

Cold Lake Elementary School

School Handbook



Cold Lake Elementary School

803-16th Avenue

Cold Lake AB T9M 1M2

Phone: 780.639.3107

Fax: 780.639.2211

www.coldlakeelementary.ca

Proud to be part of Northern Lights Public Schools

Cold Lake Elementary School

Home of the Heartly the Dragon!!



Welcome to Cold Lake Elementary School

Mission:

“At Cold Lake Elementary, home of Heartly the Dragon, we Cherish and Nurture the whole child through education with a heart.”

Throughout the school year, CLES staff will continue to focus on optimizing learning conditions, involving parents in the learning process, and living out commitment to do what is best for the children.

Cold Lake Elementary School Policies and Procedures

Daily Schedule (subject to change):

8:00 a.m.	Early Morning Recess
8:30 a.m.	Classes Start
10:00 a.m. – 10:15 a.m.	Morning Recess
11:40 a.m. -12:10 p.m.	Lunch Recess
12:10 p.m.-12:32 p.m.	Lunch (in classroom)
2:00 p.m.-2:15 p.m.	Afternoon Recess
3:15 p.m.	Dismissal

Agendas

Agendas are distributed at the beginning of each school year. This is an important tool for communication between school and home. Using an agenda promotes organization and responsibility in the child. The agenda should be checked by teachers and parents daily.

Appropriate Clothing and Footwear

At Cold Lake Elementary School we believe that every child should go outside for all recesses. Children will remain inside when the temperature is -25°C (with or without wind-chill) or it is raining heavily. Outdoor play is a part of an active, healthy lifestyle. We have outdoor breaks in the morning, at lunch and in the afternoon. (Please ensure that your child(ren) dress for all weather conditions and that they have appropriate footwear.) We expect all children to have outdoor and indoor footwear, which helps with cleanliness of the school. The children will use their indoor running shoes for gym classes and are worn in the school at all times for safety.

Attendance

Regular attendance at school is essential to maximize student growth in both academic and non-academic areas. To ensure the safety of our students, please notify the office of your child(ren)'s absence at 780-639-3107; (voice mail is available before and after office hours.) Please call the school prior to 9:15 a.m. to excuse your child to avoid getting an automated call for the absence.

A student may not leave the building prior to regular dismissal time without parent/guardian permission. Students who will be picked up early from school for appointments should present a note to the homeroom teacher, or parents should notify the office prior to the pickup. Please sign your child out at the office.

If students are too sick to go outside for recesses, please keep them at home. It is expected that all children go outside for their recess breaks.

Contact Information

Please contact the office throughout the year with any changes to phone numbers, cell numbers, addresses, emergency contacts, etc.

Missing the Bus

In the event that your child misses the bus at home time, he or she will be escorted into the school and the parents/guardians/emergency contact will be notified to pick them up.

Parent-Teacher Interviews

Twice per year (November and March), parents will have the opportunity to formally meet with their child(ren)'s teachers to discuss progress. However, please feel free to contact your child(ren)'s teachers at any time as ongoing communication about your child(ren)'s progress is encouraged.

Report Cards

Report cards are handed out to students prior to Parent-Teacher Interviews. (November and March). A year-end report card will go home at the end of June.

Programs and Services

Assemblies

We have assemblies to celebrate, our students', our school and our Moral Intelligence Character Education Program. Many student performances and celebrations are highlighted at assembly. Spirit Days, guest speakers, and other celebrations are a fun part of our assemblies too. Parents are always welcome to attend any of our assemblies.

Busing

Transportation to and from school is offered to all students who reside within the school district. The following Busing Policy is set up to provide for the safety of all involved in the transportation of our students and personnel.

You may go online at <https://nlsd.ab.ca/transportation/registration> to register your child for busing.

Busing Policy

Regular school conduct is required of all students on the bus. Any violation or cases of misbehavior will be reported to the principal's office and dealt with as described in the Student Discipline Regulations. Continuous rule infraction may result in an immediate parent conference and/or loss of bus privileges.

Celebrations and Events

Speakers, authors, performers, etc. make presentations at our school throughout the school year. We would like to extend an ongoing invitation for parents to join the students in our celebrations and events. Many performances and events are sponsored by our School Council / Parent Advisory Council (PAC).

Counselling and Student Support Services

We will be providing two Student Advocacy Counsellors (SACs) for the 2019-2020 school year. Teacher/Parent referrals may be made at any time. Other outside agencies are available upon referral.

Field Trips

Field trips are an important part of the educational experience and we are grateful for the many field trip opportunities we have. We welcome and encourage volunteers to join us on trips as supervisors. Unfortunately, due to liability, *we are unable to allow siblings to accompany us on the bus*. Alternate childcare arrangements should be made.

Grade 4 Recycling Program

As part of their curriculum – and in an effort to raise funds – all classes are involved in a recycling program. Bins are set up throughout the school for students to place their empty milk containers, juice boxes, bottles, or cans; these are collected weekly and sorted by Grade 4 students and supervisors. They are then taken to the bottle depot for refunds that will pay for the students' activities, field trips and events. The Grade 4 teachers oversee the program.

Heartly's Heroes Reading Program

This year our school will continue the exceedingly successful Heartly's Heroes Reading Program! Heartly's Heroes is a partnership between home and school, intended to increase students' out-of-school reading. The aim of this program is that students will become independent readers who read for fun, pleasure, information and will start on the path to developing a life-long reading habit. We strongly believe in the beneficial effects of increased reading on our students overall academic performance. Teachers will collect the reading totals at the end of each week. Each time a school-wide goal is reached, the school will celebrate with something special!

Hot Lunch Program

Our Hot Lunch Program will run on certain days throughout the week unless otherwise stated (varies from year to year). Hot lunches are payable on School Cash online and must be preordered.

Learning Commons (Library)

We are proud to have a truly wonderful collection of books in our Learning Commons as well as in our classroom libraries. We inspire our students to pursue a life-long love of reading. Students visit the Learning Commons often, where they read, learn, and play. Students are encouraged to sign out books to gain knowledge of the library system, and start research skills as they use the Learning Commons. Classes have a scheduled visit each week; books can be signed-out, renewed, or returned during their class visit.

Book Fairs and the Magazine Campaign are the fundraisers for our Learning Commons. Book Fairs are offered three times during the school year, coinciding with Parent-Teacher Interviews for convenience.

Meet the Staff Night

At the beginning of the school year, CLES holds a “Meet and Greet Night.” This is the parents’ opportunity to meet the staff and get to know their child(ren)’s teachers.

Milk Program

We offer a milk program to our students, which encourages the drinking of milk with motivational rewards. The cost is \$1.00 per milk and are available to be purchased online.

Music Program

Cold Lake Elementary School has an wonderful music program and choir led by our music teacher. We believe that a quality music program is essential as it fosters a love for and appreciation of the arts. Research has shown that music has a significant impact on student achievement in the areas of mathematics and literacy. One needs only to attend a celebration to see how much our students love their music program.

OSC (Out of School Care)

The Out of School Care program, a licensed childcare facility, involves organized activities for K-6 children. The hours are: 7:00 a.m. drop off/6:00 p.m. pick up. For more information, please contact the school at 780-639-3107.

Parents as Team Members

The active involvement of parents enhances the effectiveness of the school team. Parents have a powerful impact on their child(ren)’s whole development, including education. They have a wealth of information about their child(ren)’s backgrounds, personality traits, likes, dislikes, and learning strategies.

Parental support has positive effects on school success. Parents can complement school programs by nurturing academic motivation. We want our parents to feel welcome as part of the school team. We encourage open ongoing communication with each other and we are very thankful for parents and their contribution to their child(ren)’s education and our school!

Parties

Class parties are usually held several times per year: Halloween, Christmas, Valentine's Day, Spring and Year-End. Parents may be asked to bring in a tray of food for one party throughout the year. When bringing in food items, please remember to bring a **nut free** item due to many students having allergies. Volunteers may be needed to oversee these parties and activities.

Peace Patrol

Our school is proud to have a Peace Patrol Program for our students. Volunteer Grade 4 students provide mediation in conflict and promote "peaceful" problem solving abilities in all students.

Physical Education Program

Research supports the assertion that physical activity contributes to the overall well-being and academic performance of students. Please make sure that proper indoor footwear is available for student gym use each day.

Skating: All classes have 3-4 skating days in the winter at the Cold Lake Arena. Weather permitting, classes walk to the arena and spend about 1.5 hours there. Some skates and helmets are available to use at the school. Children are encouraged to bring their own CSA approved helmets, which are mandatory. *Bicycle helmets are not allowed* as they do not withstand a hit to the ice. Parent volunteers are always needed on these days to help tie laces and transport equipment to the arena.

Preschool

The Preschool program is for children aged 3 and 4 to engage in developmentally appropriate activities: play, learn, grow, music, art, games, and physical activities. Please go to <http://nlsd.ab.ca> to register your child(ren) or contact the school for more information at 780-639-3107.

Professional Development

Northern Lights Public Schools is committed to keeping their staff informed and up-to-date on new and innovative teaching strategies and philosophies. All staff participate in professional development sessions held after school on Tuesdays. Throughout the year, staff also attend various seminars and workshops in order to better serve the needs of the students.

Pumpkinella/Halloween

As part of school spirit, a display of pumpkins called Pumpkinella is set up in the gym. Families may bring carved pumpkins before 9:00 a.m. Parent volunteers will arrange them on the tables in the gym. Staff and students wear their costumes and will gather in the gym for a Costume Parade. Details and times will be sent home in the newsletter before the event, and everyone is invited to enjoy the displays and to wear costumes. Parent volunteers will be needed to oversee Pumpkinella.

Safe and Caring School

Cold Lake Elementary is a safe and caring school that strives to be free from all forms of bullying, put-downs, and violence. It is a place where everyone works cooperatively in a common direction by undertaking activities, implementing programs, using resources, that enhance learning. CLES uses the Dr. Michele Borba's "Building Moral Intelligence" (MI) Program. We want our students to be the BEST they can be!

School Cash Online

Check out the latest items on School Cash Online! Pay for things such as field trips, hot lunch, monthly pizza Fridays, spirit wear, activity fees and donations to Breakfast Club without the need to take out cash. Go to nlsd.schoolcashionline.com to register or check for updates.

School Communication

Once a month, the school newsletter is emailed and sent home with the oldest students in each family. The newsletter is designed to keep parents informed as to what is happening in the school, to remind parents of upcoming important dates, and to share information and research on teaching, learning, and parenting. The newsletter will also include upcoming opportunities to volunteer. An enclosed monthly calendar indicates all special dates and events. Please ensure that your child delivers the newsletter to your home; check in the agenda pocket for these nightly. **Please note that teachers will send also home classroom newsletters for your convenience.*

We want to keep all parents informed. For newsletters and other information, you can also access our school website at coldlakeelementary.ca, and our school Facebook page: Cold Lake Elementary School.

School Council/Parent Advisory Council

Cold Lake Elementary School is pleased to welcome the participation of parents in School Council and Parent Advisory Council (PAC). The School Council serves as an advisory body to the administration of the school. Agendas and minutes of Council Meetings will be available in the office. These councils are organized in September of each year. Parents are encouraged to attend the monthly meetings. Dates/Times for the meetings will be announced.

The PAC operates fundraising events throughout the year to help support the school. In the past, fundraising has provided for playground equipment, field trips, performances and more.

While every parent is a member of the School Council, there needs to be a core group of five parents that hold defined positions on the council. These positions are:

- ❖ *Chairperson* – responsible for overall maintenance of the School Council, chairing the monthly meetings, and has signing authority on the accounts of the society.
- ❖ *Co-Chairperson* – chairs the monthly meetings in the absence of the Chairperson and assists with other duties of the society.
- ❖ *Secretary* – records and maintains the minutes from the meetings.
- ❖ *Treasurer* – responsible for the accounts of the society (deposits and cheques) and presents a financial summary at each meeting, has signing authority on the accounts.

- ❖ *Fundraising Chairperson* – responsible for organizing all fundraisers done on behalf of the Parent Council.

School Council/Parent Advisory Council meets once a month and is always attended by a member of the administrative team. School Council/Parent Advisory Council is an opportunity for parents to get together to discuss events, activities, and fundraisers. All parents are welcome.

School Photos

Individuals/class photos will be held in September. Both class pictures and individual pictures will be taken by Lifetouch Photography this year. A whole school group photo is taken in the spring. The company that takes the photos is booked approximately 9 months in advance. If there are any concerns with the pictures, please make sure you address them in the school office or with a School Council executive member.

Sports' Day

Sports' Day is held at the end of the school year. Teams are selected to participate in modified track and field events. This will allow us to help your child(ren) develop and build communication and team work skills here at CLES. Participation is the key emphasis on this day. Lots of fun takes place.

Student Support Team

In keeping with Northern Lights Public Schools' goal that "Every child is entitled to an education in which he/she can learn and maximize his/her potential," Cold Lake Elementary has implemented a Student Support Team (SST). Cold Lake Elementary School will provide the appropriate services for students to achieve this goal to the extent that financial resources are available.

In an effort to meet the diverse educational programming needs of our students, an Inclusive Education Coordinator will oversee all programs available to our students and the delivery of the programs. The Student Support Team will help classroom teachers address difficulties any student may be encountering. The SST may include the school administration, classroom teacher, Inclusive Education Coordinator, educational assistant, school counselor, consultants, and parents/guardians.

Volunteers

Cold Lake Elementary School has always taken pride in having an "Open Door Policy." We welcome, encourage, and request parent participation and help in the classrooms and in all school events. We know that we could not do it without you and we appreciate you! Please arrange your visit to the classroom ahead of time with the teacher to reduce interruptions to instruction.

There is a sign-in binder in the office for your convenience. We ask that all volunteers please ***sign-in*** with us at the office prior to visiting the classroom/school. It is important for the office to know who is in the school at all times in order to maintain a high safety standard. All volunteers must get a criminal record check from the RCMP. Please pick up the form at the office.

Website – School

The school website can be reached from the school division website, nlsd.ab.ca or at coldlakeelementary.ca. It includes a monthly calendar, newsletter, upcoming events and programs, a photo gallery of special events in the school, staff information, the handbook, class information and contact information.

Website – Learn Alberta

Parents are encouraged to view the Learn Alberta website, www.learnalberta.ca, which deals with learning resources for K-12. Username: LA41, Password: 8088

Year-End Parties

Each grade level determines how they will celebrate at the end of the school year. Occasionally, a whole school celebration occurs.

Safety First

Allergies

Due to severe and even *life-threatening* allergic reactions to peanuts, other foods, and pets, we kindly request that all nut products and pets be kept at home. Even the residue on a faucet can send these students into anaphylactic shock causing their airways to close within minutes. If there is still a necessity to bring a nut product or animal into the school, please contact the office first thing in the morning to alert the personnel in the school.

**Parents, please notify the school/your child's teacher of any severe, or life-threatening allergies.*

"Heartly" Parent Drop Off/Pickup Area

Parents, please **do not** drop off or pick up your child(ren) in the bus lane. In the morning, parents are asked to park in the "parent parking lot" and walk your child(ren) to the school grounds. In the afternoon, parents are asked to park in the "parent parking lot" and walk to the *parent pickup area* to pick up your child(ren). Thank you for assisting us in student safety!

Early Arrival/Supervision

Morning supervision will be available **at 8:00 a.m.** In the interest of safety, please ensure that your child does not arrive prior to 8:00 a.m. Before/after school care is available through the Out of School Care (OSC) program. Please call the office at 780-639-3107 for more information.

Equipment/Toys/Electronics

CLES promotes social interaction, therefore, we do not allow students to use toys or electronics on the playground at recess times. Please keep toys and electronics at home unless permission is given by the teacher for events such as class sharing. If children are bringing bicycles to school, we expect that they will be locked, labeled, and stored for the day. Cold Lake Elementary School cannot be held responsible for any lost or stolen items.

Injury Procedures

If students are injured at school, they are taken to the office for first aid and a Student Injury Report is filled out. In many incidents, a phone call home is standard procedure to maintain communication and student safety.

Medication in School

School personnel shall not administer any medication to any student without signed permission by the parent or guardian. A medication administering form must be filled out in the office and by the doctor.

Medicine prescribed by a doctor must be sent to the office in the prescription bottle, correctly labeled, along with written permission from the parent/guardian regarding its administration.

Sick Children

Please keep your sick child(ren) at home if they have had an increased temperature or vomited in the last 24 hours. Also, keep them at home if they are showing flu-like symptoms. If a child becomes ill at school, we will contact you to come pick him or her up. Please be sure to leave an emergency contact number in the event that we are unable to reach you. Remember, if they cannot go outside at recess, please keep them home.

Weapons

At no time are weapons, or toys that look like weapons, allowed at school. Please also keep laser pointers at home.

Student Discipline

A safe and caring environment is an essential condition of learning. Student discipline will be handled on a case-by-case basis with the developmental needs of our students foremost in mind. Our goal is to develop students' moral intelligence. Ultimately, we seek to help students to develop the appropriate skills and strategies to think through problems and to redirect future behaviour into positive actions. We believe that a developmental approach is necessary to teach students strategies for managing emotions and engaging in cooperative social action long-term.

The following offers a general guideline of the varying degrees of severity for inappropriate student actions; however, staff's professional judgement will be used to determine the most developmentally appropriate action for students in a given situation.

Level One – Mild

Any careless or impulsive behaviour that can be dealt with or corrected by pointing out the inappropriate behaviour and encouraging positive alternatives. This could include, but is not limited to the following:

- Name Calling
- Impoliteness
- Yelling
- Teasing
- Selfishness
- Impatience

- Tattling
- Rough Play
- Swearing

These behaviours will be dealt with by the teacher or supervisor with a clear message to stop the undesired behavior and explain why it is “wrong.”

Level Two – Moderate

Any behaviour that interferes with the orderly learning process and overall harmony of the school. This could include but is not limited to the following:

- Belligerence
- Disrespect for property
- Cheating
- Lying
- Unsafe Actions
- Discrimination
- Bullying – Intimidation, Coercion
- Throwing of objects such as snowballs, rocks, etc.

The behaviours will be dealt with by a supervisor with a clear message to stop the undesired behavior and explain why it is “wrong.” The homeroom teacher will be involved. The principal, assistant principal and/or parent(s) will be informed and will also give a clear message to the student to stop the undesired behaviour.

Level Three – Severe

Any behaviour that is against the law or against School Board Policy and/or shows premeditation. This could include, but is not limited to, the following:

- Vandalism
- Stealing
- Physical Violence/Threats
- Leaving school grounds without permission

In these cases, the parent(s)/guardian(s), the student, and the principal will engage in a conference to discuss further action.



Children will be guided through consequences with tools such as classroom reminders, warnings, timeouts, and verbal/written plans within the classroom. Office cool-down time, discussion, or written plans with the student, parents, teachers, and/or principal may also be utilized. In serious cases involving fighting, hurting other students/staff, stealing, cheating, swearing, vandalism and/or violence, consequences may include suspension.

When a child is a danger to themselves or others, certain steps will be taken to protect the child and others as necessary:

- A telephone call to the parent/guardian
- Immediate suspension from the classroom and/or school

Addressing Your Concerns

The appropriate channels of communication when you have concerns about the educational experience of your children are listed below. We ask that they be followed out of courtesy and professional respect. The teacher is the first person contacted should a problem arise. If no resolution is reached, then meeting with the next level will be acceptable.

- Level One: Your Child's Teacher
- Level Two: Your School's Principal
- Level Three: The Superintendent of Schools
- Level Four: The Minister of Learning

The Northern Lights Public Schools has a policy called "School Council Appeal Process" (policy JMA, JMA-R). All Northern Lights Policies are available at the website: nlsd.ab.ca

Alberta Home and School Councils' Association

Our School Council is a member of the Alberta Home and School Councils' Association. AHSCA is a provincial association of parents and community supporters who are committed to enhancing student success through meaningful involvement in children's education and schooling. Please find some information about this organization at their website: www.ahsca.ab.ca