



# École Parc Élémentaire Handbook

## 2023 - 2024

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### **Mission Statement:**

We are a diverse French Immersion learning community that inspires a love of learning, encourages student individuality, and promotes global citizenship in a safe, caring, and enriched environment.

### ***Vision:***

We value the importance of strong learning partnerships between students, teachers, parents, and the community, while wanting each student to be successful to his/her greatest capacity. We value the development of a positive attitude toward learning while celebrating and enhancing personal strengths.

### ***Mascot:***

The Grizzly exhibits patience, intelligence, independence, and bravery.

### ***Respectful Working and Learning Environments:***

Elk Island Public Schools is committed to creating a healthy, respectful learning environment for students, staff members and community. We recognize the worth of every person without discrimination. We are committed to creating an environment that is respectful, safe, nurturing, and positive for everyone. Thank you for respecting the dignity of all community members through your words and actions. (Elk Island Public Schools Admin Procedure 490)

## **School Routines, Procedures and General Information**

### ***Absences/Attendance/Leaving School Early***

Under the Education Act, regular and punctual attendance is required of all students throughout the school year. If your child will be absent, please call the school and choose option 1 to leave a message. Notifying the teacher does not always ensure that the office is aware of the absence, so please call, and leave a message. This lets us know that your child is somewhere safe. If your child is reported as an 'unreported absence', a phone call will be made to check on their whereabouts.

If students need to leave during the day, the following procedures must be followed:

- Bring a note from home, call, or email the school. Our School's email is: [epe.attendance@eips.ca](mailto:epe.attendance@eips.ca)
- Check out at the office when leaving.

If parents come to check a student out during the day, they are asked to sign the student out in the office.

### ***Late Arrival & Early Pickup***

Students are to sign in at the office if they arrive after the 8:30 a.m. bell. When picking up a child early, call the office to let us know when they have arrived in the drop off lane and we will send your child out to you after signing them out on your behalf. Please send a note to your child's teacher to inform them of an early dismissal, any planned absences. If we do not have verbal or written notice of changes to the bus from the guardian, we will default to putting the child on the bus.

It is the student's responsibility to find out about missed work and to complete the assignments missed during any absence. Students absent for medical reason will receive consideration from staff to assist in completing the work missed. Teachers are not required to provide work ahead of time for students going on extended vacations and missing instructional time.

### ***Accidents / Illness:***

If an accident occurs on school premises, staff administer first aid and parents/guardians are notified. If the situation is urgent, an ambulance may be called. If students fall ill during the day, they may rest in the infirmary while we contact parents/guardians. Thank you for keeping your sick child at home. This keeps our entire school community healthy!

### ***Locked Exterior Doors***

All exterior doors remain locked during the day for security and safety of students and staff. Our main entrance is monitored with a video intercom system and guests ring the doorbell for entry to the school.

### ***Bell Schedule***

Our school runs a Monday-Friday schedule. There are 10 periods a day of 32 minutes each. Students enjoy a morning and afternoon recess of 14 minutes as well as a 25-minute outdoor recess and a 25-minute block for eating lunch in their classrooms.

### ***Early Dismissal for Staff Meetings:***

Staff Meetings take place on the first Wednesday of each month. On these days, students are dismissed at 2:08 p.m. Early dismissal days are indicated in the parenthesis.

	Bell schedule
First Bell	8:30
Période 1	8:30-9:02 (8:30 - 8:56)
Période 2	9:02 - 9:34 (8:56 - 9:22)
Période 3	9:34 - 10:06 (9:22 - 9:48)
Récré	10:06 - 10:20 (9:48 - 10:02)
Période 4	10:20-10:52 (10:02-10:28)
Période 5	10:52-11:24 (10:28-10:54)
Période 6	11:24-11:56 (10:54-11:20)
Récré	11:56 - 12:21 (11:20 - 11:45)
Dîner	12:21 - 12:46 (11:45 - 12:10)
Période 7	12:46-1:18 (12:10-12:36)
Période 8	1:18-1:50 (12:36-1:02)
Récré	1:50-2:04 (1:02 - 1:16)
Période 9	2:04-2:36 (1:16-1:42)
Périod 10	2:36-3:08 (1:42-2:08)

### ***Buses & Morning Expectations***

Every school morning at 8:15am, supervisors will be outside greeting students as they arrive. Students will wait outside until the students who have been dropped off by the bus, at that point students may enter their classrooms and begin their day. If the buses are later than 8:30 am, the students may enter at 8:30am, and won't be required to wait until the buses arrive.

Classes will be dismissed at 3:08pm. When leaving the school, students who are taking the bus are expected to go directly to their designated bus.

### ***Student Drop-off and Visitor Parking:***

At École Parc we have a student drop off lane which runs through our staff parking lot. Please note this lane is one-way and is for a quick drop and go. If you need to assist your child out of your vehicle, please park on the street in front of the school. Please do not use the back alley beside the school for student drop-off as this can cause traffic issues for our neighboring residents.

### ***Lunch Hour:***

Students will have 25 minutes of recess and 25 minutes for lunch. Kindergarten, Grade 1 and 2 students will eat first while Grades 4, 5, 6 goes outside to play and at 12:21 pm students will switch. Students may also participate in other extracurricular activities during the lunch hour (Ex. Intramurals) Lunchtime supervisors or staff will provide supervision during lunch.

Grades 5 and 6 students **are allowed to** leave school property during the lunch hour if certain guidelines are followed. ***Parents will receive a Permission Click form to grant permission for their child to be able to leave campus.*** The student must sign out at the office when they leave and sign back in upon their return.

During inclement weather, students will be informed by an announcement if it is an inside recess. Students are kept inside at -22 degrees or equivalent wind chill conditions.

***Bicycles, Skateboards, Rollerblades, Heelys:***

Students are encouraged to use alternate modes of transportation to get to school. For safety reasons, students are not allowed to use their bikes or skateboards until they have reached the public sidewalk or pathway. Additionally, Heelys shall not be permitted on buses or in the school. Safety gear is recommended, and helmets are mandatory. Parents should expect their children to observe all safety precautions while riding. Bicycles should be securely locked to the bike racks and students are asked to stay away from the bike racks during the day. The school is not responsible for lost or stolen items.

***Homework Policy:***

If/when homework is assigned, it should consist primarily of work not completed during class time, studying for tests, reviewing spelling words and reading routinely at home. Classroom teachers may offer additional resources for review at home. We believe that time after school is valuable family time. Through a focused effort at school during the day we hope that students spend their evenings playing outside, having positive social interactions, eating dinner as a family, reading together, and getting to bed early.

***Counselling:***

The school counsellor's role includes counselling, child advocacy, school-based consultation, coordination of services and educational programming. Students wishing to meet with the School Counsellor should talk to their classroom teacher and/or speak to the Counsellor to set up a meeting time. Parents wishing to schedule an appointment should contact the school. Our Counsellor also helps draft Instructional Support Plans (ISPs) for students, delivers a variety of programs to students, often in collaboration with community supports, and assists students with program and school transitions. When deemed appropriate, the Counsellor may assess students or provide information to support referrals students for further assessments. Parents will be involved in any decisions regarding student assessment.

***Medication:***

Parents/guardians requesting the administration of prescription medication must complete a Medication/Personal care form available at the school office. Medication is to be brought to school by parents or guardians. The school will not provide any form of medication (e.g. Tylenol). Students are not permitted to keep and/or self-administer any type of medication.

***Nutrition:***

Elk Island Public Schools Administrative Procedure 164 provides direction in the promotion of healthy eating. Students are encouraged to use water bottles during the day. Other beverages will not be

permitted during instructional time. Students are provided with a recess in the morning, at lunch time and in the afternoon. Students should consume any snacks during that time and not during instructional time. Additionally, any classroom events (parties or other activities) involving food should provide healthy options for students.

#### ***Peanut Allergies / Other Allergies / Medical Conditions:***

We have several students who have severe allergies (especially to nuts) where exposure can cause anaphylactic shock. Because of this we ask that you do not send nut products to school with your child. Please inform the school if your child suffers from allergies or has a medical condition of which we need to be aware. A release for medication administration will be sent home.

#### ***Emergency Procedures:***

Emergency drills are held several times throughout the year, consisting of emergency evacuation, shelter in place, lock down, on alert, bus evacuation, and hold-and-secure. Guidelines for these drills are reviewed by the students and staff regularly as there are distinct procedures that must be followed. It is vital for each drill that students cooperate fully with the staff and conduct themselves in an appropriate manner. Staff members accompany students during each drill. If a fire bell sounds during the noon hour or when classes are not in session, students should use the nearest exit to leave the school proceeding to a designated area. A signal will be given when students are to return to the school. In the event of an external emergency (toxic chemical or inclement weather), all students, staff, parent volunteers must go their designated areas in the school building.

#### ***Inclement Weather:***

Students are encouraged to come prepared for playing outside in each season. During winter, please send students with weather appropriate clothing. Students will enjoy the great outdoors unless it is -22°C or colder, including the wind chill. During spring, sending extra clothing and rain gear with students is a great idea.

#### ***Personal Communication Devices:***

In accordance with [Administrative Procedure 145, Use of Personal Communication Devices](#), student personal devices such as cell phones and tablets are not to be operated by students during regularly scheduled instructional time or during any school sponsored activity, such as an assembly or field trip. Students are not permitted to keep personal communication devices on their person or in their desks during instructional time unless it is for a diagnosed medical condition; or an identified inclusive-educational need. PCDs brought to school for a diagnosed medical condition, or an identified inclusive-educational need shall be stored according to the school PCD plan when not required. Students shall leave PCD's in their lockers/backpacks for the entirety of the day, including recess or lunch breaks. The school is not responsible for the loss or damage of personal devices.

#### ***Hall Lockers and Desks:***

Students are required to keep lockers and desks tidy and have opportunities for cleaning from time to time as part of their general responsibilities. We expect students to respect the personal property of others by staying away from desks and lockers which do not belong to them. The school reserves the right to search lockers and desks when deemed necessary.

***Clothing:***

School is a place of work and students should dress accordingly. Please refrain from wearing clothing inappropriate for an elementary school. Students wearing unacceptable clothing may be asked to find something else to put on.

Students may wear hats in the common areas of the building however, they must wear the hats respectfully and properly. There are certain times when they may be asked to remove their hats as a sign of respect (Remembrance Day Ceremony, Assemblies, Anthem, etc.). It is at the teacher's discretion whether students are permitted to wear hats in the classroom.

***Footwear:***

Students are **required** to have a separate pair of indoor shoes (preferably gym shoes), since these are required for physical education and are to be always worn inside the school. Footwear that marks or damages the floor will not be permitted. Appropriate footwear must be worn at all times during the day. Adequate footwear is always required in case of an emergency evacuation. Please label all personal items.

***Fees:***

Parents will have a choice to pay school fees via Powerschool Parent Portal using Visa or Mastercard or in person at the office. We will accept cash or cheques (made payable to Ecole Parc Elementaire). Each student will receive an individualized fee statement at the beginning of the school year. Payment plans may be arranged by contacting the principal.

***Lost Library/Home Reading Resources:***

If your child loses a library or home reading book, please contact the school. If the book is not found within 30 days, the cost of the resource will be assigned to the "Fees" section of your PowerSchool account. Please note, if the book is found within 30 days, a refund will be granted. If the book is found after 30 days, a refund will not be granted as we will have purchased a replacement for the library's collection.

***First Nations, Metis and Inuit:***

École Parc Élémentaire honors Treaty 6 territory and welcomes students from Metis settlements and First Nations communities throughout Western Canada and the Northwest Territories. We strive to build a safe and caring environment where cultural practices and traditions are honored and celebrated. We work closely with community Elders to bring the truth of Canada's history to our students as we work towards shared reconciliation.

***Home and School Communication:***

We have many systems in place to promote good communication amongst parents, students and staff.

***Classroom*** – Brightspace is the EIPS online platform. Parents may set up an account to access Brightspace as well students will use their school email and ASN number to sign into their own accounts to complete work (if necessary).

***Use this link for Brightspace information:***

<https://www.eips.ca/school-re-entry-planning/out-of-school-learning/brightspace-account>

Please reach out to the school office if you require information about your son/daughter's log in information.

**Weekly Parent Grizzly Gazette Newsletter** – A weekly Grizzly Gazette newsletter will be sent out to parents via School Messenger each Sunday evening as well as posted on our website.

**School Messenger** – An automated system using either a call or email notification sent out to parents for a variety of reasons including the weekly Grizzly Gazette, permission form for field trips, or various other urgent information. It is imperative that the school office has up to date information on file to ensure this system is effective. *Please contact the school office whenever phones numbers/email addresses are changed.*

**Website** – [www.ecoleparc.ca](http://www.ecoleparc.ca) – is full of information including: calendars, special events, community events, forms, and Teacher web pages.

**Twitter** – Follow us on Twitter @EcoleParc

**Instagram** – Follow us @ecoleparc

**Email** – Staff can be contacted through email. All addresses use the first name, separated by a period followed by the last name (lower case). The name is then followed by @eips.ca For example – [joe.smith@eips.ca](mailto:joe.smith@eips.ca)

### **Messages for Students:**

When it is necessary to pass a message to a student, we ask that you try to phone as **early as possible during the school day**. This is so we have sufficient time to relay the information before your child leaves the school.

### **School Expectations and Student Code of Cooperation:**

#### **([Student Code of Conduct](#) and [Welcoming, Caring, Respectful and Safe Learning Environments](#))**

Elk Island Public Schools is committed to ensuring that each student has a welcoming, caring, respectful and safe environment that respects diversity and fosters a sense of belonging.

The goal of the student code of cooperation is to:

- Resolve issues peacefully
- Develop empathy; and
- Contribute to a welcoming, caring, respectful and safe learning environment that fosters diversity and nurtures a sense of belonging and a positive sense of self.

Students, staff, and guardians have the following shared responsibilities:

- ✓ **STUDENTS** have the responsibility to respect the rights and dignity of others and be proactively and productively involved in their own academic and social achievement.
- ✓ **STAFF MEMBERS** are responsible for establishing a positive school climate in which support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility while making a positive contribution to society.
- ✓ **GUARDIANS** are responsible for establishing a positive learning environment at home, for knowing and supporting school policies and procedures, and for encouraging their children to understand and respect school rules and expectations.

Please review these expectations with your child and ensure that they clearly understand what is expected of them and what the consequences are for misbehavior.

*École Parc Student expectations:*

The following are examples of what we expect at school:

- ✓ Come to school prepared to learn.
- ✓ Demonstrate respect for all members of our school community.
- ✓ Participate respectfully in activities by using equipment and supplies appropriately.
- ✓ Remain on the school grounds unless accompanied by a staff member.
- ✓ Refrain from using rollerblades, skateboards, and wheelies on school property.

We consider disciplinary situations on an individual basis, with action taken dependent upon the intensity, frequency, duration, and intent of the misbehavior. The school may amend procedures in the best interest of the student and the school. The age of the student will be taken into consideration.

Actions taken could include logical consequences appropriate for the misbehavior, as well as support for remediation and the teaching of required skills/strategies.

**Valuables and Money** – Students are discouraged from bringing large sums of money, valuable items, or special irreplaceable items to school. Students are responsible for the safekeeping of all personal property. Make sure your name is in your books, your footwear and on other valuable items.

**Visitors and Volunteers**– Visitors are welcome at École Parc, and we ask that they sign in at the office and obtain a visitor badge that should be worn while in the building. Visitors are asked to respect the importance of instructional time and not interrupt classes by asking to speak to teachers or students during this time. Teachers are pleased to make appointments outside of class hours. Volunteers must complete a “Confidentiality Undertaking for Volunteers” form on a yearly basis. These can be obtained from the office.