

Aspen



Heights

A MicroSociety School

Parent Handbook

2016 – 2017

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

We are a 'Nut Aware' School

Message from Administration

On behalf of the staff at Aspen Heights Elementary School, welcome to the 2016 - 2017 school year! Our teaching staff is a team of committed and caring professionals. We are guided by the School District's priorities of: Literacy, Equity, and successful Transitions/High School Completion. Our aim is to provide an excellent instructional program in a safe, orderly and caring environment. Please bring to our staff any concerns you might have about your child's education.

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

MicroSociety is an integral component of our instructional program. It is our belief that the MicroSociety program enhances student learning, while preparing our students to become responsible leaders and productive members of the community through real-life experiences.

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

Braden Kilpatrick
Principal

Crystal Kjelsberg
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. Braden Kilpatrick
Vice Principal: Mrs. Crystal Kjelsberg**

**Phone: (403) 347-2581
Fax: (403) 347-6566
Safe Arrival Line: (403) 346-6543**

**Internet Address: <http://www.rdpsd.ab.ca>
Web Site: <http://aspenheights.rdpsd.ab.ca>**

School Hours

Grades 1 – 5

8:37 a.m. - First Bell
8:40 a.m. - Classes Begin
10:15 a.m. - Recess
10:30 a.m. - Recess Ends
12:00 p.m. - Lunch Begins
12:47 p.m. - Lunch Ends
12:50 p.m. - Afternoon Classes Begin
3:10 p.m. - Dismissal

Kindergarten

8:35 – 11:20 Morning Classes
12:20 – 3:05 Afternoon Classes

Punctuality is essential to your child's success. Please have your son/daughter arrive at the school around 8:30 a.m., as playground supervision begins at 8:25 a.m.

**CHILDREN WHO ARE LATE MUST STOP IN AT THE OFFICE
AND PLACE THEIR NAME IN 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.

**PLEASE, PLEASE, PLEASE call the Safe Arrival Line at 403-346-6543
whenever your child will be away from or late for school.**

These are the proposed dates for this school year. Please check monthly newsletter for changes of dates.

IMPORTANT DATES

September 1	Classes Begin		
September 5	Labour Day	February 21-22	Winter Break
September 8	BBQ 5:00 PM-6:30 PM	February 23-24	Teacher's Convention
September 12	Picture Day	February 28	District Ski Loppet (Alternate)
September 16	Staff Learning Day		
September 19	School Council 3:30 PM	March 13	School Council 3:30 PM
September 20	Dawe Run	March 17	Report Cards Sent Home
September 27	Dawe Run (Alternate)		Assembly PM
September 29	Terry Fox Run	March 21	Talent Show
		March 23	Parent Teacher Conference
October 6	Parent Conferences		1:00-8:00 PM
	1:00-8:00 PM	March 24	District PD Day
October 7	Staff Learning Day	March 27-March 31	Spring Break
October 10	Thanksgiving Day		
October 17	School Council 3:30 PM	April 3	Resume Classes
October 20	Health Action Student Symposium	April 10	School Council 3:30 PM
October 28	Assembly AM	April 13	Staff Learning Day
October 31	Halloween (Costumes PM)	April 14	Good Friday
		April 17	Easter Monday
November 2	Picture Retakes PM	April 28	Assembly AM
November 4	Remembrance Assembly AM		
November 9	Staff Learning Day	May 1-5	Education Week
November 10	Fall Break No School	May 3	Orientation into Grade 6
November 11	Remembrance Day	May 4	Micro Night
November 24	Assembly PM	May 6	Young Writer's Conference
November 25	Choir/Festival of Trees	May 8	School Council 3:30 PM
		May 12	Go Girl/Knights in Training
December 2	Report Cards Sent Home	May 19	Staff Learning Day/Lieu Time PM
December 7-13	Book Fair (Please see calendar for hours)	May 22	Victoria Day
December 8	Parent Conferences	May 26	Assembly PM
	1:00-8:00 PM		Volunteer Appreciation
December 9	Staff Learning Day/Lieu Time PM	June 2	MicroSociety Awards PM
December 20	Christmas Concert 1:00 PM	June 6	Kindergarten Orientation
	7:00 PM (ticket required)	June 7	Track and Field
December 23	2:10 Dismissal	June 9	Staff Learning Day
December 26-		June 12	School Council 3:30 PM
January 6	Christmas Break	June 14	Track and Field (Alternate)
January 9	Resume Classes	June 15/16	Grade 5 Camp
	Kindergarten Registration	June 19	Track and Field Awards
January 16	School Council 3:30 PM	June 28	Farewell Assembly PM
January 20	Staff Learning Day	June 29	2:10 Dismissal/Final Day
January 27	Assembly AM		
February 13	School Council 3:30 PM		
February 14	Ski Loppet		
February 17	Staff Learning Day/		
	Staff Town Hall		
February 20	Family Day		

Aspen Heights Staff 2016-2017

Kindergarten/Room 1	Miss Ufland
Grade 1/Room 3	Ms. Schneider
Grade 1/Room 4	Miss See
Grade 2/3/Room 5	Mr. Rathgeber
Grade 2/Room 6	Mrs. Kjelsberg/Ms. Cotnoir
Grade 3/Room 8	Miss Wittenberg/Mrs. Neilsen
Grade 4/Room 13	Mr. Rand
Grade 4/5Room 7	Mr. Baile
Grade 5/Room 10	Ms. McIntosh
Learning Assistance Teacher/Room 12	Ms. Cotnoir
Literacy Coach	Mrs. Neilson
Library	
Music/French/Room 9	Mrs. Milner
Community Liaison Worker	Mrs. Johansson
Principal	Mr. Kilpatrick
Vice Principal	Mrs. Kjelsberg
Secretary	Mrs. Wagar
Education Assistants	Mrs. Sonnenberg Mrs. Ferguson Ms. Sikstrom Mrs. Murray Mrs. Cadorette
Caretaker	Ms. Ana Cuellar

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 the Safe Arrival Line at 403-346-6543. 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 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 assignments, reminders, special events or other items directed towards parents. Parents are asked to read and sign these daily, and if asked to do so, respond to any questions from the teacher. Together we must teach the students to become responsible for maintaining the practice of returning the logbooks to and from school daily. Parents are encouraged to use the logbook as an additional 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 classroom concepts and learning.

Parents can help children extend or enrich their learning by:

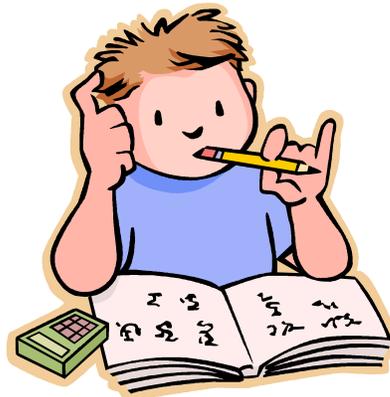
- Setting aside a regular time for homework.
- Providing a quiet place for study.
- Providing support, encouragement, praise and assistance.
- Learning as much as possible about the school program.
- Communicating closely with teachers.
- Holding children accountable for completing assigned homework 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
- Budget
- Extra-curricular Programs



Lunch Program

The lunchroom "program" no longer exists. School personnel will provide lunch hour supervision for those students who are not able to go to an adult-supervised home.

Lunchroom Expectations

Staying at school for lunch is a nice option for many children. Some children, however, do need a break from the relative congestion and formality of a classroom eating area. 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. 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
- Running Club
- 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 will also be used for physical education. We advise parents to place their child's name inside the shoes so that if misplaced, they can be returned to the rightful owner. 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 indoor runners during physical education classes.

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 upon arrival at school.

Students must also wear helmets if roller blades, skateboards or scooters are used as a means of transportation to and from school, they are not to be used on the school grounds.

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 COMPLY** with the City's parking by-laws, clearly indicated in the signage along 69th Street Drive.
- There is no stopping in the alley to the south of the staff parking lot.
PLEASE OBSERVE CITY ALLEY BY-LAW #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



Behavioral 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.

In addition, we continue to build upon our Character Pillar Education initiative across the grades. The Character Pillars include; Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

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) are not tolerated.
- Students are expected to listen to and obey instructions of teachers, substitute teachers, or other staff members, including secretaries and educational assistants. NOTE: If a student believes that following instructions will cause them to be unsafe they may refuse; however, they are to report to their own teacher or the principal immediately to explain the situation.
- Persistent disregard of expectations for student conduct including continuously disruptive behavior in class is not acceptable.

Consequences:

Children may 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. Whenever major offenses occur the parent(s) would be informed.

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 until they are claimed.

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, Nintendo's or other valuable items to school.

Cell Phones

Cells phones are not to be used by students during the school day. Parents that allow their children to bring cell phones to school, must make it clear to their children that the phones are to be kept out of sight, and switched to silent. If the phone is seen, seen being used, or rings, it will be confiscated until the end of the school day. Parent(s) would be contacted should the offense becomes repetitive.

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 receive an excellent core program which includes; language arts, mathematics, science, social studies, physical education, health and French (Grades 4 & 5), as outlined in the curriculum set by Alberta Education.

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 throughout the school year.

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 – 8:37 a.m. and after school from 3:10 to 3:20 p.m.

Library:

Students have access to an amazing collection of books. Children are provided at least one visit to our library each week to sign – out or exchange books. Weekly story time is also provided by our wonderful librarian.

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. Excessive intake of high-sugar food and drink are not conducive to good health. Please do not send those items to school.

Breakfast Program:

We currently run a Micro Breakfast Program. A healthy breakfast is provided to students in need. A recess snack is also available on Mondays, Wednesdays and Fridays.

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 a variety of events such as; Festival of Trees, Red Deer Symphony Orchestra, and Remembrance Day.

Community Liaison Worker:

Community Liaison Workers are able to work with individuals wherever they are needed, be that within the school, at home, or in the community. Services are available year-round. We are here to help where and when you need it.

Speech and Hearing:

The services of a speech pathologist are available to students through teacher referrals or parent requests.

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.

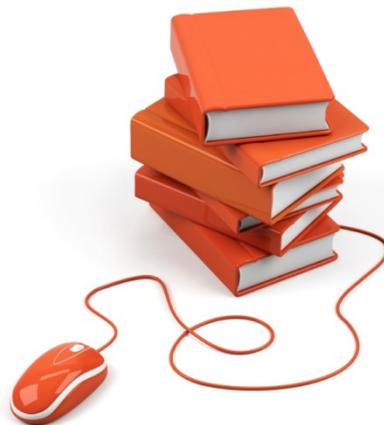
Student Accident Insurance

For the 2016-2017 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, PD & Lieu

September 16	Staff Learning Day
October 6	Conferences 1:00-8:00 PM
October 7	Staff Learning Day
November 9	Staff Learning Day
December 8	Conferences 1:00-8:00 PM
December 9	Staff Learning Day/ Staff Lieu PM
January 20	Staff Learning Day
February 17	Staff Learning Day Staff Town Hall
March 23	Conferences 1:00-8:00 PM
March 24	Staff PD Day
April 13	Staff Learning Day
May 19	Staff Learning Day/Staff Lieu PM
June 9	Staff Learning Day



Assemblies

October 28	AM
November 11	Remembrance Day 10:45 AM
November 24	PM
January 27	AM
March 17	PM
April 28	AM
May 26	PM
June 28	Farewell Assembly PM



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