others. • Respect the food choices of others.
WHEN USING THE BATHROOMS	<ul style="list-style-type: none"> • Use time in the bathroom appropriately. • Practice proper hygiene (ie wash hands with soap). • Use the closest bathroom. • Ensure an adult knows where you are. 	<ul style="list-style-type: none"> • Help keep the bathrooms tidy. 	<ul style="list-style-type: none"> • Use and dispose of materials appropriately. 	<ul style="list-style-type: none"> • Respect the privacy of others. • Flush the toilet. • Use an indoor voice.
BUSES	<ul style="list-style-type: none"> • Walk on the sidewalk when around the buses. • Stay alert to your surroundings. • Stay seated at all times. • Dress for the weather (in case the bus breaks down). 	<ul style="list-style-type: none"> • Get ready quickly at the end of the day. • Keep track of your personal belongings. 	<ul style="list-style-type: none"> • Be honest. • Follow the bus rules. • Go straight to your bus. 	<ul style="list-style-type: none"> • Follow the directions of supervisors and bus drivers without argument or delay. • Use an indoor voice when on the bus.

Expectations For ALL Members Of The East Lake Community

We expect all members to:

- Eat in designated areas.
- Make sure all garbage is placed in a garbage can.
- Ensure that shoes are removed when entering the building.
- Walk through the halls and forum.
- Walk bikes on school property.
- Leave roller blades, scooters, and skateboards in lockers during school hours.
- Leave dangerous objects AT HOME (knives, firearms, weapons, laser pens, etc.).
- Not use any banned substances (cigarettes, electronic cigarettes, vaporizers, drugs, alcohol).
- Stay on the school property unless a signed note from parents has been presented at the office.
- Park at the front sidewalk for pick up and drop off of students.

Attendance

As per the Alberta School Act, attendance is compulsory, and necessary for success. General attendance for the day is taken during homeroom first thing in the morning. A phone call to the school from a parent/guardian is required when students will be absent or late. Students leaving the school before the end of the school day are required to be signed out by a parent or guardian. If a student is late, or returns after being signed out, they are required to sign back before going to class. We require written permission from a parent/guardian for alternate transportation.

Attendance Procedures

Regular attendance is essential to students' consistent academic progress. If your child will be absent, parents are asked to call the school in advance at **(403) 248-1091** with the name and grade of your child, the reason for absence and the anticipated date of return to school. Illness, medical appointments and family emergencies are considered acceptable absences. We will attempt to contact the parent in the event of an unexplained absence. Please help us by ensuring we have your current phone numbers including emergency contacts.

Extended Absences

In the event of any extended absence, other than for illness, parents must provide a note indicating the nature and duration of this absence. This note should be addressed to the Principal and delivered one week prior to the start of the absence. Under the School Act, the school can not support extended absences for holiday or travel purposes. Please consider extra holidays during the school year carefully as student achievement may be affected. Teachers are under no obligation to provide instruction or materials for students who miss school due to extended holidays.

Arriving Late and Leaving Early

Students should arrive 5-10 minutes before the first class commences. Late arrivals are disruptive to instruction and do not provide the best start to the day for your child. Students should be seated and ready to learn in their classroom by 8:00 a.m. Students who arrive after 8:10 a.m. must be signed in at the office. Students are expected to arrive promptly to all classes. The classroom teachers will handle individual incidents of tardiness. Chronic tardiness will be referred to Administration. Since many students are driven to school, parent cooperation with arriving on time to class is essential.

A parent or guardian at the office must sign out students leaving school at any time during the day, other than regular dismissal. For security purposes, the school reserves the right to decide if a student can be released to the care of an adult based on permissions and custody orders that may be on record. Parents are asked to ensure our records are up-to-date including phone numbers. **Parents are also asked to provide written permission for someone other than the regular adult to pick up your child.**

Bussing

Parents new to the school must register their children with Rocky View transportation prior to the student taking the bus. Information with regards to bus registration, bus fees and routes can be found at <http://www.rockyview.ab.ca/transportation>. Bus route assignment, pick up times, alternate drop offs, or any other concerns should be clarified with bus drivers at the beginning of the school year. Conduct and discipline matters occurring on the bus will be handled by the driver in conjunction with the school administration and the parent. Matters of misconduct are recorded in a "Misconduct Report" which are filed with the bussing supervisor, and may result in suspension of bus privileges.

Misconducts are types of behaviour that distract the bus driver from his/her primary task, which is the safe transportation of our students. Misconducts include indecent or vulgar language, horseplay, loud or unruly behaviour, standing or moving from seat to seat, failure to obey the directions of the driver, and failure to sit in assigned seats.

Questions with regards to bussing should be directed to the Transportation Department at (403) 945-4100.

Cellular Phones

Cell phones must be kept in the student's locker and are only to be used during recess and lunch break. Students caught with their cell phone during class time will have their device confiscated. Confiscated devices will be available for pick up after school. The students 3rd and all subsequent offenses will result in the device being held in the office until a parent can come and pick it up personally.

Communication is the Key

We have found that if all the stakeholders involved in the education of children are communicating with each other, many problems or concerns are soon solved or prevented. All of our classrooms offer an open invitation for parents to visit and we are as close as a telephone call. Please let us know if you have a question or a concern. Contact can be made via email, through a phone call, or by booking an appointment. Each month, we issue our monthly newsletter. The newsletter is a great way for parents and students to learn about what's happening in the school and can be found on the school website.

Dress Expectations

Students and staff are expected to wear appropriate, respectful clothing when at school.

For clarification:

- Tops must cover the torso (Halter tops, tube tops, spaghetti strap tank tops shall not be worn).
- Hats (baseball caps) or hoods up on "hoodies" (unless it is a special event) shall not be worn in the school.
- Chains hanging from pants or wallets are not permitted.
- Clothing with slogans must be respectful (no racial, sexual, vulgar, unsafe or offensive slogans or images).
- All pants must sit at upper hip or waist height (ie pants-shorts that reveal undergarments are not appropriate in a school).
- Skirts and shorts must be mid-thigh or longer in length.
- Sheer clothing shall not be worn.
- Undergarments shall not be exposed.
- Clothing with shoulder straps (i.e. tank tops) shall have straps that are at least the width of two adult fingers.
- There is a clean-shoe policy. Outdoor shoes shall be changed for clean indoor shoes upon entering the building. Non-marking athletic shoes with laces or straps that fit well and provide good ankle support shall be worn in the school gymnasium.

If clothing is deemed inappropriate by teacher's/administration, the student will be asked to put a "hoodie"/sweater on or phone home to request a change of clothes. As a last resort, the student may have to borrow some clean gym strip from the office.

East Lake School Council

Our school council is comprised of parents, staff and community members. The council runs on a representative model and meets approximately 7 times during the school year. The council provides input and works cooperatively to support the goals of the school community. In its advisory capacity, Council provides input into a variety of school matters: policies, programming, special events, the School Education Plan, etc. The council is also a member of the Home and School Councils Association, which provides them with a voice in educational issues at the provincial level. All parents are invited to, and welcome to, attend regular school council meetings. For more information on dates and times of meetings please refer to the school website.

Council organizes volunteers in the school and runs the hot lunch program to raise funds. If you are interested in volunteering at the school either in the hot lunch program or in another capacity, please contact the Council Chairperson through the school office at (403) 248-1091.

Fire Drills and School Lockdowns

Safety is our primary reason to practice drills. Drills are completed at regular intervals throughout the year. It is essential that everyone obeys the signals and follows instructions quickly and quietly.

Homework

During the school year parents can assist teachers by establishing a quiet time each day where your child is encouraged to do his/her homework, read or review. Encourage your child to read regularly every evening. Formal written homework should amount to no more than approximately 20 minutes per evening for elementary age children and approximately one hour for middle years students. However, the quantity of homework will be influenced by the students' use of class time. You can monitor your child's work/assignments through you child's agenda. For older students, you may access your child's' homework via their teacher's Moodle or website page.

Lockers

Lockers are assigned to students by their teachers at the beginning of the term. Locks are not used on lockers. You are responsible for your locker condition and may be assessed a fee for damages if you purposely damage it.

Locker Searches

Lockers are the property of Rocky View Schools and are loaned to students. The storage of any unsafe or illegal items is prohibited. Use or expected use of a locker in this manner will result in searches by authorized school staff and may result in a loss of privileges or disciplinary action.

Lost & Found

The school is not responsible for lost or stolen articles but does attempt to help in their recovery. Students should be labeling all of their belongings. Students should avoid bringing valuables and excessive amounts of cash to school. Thefts should be reported immediately to your teacher and the office.

Lunchtime

All students are invited to eat their lunch at school. We have three sittings, please see the bell schedule for the grade level's lunch and recess times. K-6 students are expected to spend a period of time outside for personal health and wellness. Throughout the year, organized lunch-time and intra-mural activities will take place during the lunch recess.

Grades K to 6:

We are a unique school as we are the largest elementary school in Alberta. This brings about many discussions about school rules and safety. Students are not allowed to leave school property unless they are going home for lunch and have written permission from parents to do so.

All students are expected to act in a respectful manner off-campus as they represent themselves and East Lake School.

Medication, Allergies, and other Medical Conditions

East Lake School will NOT issue any medication or provide any medical attention beyond that of first aid treatment. Parents, emergency contacts, or an ambulance will be contacted. Students who require Epi-pens should carry them at all times. Although East Lake School is declared 'nut-aware', parents should **not** assume that the school is allergen free. We have requested that nuts not be brought to school but we **cannot guarantee** that everyone will comply with our request.

Parents of children with severe allergies are strongly encouraged to:

- Secure a medic-alert bracelet for your child
- Educate your child as to safe and unsafe foods and symptoms as well as how to self-administer the (auto- inject) Epi-pen if age appropriate
- Ensure you have discussed the matter with the classroom teacher

- Provide a second Epi-pen to be housed in the school's infirmary, in addition to the one they carry.

Parents are asked to complete the "Request for Administration of Medication" form if your child has medical conditions of which the school must be aware. Teachers review Epi-pen use for seizures and diabetes with the school nurse each fall.

School Closures

In the event of inclement weather preventing bus travel to school, parents will be advised of any decision to close the school by announcements made on local radio stations as early as a decision can be reached. Closure information will also be posted on the Rocky View Website at www.rockyview.ab.ca. After students have been conveyed to school, the school WILL NOT be closed by the administration. Please ensure that your child wears appropriate footwear and clothing to accommodate for the weather. Schools in an individual attendance area may be closed as per the procedures established by the Local Emergency School Closure Committee if any of the following apply:

1. Road or climate conditions are such that travelling to and from school is hazardous to the well-being of students.
2. Road conditions prevent a sufficient number of staff from being available to ensure adequate instruction and supervision.

Ultimately it is the parent's decision to determine the safety of your child's travel to school.

Bus Cancellations/Delays

Bus routes may be cancelled when a driver feels the road / weather conditions are unsafe. This information will be recorded on the Rocky View Schools' Transportation Late Bus Line at 403-250-0016. More information can be found on Rocky View Schools website <http://www.rockyview.ab.ca/transportation>. Please remember if the buses do not run in the morning, the buses do not run after school.

School Education Plan

Each year East Lake School writes a School Education Plan that is compliant with the goals of Alberta Education and the requirements of Rocky View Schools. The School Education Plan is finalized in October of each school year and posted on the school's website at that time.

School Parking Guidelines

Morning Drop Off Expectations

Please do not arrive prior to 7:50 a.m. Supervisors come on at 7:50 a.m. and school starts at 8:00 a.m.

For parents who drop off their children, please park along the sidewalk at the front of the school, and pull up as far as possible along the sidewalk. Students should exit on the sidewalk side of the car. Cars should not be stopped for more than 1 minute in this zone during the morning. If the drop off zone is full, please be patient until space becomes available and refrain from letting your kids out elsewhere.

Dropping students off in the staff parking lot is NOT permitted.

After School Pick Up Expectations

If you are picking up (and staying in your vehicle), please pull up as far as possible beside the sidewalk. As cars leave the zone, please pull forward to create space for others waiting. Please follow the same parking/driving rules as listed above for morning drop off.

*PLEASE NOTE- as the amount of cars leaving the school area during morning drop off and afternoon pick up is so great, there tends to be a 'bottleneck' effect. This is when awareness and patience is extremely important. There should only be one line of vehicles exiting at this time. Please alternate and allow parked cars and cars exiting to pull out. Check your speed and please watch out for students walking through the parking lots, across driveways and crossing the street.

Thank you for your co-operation in helping to ensure that our students are safe.

Student Assessment and Evaluation

There are two different types of assessment. Formative assessment is the day-to-day; in the minute coaching that gives students feedback they need to improve. It can come from the teacher, from peers, or in the form of self-assessment as students use rubrics or samples of quality work. Summative assessment is a more formal snapshot of what a student is able to do. It may happen at the end of a unit, or at the end of a term, and is representative of what students know at a given point in time. Summative information is what is communicated to parents on a report card.

One formal report card will be issued each year at the end of the school year in June. They will indicate student achievement in relation to the Alberta Program of Studies and include information on student learning habits. It is important that parents know what the grade level expectations are, to know where their child is achieving and to support learning at home. Parents are encouraged to talk to their children about their learning, to look at rubrics, tests, quizzes, and to ask questions.

Volunteers

For security and safety reasons, ALL volunteers must sign in at the office and receive a volunteer's pass. All volunteers must participate in an volunteer orientation program and sign a Confidentiality Form. A Criminal Record and Vulnerable Sector Check must be completed and a copy must be submitted to the school office prior to volunteer activities. Please note that you can obtain the Criminal Record Check from the RCMP detachment base on your address. There may be a fee charged by the RCMP detachment related to obtaining the Criminal Record Check. Volunteers must submit new Criminal Record Check and Vulnerable Sector Check every 5 years. School volunteer orientations and Confidentiality Form must be done every school year.

Volunteers play a very important role in helping us to provide a quality education for all students. Moms, dads, aunts, uncles, older siblings, guardians and grandparents are certainly welcome. Volunteers may be asked to prepare classroom materials, read with students, create bulletin boards, photocopy materials, serve hot lunches, help in the library, accompany students on field trips, etc.

As far as we are concerned, Volunteers are #1!

Visitors

Visitors are welcome at our school during our regular hours. We require, for security reasons, that all visitors report to the office and wear identification tags. Thank you for your co-operation in this matter.

Who to Call When You Have a Concern

During the course of the year you may have a concern about your child and his/her programming, relationships, behaviours or any other area. Your child's homeroom teacher is always your **first point of contact**. The Child Development Advisor (CDA) is also a good contact person concerning behavioural or social-emotional issues. If you feel the issue or concern has not been resolved through those channels, you are invited to call the Administration of East Lake School.