

Aspen



Heights

A MicroSociety School

Parent Handbook

2020 – 2021

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 2020 - 2021 school year! Our teaching staff is a team of committed and caring professionals. We are guided by the School District's priorities of: Literacy and Numeracy, Equity, and student success and 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!

Bill Kwasny
Principal

Lauren Dempster
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. Bill Kwasney
Vice Principal: Mrs. Lauren Dempster**

Phone: (403) 347-2581

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 Class
12:20 – 3:05 Afternoon Class

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.**

Aspen Heights Staff 2020-2021

Kindergarten - Room 1	Mrs. Schenider
Grade 1 - Room 3 Grade 1 – Room 4	Mrs. Milner/Mrs. Cotnoir Miss See
Grade 2 - Room 5 Grade 3 - Room 12	Miss Ufland Mrs. McDavid
Grade 2/3 - Room 6	Miss Wegner
Grade 4 - Room 10	Mr. Jardine
Grade 4/5 - Room 7	Mr. Baile/Miss Baldry
Grade 5 - Room 8	Ms. McIntosh
Learning Assistance Teacher/Room 12	Mrs. Cotnoir
Literacy Coach	Mrs. Schimke
Library	Mrs. Murray
Music - Room 9	Mrs. Milner
Community Liaison Worker	Mrs. Goodwin
Principal	Mr. Kwasny
Vice Principal	Mrs. Dempster
Secretary	Mrs. Wagar
Education Assistants	Mrs. Sonnenberg Mrs. Ferguson Ms. Sikstrom Mrs. Murray Mrs. Cadorette Mrs. Kay
Caretaker	Ms. Ana Cuellar Mr. Allan Carter

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 or play dates prior to them leaving for school in the morning.**

After school students must go home first and check in with a parent/guardian and then they can return to play at the park.

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, **by updating information in their Parent PowerSchool**, 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 please log on to PowerSchool and update.

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.)



Agendas / School Messenger

This year teachers will not be using paper agendas. Instead teachers will be able to quickly and effectively communicate with their students' parents through School Messenger. School Messenger will allow teachers' to communicate through email or text messages or recorded phone calls.

In order to participate in the texting service you must send a text to 978338 of "Y" or "YES". You can opt out of these messages at anytime by replying to one of our messages with "STOP".

It will be important to update the office should you change emails or phone numbers. If emails or phone numbers are not updated you will not receive messages.

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



Classroom 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). 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.

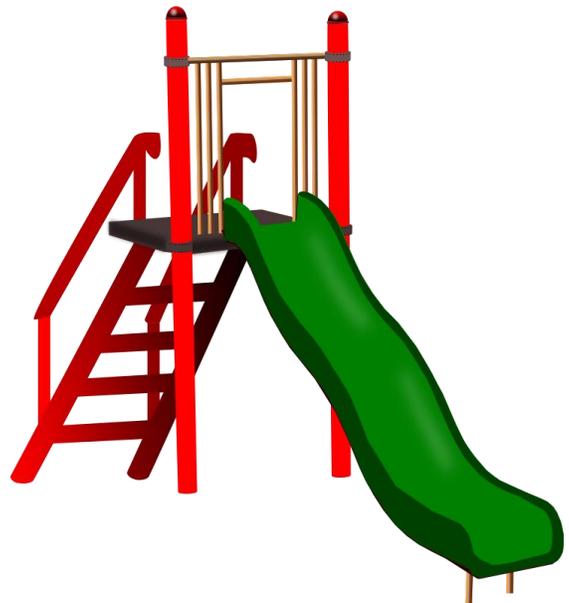
Bicycles/Rollerblades/Skates/ Skateboards/Scooters

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 goods 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 reasonably 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 spending time in the office, 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.

Peer Conflict vs. Bullying

It is important for all of us to keep in mind the difference between peer conflict and bullying.

Peer conflict is a normal part of growing up. It happens when there is a problem between two or more students. It is important for students to develop skills to deal with disagreements in order to be happy and successful in the world today. The staff at Aspen Heights are very good at teaching students the tools they need to accomplish this.

Bullying, on the other hand, occurs when persistent and targeted remarks or behavior create a power imbalance and seriously jeopardize a child's right to a safe and caring learning environment. In the event that a student is repeatedly harassed by the same individual or group, it is important for the student or the parent to report it to the classroom teacher immediately. Administration should be informed if the behavior continues in any way.

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 it will be confiscated until the end of the school day. Parent(s) would be contacted should the offense become 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.

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. **We aim to be a “Nut Aware” school. Please see last page of handbook for Nut Aware guidelines.**

Breakfast Program:

We currently run a Micro Breakfast Program. A healthy breakfast is available to students every school day from 8:00 am – 8:30 am. A recess snack is also available.

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 2020-2021 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.





No School for Students Days

September 18 Staff Learning Day

October 8 Conferences
October 9 Staff Learning Day
October 12 Thanksgiving Day

November 6 Staff Learning Day
November 9-10 Fall Break
November 11 Remembrance Day

December 10 Conferences
December 11 District PD Day
December 21-31 Christmas Break

January 1 Christmas Break
January 15 Staff Learning Day

February 12 Staff Learning Day
February 15 Family Day
February 16-17 Winter Break
February 18-19 Teachers' Convention

March 18 Conferences
March 19 District PD Day

April 2 Good Friday
April 5 Easter Monday
April 6-9 Spring Break
April 23 Staff Learning Day

May 21 Lieu Day
May 24 Victoria Day

June 11 Staff Learning Day

Assemblies

October 30	1:00 PM	
November 5	10:30 AM	Remembrance Day Ceremony
November 26	9:00 AM	
January 29	1:00 PM	
February 26	9:00 AM	
March 26		
April 10	9:00 AM	
	1:00 PM	
June 28	1:00 PM	Farewell Assembly

No Assemblies until further notice



Nut Aware School Guidelines:

While we cannot prevent or eliminate allergens in the school, Aspen Heights aims to be a “Nut Aware” school. These guidelines serve to set out measures to reduce the risk to students and staff who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive.

Guidelines:

1. Staff, parents, students, and volunteers should refrain from bringing peanuts, peanut butter treats or tree nut products anywhere in the school to protect our students and staff with severe allergies.
2. Snack, hot lunches and classroom celebrations should strive to be nut-free to allow everyone the ability to participate in a safe manner. Please accommodate dietary restrictions for students in each classroom. Please clearly mark any treats that come into the school that are not nut free.
3. In the event nuts are brought into the school, surfaces which came into contact should be washed to reduce the risk of contamination.
4. Children who do require an epi-pen should always carry the epi-pen with them in a “fanny pack” or similar device. Please feel free to contact the school around any medical issue that arises with your child/children



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