

Elnora School Handbook

WELCOME PARENTS AND STUDENTS

Welcome to the 2021-2022 school year at Elnora School. We are grateful and excited for the opportunity to work with you and your children in their learning journey this year.

Elnora School prides itself on being a safe and caring environment where students are encouraged to take chances in their learning to be successful. 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 email me at jpennock@cesd73.ca or call the school at 403-773-3624. In case of emergency or after hours, please call my cell at 403-896-6782.

Mrs. Jocelyn Pennock, Principal

CHINOOK'S EDGE SCHOOL DIVISION MISSION AND VISION

Mission Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.

Vision Chinook's Edge School Division will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens.

ELNORA SCHOOL MOTTO "LEARNING FOR LIFE "

SCHOOL BOARD OFFICIALS

Superintendent	Mr. Kurt Sacher	227-7070
Liaison Superintendent for Elnora School	Mr. Ray Hoppins	227-7070
School Board Member for Elnora School	Colleen Butler	749-2124
Chinook's Edge School Division #73 Parent number.....1-800-561-9229		

SCHOOL ADDRESS

100 Princess Street, Box 530 Elnora, Alberta., T0M 0Y0 TEL:773-3624 FAX: 773-3744

SCHOOL HOURS FOR STUDENTS

Bell	8:35 a.m.
Period 1	8:40-9:35 a.m.
Period 2	9:35-10:10 a.m.
Period 3	10:10-10:40 a.m.
Recess	10:40-10:55 a.m.
Period 4	10:55-11:25 a.m.
Period 5	11:25-11:55 a.m.
Period 6	11:55-12:20 p.m.
Lunch	12:20-1:00 p.m.
Period 7	1:00-1:30 p.m.
Period 8	1:30-2:00 p.m.
Recess	2:00-2:15 p.m.
Period 9	2:15-2:45 p.m.
Period 10	2:45-3:15 p.m.
Bell	3:15 p.m.



CALENDAR OF THE SCHOOL YEAR 2021/2022

School Organizational Days	Aug. 24-27,30- 31, 2021
First Day of Classes for students	Sept. 1
Labour Day (no school for students/staff)	Sept. 6
Focused PD Day (no school for students)	Sept. 24
Non-Instructional Day	Oct. 8
Thanksgiving (no school for students/staff)	Oct. 11
Teacher Collaborative Day (no school for students)	Oct. 22
Parent Teacher Interviews (3:30-7:00 pm)	Oct. 28
Remembrance Day	Nov. 11
Fall Break (no school for students/staff)	Nov. 11-12
Teacher Collaborative Day (no school for students)	Nov. 26
Report Cards	Dec. 1
Non-Instructional Day (no school for students/staff)	Dec. 10
Annual Elnora Christmas Concert	Dec. 16
Christmas Break (no school for students/staff)	Dec. 20, 2021-Jan. 2, 2022
Students Return	Jan. 3, 2022
Non-Instructional Day	Jan. 14
Non-Instructional Day	Jan. 31
Non-Instructional Day	Feb. 11
Alberta Family Day (no school for students/staff)	Feb. 21
Winter Break (no school for students/staff)	Feb. 21-25
Teacher's Convention (no school for students)	Feb. 24-25
Parent Teacher Interviews (3:30-7:00 pm)	Mar. 1
Non-Instructional Day (no school for students/staff)	Mar. 4
Report Cards	Mar. 22
Non-Instructional Day (no school for students/staff)	Mar. 25
Good Friday (no school for students/staff)	April 15
Easter Monday (no school for staff or students)	April 18
Spring Break (no school for students/staff)	April 18-22
Teacher Collaborative Day (no school for students)	May 6
Non-Instructional Day (no school for students/staff)	May 20
Victoria Day (no school for students/staff)	May 23
Grade 8 Leaving Ceremony	May 26
Non-Instructional Day (no school for students/staff)	June 3
Awards Night	June 23
Report Cards/Last Day of School (Half Day)	June 28
School Organizational Day (no school for students)	June 29

A school newsletter will be digitally sent home monthly during the school year to inform parents of school activities and affairs. A monthly calendar will also be included. Please contact Mrs. Page to be placed on the email list for the electronic version. Newsletters are also available anytime on our school website at www.elnoraschool.ca. In addition, we will send home a paper copy of the monthly newsletters with the youngest or only child in each family.

HOMEWORK

- Homework will be sent home if a child cannot complete an assignment at school or where the child needs remedial time on a particular skill.
- Proper preparation and studying will be required for upcoming assessments as assigned by the teacher.
- If a student is absent from school it is the student's and parent's responsibility to obtain the homework, notes or assignments which were given during the absence. Please call the school each morning that your child is absent so work can be gathered during the day for pickup at a convenient time of day by the parent. This helps ensure that a child does not miss important work.
- Tests, exams, quizzes, and assignments such as reports, daily work, essays, homework, and projects may be marked and count towards a student's report card mark. 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 must be sent to the teacher. Extensions of time, and 'redo' assignments may be given up to a mark cut off point for calculating marks for report card purposes. We want to help your child succeed so please contact us to determine your child's educational needs.

AGENDA

Each student in grades K-8 is issued an agenda (day planner) at the beginning of the year. Thank you to our Parent Council for their donation of these to each student in our school for this school year. Teachers will either have their students write in the agenda, or will add slips/newsletters themselves so parents know what homework is due, upcoming tests, special days, etc. We ask that parents review and sign the agenda each night to confirm that the agenda went home and was reviewed.

INFORMATION ON P.E. APPAREL

For all students in grades 5-8, proper physical education attire is highly recommended for participation in all school athletic activities (physical education classes, intramural and interscholastic sports). Recommended dress consists of a pair of mid thigh length gym shorts or sweats, a T-shirt, socks and running shoes. Elnora School Gym clothing is available from the school for purchase. We now sell exclusively dri-fit gym wear. Running shoes must be purchased for gym use only.

ACTIVITIES

Extracurricular

Elnora School students have been involved in many different extracurricular activities such as badminton, track and field, volleyball, basketball and cross country running, providing there is student interest and adult coaches/leaders. If you are interested in helping to coach please contact Mrs. Pennock.

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 bussing and tournament costs. Students wear team uniform tops for basketball, volleyball and track, while Elnora Gym Wear is the uniform for badminton, and cross country running. Elnora gym wear shorts or appropriate shorts are used for all sports.

School Based Activities

School based activities are excellent ways to be involved, provide service, and learn about being a community member. This year some possible activities we might hold are Turkey Trot, Terry Fox Walk, AMA School Safety Patrol, Student Leadership, charitable and community fundraisers, Christmas Concert, and a Remembrance Service, which we partner with the local Legion.

SCHOOL MESSENGER

We have the ability to send emails, texts, and phone call messages using a new computer program. We will generally only utilize this for things such as bus cancellations, or other school wide emergency messaging that affects student safety.

WINTER WEAR

During the winter months, we ask that parents ensure that their children wear appropriate winter clothing: boots (removed when student enters school), winter coat, mitts or gloves, hat or toque, and snow pants.

Please ensure the student's name is printed on **ALL items of clothing**. Our lost and found is emptied several times during the school year and while all efforts are made to return clothes to their owners, if no owners are found, surplus clothing is donated.

ABSENCE FROM SCHOOL

When a student is absent, please call the school each morning before 9:00 a.m. Plans for homework arrangements can also be conveyed to school staff at that time. We have an answering machine as well for calls before 8:30 a.m. and after 3:30 p.m. We need to hear from you if your child is absent each day asap.

STUDENT SUBSTANCE ABUSE BOARD POLICY

Possession and/or use of alcohol, cannabis, tobacco or non-prescription drugs by students on school property or at school sponsored functions, will lead to suspension or expulsion procedures. The Board of Education does not permit smoking or the use of tobacco or cannabis in the building or on school property.

DIGITAL CONNECTIONS

Please visit www.elnoraschool.ca for information such as calendars, monthly school newsletter, teacher biographies, and photos. In addition, you can visit: Twitter: @elnoraschool Facebook: @elnoraschool Instagram: @elnoraeeagles

LATES

Being on time for school is an important part of the student's responsibility and training and has a direct impact on their success in school. If a student is late, he or she will be responsible to their homeroom 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. Swimwear, cutoffs, short shorts or skirts, tank tops or clothing with questionable logos and/or statements are not acceptable and students will be asked to change out of them or cover up. Headwear and boots are not to be worn in the classroom or hallways.

LOCKERS

All students in Grade 5-8 are issued a locker. Each student is responsible for purchasing their own lock for their locker. We do have some at the office for sale. Combinations must be given to Mrs. Pennock or Mrs. Hogg for safe keeping. It is expected that students will keep their school locker organized and neat.

LUNCH

Town students are permitted to eat lunch at school or go home for lunch. In winter months, when the weather is -20C or colder, students are permitted to stay inside at recesses. 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.

BREAKFAST PROGRAM

Elnora School operates a breakfast program that needs your help to make work. It typically runs each day. It is offered to each child in the school as part of the morning routine. If you would like to make a monetary donation or a donation of food, please contact Mrs. Pennock.

SOLVING CONFLICT and LINES OF COMMUNICATION

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

Here are the steps 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, community member). Please note that if this is a school related incident, there is a time and place to do this...it is not during the school day with an unannounced visit to the office or classroom.

Step 2: Contact the principal. I teach approximately 70% of the day, so please call and make an appointment or leave a message.

Step 3: Contact Associate Superintendent Liaison Karyn Barber

Step 4: Contact Superintendent Kurt Sacher

TEXTBOOKS

Textbooks and all reference books are supplied by the school through the school. 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

School Fees (Elem.)	NC	Option Fees	\$60.00
Math workbook (Gr. 3-8)	NC	Swimming Lesson Fees	\$50.00

Agendas (Gr. K-8)-Parent Council has purchased these for each student.

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 criteria dealing with assignments and behavior as outlined by their 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 have written parental permission.

ELNORA SCHOOL COUNCIL

School Parent Council meetings are held once a month. 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. An agenda is sent home prior to each meeting. For Parent Council updates and further information, please visit Facebook: @elnoraschool

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 school staff, students, and school property.
- * Support your child's school activities and encourage them to do their best at all times.
- * 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.
- * Share in your child's journey of lifelong learning.

RULES AND EXPECTATIONS

- * Please ensure that your child is not at the school before 8:25 a.m. or after 3:20 p.m.
- * Skateboards, scooters, bikes, snowboards or sleds are not to be used on school property during school hours.
- * Gum chewing is not allowed during school time.
- * Cell phones, portable music or personal gaming devices will not be allowed during class-time unless indicated by a teacher. Any student bringing electronic devices to school also does so at their own risk of loss or theft.
- * Vandalism and destruction of school property will not be tolerated. The cost of repair will be the responsibility of the individual(s).

CLASSROOM RIGHTS & RESPONSIBILITIES

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

1. I have a right to learn in this classroom.

It is my responsibility to listen to instructions, work diligently, 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 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.

DISCIPLINE

Elnora School expects that the rights and responsibilities listed above be followed by students, therefore discipline and consequences must naturally follow if these responsibilities are not met. The classroom teacher will work with and inform their students regarding their behavioral expectations. The classroom teacher may utilize suspension discipline from class for a period, ineligibility to participate on a classroom or school field trip, a timeout, or loss of recess privileges as a way of encouraging correct behavior for the student. Please talk to your child's teacher if you have any questions.

If a student's behavior is injurious to others, or of such severity that the teacher needs to remove the child from class and send or bring the student to the office, the Principal may, in consultation with the teacher, suspend the student from school, from one or more class periods, or from riding the bus. If a student has been suspended from Elnora School, a letter home will follow detailing the circumstances of the suspension and the requirements for the student to be reinstated after the suspension period is over. Suspensions can range from a one day 'in school' suspension to a five day 'out of school' suspension. A re-admittance interview will take place before the student returns to classes.

AWARDS

Elnora School strives to recognize students in many areas including academics, citizenship, and effort. Special recognition will be given to students over the course of the year as well. This may happen in the classroom or at assemblies. At our annual Awards evening in June, the following awards are handed out:

- Outstanding Academic Achievement Roll (80%+ average in 4 core subjects for the entire year), grades 5-8
- Honorable Mention (75%+ average in 4 core subjects for the entire year), grades 5-8
- Top student Academic Average, grade 7, grade 8
- Creative Writer Award presented by classroom teacher, grades 1-8
- Most Improved Student, grades 1-8

ALLERGIES

We cannot guarantee a 'nut free' environment at Elnora School but are trying to be 'nut aware' as we do have a student with a severe nut allergy. Being "nut aware" means that we will continue to review our safety plans regarding prevention and protocol in case of a severe reaction for the student with a severe nut allergy. We will also attempt to ensure that breakfast programs, hot lunches the school provided and classroom treats will be nut free. We ask for your help in ensuring your child does not bring nut products to school if they are in the grade 3-4 classroom.

ONLINE PAYMENTS

This year we will again be utilizing online payments for parents. The process is very easy and reduces the amount of cash that you are sending with your child to school. We will use online payments for swimming lessons, gym wear, sports teams fees, field trip fees, and hot lunches provided by the school as well. The school division's goal is to be cash free (online payments only) this school year.



FAMILY SCHOOL WELLNESS PROGRAM: CHINOOK'S EDGE SCHOOL DIVISION

The Family School Wellness Program is a program that provides support services to all children ages 0 – 18 and their families in our community. The FSW program is a free and confidential program that runs throughout the year. Family School Wellness recognizes that a child's academic achievement and well-being are often affected by problems related to peers, family and self. The Family School Wellness Program aims to support a child in working through these issues to achieve an overall sense of well-being in their lives. This is often in the form of one on one or small group sessions on a variety of issues. As well, the FSW program has a great parenting resource library, can provide information on many topics, and can provide referrals to other services. If you have any questions regarding the FSW program or services please feel free to contact the school (403) 773-3624.

STUDENT SERVICES-LST ROLE/RESPONSIBILITIES

Mrs. Jocelyn Pennock is the LST/SS Coordinator for Elnora School. In the past, this position has also been called the Special Education Coordinator and Inclusive Education Coordinator. Here is an outline of the roles and responsibilities within this position. If you have any questions, please feel free to contact her at the school

Inclusive Education Programming

- **In Class Help / Modelling / Consulting:** Support programs for students; Setting up environment, behaviour charts, behaviour plans and tracking; ESL Benchmarks, paperwork and tracking; Finding resources for teachers and EAs
- **Other Program Set Up and/or Monitoring:** Life skills and other creative programming; Pull out reading and math programs; One to one with students (or in conjunction with teacher / EA / FSW) to support with anger, anxiety, self-esteem, etc.; RTI time student monitoring with students needing skills (social or academic), organization, help and training with assistive tech; Occupational Therapy (O/T) and Speech and Language Therapy (SLP)
- **Assessments:** Level A Discussions and Support and Level B paperwork and assessments – reports and debriefing with parents and school personnel; Level C Testing paperwork, setting up time and calling parents, being at meetings and supporting school personnel with follow up
- **IPP's / LSP's:** Training and support for teachers; Tracking to make sure they are completed in October, February and end of year.
- **PATs Accommodations:** Paperwork and organizing accommodations
- **Special Materials / Resources:** Supply and ordering for special classroom tools eg. wiggle seats, bands for chairs, fidgets, etc.; Sharing PD with teachers and EAs
- **Transition Planning:** For students coming into new grades or new schools
- **EA Programming / Support:** EA scheduling in collaboration with teachers; Collaboration with Tech EAs
- **Other Duties:** Organization of support services, monthly meetings, contact person for core and enhanced services. Facilitate and/or attend meetings such as case conferences, attending LST Meetings and / or Focus Topic Meetings