

Aspen



Heights

Parent Handbook 2010 - 2011

*Please keep this book for reference of
days off, activities, phone numbers and
general information.*

A 'Nut Aware' School'

Message from Administration

On behalf of the staff at Aspen Heights Elementary School, welcome to the 2010-2011 school year! Our teaching staff is a team of committed and caring professionals. We are guided by the School District's mission of striving for excellence by providing the best curriculum, instruction and learning opportunities in order to maximize the potential of all students. Our aim is to provide an excellent program in a safe, orderly and caring environment which allows each child to meet success. Please bring to our staff any concerns you might have about your child's achievement.

A strong partnership between home and school provides the best structure for the support and encouragement children need. We expect that we can include you the parent as partner, and we urge you to become actively involved in your child's education.

After taking root last year, the MicroSociety Program will continue this year. It is our belief that this program enhances student learning, while preparing them to become responsible leaders and members of the community.

We maintain an open-door policy here at the school, so please drop by for a visit. We wish each of you a successful year at Aspen Heights Elementary School!

Peter Laszuk
Principal

Vern Payne
Vice Principal

Please note that, although the information contained in this handbook is as accurate as possible, it is subject to the policies and procedures of the Board of Trustees and is also subject to change without prior notice. Readers are advised to consult with the school administration if they have any questions regarding the contents of this handbook.

**Aspen Heights Elementary School
5869 – 69th Street Drive
Red Deer, Alberta
T4P 1C3**

**Principal: Mr. Peter Laszuk
Vice Principal: Mr. Vern Payne**

**Phone: (403) 347-2581
Fax: (403) 347-6566
Attendance Line: (403) 346-6543
Lunch Program: Renea Cadorette (403) 347-7325**

Internet Address: <http://www.rdpsd.ab.ca/ab/>

School Hours

Grades 1 – 5

8:42 a.m. - First Bell
8:45 a.m. - Classes Begin
10:15 a.m. - Recess
10:30 a.m. - Recess Ends
12:00 p.m. - Lunch Begins
12:53 p.m. - Lunch Ends
12:54 p.m. - Afternoon Classes Begin
3:15 p.m. - Dismissal

Kindergarten

8:35 – 11:20 Morning Class
12:25 – 3:10 Afternoon Class

Punctuality is essential to your child's success. Please have your son/daughter arrive at the school just after 8:30 a.m., as playground supervision begins at 8:30 a.m.

Children who are late must stop in at the office and sign the late book.

Unless late and having to report to the office, students are expected to enter and exit the building through their assigned doors.

Important Dates

September 1	Classes begin		
September 6	Labour Day		
September 10	Burn The Berm a.m.		
September 10	Staff Learning & Planning p.m.	February 4	Staff Learning & Planning p.m.
September 14	School Council Meeting	February 7	Town Hall Meeting
September 21	Dawe Run	February 10	Teachers' Convention
September 24	Assembly a.m.	February 11	Teachers' Convention
September 24	Staff Learning & Planning p.m.	February 15	School Council
September 27	Picture Day	February 15	District Ski Loppet
September 28	Dawe Run (Alternate Date)	February 21	Family Day
		February 22	Ski Loppet (Alternate Date)
		February 25	Assembly a.m.
		February 25	Staff Learning & Planning p.m.
October 5	City Wide School Council		
October 7	Conferences 3:30 p.m. – 8:00 p.m.		
October 8	Conferences 8:30 a.m.- 11:00	March 11	Professional Development a.m.
a.m.		March 11	Staff Learning & Planning p.m.
October 8	Staff Learning & Planning p.m.	March 15	City Wide School Council
October 11	Thanksgiving Day	March 15	School Council
October 19	School Council Meeting	March 18	Assembly p.m.
October 22	Staff Learning & Planning a.m.	March 18	Report Cards
October 22	Professional Development p.m.	March 23	Spell-A-Thon Forms sent home
October 29	Assembly p.m.	March 24	Student Led Conferences
			1:00 – 8:00 p.m.
		March 25	Staff Learning & Planning a.m.
November 2	Picture Retake Day	March 25	Lieu Time p.m.
November 5	Staff Learning & Planning p.m.		
November 10	Remembrance Day Ceremony a.m.		
November 11	Remembrance Day	March 28 –	
November 12	Fall Break	April 1	Spring Break
November 16	School Council Meeting	April 4	Classes Resume
November 23	City Wide School Council	April 6	Spell-A-Thon Test
November 26	Non-performance assembly a.m.	April 8	Spell-A-Thon Test sent home
November 26	Staff Learning & Planning p.m.	April 15	Spell-A-Thon Pledges due
		April 15	Staff Learning & Planning p.m.
December 1	Student Town Hall Meeting	April 19	School Council Meeting
December 3	Report Cards	April 22	Good Friday
December 3 – 9	Book Fair	April 25	Easter Monday
December 8	Christmas Concert	April 29	Assembly a.m.
	Afternoon & Evening	April 29	Staff Learning & Planning p.m.
December 9	Book Fair & Conferences		
	1:00 p.m. – 8:00 p.m.	May 3	City Wide School Council
December 10	Staff Learning & Planning a.m.	May 4	Grade 6 Orientation
December 10	Lieu Time p.m.	May 7	Young Writers Conference
December 17	Early Dismissal 2:15 p.m.	May 12	Go Girl (Grade 5 Girls)
December 20 –		May 13	Staff Learning & Planning p.m.
January 2	Christmas Break	May 17	School Council
		May 20	Non-performance
January 3	Students Return		Assembly p.m.
January 14	Staff Learning & Planning p.m.	May 23	Victoria Day
January 18	School Council Meeting	May 27	Staff Learning & Planning p.m.
January 21	Assembly p.m.		
January 25	City Wide School Council	June 6	Kindergarten Orientation
January 28	Staff Learning & Planning p.m.	June 9	Staff Learning & Planning p.m.
		June 10	Staff Retreat
		June 29	School Organization – Students
			do not attend
		June 30	Report Cards a.m.

Bold/Italics– Students do not attend

Aspen Heights Staff 2010 – 2011

Kindergarten	Miss Lois Ufland
Grade 1-Early Literacy	Mrs. Kathleen Erickson
Grade 1	Mrs. Caroline Jones
Grade 2	Mrs. Deb Skelton Ms. Joanne Fisher
Grade 3	Miss Melisa McIntosh
Grade 4	Mr. Allan Baile
Grade 5	Mr. Vern Payne Mr. Milton Williams
Stepping Stones	Mr. Brian Work
Library	Mrs. Maureen Sommerville
Music/French/Social Studies/Art	Miss Kathleen Reid
Counsellor	Ms. Chantel Walker
Principal	Mr. Peter Laszuk
Vice Principal	Mr. Vern Payne
Secretary	Mrs. Dyane Wagar
Education Assistants	Mrs. Theresa Sonnenberg Mrs. Jodi Ferguson Ms. Bella Kaiser Mrs. Julie Behrmann Ms. Lori Seguin Ms. Carly Sikstrom
Caretakers	Mrs. Lorna Armstrong Mr. Manuel Ramirez
Attendance Phone Program Lunch Program Coordinator	Mrs. Renea Cadorette Mrs. Renea Cadorette

Student Phone & Messages

A phone is located in each classroom and is available for student use. Before using the phone students must obtain permission from their teacher or office personnel. We prefer to avoid interrupting classes to deliver messages during the day. Please assist us by making sure that students are aware of any special arrangements prior to them leaving for school in the morning.

Absences and Illness

If your child is going to be absent or late, the school asks that you let us know by calling **346-6543**. The attendance secretary will contact you to let you know if your child has not arrived if you haven't already notified us of an absence. Please do not send sick children to school. We have limited facilities for comfort/care, and illnesses may be spread to other children. Prescription medication can only be administered by staff when specific written authorization from the parent/guardian and the physician has been received by the school's administration. Forms are available from the school office. Simple first aid is administered to children who receive minor injuries such as scrapes, cuts or bruises. Parents are asked to transport and accompany children should medical treatment be deemed necessary. If a child is seriously injured, an ambulance will be called.

Emergency Contact Information

Occasionally a parent needs to be contacted immediately. It is the parent's responsibility to ensure that the school possesses the most current information regarding the following:

- Correct name
- Address
- Home Phone Number
- Cell Phone Number
- Work Phone Number
- **Alternate Phone Number**
- Doctor's Name
- Alberta Health Care Number

Should any of the above information change during the course of the school year, the school secretary must be notified in writing immediately.

Home and School Communication

We welcome parents into our school to observe, lend a hand, or visit. We maintain an open-door policy with respect to parental concerns. Parents are encouraged to bring their concerns to the attention of the staff member most closely associated with the concern. If you would like to speak with your child's teacher, we suggest you call the school so that a conference can be arranged. (Teachers may not necessarily have the time to speak with parents unexpectedly before or after school.)

Logbooks (Agendas)

Daily logbooks are a routine in all Kindergarten to Grade 5 classrooms. Children record homework expectations, reminders, special events or other items of interest to parents. Parents are asked to read and sign these daily, and if asked to do so, respond to any questions from the teacher. Increasing responsibility to keep logbooks up to date and to make effective use of their **be organized and prepared** function, is expected of our Grade 4 and 5 students. Parents are encouraged to use the logbook as another means of ongoing communication with the school.

Homework

Homework may be assigned to:

- Help meet specific needs of learners.
- Build responsibility and good study habits.
- Provide for continuity of learning by encouraging children to see both the school and home as learning environments.
- Reinforce concepts and learning.

Parents can help children extend or enrich their learning by:

- Setting aside a regular time for homework.
- Providing a quiet place for study.
- Providing support, encouragement, praise and assistance.
- Learning as much as possible about the school program.
- Communicating closely with teachers.

Homework (con't)

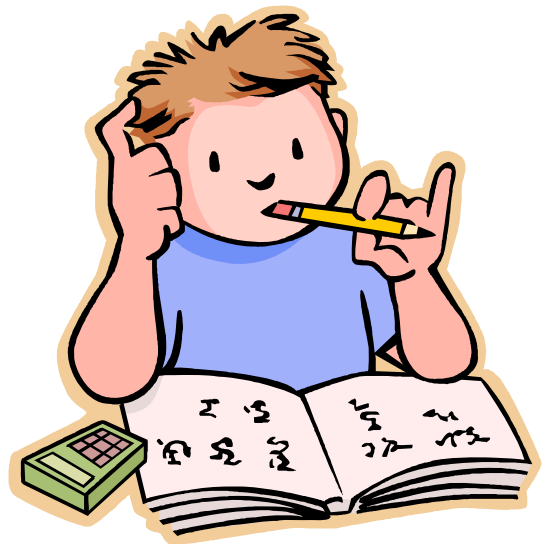
- Holding children accountable for completing assigned homework tasks.

School Council

Any person with a child attending Aspen Heights Elementary School is considered a member of School Council, and has the right to attend meetings. Meetings generally last approximately one hour, and provide an excellent opportunity to meet other parents and is a means for parents to be involved in their child's education.

The School Council provides assistance in the development of the school's;

- Mission, vision and philosophy
- Policies
- Annual Education Plan
- Annual Results Report
- Program



Lunch Program

The School Council Lunch Program allows students to stay at school for lunch. To cover the cost of hiring personnel there is a fee charged. The amount is payable to Aspen Heights School. The program is under the direct supervision of the principal but the School Council provides input for policy and program. Should you be interested in becoming a supervisor please inquire at the school office.

The preferred payment is for all regular lunch program users to pay in advance with post-dated cheques for the 1st of each month. If paying with cash, please ensure the student's and classroom teacher's name is indicated on the envelope. Late payments will result in an additional \$5.00 charge.

All parents must be diligent in paying for their lunch program if the School Council is to sustain this program. This is a non-profit program provided for parents' convenience.

\$16.00 per child
\$25.00 two children
\$30.00 three children or more
\$1.00 occasional use – per day

Any outstanding fees from the previous year must be cleared before your child will be accepted in the lunch program.

For more information please call Renea Cadorette @ 347-7325.

If the entire yearly amount is paid in September you will receive one month free. (For 1 child, \$144.00 instead of \$160.00).

Lunchroom Expectations

The Lunchroom Program is a nice option for many children. Some children, however, do need a break from the relative crowdedness, noise and formality of a 'program'. These children often express their need by engaging in disruptive and attention-seeking behavior. If your child has difficulty observing the behavior expectations at noon hour, please consider an alternative care arrangement before the situation escalates to suspension of privileges.

Our expectations for good behavior ensure a safe and orderly environment so that students and staff can have an enjoyable and restful lunch break, in preparation for a productive afternoon.

Recess and Noon

Students are expected to be outdoors for some fresh air during morning and lunch recesses. The administration will make the final determination whether it is too cold or wet to be outdoors. Even in inclement weather, a short time outdoors should not hurt students if they are appropriately dressed. PLEASE ensure that your children are wearing the clothing which will allow them to enjoy their time outdoors.

If a student has a debilitating condition which prevents him/her from being outdoors, a note must be sent to the child's teacher.

Extra-Curricular Activities

We maintain an outstanding extra-curricular program at Aspen Heights. Through the teacher-sponsored activities children learn to work and play together, as well as to develop skills in areas of interest. Extra-curricular activities also provide children with opportunities to simply have fun, thus enhancing student interest in school and building school spirit.

A wide variety of activities is offered from year to year. These could include:

- Cross-country running and skiing
- Choir
- Intramural Team games
- Basketball
- Soccer
- Volleyball
- Duathlon
- Special Activity Days



Appropriate Clothing

Footwear – In order to maintain the cleanliness of our school, we ask that students keep an indoor pair of sneakers at the school, which could also be used for physical education. For the sake of hygiene and safety, we ask that children wear shoes at all times while in the school building.

Physical Education Clothing – Students are expected to wear runners during physical education classes. Grade 4 and 5 students must change into their physical education kit (shorts and t-shirt).

Dress Code – Clothing that is offensive to others, or which contains words, slogans or pictures that are not in keeping with positive values, is not permitted. Children will be asked to change, cover up or put the shirt on inside out if the shirt is deemed unacceptable. As a general rule, we ask that parents assist in keeping school a place of work/learning by not sending children to school in clothing that is more appropriate for the beach (e.g. bathing suits, midriff shirts, short shorts/skirts, muscle shirts, or any clothing which is skimpy or revealing). We ask that girls' shoulders be covered and as such spaghetti straps are not permitted. Children and visitors are asked to respect the learning atmosphere of the school by removing hats and hoods in the school building.

Make-Up – We discourage students from wearing make-up other than during special days such as Halloween.

**Bicycles/Rollerblades/Skates/
Skateboards/Scooters**

Students may ride their bicycles to school however, bicycles are not to be used on the school grounds during the school day. All students must wear helmets and **lock** their bicycles when not in use.

Roller blades, skateboards and scooters are to be used only as a means of transportation to and from school and are not to be used on the school grounds. Roller shoes are not allowed to be worn in the school or at recess.

Ice skates may be brought to school to use at lunchtime for recreational purposes when the teachers or lunchroom supervisors have organized supervision. Again, helmets must be worn.

Playground Equipment

Students are expected to act responsibly whenever using our playground equipment. Keeping every student safe and injury-free is our goal. The administration and teaching staff will regularly review playground and behavior expectations during the course of the school year.



Please.....for SAFETY'S SAKE

- Students **MUST** cross the street in front of the school (69th Street Drive) **AT THE CROSSWALK.**
- Parents **MUST NOT** park in the no parking areas directly in front of the school building.
- **PLEASE OBSERVE CITY ALLEY BY-LAW #3186/97**

Bylaw #3186/97

- (1) No person shall park a vehicle in an alley, unless a sign permits parking, but alleys may be used for:
 - (a) the loading or unloading of goods from a commercial vehicle for a period not exceeding 30 minutes; or
 - (b) the loading or unloading of good or passengers from vehicles other than a commercial vehicle for a period not exceeding 5 minutes, provided that the vehicle concerned in such loading or unloading of passengers or goods, does not obstruct the alley as to prevent other vehicles or persons from passing along such lane.

- **PLEASE DO NOT** park in the staff parking lot.



Governmental and District Student Conduct Policy

The School Act (1988 Part 1, Section 7) States that, “A student shall conduct himself so as to reasonable comply with the following code of conduct.”

- a) Be diligent in pursuing his studies.
- b) Attend school regularly and punctually.
- c) Cooperate fully with everyone authorized by the Board of Trustees to provide education programs and other services.
- d) Comply with the rules of the school.
- e) Account to his teachers for his conduct.
- f) Respect the rights of others.

Parents can visit the District’s website at www.rdpsd.ab.ca to view the following District policies and regulations:

- 4.02.02 – Student Conduct and Discipline
4.02.03 – Suspension and Expulsion

Behavior Expectations

The goal of school discipline is to encourage self-discipline and foster responsible attitudes of good citizenship. We expect children to use problem-solving skills and display common sense. Children should enjoy school, work hard on their studies, and contribute to a SAFE, orderly environment. We expect that everyone at our school will abide by our School Creed:

At Aspen Heights Elementary School we respect the rights of teachers to teach and the rights of students to learn.

School Discipline

Prevention:

We believe in being proactive, and that prevention is a key strategy to a safe and orderly school environment. Our rules and expectations are taught directly through classroom lessons, with ongoing feedback. We reinforce the children’s positive behavior choices through recognition in classrooms, hallways and playground. Recognition also occurs more formally during school announcements, visits to the Principal’s/Vice Principal’s office, or assemblies.



Non-Negotiable Rules:

- NO fighting (hitting, kicking, pushing, touching to hurt or throwing items) under any circumstances. (Even if you are provoked, angry, or did not start the whole thing).
- Verbal aggression (swearing, taunting, racial slurs, threats, abusive gestures) is not tolerated.
- Listen to and obey instructions of teachers, substitute teachers, or other staff members including secretaries and educational

School Discipline (con't)

- assistants. NOTE: If you believe that following instructions will cause you to be unsafe you may refuse; however, report to a teacher or the principal immediately to explain the situation.
- Persistent disregard of expectations for student conduct including continuously disruptive behavior in class is not tolerated.

Consequences:

Children require guidance from adults as they learn to choose appropriate behavior. Even though clear expectations, direct teaching and positive reinforcement are provided, consequences for inappropriate behavior or poor choices will be administered. Consequences for minor infractions include detention, time-out, and temporary restriction loss of privileges or community service. Major offenses could result in an in-school or out-of-school suspension.

Parents:

Parents are key members in the team effort of helping children learn appropriate behavior, and to make good choices. Therefore, ongoing communication with the home is critical – through a note home or to school, phone call, or parental visit to the school. This allows parents an opportunity to help nip any behavior issues in the bud.

Student Property

All clothing (boots, mitts, coats) and school supplies should be clearly labeled with the student's name. A school Lost and Found area is located outside the infirmary. Periodically, unclaimed items

from this box will be forwarded to charity. Watches, glasses, jewelry or other valuables will be kept by the secretary at the office.

Items such as laser pointers, matches, lighters, knives, firearms or other potentially dangerous articles are not permitted at school. We also discourage children bringing trading cards, electronic games, I-Pods, Nintendos or other valuable items to school.

Search and Seizure

Red Deer Public School District policy states that the following may be subject to search: students; school desk, lockers and school storage areas used by students; articles and objects belonging to, in the possession of, or used by students either on school board premises or during off-site activities including, but not limited to, backpacks, clothing, purses, suitcases, and tote bags; and district electronic information resources used by students.

Programs

Academics:

Aspen Heights students will receive a solid core program including language arts, mathematics, science, social studies, physical education and French as outlined in the curriculum set by Alberta Education. All courses are taught by certified teachers.

Physical Education:

All students at Aspen Heights receive daily physical education instruction. We believe a healthy body promotes a healthy mind.

Intramurals:

Aspen Heights is an Ever Active School. We have a comprehensive intramural program that runs at noon and/or after school.

School Safety Patrols:

Grade 5 students who are members of the School Patrol help students cross 69th Street Drive safely at the crosswalk in front of the school from 8:25 – 8:42 a.m. and after school from 3:15 to 3:30 p.m.

Library:

Students at Aspen Heights will find the library an exciting place to find both reading books and to learn to do research. Children are provided at least one visit to our library every week to exchange books every week. Weekly story time is provided for grades K-2.

Snacks:

We encourage healthy food choices at our school, and trust that parents will support us towards that end when packing snacks and lunches at home. Healthy snacks are available free of charge to students at the commencement of morning recess on Mondays, Wednesdays and Fridays. Thanks to School Council for assisting with funding.

Choir:

Aspen Heights has an extra-curricular choir program which operates one noon hour a week during portions of the school year. The choir performs at several events such as Festival of Trees, Red Deer Symphony Orchestra, hospital and senior citizen homes.

Guidance Counsellor: We have a professional guidance counsellor at the school one and half days a week. The counsellor is available to students through teacher referrals, or parent/student request.

Speech and Hearing:

The services of a speech pathologist are available to students, by teacher referrals or by parent, as time permits.

School Nurse:

A nurse from the Red Deer Community Health Centre is available to the school for consultation, as required. Parents should feel free to contact the Health Link at 1-866-408-5465 for information concerning communicable diseases, nutrition, etc.



Student Accident Insurance

For the 2010-2011 school year, Red Deer Public Schools will continue to provide a blanket policy for student accident insurance for all full-time registered students (excludes international students). Coverage includes services like ambulance, accidental dental and more. It covers student injuries sustained in school buildings or on the school premises on regular school dates. It also includes coverage while participating in any school activity (approved and supervised by proper school authorities) and travel to and from such activity. Travel to and from school each day is also covered. The school day coverage is 24 hour coverage only for injuries sustained during days students are required to attend classes at the school, including summer school if enrolled. There will be no fee charge to parents for this coverage.

Parents may still wish to purchase the IAP Kids Plus voluntary insurance to top up coverage for non-school activities. These forms will be distributed to students during the first part of September.

Staff Learning & Planning

Friday, September 10 & 24
12:00 dismissal

Friday, October 8 & 22
No school for students all day

Friday, November 5 & 26
12:00 dismissal

Thursday, December 9
12:00 dismissal

Friday, December 10
No school for students all day

Friday, January 14 & 28
12:00 dismissal

Friday, February 4 & 25
12:00 dismissal

Thursday, March 11
No school for students all day

Friday, March 25
No school for students all day

Friday, April 15 & 29
12:00 dismissal

Friday, May 13 & 27
No school for students all day

Thursday, June 9
12:00 dismissal

Friday, June 10
No school for students all day



Assemblies

Friday, September 24 a.m.
(Non-performance)

Friday, October 29 p.m.

Thursday, November 26 a.m.
(Non-performance)

Friday, January 21 p.m.

Friday, February 25 a.m.

Friday, March 18 p.m.

Friday, April 29 a.m.

Friday, May 20 p.m.
(Non-performance)

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