

**École Elizabeth Rummel School
Early Learning School**

**SCHOOL
HANDBOOK**

GRADES 1-3



1033 Cougar Creek Drive

Canmore, Alberta

T1W 1C8

Phone Number: 403-678-6292

Fax Number: 403-678-3918

Attendance Line: 403-678-6292 Press 1

Message from the Principal

Welcome to École Elizabeth Rummel School! Thank you for choosing to be a part of our Early Learning School. Built in 1990, ERS offers a dual English and French Immersion program from Kindergarten to Grade Three. In 1995 we became the second elementary school in Alberta to achieve Earth School status. In 2007 we renewed our commitment to environmental education by working to achieve Green II Status. We renewed our status as an Earth School in 2011-2012, during our 20th Anniversary year!

Our school has strong academic programs. We strive to provide our students a balanced education in all areas of their academic, social and emotional development. We believe that learning occurs through a variety of learning experiences and in a variety of places throughout Our learning takes place within our school walls and throughout the amazing Bow Valley. We invite and encourage our community to be involved in the education of our students.

As the Principal of ERS, I encourage you to communicate regularly with your child's teacher. For your child to reach his/her potential we need to work together. Please feel free to contact me at any time to talk or to share ideas or to clarify any questions or concerns you may have.

The School Handbook provides information to help families navigate through some of our school routines and requirements. This handbook as well as the Kindergarten Handbook can be found on our website <http://ers.crps.ca/> along with more information about our school.

We have an open-door policy and encourage you to join us in our learning.

“Come Grow with Us – Grandissons Ensemble”

Brian Wityshyn, B.Ed., M.Ed.
Principal

SCHOOL NAME AND COLOURS

Born in 1897, Elizabeth Rummel was an adventurous woman from Canmore who loved the outdoors. The Order of Canada, presented to Elizabeth Rummel read: "Mountaineer par excellence, protector of the environment, authority on local flora and fauna, and friend to countless hikers in the mountains near Banff. She has enriched her country by sharing her deep love of the Rocky Mountains with all who meet her." Lizzie's favourite flower was the Moss Campion. It grows at high altitudes, in areas with very little soil, and is a very hardy flower with a delicate purple colour. This is one of the colours that we have for our school; the other is teal.

SCHOOL MISSION

It is the mission of L'École Elizabeth Rummel School to maximize individual learning in each area of development: academic; social; physical; emotional and creative. We do this by setting high standards for learning in a safe community that recognizes and accommodates learning differences, and fosters risk-taking, curiosity and independence. We do this so that our students will become confident, successful, tolerant, accepting, respectful and responsible contributors to society.

VISION

1. Literacy and Numeracy
2. Social Skills: Independent Thinking
 Functional Life Skills
 Organizational Tools
3. Respect: Listening
 Responsibility
4. Expectations: Consistency
 Life Long Learning

VALUES

We will

- Be supportive and respectful
- Be team players who listen and share
- Be accountable and committed
- Model school values
- Have a positive attitude

We will

- See students who are respectful and cooperative
- See students who believe that learning involves effort, risk and personal triumph
- See confident students who have experienced success

We will

- Provide a diverse learning environment
- Foster respect and tolerance
- Support each other, and our students in collaboration with our learning community
- Provide a safe and caring environment where the basic needs of children are met
- Provide an environment that encourages risk taking

"Right from the Start": Mental Health Capacity Building Project

Our vision: We work to create a culture that establishes the spectrum of mental health as a vital part of each person.

We believe that every child, family and community can maintain and value health and well-being, in its entirety, right from the start.

Right from the Start:

- Promotes positive mental health in your child's class
- Runs pro-social clubs
- Supports positive school culture by creating whole-school events
- And supports staff with social-emotional programming

Common topics we support:

- school reluctance
- strengthening school-community connections
- professional referrals
- anxiety
- healthy relationship building
- social skills development
- parenting workshops
- managing emotions
- friendship challenges
- self esteem
- positive behaviour management

We are here for you as well as your child. Feel free to connect:

ERS Success Coach: kathleen.wiebe@crps.ca

Program Manager: mary.weighell@crps.ca

People to Know

Canadian Rockies Public Schools Personnel

Board Office

618 7th Ave, Canmore, AB. T1W 2H5
Phone: 609-6072 Fax: 609-6071

Superintendent	Chris MacPhee
Deputy Assistant Superintendent	Debbie McKibbin
Acting Director of Special Education	Mike Shoemaker
Executive Assistant to the Superintendent	Jackie Bowes

Members of the Board of Trustees for CRPS

Chair	Ms. Arlene Rheaume
Trustees	Mrs. Carol Picard Mr. Brian Callaghan Mr. Luke Sunderland Mrs. Dale Craig

ERS School Council Members **erscouncil@gmail.com**

Chair Person	Alice Conniff
Vice Chair	Vacant
Secretary	Rachel Lippitt
Grants Coordinator	Erin Cipollone
Fundraiser Coordinator	Reinira Lankhuijzen
Volunteer Coordinator	Trevor Rogers
Treasurer	Joanna Burrell

DAILY SCHEDULE

The bell rings at 8:25 for students to enter the school. If your child arrives at school after 8:25, she/he must enter the main doors and sign in. All school doors are locked at all times.

School instructional hours are:

8:25	Classes Start
8:25 – 10:15	Morning Sessions
10:15 – 10:30	Recess
10:30 – 12:01	Morning Sessions
12:01 – 12:20	Lunch
12:20 – 1:00	Lunch Recess
1:00 – 3:06	Afternoon Sessions
3:06	Dismissal

Early dismissal days:

8:25	Classes Start
10:15 – 10:30	Morning Recess
11:51	Dismissal

Canmore Community DayCare provides before and after school care and the Junior Kindergarten Program within ERS. Please contact the Day Care at 403-678-5762 for more information.

THE LIBRARY

The School Library “The Heart of the School”. In 2003 the ERS School Council began to choose the school library as the focus for their fundraising support. A committee, with representatives from School Council, teaching staff, support staff, and administration was formed. Their vision: to create a library space that would be the hub for learning at École Elizabeth Rummel School. With the support of the School Council the committee translated the vision into reality.

The library is an inviting space that encourages people to come and stay. There are spaces for story time, small group reading, and research. The library is open and accessible to individual students and classes throughout the day.

Each student will be provided with a book bag to keep their library books safe. To encourage responsibility, we ask that students who damage or lose library books be required to pay for them. Parents will be billed for the cost of replacement.

Our Library Technician, Pascale Wanlin, ensures that the library collection is organized and accessible. She is available as well to help students locate materials.

We are appreciative of the support of parent volunteers who dedicate many hours to help with reading, research projects, and shelving books.

LEARNING COMMONS

The Learning Commons model supports a learner-centered approach with a focus on active and collaborative engagement. The Learning Commons supports the intersection of teacher, student, content and technology. The Learning Commons philosophy complements the Alberta

Education “Framework for Student Learning” 2011 that “...describes a future in education that acknowledges the need for competencies to be more central in the education of Alberta’s young people in the 21st century.” The School Library Services Initiative acknowledges the evolving nature of a Learning Commons as “...a concept that helps schools innovate and collaborate within a design that adapts to student and teacher needs.”

VOLUNTEER PROGRAM

- No special training needed, but all talents will be utilized.
- Eager parents, interested relatives, and friends of the school, are invited to join us!
- Days and hours are flexible, satisfaction guaranteed.

Volunteers play an important part in the successful operation of the school. Your participation increases public awareness, promotes understanding and support of the role of the school within the community and most importantly enriches your child's learning experience. It also makes available to the school a wealth of specialized human resources.

Volunteers are expected to honour the confidentiality of the classroom and the school. Please sign in at the office. An RCMP criminal check will be required of volunteers. Vulnerable Sector Check Letters are available at the school office.

Even if you cannot regularly schedule yourself into coming into the school to volunteer on a regular basis, there are always games to make, things to cut out and/or costumes to make. These may be done at home. Your help would be appreciated in this area.

ERS SCHOOL COUNCIL

An organizational meeting was held in June and a new executive was formed. All meetings are open to all parents. All parents/caregivers are encouraged to attend.

Responsibilities of the Council: The Council may:

- a) Advise the Principal and the Board respecting any matter relating to the School,
- b) Perform any duty or function delegated to it by the Board in accordance with the delegation,
- c) Consult with the Principal so that the Principal may ensure that students in the School have the opportunity to meet the standards of education set by the Minister,
- d) Consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the Board and the Superintendent, and
- e) Do anything it is authorized under the Act to do.

STUDENT SCHOOL FEES

All fees, (excluding Outdoor Pursuit fees), are due by September. Cash, Cheque, Visa or MasterCard payment and post-dated cheques are accepted. Post-dated cheques are to be dated no later than the first week of June and received by September. An account shall be considered delinquent if no payment or **arrangement to pay** has been made by September 30. Once the school year is underway, letters will be sent home confirming these amounts and indicating payment due dates.

In the event an account becomes delinquent, a notice will be sent by the school to the parents to make them aware of the delinquency and indicate to them that payment or other arrangements should be made within fifteen days. Any parent, who has not responded to the above notice within the fifteen allotted days, will receive a second notice. This notice will inform the parent that they have fifteen days to respond or their account will be sent to a private collection agency.

If you feel you are eligible for a fee waiver, please call the school office for details. The principal is responsible for reducing or waiving school fees. The school or program for which the fees were charged would absorb the lost revenue related to fees.

SCHOOL SUPPLIES

Parents who did not pre-order their school supplies through the Bow Valley Basics will be responsible to provide the items on school supply lists that can be found on our website.

SHOES AND CLOTHING

Students should dress according to the weather, as they must go outside at recess and over the lunch hour. All students must keep an indoor pair of shoes at school all year. Please label your child's clothes and belongings with his/her name.

PERSONAL ITEMS

Personal items such as toys, electronic games and devices should not be brought to school. **The school is not responsible for the loss or damage of these items.** Items that disrupt or interfere with the management of the classroom or that infringe upon staff or student privacy will be confiscated by the teacher. It is a parent's responsibility to determine that toys and electronic games are age appropriate for their child, and to teach their children how to use new technologies responsibly, respectfully and appropriately.

LOST AND FOUND

Any missing items are located in the "Lost and Found" area located by the Main entrance to the school. It is requested that students and parents check this area frequently for missing items. Items are displayed each term and if not claimed will be donated.

TRANSPORTATION

You may access the school bus if you reside more than 2.4 km from the school. There is NO FEE for bussing but students must be registered before they can ride the bus. Only one Drop-Off Location is permitted.

Call the Transportation Department, at **678-5545** or visit crps.ca for all registration and routes information.

PARENT PARKING

The bus loop is restricted to use by **buses only** during the times when buses are bringing students to school and picking them up. Drivers are not allowed to pull past a school bus in

the loop. Parents wishing to drop their children off or pick them up should use the designated drop-off/pick up zones.

If you are visiting the school, please park in the lot adjacent to the playground on the east side of the school grounds.

BIKES AND OTHER WHEELS

Bikes should be parked in the bike stands at the east side of the school.

Students who come to school on scooters are required to fold them up before entering the school. Unicycles, heelies, skateboards, bikes, rollerblades, scooters, etc. may NOT be used on school property.

Please do not bring bicycles, skateboards, scooters, burleys or baby strollers into the school. They add to the congestion and track water and mud down the hallways.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Canadian Rockies Public Schools policy encourages the use of school buses rather than the use of privately owned vehicles to transport students to and from internal and external school related activities such as field trips and outdoor pursuit activities. Where the Division provides transportation, volunteer vehicles will not be recognized.

Parents may make arrangements with the classroom/supervising teacher to transport their child to and/or from an activity. However, for reasons of liability, we will not allow students to be transported by other parents. A parent cannot authorize another parent to transport their child for a school related activity.

TRAFFIC SAFETY

In the spring of 2006, the Elizabeth Rummel School Council formed a Traffic Safety Committee. The goal of the committee is to improve traffic safety around L'École Elizabeth Rummel School site to protect children. The committee includes representatives from Canadian Rockies Public Schools Transportation and Facilities, Town of Canmore Bylaw, RCMP, school administration and ERS School Council.

The areas of focus for the committee are:

- To educate students, parents, teachers and nearby residents of the traffic dangers around the school
- To reduce congestion, illegal parking, parking in the drop-off zone, excessive idling in winter and children being dropped off or picked up in a way that encourages them to cross the street mid-block
- To encourage parents and students to get involved with the Walking School Bus and other active modes of transportation

When dropping their children at school or picking them up, parents should:

- Drop their children off/pick them up on the school side of Cougar Creek Drive in the 5 minute drop off zone

- Ensure that you are legally stopped and that your children cross safely at the cross walk
- Utilize the long term parking if you plan to stop longer than 5 minutes
- Consider more active modes of transportation such as walking or riding a bike as much as possible.

The bus loop is restricted to use by **buses only** during the times when buses are bringing students to school and picking them up – 8:15 – 8:25; 11:15-11:30 and 2:55 – 3:15. **Drivers are not allowed to pull past a school bus in the loop.** Parents wishing to drop their children off or pick them up should use the drop-off zone along the west side of the front of the School, on Cougar Creek Drive. There is a Visitor Parking area on the east side of the school grounds for parents and visitors.

ILLNESS AND MEDICATION ADMINISTRATION

ADMINISTRATION OF MEDICATION

If your child must take a prescription during school hours, please contact the school and complete the necessary forms as per board policy.

If your child is ill, we encourage you to keep your child at home so as not to spread germs. We do not have supervision available for children to stay in at recess or at lunchtime. Non-prescription medicine is not available at the school and will not be administered to any child. For prescribed medication to be given by staff, the proper forms must be completed according to Board Policy. See our administrative assistants for the appropriate forms.

ATTENDANCE

Regular school attendance is important for students to progress academically. The Board shares the concern of Alberta Education regarding unacceptable attendance levels for schools. Students' attendance is therefore tracked monthly. If attendance falls below 90%, the parent(s)/guardian(s) will be contacted.

ABSENCES

We are fully aware that pupils may be excusably absent at certain times. Illness and other reasonable absences will be excused. The responsibility is on the child to catch up on assignments when he/she returns to class.

ATTENDANCE LINE

If your child is to be absent, it is **very important** that you inform the Elizabeth Rummel School Attendance Line before 8:30 a.m. Please call 403-678-6292, press **1** and leave a detailed message with the name of the student, teacher's name and reason for absence. If it is necessary to have direct contact with the school, you may call our office at the same number 403-678-6292 and press **2** to speak to our Admin. Assistants. **Please make sure your phone numbers provided to the school are kept up to date.**

IMPORTANT MESSAGE FROM THE OFFICE STAFF

PLEASE REFRAIN FROM LEAVING MESSAGES FOR YOUR CHILD WITH THE OFFICE STAFF. DUE TO THE LARGE NUMBER OF STUDENTS AT ELIZABETH RUMMEL SCHOOL AS WELL AS TIME RESTRAINTS IN THE OFFICE MESSAGES WILL NOT BE FORWARDED TO STUDENTS.

LUNCH HOUR SAFETY PROGRAM

The vast majority of our students are bussed and therefore eat their lunch at school. Grade K-3 students eat their lunch in their classrooms at 12:00. At 12:25 p.m. they go outside for recess or to their scheduled activities. They are supervised during these times by paid Lunch Hour Supervisors and Teachers for this period. It is important to note that for safety reasons, children who eat lunch at school are not allowed to leave school property during the lunch hour without their parents or guardians. Parents who wish to take children home on a regular or occasional basis are asked to pick up their children at the office and also to sign the "sign-out book."

For the Safety of our students, all doors are kept locked and all visitors entering the school are asked to report to the office.

Please see section "Behaviour Expectations and Codes of Conduct" for more information.

LUNCH HOUR SUPERVISION FEES

The lunch hour program is coordinated through the office. The program operates on a cost recovery basis to cover the costs of the paid supervisors. Lunch hour fees are paid at the same time as the school fees in September. See School Fees for specific costs associated with this program.

LUNCH HOUR ACTIVITIES- RECESS

By 12:30 all students should leave their classroom to play outside.

Fresh air, exercise and outdoor play are invigorating for the body and the mind.

If children are well enough to attend school, they should be well enough for outdoor recess, unless otherwise directed by a doctor's note. Unless it is heavily raining or it is very cold or there is a severe wind-chill factor, recess will be outdoors. For indoor recess, children are expected to remain in their classrooms for quiet activities. An indoor recess will be called based on the judgement of the principal or designate. Fundamentally, we live most of our months in cold weather and therefore expect students to dress for the weather with proper coats, mittens, hats and footwear. As a rule of thumb, students may still go outside at -20 degrees Celsius however; the wind chill factor will be taken into consideration.

ERS HEALTHY NUTRITION

BACKGROUND

Student health, nutrition and the promotion of healthy food choices are important components in creating a healthy environment for our children in school.

Specific guidelines have been developed by the school, the school council and the school division to help clarify and ensure consistency around the use of food in the school. These guidelines address the promotion of healthy food choices at ERS and build on existing practices that are already working well at the school. Please note that these guidelines are intended to address healthy food choices rather than allergy issues; these will be addressed separately.

GUIDELINES

BUILDING COMMUNITY WITH CLASSROOM CELEBRATIONS

In our society, food plays an important role in building community and in celebrating special events. At ERS, food is often used as part of the celebration of special occasions such as Halloween, Christmas, Valentine's Day and year-end. In celebrating these events, the following procedures should be followed:

- The classroom teachers will inform all parents (e.g. by their monthly newsletter, email, phone tree) of any upcoming classroom celebrations that include food. This communication should include the type of food that will be offered so that parents who wish to do so can make alternate arrangements for their child. In a majority of cases, healthy choices are expected.
- If parents are contributing food to a classroom celebration, (e.g. pioneer day, multicultural day, 100th day etc.) the teacher will coordinate the types of food to be brought in to ensure that a variety and a balance of healthy choices are available.
- Parents are urged NOT to bring food into the classroom other than when asked to do so by the classroom teacher for special events.

SPECIAL EVENTS

- At times, teachers may plan a special event that includes food specifically related to a classroom project or curriculum, such as a multicultural luncheon. In this case, the teacher would inform all parents (e.g. by their monthly newsletter, email, phone tree) of the upcoming event.

FOOD AS REWARDS

- Research has shown that using food items as a reward for learning has a negative side effect of linking food with positive behaviour rather than with hunger cues. This in turn has been linked to overweight/obesity issues and should be discouraged.

SUPPORTING THE GUIDELINES

- Students will be empowered to make healthy choices through education on nutrition. Health providers such as our school nurse and dieticians will support the classroom teachers in reinforcing the concepts outlined in the curriculum.
- When food is used as a fundraiser in the school, it should involve items with a reasonable nutritive value.

LITTERLESS LUNCHES

Litterless lunches are part of our Earth School status. Children are encouraged to bring lunches in reusable containers and to take home all food not eaten. Milk and yogurt containers may be deposited in the recycling bins provided. Tetra paks and other refundable containers are also being collected for refund in the lunchrooms. The money goes to support various school activities.

PIZZA DAYS

Pizza Fundraising Days are provided, twice a month, by our School Council with the help of parent volunteers. Orders are taken in advance and a notice will be sent out in September detailing the program. Panago Pizza provides us with pizzas made with whole wheat crust and low fat cheese.

FOOD FOR LEARNING

The Food for Learning program helps support the children of families who are having difficulty providing a nutritious, balanced lunch for their child. It is available free of charge. For more information, contact the school office. The program is offered through an Alberta Nutrition grant.

FOOD ALLERGIES

If your child suffers from allergies, please report all information to the office immediately. Parents of children with severe allergies will meet with the principal and/or the teacher to review the protocol and policies of the school division.

In ERS we believe that students need to learn to manage their allergies so they can grow up and be able to live a full life. The school is an excellent place for them to learn strategies for managing their allergy because there are personnel who can help them deal with reactions if they arise. All staff are trained to recognize allergic symptoms and to administer an Epi-pen if needed. Children who have been prescribed an Epi-pen must keep it on their person at all times. A fanny pack works well for this purpose. See section on Illness/Emergency procedures.

The school can only help the child learn how to deal with their own food allergies if they know about it. Once we are informed, a personal program will be devised for the student in conjunction with the parent. For more information on the Canadian Rockies Public Schools' Administrative Procedure for Anaphylaxis, visit the CRPS website (www.crps.ab.ca), then go to

Information, Documents, Administrative Procedures Manual, Administrative Procedure 316-1 Anaphylaxis.

If your child is allergic to anything, we need to know in order to keep them safe.

COMMUNICATION

Parents of students in ERS have several possible avenues to gain information, express ideas, voice concerns and give their input.

WEBSITE

General information about the Canadian Rockies Public School and Elizabeth Rummel School is available on the C.R.P.S. and school website:

<http://www.crps.ca/> <http://ers.crps.ca/>

Parents are encouraged to visit our website regularly to keep informed about events and school news. At the beginning of the month a news bulletin and calendar, summarizing important information and dates is sent home via email.

You will also receive information from your child's teacher giving you specific information about what is happening in the classroom for the on a weekly or monthly basis

OPEN HOUSE

The ERS School Council and Staff hold an annual Open House during September. This will be your opportunity to meet your child's teacher(s), see his/her classroom(s), and to find out what material will be covered in the upcoming year. You will be informed of the timing of this meeting in September.

COMMUNICATION WITH YOUR CHILD'S TEACHER

Teachers can be accessed by email as well as in person by appointment. Your teacher will let you know her/his preferred way of communication.

COMMUNICATION WITH SCHOOL ADMINISTRATION

The principal is accessible in person or can be reached via e-mail. The principal welcomes open and ongoing communication with the school stakeholders.

COMMUNICATION WITH SCHOOL COUNCIL

School Council is the main means of parent consultation for the administration of the school. It provides feedback and parent opinions on issues that come up within the school and is a critical part of the functioning of the school. The School Council invites you to be a part of their team. www.ersc.ca

COMMUNICATION WITH ALBERTA EDUCATION

The website for Alberta Education is <http://ednet.edc.gov.ab.ca> . There are interesting sections covering a variety of information for parents supporting their child's education.

STUDENT EVALUATION AND GUIDELINES FOR STUDENT PLACEMENT

Student assessment and evaluation occurs daily through teacher observation, checklists, anecdotal records, standardized instruments and criterion based tests. Every attempt is made to tailor our programs to meet the individual needs of each child. Learning Support teachers are available to provide consultation in specialized academic, social and behavioural programs.

A great deal of consultation and planning is involved in making class lists. Classroom teachers meet with Learning Support teacher(s) and principal to discuss students' social, emotional and academic needs. Individual needs are considered and classes are balanced based on the criteria outline below.

RANGE OF ACADEMIC SKILLS – Students of all abilities will be represented in each class.

SOCIAL ADJUSTMENT– Consideration of social/emotional needs is an important factor in determining classroom placement. Each class will have students with a variety of personalities and social/emotional needs.

CLASS SIZE – Student numbers are equitable in each class to the greatest extent possible.

GENDER BALANCE – The number of boys and girls in each class will be balanced to the greatest extent possible.

SUPPORT PERSONAL INPUT– The district Psychologist, Learning Support teachers, School-based Administrators and other support personnel have valuable input into student placement into classes and programs.

TEACHER INPUT – The student's present and former teachers are consulted to gather as much information as possible about each child in order to place him or her in the learning environment which best suits his/her learning style and social/emotional needs.

FINAL PLACEMENT – Responsibility for the final placement of each student rests with the Principal.

Class placement is an educational decision. Teachers know their students and are in the best position to make the decision on class placement given the number of factors affecting each child.

While we appreciate parental input, we reserve the right to make the final decision.

REPORT CARDS AND PARENT/TEACHER/STUDENT LED CONFERENCES

Report Cards are distributed to students in January and June. Formal parent-teacher interviews and/or student led conferences will be held in November and March to clarify and discuss your child's needs and progress. Parents, however, are encouraged to contact their child's teacher if they have on-going concerns or questions throughout the school year.

STUDENT SUPPORT FROM OUTSIDE AGENCIES

Our Learning Support Teacher(s) (LST) and Reading Intervention Teacher support our teachers and students in a variety of ways. To support “inclusive” classrooms our LST’s provide coaching for our classroom teachers and support staff. We offer Reading Intervention as necessary for students

Professionals from the Alberta Health Services as well as other staff from Canadian Rockies Student Services are contacted to support students as necessary with parental approval. Programs from these agencies include:

- Speech and Language assessment and treatment – The Speech Language Pathologist provides speech and language support.
- Occupational Therapy services and Physiotherapy services are provided when students are referred through the school or if children have been admitted to the community care caseload.
- Vision and Hearing Screening – Screening services will be provided upon parent request or referral by the school.
- A divisional Psychologist is employed by the Canadian Rockies to provide educational testing for students and programming information to staff. These services are accessed through referrals and require written parental consent.
- A Family School Liaison Worker provides individual counselling services on a regularly scheduled basis. This service is accessed through referral and requires written parental consent.
- School entry visits – Clinic visits for immunization are held in the spring prior to your child entering Kindergarten. You can make an appointment through the Public Health Office.

ERS SCHOOL CODE OF CONDUCT

Treat others with kindness and respect.
Keep hands, feet and objects to yourself.
Follow directions the first time.
Walk in the hallways.
Use courteous language.

The safety and well-being of all students and staff is of paramount importance. École Elizabeth Rummel expects a high degree of cooperation, responsibility and proper behaviour from its students.

Our rules of conduct apply throughout the school day and in all areas of the school: indoors and out. This includes the classrooms, hallways, gym, boot rooms, lunchroom and playground. The rules of conduct also apply for off-campus activities such as outdoor pursuit activities and field trips.

Activities or behaviour which endanger the safety of students and/or staff, which infringe on the rights of others, or which show disrespect to students, teachers, staff members or school or

personal property will not be tolerated. Such behaviour may result in parent interviews and in-school or out-of-school suspension, depending upon the frequency and severity of the misbehaviour.

We have adopted a “no violence” policy for our classes. This means that students will not be allowed to depict violence in their artwork, writing or discussions. We wish to promote a positive learning environment. Toy guns, swords or other weapons are not permitted at school **(this includes Halloween costumes)**.

EFFECTIVE BEHAVIOUR SUPPORTS (EBS)

École Elizabeth Rummel has embraced discipline procedures that show the students:

1. How to make better choices
2. How to take ownership of the problem
3. How to solve the problem with support or independently

Effective Behavioural Supports (EBS) is a proactive systems approach developed by Alberta Education Safe and Caring Schools. The program supports schools in increasing the capacity to provide behavioural support to all students. As a school we believe that a proactive teaching approach that focuses on prevention and a positive school-wide discipline program will achieve our goals of providing a safe and caring school environment. It is the job of all staff members to support students to be self-monitoring, self-regulating and self-disciplined individuals. We endeavour to foster a positive school environment based on the following rights:

- 1. The right to be treated politely**
- 2. The right to my own space and my own belongings**
- 3. The right to be safe and not to be hurt by others**
- 4. The right to be treated kindly and fairly by all**

Our staff integrates Effective Behavioural Supports into their daily work and routines. One of the major focuses of this commitment is to encourage positive behaviours in and around the school.

Upon entering our school you will notice our Smooth Mover program where students are transitioning in the hallways with purpose, safety, and respect. ERS has also developed the following school wide expectations:

- 1. Respect to self**
- 2. Respect to others**
- 3. Respect to property**
- 4. Respect to environment**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPP)

The Freedom of Information and Protection of Privacy Act came into effect for school boards on September 1, 1998. The Act has two fundamental purposes. It provides a **right of access to records** under the custody or in the control of public bodies. As well, it establishes controls on the collection, use, disclosure, protection and retention of personal information held or controlled by these same bodies in order to **protect the privacy of individuals**.

Access to Information

Students and parents/guardians of students may access records kept at the school on the student by making arrangements with the School office.

Protection of Privacy

An individual's personal information belongs to them and they have a right to privacy. To ensure the protection of individual privacy, the Act establishes strict standards governing how information is collected and how it is used.

For more information on FOIPP please visit the Canadian Rockies Public Schools Website.

EMERGENCY PROCEDURES

Emergency and Evacuation Plan

Each parent will be asked to provide the school with an emergency plan for their son/daughter in the event of an emergency closing of the school. This plan will include the name and phone number of an adult to whom the children can be sent in the event the parent is not available. It is important that this plan is kept up to date.

In the event of an emergency closing of the school (electric, weather, etc.), without need for evacuation during school hours, the phone tree will be activated to alert parents of the school closure. Students will be kept until the teacher is positive that a parent is at home or an alternative adult is available to supervise the child. The local radio station, 106.5 FM, will be notified and asked to regularly broadcast the school closing.

In the event an immediate evacuation of the school is necessary, staff will receive instructions by intercom or by word of mouth that emergency evacuation procedures should be followed. Our Emergency Evacuation Centre is located at the Iron Goat.

Fire Drill routes will be followed for emergency evacuation.

The radio station will announce where children can be picked up.

Please be diligent in returning your child's emergency form that will be sent home in September.

Fire Drills

Fire drills are held three times in the fall and three times in the spring. Exit routes are posted at each classroom door. Students are expected to leave the building in an orderly fashion and move away from the school in order to provide easy access for safety vehicles. They are to wait until the All Clear signal is declared by the principal or principal designate before re-entering the building. Students will be under the supervision of their teachers at all times.

Students and staff follow the 3 S's: **Safe, Silent, Smooth**

Lockdown

Canadian Rockies Public Schools has developed a set of Emergency Procedures to direct staff in the event of emergency events such as school evacuations, loss of utilities, school closures due to severe weather etc. One of the procedures outlines steps for a school lockdown. We practice the lockdown drill several times throughout the school year.

Prior to our fall fire drills teachers will practice the fire drill and lockdown procedures with their students.

For both fire drill and lockdown teachers will discuss with their students about their feelings of fear, anxiety, etc. when we have a drill. They will assure them that these feelings are normal. They will also take time following the drills to debrief with their students on an emotional level as well as review areas of improvement.

CRPS TECHNOLOGY USE POLICY

Canadian Rockies Public Schools believes that the use of the Internet and related technology in our schools should be for educational purposes only and under the supervision of a staff member. We seek to protect both students and staff by developing an acceptable use policy that balances freedoms, need for information and the safety of our students and staff.

Canadian Rockies Public Schools has taken precautions to restrict access to controversial materials from the Internet. However, on a global network, it is impossible to control all materials. Accidental exposure to controversial materials may occur, or a determined user may discover controversial information. We firmly believe that the value of information and interaction available on this worldwide network outweighs the possibility that users may access material that is not consistent with the educational goals of Canadian Rockies Public Schools. It is understood that Canadian Rockies Public Schools does not control material on the Internet and that Canadian Rockies Public Schools is therefore unable to control the content of data that a student may discover or encounter through use of the Internet.

Guidelines

The Information and Communication Technology curriculum specifies what students from kindergarten to grade 12 are expected to know and be able to do with respect to technology. Use of the network and the Internet is part of this curriculum.

Canadian Rockies Public Schools reserves the right to review any material on user accounts to determine if specific uses of the network are acceptable. Internet access is a privilege, not a right. It is provided to conduct research and to communicate with others. Inappropriate use will result in cancellation of network privileges and may result in additional disciplinary or legal actions.

This computer use form is required for student use of any computer in any Canadian Rockies Public School. It has two parts, both of which are to be signed. The first part is a student declaration showing acceptance of the definitions of acceptable use of the computer network and of the disciplinary consequences arising from misuse of the computer network; it is an abridgement of the full CRPS Acceptable Use Policy located online at www.crps.ab.ca. The second part is a parental acknowledgement that they have been informed what acceptable computer use is.

We encourage the guardian to discuss the following page with the student and to review the full document online, so that the student understands what is acceptable use and the disciplinary consequences that may arise from misuse of the computer network. The signature will be valid for the duration of enrolment within the school.

If you have questions regarding this policy, please contact the office or your child's teacher.