

**Aspen**



**Heights**

***A MicroSociety School***

***Home of the Hornets***

**School Handbook**

**2024 – 2025**

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

## **Message from Administration**

On behalf of the staff at Aspen Heights Elementary School, welcome to the 2024 - 2025 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 as a parent, as a 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 would like to maintain an open-door policy, however, please call for an appointment if needed. We wish all of you a successful year at Aspen Heights Elementary School!

Hans Huizing  
Principal

Nathan Good  
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 – 69<sup>th</sup> Street Drive  
Red Deer,  
Alberta T4P 1C3**

**Principal: Mr. Hans Huizing  
Vice Principal: Mr. Nathan Good**

**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**

**Grade 1 – 5**

8:35 am - First Bell  
8:40 am - Classes Begin  
10:15 am - Recess  
10:30 am - Recess Ends  
12:00 pm - Lunch Begins  
12:20 - Recess  
12:55 pm - Afternoon Classes Begin  
3:10 pm - Dismissal

**Kindergarten**

8:34 am – 11:20 am Morning Class  
12:20 pm – 3:04 pm Afternoon  
Class

Punctuality and attendance is essential to your child's success. Please have your son/daughter arrive at the school around 8:30 am, 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 call the Safe Arrival Line at 403-346-6543 whenever your child will be away from or late for school.**

## **Aspen Heights Staff 2023-2024**

Kindergarten - Room 1	Ms. Ufland
Grade 1 - Room 3	Mrs. Milner
Grade 1 – Room 4	Miss See
Grade 2 - Room 5	Ms. Schneider
Grade 2 – Room 6	Ms. Noden
Grade 3 / LAT - Room 9	Mrs. McDavid
Grade 3 – Room 13	Ms. Rhoad
Grade 4 - Room 10	Mr. Jardine
Grade 4/5 - Room 8	Mrs. Cooke
Grade 5 - Room 7	Mrs. Sim
Student Support Room /Room 12	Mrs. Cotnoir
Library	Mrs. Murray
Music - Room	
Family School Liaison Counsellor	Mrs. Goodwin
Principal	Mr. Huizing
Vice Principal	Mr. Good
Secretary	Mrs. Frayn
Education Assistants	Mrs. Sonnenberg Mrs. Ferguson Ms. Sikstrom Mrs. Murray Mrs. Cadorette Mrs. Kay Mrs. McGillicky
Caretaker	Mr. Stephan Ramstad

## **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.

School Engage will be utilized through Powerschool for things like field trip forms and requests for academic or psychological assessments.

## **Home and School Communication**

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**

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 any time 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.

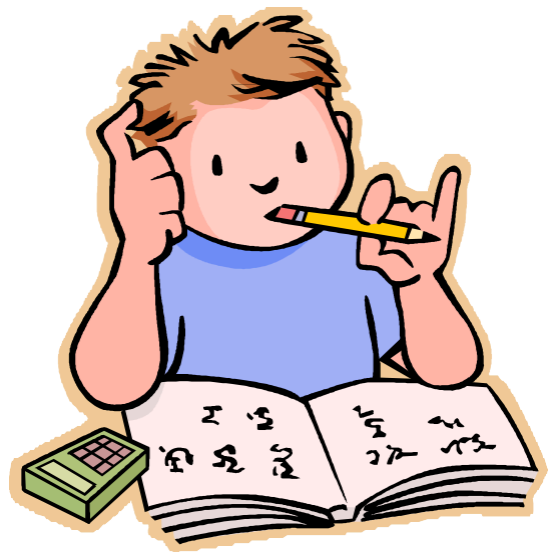
- Communicating closely with teachers.
- Holding children accountable for completing assigned homework tasks.

## **School Council**

Any person with a child attending Aspen Heights Elementary School is considered a member of the 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 Lunch

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 them from being outdoors, a note or phone call 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** – While we recognize the rights of parents and children to express themselves through their clothing, we reserve the right to have the final say regarding the appropriateness of any clothing worn to school. While at school, it is expected that students will dress neatly and in a manner appropriate for the setting. The final decision about what is appropriate clothing at school will rest with the school administration.

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

Students may ride their bicycles to school. All students **must wear helmets** and **lock** their bicycles upon arrival at school. If choosing to be on a wheeled device during school time, helmets must be worn or it will not be permitted. We will store bikes in the courtyard, where they will be locked.

Students must also wear helmets if roller blades, skateboards or scooters are used as a means of transportation to and from school.

## **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 (69<sup>th</sup> Street Drive) **AT THE CROSSWALK.**
- Parents **MUST COMPLY** with the City's parking by-laws, clearly indicated in the signage along 69<sup>th</sup> 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**

[Suspension & Expulsion](#)

[Search & Seizure](#)

[Lice Admin Procedure](#)

[Administration of Medication at School Form](#)

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.

## **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 staff members. 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 from bringing trading cards, electronic games, I-Pods, Nintendo's or other valuable items to school.

### **Cell Phones**

Cell phones are not to be used by students during the school day. Parents that allow their children to bring cellphones 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. This is a provincial guideline in regards to educational time.

### **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

## **Anti-Discrimination, Equity and Inclusion Policy**

We believe in an inclusive school culture and environment that welcomes all students, regardless of their background (ie. place of birth, culture, religious beliefs, sexual orientation, gender expression, lived experience, etc.). This applies to all students, as well as staff. Our school is committed to maintaining a safe learning environment where all students and staff are free from discrimination. There is a **zero tolerance** expectation for acts or language that includes the following:

- Sexist acts or comments
- Targeted bullying
- Discriminatory acts or comments regarding physical or mental disabilities
- Anti-transgendered acts or comments
- Homophobic (anti-2SLGBTQ+) acts or comments ([Board Policy 19](#))
- Racialized comments (slurs)
- Racist comments (derogatory statements about another culture or ethnicity)

We ask that students and staff report any and all acts of discrimination to school administration.

Discriminatory acts will be referred to administration and consequences will be levied. These could include, but are not limited to, in-school and out-of-school suspensions.

## Programs

### Academics:

Aspen Heights students receive an excellent core program which includes; English Language Arts, Mathematics, Science, Social Studies, Physical Education, Health & Wellness 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. This is a mandatory piece of the provincial curriculum. We believe a healthy body promotes a healthy mind.

### Intramurals:

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 69<sup>th</sup> 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 Club and Student Dropoff

Breakfast Club is open to every student who would like to use it

Doors open for Breakfast Club at 8:00 am  
Outdoor supervision does not start until 8:25

***Please do not drop off your child before 8:00 as there is no supervision***

### 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.

### Family School Liaison

Counsellor: 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 / Occupational Therapy:

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

### **Student Accident Insurance**

For the 2024-2025 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 activities. These forms can be found on-line at

[www.rdpsd.ab](http://www.rdpsd.ab).









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