

**ELK POINT ELEMENTARY
SCHOOL HANDBOOK
2023-24**

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MISSION AND BELIEF STATEMENTS

Mission Statement

In partnership with parents and community, the Elk Point Elementary School values each student as a unique individual. Cooperatively we strive to foster personal growth and learning that will enable our students to become self-reliant, responsible, caring and contributing members of society.

We believe:

- * Education respects and reflects linguistic, cultural, and religious diversity
- * Learning is lifelong
- * Parents are the primary educators with support from the school and community
- * Individuals learn best in a safe, supportive, and caring environment
- * All individuals have the right and responsibility to maximize their potential
- * All educational decisions are learner centered.

SCHOOL PROFILE

Elk Point Elementary School is an ECS to Grade 6 school serving the communities of Elk Point, Lindbergh, Riverview, Heinsburg, and the surrounding rural areas. Educational services are also provided for Kehewin students who choose to attend our school. No bus service is approved to and from Kehewin. Approximately 200 students attend Elk Point Elementary School each year but enrollment varies depending on factors such as local employment opportunities and housing availability.

SCHOOL FACILITY

Since the school modernization, completed in 1991, the Elk Point Elementary School has the following facilities available for the use of our students and staff:

- * 17 classrooms including an ECS room, a Special Education suite, and a PUF Adaptation Room.
- * Art Room
- * Science Room
- * Music Room
- * Library with computer access
- * One-to-one student Chromebooks
- * 2 station Gymnasium with adjoining change rooms and storage rooms
- * 4 Playground play structures
- * 3 Paved outdoor basketball courts

- * 2 Soccer/Football fields
- * 3 Ball Diamonds with backstops

The gym, art room, and science room are available for use by community groups at times when they are not being utilized by the school. Bookings are done through the school office and may include a fee as determined by Division policy.

SCHOOL PROGRAMS AND ACTIVITIES

In addition to basic instructional programming offered to all students in ECS to grade 6, Elk Point Elementary School offers the following co-curricular and extra-curricular programs and activities each year:

- * Inclusive Education Services
- * Family School Liaison and Counselling
- * Native Liaison Services
- * Outdoor Education Camps (grades 5 and 6)
- * Aquatic Program (grades 2-4)
- * Skating Program
- * Downhill Skiing/Snowboarding (grades 4-6)
- * Intramural Sports (grades 3-6)

LEARNING COMMONS SERVICES

General Learning Commons Information

- * Students visit the library for borrowing and exchanging free reading books.
- * Usually, books are signed out for 7 days and may be renewed if need be.
- * To ensure circulation of popular books and to try to avoid possible loss, usually students may sign out not more than 2 free reading books at one time.
- * If a book has been lost or damaged beyond repair, the student will be charged for it.

Special Learning Commons Programs

- * Our library organizes various library activities throughout the year. Students are encouraged to participate.
- * Annual Scholastic Book Fair is held early in March.
- * Students are encouraged to read at home every day.
- * "Accelerated Reader" is a reading program designed to accelerate the student's reading ability and comprehension, and enhance interest in books.

SCHOOL FEES

Student fees are to be paid at registration time of the school year. Parents may make arrangements at the school office for a payment schedule. For students who have not paid by the October 30th deadline, or have not made payment arrangements with the Elk Point Elementary School office, their name, together with their parents names, address and amount owing will be forwarded to St. Paul Education office for collection.

STUDENT INSURANCE

The St. Paul Education Regional Division No. 1 provides insurance policies, through registration fees, for all the students in the school which covers the school day (and afterschool sponsored activities) for ten months of the year.

SCHOOL SUPPLIES

All school supplies (scribblers, pens, pencils, etc.) are provided by the school at a low price. These fees are collected during registration.

SCHOOL PICTURES/ YEARBOOK

Individual pictures are taken in the early fall. All students are required to have their pictures taken for student record purposes. Class pictures of the staff and student body, as well as another round of individual student pictures, and Kindergarten grad pictures, are taken in the spring.

Yearbooks are available for purchase.

EPE Bell Schedule 2023-2024

| Time | Activity |
|-------------------------|------------------------|
| 8:40 - 8:43 a.m. | AM Registration |
| 8:43 - 9:19 a.m. | Period 1 |

| | |
|-------------------------|---|
| 9:19 - 9:55 a.m. | Period 2 |
| 9:55 - 10:08 a.m. | AM Recess |
| 10:08 - 10:44 a.m. | Period 3 |
| 10:44 - 11:20 a.m. | Period 4 |
| 11:20 - 11:50 a.m. | Success Time - $\frac{3}{4}$ - 6 Lunch Eating - K - 3 |
| 11:50 - 12:20 p.m. | Success Time - K - 3 Lunch Eating - $\frac{3}{4}$ - 6 |
| 12:20 - 12:35 p.m. | Lunch Recess |
| 12:35 - 12:38 p.m. | PM Registration |
| 12:38 - 1:14 p.m. | Period 5 |
| 1:14 - 1:50 p.m. | Period 6 |
| 1:50 - 2:03 p.m. | PM Recess |
| 2:03 - 2:39 p.m. | Period 7 |
| 2:39 - 3:15 p.m. | Period 8 |
| 3:15 - 3:17 p.m. | Dismissal |

[St. Paul Education Learning Calendar 2023-2024.pdf](#)

SCHOOL OPERATIONAL HOURS AND VISITOR PROCEDURES

The school office is open from 8:15 a.m. to 4:00 p.m. each day. The main office door opens at 8:00 a.m. each day. The West doors and the North doors across from the arena are opened from 8:25 to 8:45 a.m. each morning for student use but are locked throughout the remainder of the day for student safety reasons.

All visitors to our school are asked to come to the main office so that we may better assist you. This also helps us maintain the safest environment for your children.

STUDENT MORNING ARRIVAL AT SCHOOL

Town students should not arrive at school before 8:25 a.m. Any students arriving prior to 8:25 a.m. shall quietly wait by the main office door and not venture to other parts of the school until after 8:25 a.m.

STUDENT SIGN-OUT PROCEDURES

Whenever a student needs to leave school earlier than the end of the day, it is very important for parents/guardians to sign out their student at the office. This is done for the safety of all students. Parents of bus students should also notify the bus driver when their child is being picked up from school.

BREAKFAST SNACK

As part of supporting healthy learners in EPE, a morning snack is offered to any student who may need it before classes start each morning. Community volunteers are appreciated, as are donations to fund this program.

NOON LUNCH PROCEDURES

Students eat their lunch in their designated lunch room under the supervision of a staff member.

LUNCH AND SCHOOL NUTRITION

As a school, EPE strongly endorses healthy food choices for our students. Nutrition discussions take place, we monitor to ensure students have lunches and we talk about foods we should eat more or less often. We have no vending machines in our school. Please supply eating utensils with your child's lunch. Local restaurants also provide food service once a week, which can be preordered on SchoolCashOnline. Parent volunteer are required to keep the program running.

MILK PROGRAM

Milk can be preordered monthly through SchoolCashOnline.

STUDENT MICROWAVE USE IN EPE

To better support healthy student lunch options, students will have supervised access to microwaves at lunch. To ensure equitable access, please send food items requiring one minute or less of heating time .

PEANUT ALLERGY AWARENESS

We have students with peanut allergies at school and therefore we strongly discourage products with peanuts or peanut butter. This is done with the safety of our students in mind.

RECESS PROCEDURES

Recesses are outdoor time at our school. It provides a chance for some fresh air and activity for your child. It is our belief that if your child is too ill to go outside for recess it is best for his or her comfort and for the health of the other students and staff, that he/she stays at home and gets well.

STUDENT CONDUCT ON THE PLAYGROUND

Guidelines for students:

- * Students will be encouraged to conduct their play respectfully in a manner safe for all.
- * Equipment should be handled with respect.
- * Only equipment belonging to the school may be used unless authorized.

STUDENT TRANSPORTATION SERVICES

St. Paul Education coordinates and manages all transportation services for students within our school division. Any questions regarding bus service in our division should be directed to the Director of Transportation at our Division Office (780-645-3323).

Our school supports bus transportation by:

- * reviewing bus safety procedures with our students
- * communicating and supporting expectations for student behavior on all buses

* providing bus driver contact information as needed

INCLEMENT WEATHER

In the event of inclement weather, hazardous road conditions, or hazardous conditions within the school site, school bus transportation may be cancelled prior to school opening, early bus dismissal from schools may occur during school hours, and/or a school or schools may be closed prior to and/or after schools are opened. Decisions to cancel transportation services rests with the principal in consultation with bus drivers/contractors. A decision to close the school rests with the superintendent or designate. Information would be broadcast on radio stations 97.7 The Spur and 790 CFCW as well as the division website (www.stpauleducation.ab.ca), our school Facebook page (Elk Point Elementary Sperd) and the Bus Status 4 App.

STUDENT ABSENCE FROM SCHOOL

To ensure the safety of all children we ask that you text or call the school by 9:00 a.m. if your child is going to be away from school or late for the day. If we do not hear from you by this time you will receive a text from the school to ensure that your child(ren) is safe at home.

AFTER SCHOOL ACTIVITIES

Parents desiring bus students to stay for activities on a regular basis may send one note for the year or individual notes as they see fit. Bus drivers must be notified in the same manner.

We strongly encourage parents to communicate any after schools plans with their children at home every morning.

STUDENT RESPONSIBILITIES (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 behaviour 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) co-operate 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.

PARENT/GUARDIAN INVOLVEMENT IN THE SCHOOL

BELIEF: The Elk Point Elementary School operates on the belief that parent involvement enhances and extends the overall delivery and quality of educational services to children. Based on this belief, it is deemed that:

- * Parents gain increased information about their child's specific programs, how their child reacts to the classroom environment and how their child learns.
- * Children feel special when their parents are involved, feel secure when they see their parents and teachers working cooperatively as a team, and they gain skills from increased parental involvement and understanding.

Parental involvement is welcomed and appreciated at Elk Point Elementary School.

PARENT INVOLVEMENT ROLE

Parent involvement refers to parents working with school staff to improve, enhance and extend the quality of learning experiences provided to the children. This encompasses a wide range of possible interactions - for example: fundraising, committee work, contributing materials and providing special services.

Parent involvement includes:

- * assisting informally - for example, providing their child with adequate rest, food, clothing, and learning opportunities at home, ensuring that the child has the necessary school supplies

- * assisting formally- assisting with special projects and field trips
- * assisting out of school - serving on committees, school council, or contributing materials

Duties and Responsibilities

Because parent volunteers enhance and extend the high quality of educational programs offered to children, there is an increased need for teachers and parents to work cooperatively. This involves advanced planning and compliance with specific duties and expectations.

Responsibilities of Volunteers:

- * to observe all school policies and regulations
- * to treat all school matters as confidential
- * to maintain their commitment regarding the scheduled activity
- * to confirm their presence in the school by signing in at the school office
- * to respect the privacy of all students and families by not posting pictures of students on social media

INITIAL PROCEDURES FOR VOLUNTEERING

As per Division policy, all volunteers must complete a Level 1 Volunteer Registration Form. The Board reserves the right to have any volunteer present a copy of a current Criminal Records check prior to commencing volunteer activities. Accepting volunteers in the classroom is at the discretion of the teacher.

SCHOOL COUNCIL OPERATION AND PARTICIPATION

The Board recognizes the right of parents to be involved in their children's education and for parents, community members, and staff to be involved in key decisions about the education of students. Elk Point Elementary School has an active School Council. The meeting schedule is to be determined by the school council.

School Councils have a role in advising and consulting with the principal on the following matters relating to the school:

A. Planning

- * school's overall mission, philosophy, policies, rules, and objectives
- * school division policies and regulations

- * principles for the school budget
- * inservice and/or information needs of school council members and parents
- * policy development on use of facilities by the larger community

B. Communications and Community Relations

- * methods of reporting student achievement results to parents and the public
- * methods of communicating with the public
- * promotion of the school in the community

REPORTING STUDENT ACHIEVEMENT

Student achievement in school is reported both formally, and informally, to students and parents. Formal reporting includes;

- * Report Cards sent out in November, March, and the end of June.
- * Parent/Teacher Interviews conducted in November and March each year.

Informal reporting includes:

- * Information sent home in student agendas
- * Homework and assignments sent home to be completed
- * Completed assignments and tests sent home for parent review
- * Calls to parents or calls from parents

STUDENT PLACEMENT GUIDELINES FOR ELK POINT ELEMENTARY SCHOOL

In early June of each school year, EPE staff spend a considerable amount of time creating lists of students for class placement in the upcoming school term. Classroom teachers strive to create classes that are very equitable in terms of academic performance, special needs, and gender. Parental input to the classroom teacher is considered to the degree that we can when making class placements, if the request has an educational basis. Those discussions need to take place prior to June 1 of the current school year. In the end, our goal for equitable classes is essential to all students' well being and academic success. Final class placement for your child will only be indicated to parents at the August registration.

SCHOOL SAFETY PROCEDURES

Keeping students and staff safe is one of our school's primary responsibilities. To this end, we practice fire evacuations drills and lockdowns with our students and staff.

In addition, our school reviews and revises our Disaster Plan on a yearly basis and ensures that our emergency kit is fully stocked. Our disaster plan follows SPERD protocol and works in conjunction with that of the Town of Elk Point and the County of St. Paul.

VIDEO MONITORING SECURITY SYSTEM

Video Monitoring Security cameras are located inside and outside of Elk Point Elementary School. They will be in operation 24 hours a day, seven days a week.

SAFETY AND CLEANLINESS OF THE SCHOOL FACILITY

Our custodial and maintenance staff ensure that our school facility is free of safety hazards and is a clean, appealing environment for all students, staff, and community members. It is expected that all students, staff, and community members do their part to maintain this atmosphere of cleanliness and safety. Garbage receptacles are located throughout the school and grounds. Wet or soiled footwear should be removed upon entry. Any safety concerns should be immediately reported to the school office. Maintaining a clean, safe environment takes the cooperation of all our school community members.

STUDENT DRESS AND APPEARANCE

Students are expected to dress in a neat and appropriate manner. Clothing deemed unacceptable to the well being of the school environment (promoting drugs or alcohol, or offensive) shall not be worn. Nonmarking shoes are best for indoor wear and separate outdoor footwear is required. It is also essential that students be properly dressed to suit the weather conditions. During winter months this is particularly important for the safety of our students.

PHYSICAL EDUCATION CLASS AND DRESS

In the event of an illness or injury that may temporarily require a student to not participate in Phys. Ed. class, a note from the parent including name, date, and reason should be forwarded to the Phys. Ed. teacher.

If a child has chronic or long term health problems and must be restricted from full participation during P.E. classes then a note from a doctor is required.

Students are expected to have proper runners (non marking soles). Grades 4-6 are required to change into comfortable fitting T-shirt and shorts or sweats for Phys. Ed. classes. ECS to grade 3 classes are not expected to change for Phys. Ed.

All students are required to have their own skates for the skating program. Students must wear helmets for the skating program. Although the school can supply some helmets, personal skating/hockey helmets are deemed preferable.

For the swimming program in grades 2 - 4, a swim suit, towel and an appropriate plastic bag is required. There is a swimming fee for this program.

PERSONAL BELONGINGS OF STUDENTS

Be sure that all your child's belongings are clearly marked! Many articles are the same colour and size, etc.

There are several lost and found boxes located at various points throughout the school. Please check these for any missing items at any time.

Personal belongings such as playground equipment (with the exception of ball gloves) are not allowed in school except when requested by the teacher.

Electronic equipment such as games, cellphones, and recording equipment are not allowed unless authorized by a teacher.

CELL PHONES

While we realize that some parents may want their child to have a cell phone for safety going to or from school, cell phone use on school property or during the school day is not allowed.

STUDENT TELEPHONE USE

Students wishing to make phone calls may use the phone in the general office subject to teacher or office approval. Students should not receive calls or call out during school hours except in cases of emergency. This is disruptive to the classroom environment. Use of cell phones is not permitted during school hours

Although messages will be passed on to students as needed, making personal arrangements prior to school is always preferable when possible. The school office is a very busy environment and passing on personal messages not only takes a significant amount of time, but it also can disrupt classes in progress.

SMOKING/VAPING AT THE SCHOOL FACILITY

Elk Point Elementary School is a nonsmoking environment. Students, staff, and guests are not permitted to smoke or vape in the school facility or on the school grounds as per St. Paul Education policy.