

# École Olds Elementary School

School Handbook



"Always think of the  
other person. Be helpful,  
not hurtful. Dooooooo the  
right thing!" – Hooper



**Orchestrating Early Success**

5413 - 53 Street  
Olds, Alberta, T4H 1S9  
Phone: 403-556-8477  
[www.oldselementary.ca](http://www.oldselementary.ca)

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*We respectfully acknowledge that the schools within Chinook's Edge School Division are situated on Treaty 6 and 7 land, the traditional home of the First Nations, the Métis Nation of Alberta, and Inuit Peoples.*

*From the majestic mountain views, vast prairies, and skies of the chinook arch, we express gratitude for the beauty and abundance these lands provide.*

*In recognizing the harmony of earth, plants, water, and wind that breathe life into all we do, we strive to learn and grow as a community while cherishing individual differences.*

*This land acknowledgment represents our commitment to reconciliation, connecting us to those who once walked these lands and forging a path together for the generations to come.*



## Welcome Message from Administration

Dear Parents/Guardians,

At École Olds Elementary School (ÉOES), we pride ourselves on providing a safe, welcoming and caring learning environment where academic success and the social-emotional growth of every child are our top priorities. Our dedicated team of teachers, educational assistants, administrative support, service providers and custodians are made up of compassionate, enthusiastic individuals who genuinely love working with children. There's a vibrant energy throughout our school that reflects our belief: **learning should be fun!**

We offer a wide range of high-quality opportunities to enrich the students' educational experience, including:

- Access to Music and Physical Education Specialists
- Early Learning Programs such as Pre-Kindergarten
- French Immersion in Grades 1-4
- A Learning Commons with over 15,000 titles
- Access to a Family School Wellness Worker and YES Success Coach to support universal and targeted social-emotional learning
- Extensive supports for students with inclusive education needs such as alternative spaces for regulation, sensory and big movement
- Access to a Student Support Lead who provides programming support for students with diverse, complex and specialized learning needs
- 15 amazing educational assistants who provide direct support to students with diverse and complex needs
- Targeted academic intervention and English Language Learning (ELL) support guided by a Learning Support Interventionist
- Indigenous learning for all students

We invite parents/guardians to visit our website ([www.oldselementary.ca](http://www.oldselementary.ca)) regularly for updates on events, newsletters and other important information.

On behalf of the entire ÉOES team, we warmly welcome all students and their families to our school. Our staff are deeply committed to working in partnership with parents/guardians to support their child's success. We believe that strong home-school connections and partnerships are essential, and by collaborating closely with families, we can help each student reach their full potential - both academically and socially-emotionally.

We're excited about the year ahead and look forward to making it a fantastic one together!



Gregory Ferris  
**Principal**



Stephanie Acreman  
**Vice-Principal**

**Administration / Office**

Gregory Ferris, *Principal*  
Stephanie Acreman, *Vice-Principal*  
Lisa Hallett, *Administrative Support*  
Lisa Ormann, *Administrative Support*

**Early Learning Team**

Kristin Chernesky, *Pre-Kindergarten*  
Lorraine Ellis, *Kindergarten*  
Krystal Hodge, *Kindergarten*  
Denise Hodgson, *Kindergarten*  
Tammy Petersen, *Kindergarten*

**Grade 1 Team**

Karen Bouliane, *Grade 1*  
Lisa Hanna, *Grade 1*  
Jamie Nisbet, *Grade 1*  
Jaynee West, *Grade 1*

**Grade 2 Team**

Robin Rasmussen, *Grade 2*  
Heather Lightbown, *Grade 2*  
Natalie St. Dennis, *Grade 2*  
Stacey Prohl, *Grade 2*  
Noel West, *Grade 2*

**Grade 3 Team**

Sylvia Martens, *Grade 3*  
Jesse Klinck, *Grade 3*  
Kelly Latimer, *Grade 3*  
Courtney Kohut, *Grade 3*

**Grade 4 Team**

Hillary Warner, *Grade 3/4*  
Joy Schochenmaier, *Grade 4*  
Gary Turnbull, *Grade 4*  
Reanne Windsor, *Grade 4*

**French Immersion Team**

Elise Payne, *Grade 1 French Immersion*  
Janis Tulloch, *Grade 2/3 French Immersion*  
Lorraine Adams, *Grade 3/4 French Immersion*

**Specialists**

Randy Kish, *Physical Education*  
Amanda Koch, *Music*  
Chris Clifford, *Learning Commons*

**Student Support Team**

Rebecca Vey, *Student Support Lead*  
Tracy Beemer, *Learning Support Interventionist*  
Lynne Lafreniere, *Family School Wellness Worker*  
TBD, *YES Program*  
*Rehabilitation Therapists*

**Educational Assistants**

Bev Krause, *Educational Assistant*  
Lisa Gardner, *Educational Assistant*  
Tamara Tabor, *Educational Assistant*  
Danielle Webb, *Educational Assistant*  
Michelle Johnson, *Educational Assistant*  
Lori Ross, *Educational Assistant*  
Jennifer Rabchak, *Educational Assistant*  
Rhonda Richards, *Educational Assistant*  
Margo Klymchuk, *Educational Assistant*  
Deanna Cavanaugh, *Educational Assistant*  
Rachelle Martinez, *Educational Assistant*  
Carrie Notely, *Educational Assistant*  
Aimee Kowaliuk, *Educational Assistant*  
Leona McEwen, *Educational Assistant*  
Gina Belcastro, *Educational Assistant*

**Technology Support**

Michelle Guhl, *LANTech*

**Custodians**

Rubin Adonis, *Custodian*  
Lisette Larouche, *Custodian*  
Jade Watson, *Custodian*

## School Motto, Vision, Mission

**School Motto:** *Orchestrating Early Success*

**School Vision:** *A safe and caring school where every child has the opportunity to be a scholar, an artist, and a citizen*

**School Mission:** *A happy place to live, to work, to grow*

## Office Hours

- **Office Hours:** 8:00 a.m. - 4:00 p.m.
- **Phone:** 403-556-8477 - Leave a message for us after hours and on non-school days and we'll get back to you as soon as possible
- **Website:** [www.oldselementary.ca](http://www.oldselementary.ca)

## Bell Schedule & Timetable

**8:25** - School Doors Open

**8:35** - Classes Start (Block 1, 2, 3) & O'Canada/Announcements

**10:05 - 10:20** - First Recess (15 minutes)

**10:25** - Classes Start (Block 4, 5, 6)

**11:55 - 12:10** - Lunch (15 minutes)

**12:10 - 12:40** - Lunch Recess (30 minutes)

**12:45** - Classes Start (Block 7, 8)

**1:50 - 2:05** - Last Recess (15 minutes)

**2:10** - Classes Start (Block 9, 10)

**3:10** - Dismissal

## Attendance and Registration Procedures

### Arrival Time

Doors will not be unlocked until 8:25 a.m. ***Students should not arrive before 8:25 a.m.*** Supervision for students begins at 8:25 a.m. Exterior doors (with the exception of the main entrance) are locked throughout the school day. This is to ensure safety is maximized for our students and staff.

### Late Arrival

Students who arrive after 8:35 a.m. will be marked late. If you know in advance that your child will be late, please contact the school office by phone or email to let us know approximately when we should expect them to arrive. These students will be marked excused late. All students must enter through the main office doors, and check in at the office before going to their classroom so we know they have arrived safely at school. Our office staff will be happy to greet them and send them on their way to class. We are glad to have them at school!

## Early Pick-Up and Dismissal

At ÉOES, we ask that parents/guardians who are picking up their child to support our classroom teachers and academic learning time by:

- checking in at the office if you are picking up your child early and we will call your child down to the main entrance/office
- ensuring that students are aware of after-school plans each morning and that if circumstances change that parents call the school prior to 2:45 p.m.
- waiting outside your child's assigned entrance/exit when picking up your child at 3:10 p.m.

## Leaving School Grounds

To ensure the safety of our students, it is of the utmost importance that we know where our students are during the times we are responsible for them. Therefore, students leaving the school during the school day must provide a note stating:

- when they are to leave
- why they are leaving
- if they are to walk or are being picked up
- a parent/guardian signature

***Students are not allowed to leave school grounds without parent/guardian permission.***

## Student Absences

If your child cannot be at school, please call or email the office no later than 8:35 a.m. Our main phone number is 403-556-8477. The office is staffed between 8:00 a.m. and 4:00 p.m., but there is also a voice messaging system that will take your calls 24 hours a day. When leaving a message, please give us your child's name, their teacher or classroom, and the reason they will be away. If you know your child will be away in the near future, please contact the classroom teacher explaining the circumstances before they will be absent.

As it is very important that we can ensure the safety of all our students each school day, all unexcused absences must be followed up on. If students are away and the school has not been notified prior to 8:35 a.m., you will receive a call to make sure that the child is safe at home. At ÉOES, we use the school notification system called *School Messenger*. This system allows us to contact parents/guardians by sending messages via email, phone, and text messaging. If we are unable to reach you, the Principal will be notified and we may need to call your emergency contacts.

## Registration Procedure

Digital registration forms are available on our school website: [www.oldselementary.ca](http://www.oldselementary.ca). Before completing the registration form, rural families are asked to have their address confirmed to ensure they are within our school's boundary. Our office staff or the CESD Transportation Department can assist you with this. If you are not in the ÉOES catchment area, we will be asked to complete an *Out of Area Request Form* and a *School of Choice Form*. Your out of area request will need to be approved by the Principal.

## Parent/Guardian and Emergency Contact Information

When completing your child's registration information you are required to provide demographic information such as a physical address and mailing address, as well as names and contact information for parents or guardians. Your contact information is extremely important and must be up-to-date as the school may need to reach you if your child becomes sick while at school, they get injured or we need your support. Emergencies are rare, but when they do happen, we need to be able to reach you.



To update your contact information you will need to login to your PowerSchool SIS Portal and click on the link to SchoolEngage where you will find the form to fill in and submit. Most people find this takes only a few minutes and our office staff are here to help if you have any difficulties.

**What happens if I move?** When this happens please contact our office staff and ask them to create a new demographic update form for you to complete online. ***Please note: We are not able to make changes to student demographic information or your contact information with only verbal consent.***

### Emergency Contact

You are also required to provide at **least one** emergency contact. This should be someone other than yourself. This could be a family member, neighbour, close friend, or childcare provider - a responsible adult you trust, who would be able to come to the school and assist your child if you can't be reached or can't be there yourself. ***You can give up to three emergency contacts. In case of an emergency involving your child, we will contact you, the parent or guardian, first. If we are unable to reach you, we will start calling your emergency contacts.***

### Attendance Matters!

The administration and teaching staff at ÉOES firmly believe a strong correlation exists between consistent student attendance and a successful learning experience. Research has shown that students who have less than 90% attendance will have their academics negatively affected. Further, section 31 of the *Alberta Education Act* states “a student, as a partner in education, has the responsibility to (a) attend school regularly and punctually.” ÉOES is committed to full implementation of the *Alberta Education Act* which

clearly defines student attendance as a responsibility that is shared among parents/guardians, students, teachers, administration, and the school board. We understand your child will be away at times because of illness and other reasons. Our priority is to eliminate unnecessary absences so that your child can learn, connect and succeed in school. ***If your child's attendance is becoming a concern, please contact your child's teacher. They are your partner in helping your child succeed at school!***



**As a parent, if my child is experiencing attendance concerns, what can I expect?**

1. Your child's teacher will reach out to you to have an initial conversation to explore if there is anything they can do to help your child attend.
2. If there continues to be attendance concerns, the Principal and/or Vice-Principal will reach out to you to further explore supports that can be put in place for your child at the school level. This may involve coming into the school to have a case conference, creating an attendance plan and/or contacting Alberta Education's Office of Student Attendance and Re-engagement (OSAR).

## Student Drop-Off & Pick-Up

### Where do parents/guardians park?

Parent/guardian parking is available in the following areas

- The north side of 53 Street (across the street from ÉOES and Horizon School)
- The south side of 53 Street on the east end
- Both sides of 55 Avenue

Parents are asked to not park in the parking lot immediately in front of the school as the gates to this lot remain closed before and after school. We do this because of the large number of students in this space. ***Students are not to be let out of a vehicle while stopped at a crosswalk.***

### What does the morning routine look like at ÉOES?

Supervision is provided from 8:25 - 8:35 each day. No supervision exists before 8:25 a.m. Upon arrival at school in the morning, students are expected to enter the school through their assigned door, put their backpacks in their assigned spot and go to their classroom. Class starts at 8:35 a.m.

### What does the afternoon routine look like at ÉOES?

Parking lot and crosswalk supervision is provided from 3:10 - 3:25 each day.

### Are parents permitted to bring dogs and pets into hallways?

No. Please do not bring any animals into the school. Chinook's Edge School Division has a policy around animals in schools.

## Communication

### Parent-Teacher Conferences

Twice (2) a year we host Parent-Teacher Conferences; two-days in November and two-days again in March. While we encourage parents/guardians to come in-person to the school, we want to ensure that we get to connect with as many parents/guardians as possible and therefore will work with you to make arrangements that meet your needs (e.g., video conferencing, phone call). Parents/guardians are highly encouraged to book a meeting time. Watch newsletters and your email for details about the format and how to reserve your time.

**If you have any concerns at any time during the school year, please contact the teacher right away rather than waiting until Parent-Teacher Conferences.**

### School Newsletters

*The Hooper Connect* is our school newsletter that is sent out to parents/guardians monthly. Our newsletters are also available on our school website: [www.oldselementary.ca](http://www.oldselementary.ca)

### Teacher-Parent Partnership

Please help us keep the communication lines open. If you have a concern, please contact the school and ask to speak with your child's classroom teacher. Chances are if you've noticed a problem, your child's teacher has observed it too. By working together, we are able to come up with a solution that's

right for your child and for your family. Here are some times you should definitely call your child's teacher:

- You notice a significant change in your child's behaviour
- Your child is experiencing academic difficulties
- There has been a change in your family situation that could impact your child's learning or emotional well-being

Remember, we're all working together to provide the best education possible for your child. You are a vital player in helping your child achieve. The better we know you and your child, the more we can help.

## Assessment & Reporting

Teachers at ÉOES are focused on supporting students to be independent and successful learners. As part of this work, teachers engage in developing and using assessment practices that assess students based on outcomes. Outcomes describe what the student is expected to know and do according to the *Alberta Education Program of Study*. As students demonstrate their learning and achievement, teachers assess progress and, at key points during the year, formally assess student achievement on those outcomes. There should be regular communication with students and parents/guardians about the learning and levels of achievement throughout the school year. Teachers help a student's learning and success by:

- Providing programming that is suitable for the student
- Providing multiple opportunities and ways for students to show what they know and can do
- Making a plan with students who may have missed important assessments and activities
- Communicating in student friendly language, expectations and how student work will be graded/marked
- Keeping detailed evidence of the students achievement and challenges
- Using universal screening tools for reading and math to plan instruction and learning

Parents/guardians will receive a report card two (2) times per year. Please watch for more information on our school website, in our newsletter and through School Messenger.

## School Fees & School Supplies

Kindergarten	School Supplies*	\$50.00	*At ÉOES we make one large-group purchase of student supplies. This large group purchase saves parents/guardians both time and money. In June, our office purchases school supplies for every student and orders a few extra for students who join us throughout the school year.
Grades 1 - 4	School Supplies*	\$75.00	
	Swimming	\$40.00	
	School Agenda **Only invoiced to those students where the teacher uses an agenda	\$8.00	
	Recorder **Grade 4 students only	\$6.00	

- School fee invoices can be paid [online](#) or at the school office. Please note that your child’s student ID number is located on the top right of your invoice.
- School fees, field trip fees, and milk tickets (\$10.00 for 8 tickets) can be purchased [online](#).
- Hot lunch can be purchased [online](#).
- **Note:** Field trips are charged separately according to the cost of the field trip.

Students are still asked to bring a backpack, a pair of non-marking indoor shoes, and a water bottle, as well as change of clothing in their backpack. We ask all parents/guardians to label these items. Students in Grades 1-4 will also require their own headphones that have the ability to plug into a Chromebook.

**Parents/guardians with unique financial circumstances are encouraged to meet with the Principal or Vice-Principal to discuss additional school fee arrangements.**

## School Programs & Supports

### Pre-Kindergarten

Pre-Kindergarten is an early intervention program offered to students who meet a specific criteria as outlined by Alberta Education (e.g., speech/language delay, or other medical condition). The Pre-Kindergarten program is a play-based program where students are exposed to a language rich environment and are provided with individualized programming. Community students may be accepted and are required to pay a monthly fee to participate. For information about Pre-Kindergarten programming in our school division please contact the Early Learning Coordinator at 403-227-7070.

### Kindergarten

Kindergarten provides students with a balance of play-based activities and academic programming following the Alberta Education Kindergarten curriculum. Kindergarten is offered full days. Students attend on Mondays/Wednesdays or Tuesdays/Thursdays. Friday's alternate between each group to ensure both meet the required hours of instruction.

## French Immersion

ÉOES students can begin French Immersion in Grade 1 through to Grade 4 (École Deer Meadow School and École Olds High School offer a French Immersion stream for students). Grade 1 and 2 students spend their time immersed in the French language. This early concentration on French language development allows students to achieve a strong foundation in French on which to base their continued learning. In early French Immersion, reading and writing are first taught in French, and students then transfer those skills to English beginning in Grade 3. For more information on French Immersion programming at École Olds Elementary School, please visit our website and click on the French Immersion link or contact us by phone.

## Music

Students at ÉOES receive regular music classes throughout the week. Students learn about vocal development, rhythmic awareness, instrument technique, creative movement, ensemble playing and valuable social skills. ÉOES also has an amazing choir that is run by our Music Specialist. If you have any questions about the music program, please feel free to call our Music Specialist at the school. Keep an eye out for monthly music updates in *The Hopper Connect*.

## Physical Education

ÉOES has a well-equipped gymnasium and an excellent physical education program. It is the aim of the program to develop the knowledge, skills and attitudes necessary to lead an active, healthy lifestyle. An average of 30 minutes of daily physical activity is a goal for all grade levels and this is accomplished through 60 minutes of recess daily and weekly structured gym classes. **It is expected that all students have proper footwear for participation in Physical Education classes with our Phys. Ed Specialist.** If you have any questions about the physical education program, please feel free to call our Phys.Ed Specialist at the school. Keep an eye out for monthly physical education updates in *The Hopper Connect*.

## Learning Commons

ÉOES is extremely fortunate to have an excellent learning commons with a collection of over 15,000 books for students and staff to use. Each class gets at least one block in the learning commons where they will have a story read to them followed by a discussion, get an opportunity to sign out a new book, and will learn valuable library skills such as using the computer catalogue and locating fiction and non-fiction resources. Our Learning Commons Specialist has held various library scavenger hunts, book fairs, and a variety of interactive activities for students and parents/guardians.

Students may take out two (2) books for a one-week loan period. Only our learning commons staff should repair damaged library books. Books that cannot be repaired must be paid for in full. The school's library collection is valuable and very important to staff and students and must be cared for to the highest level to ensure that everyone can enjoy our books for many years. Parents/guardians can access the ÉOES Library Catalogue [HERE](#).

## Academic Intervention Support

Our Learning Support Interventionist delivers targeted early literacy intervention and tailored support for English as an Additional Language (EAL) students, all aligned with our schools academic intervention model. Intervention groups are identified based on division and provincial screeners / assessments, in collaboration with classroom teachers. Beyond direct student support, our Learning Support Interventionist collaborates and co-plans with classroom teachers, offering valuable guidance on universal, targeted and specialized literacy and EAL strategies within the classroom environment.

## Inclusive & Complex Learning Support

ÉOES has a variety of inclusive and complex learning services in place to support students with diverse and specialized needs including access to a Student Support Room (Owl's Nest) and a variety of alternative learning spaces such as a sensory room, regulation space and big movement room for a variety of alerting, heavy work and calming activities. Targeted and individualized programming is provided to students by the classroom teacher in collaboration with the Student Support Lead. When appropriate, students may have a Learning Support Plan, Individual Program Plan and/or Behaviour Plan that is developed by the teacher alongside school support staff, the parent/guardian and the student, if appropriate. ÉOES also has a dedicated support staff of 15 educational assistants who provide direct support to our students with diverse and complex needs and support their social-emotional and academic development in pursuit of building their independence.

## Family School Wellness Program

The Family School Wellness Worker (FSW) provides school-based preventative and early intervention services by working collaboratively with students, families, administration, educational staff, and external agencies. The FSW provides support to students and families facing social, emotional or family difficulties. The FSW provides support to young people and their families that is confidential and voluntary and may include 1-1 short term counselling services for students, referrals to community agencies and access to community resources for the student and their family. The FSW can receive referrals from teachers, student self-referral, and/or parents/guardians. Please contact the school if you would like to connect with the Family School Wellness Worker.

## YES Program

The YES! Program is a *Mental Health Capacity Building Initiative* funded by Alberta Health Services that began in 2007 in Chinook's Edge School Division. ÉOES is fortunate to have a full-time YES Success Coach who provides mental health and wellness promotion and prevention support on a universal and targeted level. The goal of the program is to increase mental health by expanding the knowledge and skills of children to support them to make healthy choices and adopt behaviours to self-protect their physical and mental health. Our YES Success Coach provides universal social-emotional learning for all grades and supports students in smaller targeted groups throughout lunch, after school and when schools are closed (collaborative and professional learning days).

## Rehabilitation Services

ÉOES has access to a Speech-Language Pathologist (SLP), Occupational Therapist (OT) and Rehabilitation Therapy Assistant (RTA). Rehabilitation services are provided for students in Pre-Kindergarten to Grade 2. Our therapists provide targeted classroom support, individual consultation and assessment, and coordinate small group blocked intervention with the RTA. Our therapists also provide enhanced services for students with complex medical and specialized learning needs (Pre-Kindergarten to Grade 4). **Our SLP and RTA do not provide support for speech, fluency/stuttering, voice resonance and feeding/swallowing. Parents/guardians concerned with their child's skills in these areas should connect with Alberta Health Services Pediatric Rehabilitation Services.**

## First Nation, Métis and Inuit Education

ÉOES is dedicated to developing students' foundational knowledge about First Nations, Métis and Inuit (FNMI) culture. Our teachers use the *Alberta Program of Study* to develop a knowledge and understanding of, and respect for, the histories, cultures, languages, contributions, perspectives,



experiences and contemporary contexts of the First Nations, Métis and Inuit peoples. Our students have access to universal indigenous learning provided by our Learning Support Interventionist on a weekly basis, as well as involvement in school-wide FNMI learning planned by our FNMI lead.

## Hooper's Code & Discipline at School

### Hooper's Code: Positive Behaviour Matrix

Hooper is our school mascot. He is loved by all and carries an important message about the way we should treat others. Hooper teaches us to ***always think of the other person. Be helpful, not hurtful. Dooooo the right thing!*** This golden rule, thinking of the other person, helps make ÉOES a caring place for students to learn and grow.

At ÉOES we have a school-wide approach to student expectations and work to support our students in understanding expected versus unexpected behaviour through ***Hooper's Code***, a school-wide positive behaviour matrix. *Hooper's Code* is a comprehensive framework that our school staff use to create a positive, predictable, and safe learning environment for all students. It's a proactive, rather than a reactive, approach to student behaviour and provides clear expectations and routines for a variety of different school settings (e.g., classroom, hallways, playground, library, etc.). Throughout the month students are recognized for their expected behaviours. Our school-wide approach to behaviour does not take the place of individual teachers developing classroom expectations.



Individual information about *Hooper's Code* is sent home to parents/guardians at the beginning of each year and is referenced in monthly newsletters.

### Peer Conflict or Bullying

It is important to recognize that there is a difference between **conflict (which happens when there is a problem between two students, such as can arise on the playground)** and **bullying (where there is a power imbalance between two students and seriously jeopardizes a child's right to a safe and caring learning environment)**. It is important for students to develop skills to deal with disagreements and the staff at ÉOES work to develop these skills with students daily. In the event that a student is being bullied, it is important for the student or the parent/guardian to report it to the classroom teacher immediately. The classroom teacher will investigate and determine if this is ongoing, unresolved conflict or a matter of bullying. Administration should be informed if the behaviour continues in any way.

### Discipline Process

A school must provide a safe and caring environment for students to learn effectively. This positive atmosphere presumes the following:

- Students exhibit respect for themselves and others
- Students respect personal and public property
- Students respect the expectations and policies of ÉOES and Chinook's Edge School Division
- Students contribute positively to the atmosphere in the school
- Students show a willingness to work and learn

Child safety, well-being, and dignity are of paramount concern to us all, and must be the mainstay of supervision. If unexpected behaviour continues or is repeated after a redirect the following actions will be taken:

1. The teacher and/or supervisor will speak with the student and reference Hooper's Code (school-wide behaviour matrix) and/or classroom expectations. This will include using a collaborative problem solving approach where the student and teacher and/or supervisor collaborate on strategies for avoiding unexpected behaviour in the future. 95% of the time, the student will collaborate with the adult and the challenge is solved. No further action is required.

**Note:** When students have disagreements or fights with each other, they will be asked to sit down together under the supervision of a staff member. The staff mediate the conversation as students work to "Make it Right". This is an important skill for students to learn.

2. If the unexpected behaviour continues, the teacher and/or supervisor will work with Principal and/or Vice-Principal to establish additional interventions to support the student in achieving expected behaviour and further developing their self-regulation skills. Interventions are recorded and parents/guardians will be notified by the classroom teacher.
3. Serious behaviours such as vandalism, bullying, extreme verbal aggression, and physical violence towards other students and staff require a more structured approach to discipline that protects the health, safety and well-being of the student and others. If a student behaves in the extreme, the normal process of moving through the discipline actions will not occur. Instead, consultation between teaching staff and administration will determine the appropriate course of action. Discipline actions at this stage may include: parent/guardian notification, a pause-in-programming to allow for planning to ensure future success, and/or an official suspension dependent on the intensity, frequency and severity of the behaviour and developmental/cognitive level of the student.

## Health & Medical Procedures

**Please be sure to inform the school about significant medical conditions and allergies.** There is an area on the registration form and annual demographic update forms where you can add or change this information.

### Medication at School

School employees do not generally possess the expertise required to determine the need for, or the appropriate means and resources to administer medication/medical treatment to students. It is the primary responsibility of the parent/guardian, through and with appropriate attending health care professionals, to inform school staff of a student's medical condition and provide the necessary training for the administration of medication/medical treatment. In order to avoid any confusion over what is or is not required, the following procedures for the administration of medication are to be adhered to:

1. Parents/guardians may request to the school that medication (supplied by the parent/guardian) be administered to a child during the school hours. Such requests shall:
  - a. Be in writing - form is located at the office



- b. Issued by the parent/guardian in the case of non-prescription medication and issued by a doctor or pharmacist in the case of prescription medication
- c. Specify the time(s) at which such medication should be administered
- d. Specify the exact dosage and method of administration
- e. Specify the duration of the treatment
- f. Outline procedure to be followed in case of suspected adverse reaction

- 2. School staff are unable to provide any student with medication that has not followed the guidelines above.

The office does not have medications (such as Tylenol, eye drops, antibiotic ointments, etc.) at the school for student use.

Students with Complex Medical Needs will be required to have a Medical Safety Plan (MSP). The student's teacher, Student Support Lead and Principal and/or Vice-Principal meet with parents/guardians requiring an MSP in September.

### **Nut/Peanut Safe - Life Threatening Allergies**

ÉOES is a nut/peanut safe school. We have students in the building with anaphylactic nut and peanut allergies. Teachers will connect with the parents/guardians of the students in their class to let them know if a severe nut/peanut allergy exists and will communicate further protocols.

Please help us coach your child on how crucial it is that they do not share food at school. If you would like clarification about the specific needs within your child's classroom please speak with the classroom teacher.

Students with severe allergies will need to have an *Epinephrine Autoinjector Administration Plan* completed.

For more information, please review our [Administrative Procedure on the Protection of Students with Life-Threatening Allergies](#) (AP 3-21)

### **Health, Illness, Accident**

Students are not to be brought to school when they are ill. Students who develop temperatures or other symptoms of illness while at school, will be brought to the sick room and parents/guardians will be notified by phone to pick up their child. In the case of a serious accident involving the student, staff will ensure the child receives medical attention as necessary. The school reserves the right to obtain emergency medical assistance, for any student in its care, when its sole discretion deems such assistance necessary. Parents/guardians will be notified of all accidents and emergency contacts will be notified if the parent/guardian cannot be reached.

## **Inclement Weather**

### **Indoor Recess**

Recess is a time to provide a break from regular school routines (morning, lunch hour, and afternoon), and a chance to get some fresh air and run off excess energy. Therefore, recess will be moved inside only when adverse weather conditions exist in the winter (-25 degrees Celsius with windchill) or on

extremely rainy days in the spring and fall. Whenever an indoor recess is announced, students are given an inside recess break with regular dismissal at the end of the school day. **Please send your child to school with appropriate outdoor clothing for the weather. It is important to have warm jackets, ski pants, toque, mittens, and boots to enjoy those outdoor recesses during the winter months. It may also be beneficial to send a change of clothes with your child.**

### Inclement Weather

<b>GREEN DAY</b>	The days when it is safe for everyone to travel. All buses are running and all of our schools are open.
<b>YELLOW DAY</b>	The days when buses might not run in some or all areas of the Division, but schools remain open. When a decision is made to cancel a bus route or all the bus routes, parents/guardians of the bus students can expect to receive notification through an automated call from your bus driver and/or Division Office. Information will be posted on Facebook and the Division website. Learning will take place at the school on yellow days for those who are able to arrive safely.
<b>RED DAY</b>	The forecast temperature between 7:00 a.m. and 9:00 a.m. that day, with windchill, is -45 degrees Celsius or colder. Also, a red day may happen when there is a heavy snowfall or a blizzard warning is in effect at that time. As early as possible on the Inclement Weather Day (prior to 7:00 a.m. whenever possible), parents/guardians at affected schools will be sent a voicemail, email and text message using our CESD automated communication system.

### School Council & Fundraising Society

The ÉOES Parent Council and Fundraising Society meets on a monthly basis throughout the school year. The regular meetings provide parents/guardians with the opportunity to support, share and become actively involved in our school. The purpose of the Parent Council is to provide advice on the development of school matters, such as mission, policies, plans, etc. where requested. Check the school website for meeting dates and school council and fundraising society contacts and further information: [www.oldselementary.ca](http://www.oldselementary.ca)

### Snack & Lunch

Teachers provide students with a regular time each day in the morning to eat a nutritious snack from their lunches. This is to ensure that they have some “fuel” in their bodies. Students are not allowed to eat on the playground - this is to eliminate the garbage on the playground, promote safety and to ensure that our students maximize their daily physical activity.

Students eat their lunch from 11:55 - 12:10 in their classrooms. **Our classrooms do not have microwaves. Please do not send items in student lunches that need to be heated up.** Thank-you for your cooperation.

The ÉOES Fundraising Society plans and organizes our monthly Fun (Hot) Lunch Program. Watch for more information on Hot Lunches on our website, newsletters and School Messenger alerts. Go to [oldselementary.hotlunches.net](http://oldselementary.hotlunches.net) to order or register (Access Code - OLDS - all uppercase).

## Volunteers

ÉOES believes that volunteers are a valuable part of the school community. Volunteers are welcome and are asked to contact their child's teacher or the office for more information.

Volunteers need to provide a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) where the volunteer works with children unsupervised by a professional staff member. The CRC and VSC needs to be current within one (1) year. The school can provide you with an RCMP CRC Form Letter. Volunteers also need to sign an Oath of Confidentiality when volunteering in classrooms.

### Expectation of volunteers:

- Be aware of and follow school / classroom expectations and any expectations as specifically outlined by the organizing teacher.
- Be aware of and follow school division policies and procedures regarding volunteer expectations.
- Follow the principles of maintaining confidentiality and regulations regarding the electronic recording or taking of electronic images.
- Do not act in any way that would disturb or interrupt the proceedings of the school event.

Volunteers who have completed the appropriate paperwork and are approved to volunteer in the school are asked to **sign-in at the office each time they are volunteering at the school**. Volunteer lanyards must be worn by all volunteers to help easily identify them in our school.

## Jungle Junction Out of School Care Program

Jungle Junction is a before and after school program that operates out of ÉOES. The hours of operation are 6:30 a.m. - 8:30 a.m. and 3:00 p.m. - 6:30 p.m. Monday through Friday. For more information call 403-559-4884.

## Hour Zero: School Safety

Schools are considered to be one of the safest places in a community. However, in reality, an emergency can occur anywhere at any time. During an emergency, our first priority is the safety of our students and staff. In order to provide an effective response to any school crisis or emergency, Chinook's Edge School Division uses the **Hour-Zero Emergency Program** in conjunction with other local emergency plans. The Hour Zero program has individual school emergency plans as well as a division plan that are reviewed annually and after an emergency occurs.

For more information check out the [School Emergency Program: A Guide for Parents](#).

## Cell Phone Policy

As per the *Alberta Education Ministerial Order* the use of personal mobile devices in schools can be a source of distraction that can negatively impact a students' mental health, engagement, and learning. To ensure a focused and distraction-free educational environment, **student cell phones are not permitted in classrooms during school hours**. Social media access is prohibited on all school and divisional networks. Students who require a personal mobile device for inclusion or medical purposes may be granted an exemption by the Principal. Such exemptions will necessitate appropriate documentation and will be indicated on the students Medical Safety Plan (for medical reasons) or Learning Support / Individualized Program Plan (for inclusion).

Teachers may permit students to use personal laptops and Chromebooks for educational purposes, provided they are connected to the Chinook's Edge School Division network. ÉOES has Chromebook carts that teachers can sign out for their students.

For more information please refer to [AP 2 - 28: Use of Cellphones, Personal Electronic Devices, and Social Media](#).

## Fair Notice: Threat/Violence Risk Assessment Protocol

Chinook's Edge School Division and ÉOES are committed to creating and maintaining school environments in which students, staff, parents/guardians and others feel safe. Schools cannot ignore any threat of violence. The following Fair Notice outlines the process for Threat / Violence Risk Assessments including what behaviour warrants a student threat/risk assessment to be initiated, the schools duty to report, and information about the assessment process and the team approach.

For more information please refer to the [Fair Notice: Threat / Violence Risk Assessment](#).

## Dress Code

It is expected that students wear appropriate clothing. Students wearing clothing which is judged inappropriate (e.g., t-shirt with offensive language or graphics, beach wear, revealing attire, etc.) will be asked to change, contact home for other clothing, and/or will be given a school shirt to temporarily wear.

## Transportation

Families may register for the bus when they register for school. The transportation registration request form is located in SchoolEngage/PowerSchool. You will need to complete a registration form every school year. There is an annual transportation fee for all students. The amount differs depending on whether the student is partially funded or unfunded by the provincial government. Grants are only provided for students in Kindergarten to Grade 6 who live 1.0 km or more from their designated schools. These grants only partially cover the cost. The remainder of the cost is covered by an annual transportation fee which the Board of Trustees sets in the spring. Unfunded students are those in Kindergarten to Grade 6 who live closer than 1.0 km to their designated school.

For more information please review the following documents:

- [Parent Handbook to Busing](#)
- [CESD Transportation](#)

Bus drivers will contact families with times prior to the long weekend.

### Smoke Free Space

Smoking is not permitted in the building or anywhere on school grounds. Chinook's Edge School Division policy has designated all school property as a non-smoking area.

### Lost & Found

Students are responsible for their own possessions. Please make sure that all articles (school supplies, clothing, toys, etc.) that children bring to school are clearly labeled with their full name. (The few exceptions are mentioned in supply lists.) This helps us to find articles that are lost and to return articles that are found. ÉOES has a few lost and found stations throughout the school. When you are in the school please take a look there if your child is missing any items.

### Email Policy

Parents/guardians may reach out to classroom teachers via email. Because teachers are teaching all day, they often do not have time to address or respond to emails. Staff will always aim to respond within 24 hours (excluding weekends). Please call the school rather than email for time sensitive matters.

# Student Attendance Calendar 2025-2026



## Chinook's Edge School Division 2025-2026 Student Attendance Traditional Calendar

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug 27-29 Professional Learning Day

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 2 First Day Semester Two

Feb 16 Family Day

Feb 16-20 Winter Break

Feb 19-20 Teachers' Convention

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept 1 Labour Day

Sept 2 Students' First Day of School

Sept 19 Professional Learning Day (HS Common Collab)

Sept 30 National Day for Truth and Reconciliation

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 6 Professional Learning Day

Mar 20 Professional Learning Day (HS Common Collab)

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct 10 Non Instructional Day

Oct 13 Thanksgiving Day

Oct 20 Professional Learning Day

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr 3 Good Friday

Apr 6 Easter Monday

Apr 20-24 Spring Break

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov 7 Non Instructional Day

Nov 11 Remembrance Day

Nov 10/11 Fall Break

Nov 28 Professional Learning Day (HS Common Collab)

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 15 Focused PD Day (TPGP Day)

May 18 Victoria Day

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec 12 Non Instructional Day

Dec 22-31 Christmas Break

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun 5 Professional Learning Day







Jun 26 Students Last Day (noon dismissal)

Jun 29 Professional Learning Day

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 1-2 Christmas Break

Jan 30 Professional Learning Day

LEGEND			
	Professional Learning Day		Teachers' Convention
	Non Instructional Day		Significant Start and End Dates
	Holiday		Breaks

CESD appreciates feedback from all of our stakeholders in the creation of this calendar. Over 2000 CESD staff members, parents and students contributed to the most recent CESD Calendar Survey. The next opportunity for feedback will be in the 2028-2029 school year.

APPROVED: January 7, 2025