

WELCOME PARENTS AND STUDENTS

Welcome to the 2011-2012 school year at Elnora School. We are grateful for the opportunity to work with you and your children in our journey this year.

The staff at Elnora School are all very excited for the upcoming year. Elnora prides itself on being a safe and caring school where students are encouraged to take chances in their learning to be successful. Each student is an individual and the staff respects that individuals have differing needs in respect to their learning and to their development as a community member. Elnora School has high social and academic standards that encourage students to do their best at all times.

The parent-student handbook has been assembled to provide you with information pertaining to the school and the education of your child. It also contains rules and regulations related to Elnora School as well as some district policies. If you have any questions pertaining to the content of this handbook or other questions that I might provide assistance with, please do not hesitate to call the school at 773-3624. My cellular number is 396-1117.

Have a wonderful year!

Mr. Larry Neville
Principal
lneville@chinooksedge.ab.ca

MISSION

Our Mission is to have students, parents and teachers working together in a caring environment. We will provide the opportunity for the student to develop high moral and academic standards, while developing a love for life long learning. It is important to recognize that students need to be socially, academically and technologically capable in today's society in order to meet the needs and challenges of our changing world and we at Elnora School are prepared to make this commitment.

“LEARNING FOR LIFE “

BOARD OFFICIALS

Superintendent	227-7070
Mr. Kurt Sacher	
Associate Superintendent/Liaison Superintendent for Elnora School	
Mr. Shawn Russell	227-7070
School Board Member	
Colleen Butler	749-2124

Chinook's Edge School Division #73 Parent number.....1-800-561-9229

SCHOOL ADDRESS

BOX 530
ELNORA, Alberta
TOM OYO

TELEPHONE: 773-3624
FAX: 773-3744

STAFF 2011-2012

Administrative Support - Mrs. Michelle Ward
Head Custodian - Mrs. Diane Brett
Librarian (Volunteer) – Mrs. Debbie Wilson
Kindergarten – Miss. Chelsey Thiessen
Teacher Assistant – Mrs. Pat Watson
Teacher Assistant – Mrs. Wendy Mose
Teacher Assistant – Mrs. Pauletta Graham
Teacher Assistant – Mrs. Cara Smith
Gr. 1/2 - Miss. Michelle Robb
Grade 3/4 - Mrs. Shauna Peterson
Grade 5/6 – Mrs. Tricia Simpson
Grade 7/8 - Mrs. Jocelyn Pennock
Principal – Mr. Larry Neville

SCHOOL HOURS FOR STUDENTS

8:35 Warning Bell (1st Bell)

8:40 - 8:45	Home Room
8:45 - 9:27	Period 1
9:27 -10:00	Period 2
10:00 -10:15	Recess
10:15 -10:57	Period 3
10:57 -11:40	Period 4
11:40 -12:20	Lunch
12:20 -1:02	Period 5
1:02 - 1:35	Period 6
1:35 - 1:50	Recess
1:50 - 2:33	Period 7
2:33 - 3:15	Period 8

CALENDAR OF THE SCHOOL YEAR
2011-2012

The board of education has approved the following school year for 2011/2012.

First Day of Classes	Sept. 1, 2011
Labour Day	Sept. 5, 2011
Teacher Professional Development Day	Sept. 23, 2011
Thanksgiving	Oct. 10, 2011
Compressed Day	Oct. 28, 2011
Division PD Day	Oct. 31, 2011
Remembrance Day	Nov. 11, 2011
Compressed Day	Nov. 25, 2011
Compressed Day	Dec. 9, 2011
Christmas Break	Dec. 22, 2011 – Jan. 4, 2012 (incl.)
Teacher Organizational Day	Jan. 31, 2012
Compressed Day	Feb. 10, 2012
Alberta Family Day	Feb. 20, 2012
Teacher Convention	Feb. 23 & 24, 2012
Teacher Professional Development Day	Mar. 9, 2012
Compressed Day	Mar. 23, 2012
Spring Break	Apr. 2, 2012 – Apr. 8, 2012 (incl.)
Compressed Day	Apr. 9, 2012
Compressed Day	Apr. 20, 2012
Compressed Day	May 4, 2012
Compressed Day	May 18, 2012
Victoria Day	May 21, 2012
Compressed Day	June 1, 2012

Compressed Day – No school
Teacher Organizational Day – No school for students
PD Day – No school for students

HOMEWORK

- Homework assignments can be expected on almost a daily basis in one or more subject areas. If homework is not coming home it may be advisable to contact the teacher involved and ask if your son/daughter is receiving homework and if it is being completed.
- It is important that assignments sent home be completed on time in order for the teacher to ascertain whether or not the student has grasped the skill or concept taught. Homework provides parents with the opportunity to see their son's/daughter's school work.
- If a student is absent from school it is the student's responsibility to obtain the homework, notes or assignments which were given during the absence. In the case of a prolonged absence, please advise the school and arrangements can be made for work to be sent home.
- Assignments such as reports, essays and projects are marked and count towards a student's report card mark. Homework is also noted as complete or incomplete and counts towards a student's mark. For these reasons it is important that all assigned work be completed and handed in on time. If for some legitimate reason work is unable to be completed, a note signed by a parent and dated should be sent to the teacher who gave the assignment or homework.

AGENDA

Each student in grades 1-8 is issued an agenda (day planner) at the beginning of the year. Teachers will work very hard to either have their students write in, or will add slips/newsletters themselves that will help parents know what homework

is due, test schedules, special days upcoming etc. We ask that parents review and sign the agenda each night to confirm that the agenda went home and was reviewed. Each Friday, there is the "Agenda Run" where a student in each class is chosen to run to the office, with their signed agenda, and claim a prize. The purpose of this reward is to encourage students, parents, and teachers to communicate effectively on a daily basis.

NEWSLETTERS

A school newsletter will be issued monthly during the school year to inform parents of school activities and affairs. A monthly calendar will also be included.

INFORMATION ON P.E. EQUIPMENT

For all students in grades 5 - 8, proper physical education attire is compulsory for participation in all school athletic activities (physical education classes, intramural and interscholastic sports). Compulsory dress consists of a pair of Elnora School gym shorts or sweats, Elnora School T-shirt, socks and running shoes. Gym clothing, at a reasonable cost, will be available in school colors from the school. Running shoes must be purchased for gym use only.

ACTIVITIES

Extracurricular

Elnora School students have been involved in many different extracurricular activities, providing there is student interest and adult coaches/leaders.

The extracurricular activities that we plan to participate in include:

1. CENAA Volleyball
2. REACH Team
3. CENAA Track & Field
4. CENAA Badminton
5. Terry Fox Run
6. AMA School Safety Patrol
7. CENAA Cross country Run
8. Handbells
9. CENAA Basketball
10. Rocketry Club
11. Student Council

For athletics, each player is required to pay a participation fee for each sport played, usually determined on a seasonal basis. This money is used to pay for busing and tournament costs. Elnora gym wear will constitute all or part of the team uniform for these activities.

SCHOOL PHOTOS

School photos are taken by a Lifetouch Studios photographer. Lifetouch will be taking photos Tuesday, October 25, 2011.

WINTER WEAR

During the winter months, we ask that parents ensure that their children wear, or at least carry, appropriate winter clothing, including:

- 1) warm boots (removed when student enters school)
- 2) warm winter jacket
- 3) mitts or gloves
- 4) hat or toque
- 5.) snow pants

Please ensure the student's name is printed on the items of clothing.

ABSENCE FROM SCHOOL

When a student is absent, please call the school to let the teacher know. Plans for homework arrangements can also be conveyed to school staff at that time.

DRUGS/ALCOHOL BOARD POLICY

Possession and/or use of illegal drugs or alcohol by students on school property or at school sponsored functions will lead to expulsion procedures. Students who are suspected of being under the influence of alcohol or non-prescription drugs while in attendance at school or a school-sponsored activity shall be suspended and may be recommended for expulsion.

SMOKING/TOBACCO

The Board of Education does not permit smoking or the use of tobacco in the building or on school property. Cigarettes or tobacco carried by students on school property will be confiscated.–Students using tobacco or cigarettes on school premises will be suspended.

LATES

Being on time for school is an important part of the student's responsibility and training and has a direct impact upon their success in school. If a student is late, he or she will be responsible to the home room teacher for any work missed.

INSURANCE

The school board has insurance coverage for all students. Parents wishing more extensive coverage for their children may buy additional coverage. Information on this matter is sent home with the students early in the school year. For this additional insurance the only responsibility the school has is distribution.

FUND RAISING PROJECTS

Throughout the year students of Elnora school participate in various fund raising projects. The purpose of these projects is to raise money so that our students are able to participate in various sporting events and field trips.

DRESS

Students are expected to dress in accordance with good grooming practice. Swim wear, cutoffs, short shorts or skirts, tank tops or T-shirts with questionable logos and/or statements are not acceptable and students will be asked to change out of them or cover up the questionable material. Headwear and boots are not to be worn in the classroom or hallways. Parents are requested to see that their children have an extra pair of inside shoes, preferably running shoes, available to wear in school, especially during winter and spring.

LOCKERS

All students in junior high are issued a locker. We don't have enough lockers to supply all elementary students with that privilege. A combination lock will be supplied by the school. It is expected that discretion is used as to how the lockers are kept and what is kept in them.

LUNCH

Town students are permitted to eat lunch at school, but are encouraged to go home for lunch if possible. In winter months, when the weather does not co-operate, students are permitted to stay inside. Often during the winter months, events are scheduled in the gym for students. Bus students who wish to leave the school at lunch time for any reason must have a note from the parents. A phone call from the parents is also acceptable.

SMART START

To learn well, children need to eat well. To give your kids a smart start in life, make sure they have a healthy breakfast and lunch. Good nutrition begins at home but it should continue at school. Your child should have nutritious food to eat. It's important that parents show that they care about healthy eating.

CHANNELS OF COMMUNICATION

Here are the steps established by Chinook's Edge to follow if you need more information or have a concern about your child's education:

- Step 1: Discuss and resolve the concern with the person closest to the situation (i.e.the teacher, bus driver, coach)
- Step 2: Contact the principal
- Step 3: Contact Associate Superintendent Liaison Shawn Russell
- Step 4: Contact Superintendent Kurt Sacher

When you have a concern or need more information regarding your child's schooling, it is important that you try to resolve your concerns at each level before proceeding to the next step.

TEXTBOOKS

Textbooks and all reference books are supplied by the school through a rental system. As the textbooks are the property of the school, we expect that considerable care be taken of them. A student will be charged for damaging or losing a textbook.

FEE STRUCTURE

Media Fee (Elem.)	\$60.00
(Jr. High)	\$75.00
I.E./Home Ec. (Jr. High)	\$30.00
Math resource (Gr. 3-8)	\$10.00
Daytimers (Gr. 1-8)	\$ 7.50
Field Trip fee (Kindergarten)	\$40.00

USER FEES

In order to keep our fundraising to a minimum, we continue to institute user fees for the activities we participate in. Fees will vary from activity to activity. Notes will be sent home with the students prior to each event.

FIELD TRIP EXPECTATIONS

Over the course of a year, we take a number of special field trips. All students are entitled to go on these field trips provided they meet the preset criterion dealing with assignments and behaviour as outlined by the classroom teacher. If a student is not participating on a field trip they will be given classroom work to do or they may stay at home under parental supervision.

PERMISSION TO LEAVE SCHOOL

Any student wishing to leave the building during school hours for reasons of illness, doctor's appointment, etc. MUST PROVIDE PARENTAL PERMISSION AND INFORM THE OFFICE OR HOMEROOM TEACHER. Parents are requested to supply a written note for all doctor's appointments whenever possible.

PARENT SCHOOL COUNCIL

School Council meetings are held once a month, starting at 7:30 p.m. A great variety of topics are covered at the meetings. It is an opportunity to participate in, ask and learn about, and better understand what is going on at our school. We welcome you at our meetings. An agenda is sent home prior to each meeting.

CLASSROOM RIGHTS & RESPONSIBILITIES

We believe at Elnora School that students are entitled to 5 basic rights and as a result have 5 basic responsibilities.

1. I have a right to learn in this classroom. It is my responsibility to listen to instructions, work diligently at my task and ask if I have a question or concern.
2. I have a right to hear and be heard. It is my responsibility not to talk or make rude noises when others are speaking.
3. I have a right to be respected in this classroom. It is my responsibility not to tease or bother other people or to hurt their feelings.
4. I have a right to be safe in this classroom. It is my responsibility not to threaten, kick, punch, or physically harm anyone else.
5. I have the right to privacy and my own personal space. It is my responsibility to respect the personal property of others and to accept their right to privacy.

PARENTAL SUPPORT

- * Parents have the responsibility to instill values and ethics that will allow their children to develop a set of standards acceptable to society as a whole.
- * Encourage good manners, consideration, responsibility, courtesy, personal hygiene, proper nutrition.
- * Encourage respect for all school staff, students and school property.
- * Teach your children that their education is their responsibility and that we, as parents and teachers, are there to guide them and work with them.
- * Support your child's school activities and encourage them to do their best at all times.
- * Keep the school informed of how we are doing. Communicate with the school openly. Ensure that you provide positive feedback.
- * Support the school in its decisions and activities.
- * Please refrain from calling your child during class time. You may leave a message at the office and we will deliver it, so as to not disrupt the educational environment of the classroom.
- * Stay informed of your child's progress.
- * Provide a safe and nurturing home.
- * Share in your child's journey of lifelong learning

RULES AND EXPECTATIONS

- * Please ensure that your child is not at the school before 8:30 a.m. (bus supervision time begins) or after 3:20 p.m. (bus supervision ends)
- * Respect for all individuals in our school community is the responsibility of everyone.
- * Inappropriate attire should not be worn in the school, ie; hats, jackets, gloves, bandannas, profane T-shirts, cutoffs, tank tops, and short shorts.
- * Skateboards, scooters, and wheelie shoes are not to be used on school property during school hours.
- * Food and drinks are not to be eaten during class time. Bottled water during class time is an exception. The appropriate time for food consumption is at lunch time and eaten in the homeroom. Some teachers allow nutrition breaks of healthy snacks.
- * Gum chewing is NOT allowed during school time.
- * Cell phones, portable music or personal gaming devices will not be allowed during class-time. Teachers will hold these items for the school day, if a student uses them in class, after fair warning is given. Any students bringing them to school also do so at their own risk of loss or theft.
- * Classroom phones are not for student use. The office phone should be used only if a student is ill or given specific permission to do so. All after school arrangements should be made outside of school time. Mrs. Ward is happy to take messages from parents and relay them to the student at the earliest opportunity.
- * Vandalism will not be tolerated. The cost of repair will be the responsibility of the individual(s).
- * Elnora School is a safe and caring school therefore physical violence or verbal abuse including profanity will not be allowed.

AWARDS

Elnora School strives to recognize students in many areas including academics, citizenship, and effort. Grades 5-8 students achieving an average of 80% or higher in the four core subjects (Language Arts, Math, Social Studies, and Science) each term will be recognized for their academic achievement. At the conclusion of the year, any student who has maintained honors roll status for the whole school year, will have their name inscribed on a plaque, proudly displayed in our front entranceway.

Awards are also given to the top academic student in both grade seven and eight. The Principal's Award is given to that student, in grade seven or eight, who demonstrates excellent leadership and school spirit. Hard Worker Awards are also given for the students in grade 5-8. Most Improved Awards are also given to students in grade 5-8. This year, a Creative Writer Award will be given to a student in each grade, from grade 1-8.

Special recognition will be given to students over the course of the year as well. This may happen in the classroom or at monthly assemblies and may take, for example, the form of prizes or special recognition certificates for participation or achievement.

WEBSITE

Please visit www.elnoraschool.ca for information such as calendars, monthly school newsletter, teacher biographies, homework (teachers discretion), and photos.

STUDENT IN GOOD STANDING

This policy is to encourage students to follow the rules and guidelines for behaviour at Elnora School. Our goal is to help all students succeed, and to make the school as safe and caring an environment as we can. This policy outlines the expectations placed on students as members of the Elnora School community.

Students in Good Standing will:

1. Maintain regular attendance (including arriving for class on time prepared to work).
 2. Maintain acceptable personal conduct and follow school rules.
 3. Maintain acceptable study habits, with assignments completed and handed in.
 4. Maintain a grade in all subject areas that is consistent with the student's best effort and ability.
- Expectations 1-3 are outlined in the Alberta School Act, Chapter S-3.1, Section 7, page 17 and, therefore, are legal requirements placed on the students as well.

Students who fail to live up to these expectations may have their student in good standing status revoked for a limited period of time. The most common reasons for losing good standing status might be: a suspension or serious discipline

concern, an excessive number of inexcusable absences or lates, an unacceptable level of incomplete assignments, or a failing grade in one or more courses.

The following consequences may be invoked should a student lose good standing status. The student may be:

1. Ineligible to attend school extracurricular functions.
2. Ineligible to participate on school teams, clubs, or other activities.
3. Required to make up assignments or time after school.

Consequences may be imposed at the discretion of the school administration, depending on the severity and/or frequency of the concern, or upon the recommendation of teachers. As well, the length of the loss of student in good standing status will generally persist for a period of three months, but may otherwise be determined by the administration in consultation with staff. Students who are suspended during the last month of a school year may have their loss of good standing status carried over into the next school year, depending upon the severity of their misconduct.