



ELEANOR HALL SCHOOL

STUDENT HANDBOOK

The Eleanor Hall School vision is to provide a safe and caring learning environment that fosters the growth of academic development through creative and critical thinking skills for every student.

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FOUNDATIONAL STATEMENTS

Eleanor Hall School staff believes developing the education of the whole child can be achieved through community connections and supporting diversity in our students. The following Vision, Philosophy and Mission Statements provide the framework for how we make decisions and support students.

Vision

The Eleanor Hall School vision is to provide a safe and caring learning environment that fosters the growth of academic development through creative and critical thinking skills in every student.

Philosophy

Eleanor Hall School staff believe that by providing a supportive learning environment for all of our students to learn and grow, that they will become responsible, independent members of society. Our DRAGONS acronym emphasizes our values:

Determined **R**espectful **A**ccepting **G**rateful **O**ptimistic **N**urturing **S**uccessful

Mission

“Eleanor Hall School is committed to the growth, safety, and success of all students.”

Daily Routine

Arrival (K-5 through west doors, 6 – 9 through east doors, C-Prep & late entries through main doors) 8:15 – 8:30 am

O'Canada, IKE News & Attendance 8:30 am

Grades K-5

Classes	8:30 – 10:00 am
Recess	10:00 – 10:16 am
Classes	10:16 – 11:45 am
Lunch & Recess	11:45 – 12:30 pm
Classes	12:30 – 2:00 pm
Recess	2:00 – 2:20 pm
Classes	2:20 – 3:45 pm
Dismissal	3:45 pm

Grades 6 - 9

Classes	8:30 – 11:45 am
Lunch & Recess	11:45 – 12:30 pm
Classes	12:30 – 3:45 pm
Dismissal	3:45 pm

Student Absences Parent(s)/Caregiver(s) are asked to phone or email the school before 8:30 am to report a student who will be absent for the morning or the full day and before 12:30 pm to report an afternoon absence. Please notify the school office if a child is attending an appointment. Messages can be left regarding attendance 24 hours a day or by email: eh.main@pembinahills.ca. Please include the reason for the absence and the time your child will be picked up in the message or note.

Student Lates It is important for students to be on time. A late arrival disrupts class and students miss important information. Students arriving after 8:30 am and 12:30 pm in the afternoon must report to the office to sign in upon arrival.

Student Registration When registering for the first time at Eleanor Hall School, you will be asked to fill out a Registration Form online and provide your child's Birth Certificate. Every year we require you to complete a FOIP Form, Technology User Agreement, In-town Walking, Francophone Section 23 Form, FNMI Declaration and to update the Student Demographic Verification Form online. If at any time there are changes to your address or phone number or your emergency contact information, please inform the school office to ensure you can be reached at all times.

School Fees Parents may purchase classroom supplies for kindergarten to grade 5 students for \$35.00. If you choose not to purchase them from the school please call the office for a supply list. Swim lessons for grades 1-6 will be \$40.00 per student. Additional fees may be assessed for field trips & extra-curricular activities. If you require assistance to pay please contact the office. Optional items that may be

purchased at the school include school apparel, yearbooks & recorders. Payment may be made by cash, cheque or online via PowerSchool Parent Portal found on our school website.

Students Not Riding the Bus If your child will not be riding the bus at the end of the day, please write a note in their agenda (K-5). For students in grades 6-9 please send a note or contact the office before 3:30 pm.

Visitors and Volunteers in the School All Visitors and Volunteers need to report to the school office to sign in and obtain an identification pass. We welcome and appreciate the help of volunteers in our school. Pembina Hills School Division (PHSD) requires that all people working in schools obtain a Criminal Record Check (CRC) from the RCMP and a Child Intervention Check (CIC) from Alberta Human Services (the building across from Independent Grocers in Westlock). Checks remain valid as long as you volunteer at least once a year or if your status has changed. It can take several weeks for these checks to be completed so we recommend planning ahead. If you would like to be a volunteer driver proof of insurance (\$2,000 000) and a Driver's Abstract must be completed.

Picking Up Students In an effort to minimize disruption to student learning, students will be called to the office if they are being picked up. If you are waiting for your child, the Parent Zone in the foyer is available for your comfort.

Fire and Lockdown Drills Each year, the school will hold six fire drills and at least one lockdown drill. Students and staff will practice proper evacuation and lockdown procedures. During a fire drill all visitors are required to meet at the muster point. The muster point is located on the south west side of the school across from the bus loading/unloading area. Please wait there until the all clear signal is given from school administration.

How we respond to emergencies at school? Our first priority is the safety, security and well-being of our students and staff. Guided by our division's Emergency Response Plan, we have developed a plan which outlines our school's response to various emergencies.

What should parents do in an emergency?

- 1. Check the PHSD website**
We will post information on the PHSD website www.pembinahills.ca and on Twitter @PembinaHills. Phone the PHSD Regional Services Office at 780-674-8500.
- 2. Do not come to the school**
You could put yourself in danger and get in the way of emergency personnel. In several instances, our exterior doors will be locked and you will not be able to get into the building.
- 3. Do not call or email the school**
We need to keep our phone lines open to communicate with emergency services.
- 4. Do not call, text or email your child's cell phone**
Depending on the threat, contacting your child's cell phone could endanger your child.

What happens during specific emergencies?

As directed by local emergency personnel we will do the following:

1. If an incident or threat occurs inside or is directly related to our school, RCMP will instruct us to **Lockdown** our school which means we will lock all exterior doors. Staff and students will be directed to classrooms which will be locked. (e.g. dangerous intruder)
2. If an incident or threat occurs outside and is unrelated to our school, RCMP will instruct us to **Hold and Secure** which means we will lock all exterior doors. Students and staff may move freely in the school. (e.g. a bank near our school is robbed)
3. In some environmental or weather-related situations, authorities may direct us to **Shelter in Place**, which means we will keep students and staff in school until it is safe for them to leave. (e.g. chemical spill, blackouts, extreme weather conditions)

4. In some instances, we may have to **evacuate** the school. Students and staff will move to our primary evacuation site. Students will stay at the evacuation site until it is safe to return to school or they are released to a parent/guardian.

Before an emergency happens

1. Ensure the school has current Emergency Contact information for your child.
2. Talk to your child about the importance of following their teachers' instructions during an emergency.

Inclement Weather Please refer to the PHSD or Eleanor Hall School's websites to see if there are delays or cancellations in bus service due to weather and road conditions. Updates will also be sent to local radio stations. When the temperature and/or wind chill drops below - 25C or when it is raining, students will remain indoors for recess. The school administration will use discretion in these circumstances. Please ensure that your child(ren) are dressed appropriately for the weather conditions.

Leaving School Grounds Students are not permitted to leave school grounds. The only exception is when parent(s)/caregiver(s) provide a signed note for a student to walk home at lunch. Students must check out at the office and check in upon their return.

Dress Code Students, staff and parents are expected to dress appropriately in a manner that is respectful of the learning environment. Clothing should be neat and clean and shoes must be worn at all times. All students must have a separate pair of indoor shoes. The school reserves the right to require changes in any manner of dress that is deemed inappropriate at school.

Use of Personal Devices Personal devices are not permitted for use by Kindergarten – Grade 5 students. Students in Grades 6-9 may check/use their phone during break times or in class at the discretion of their teacher. With 1:1 Chromebooks in grades 5 - 9, students have access to the Internet for educational purposes. Use of personal devices for sporting events will be at the discretion of the coach.

Student Reporting Student progress is reported for students in grades 1 to 9 through the PowerSchool reporting system found at <https://powerschool.pembinahills.ca/public/> Teachers will update student progress on PowerSchool at designated times throughout the year. Student goal setting meetings for all students are held at the beginning of October each year. If at any time you have questions or concerns about your child's progress, you are encouraged to contact the teacher to arrange a convenient meeting time or phone conversation. We encourage the use of student agendas for home/school communication for students in grades K-5.

Physical Education Attendance and participation are compulsory. Students who are unable to take part in physical education for medical reasons must have a parent(s)/caregiver(s) note stating the reason for non-participation. Grades 4 to 9 students must be equipped with proper physical education attire (shorts or sweats, runners and a t-shirt).

Guidance and Counselling Counselling and guidance is offered for individuals, small groups, and classrooms depending upon the needs of students. We have a part time Success Coach on staff as well as additional supports from our Family School Liaison and our First Nations Metis Inuit Liaison.

Healthy Foods – Nutrition Nutritious, healthy food choices are encouraged at all times. A healthy diet makes children more settled, attentive and ready to learn and do well in school. Each morning a small breakfast will be prepared by school staff for students.

Lost Items Students are discouraged from bringing valuables or money to school. Students in grades 6 – 9 are encouraged to use locks on their lockers. Lost articles of clothing are placed in the lost and found

boxes in each wing of the school. Students are to check carefully for missing items. Items not claimed prior to Christmas Break, March Break, and the last week of June will be given to charity.

School Council and Enhancement Society Our School Council meets on a regular basis and all parents are encouraged to attend public meetings. The principal uses these meetings to get feedback and opinions from parents on a variety of matters that affect your Child's education. The Enhancement Society handles the financial support for school initiatives. Parents are also encouraged to become involved with this committee each year.

Administration of Medication If students require medication to be administered during school hours, specific paperwork (Form F5-23) must be filled out by the parent/guardian. All medication must be in its original container (prescription and over-the-counter medications).

Head Lice Head lice is an unpleasant yet common issue with children. To help stop the spread of head lice, please inform the school office when your child has head lice. An information bulletin from Alberta Health Services will be sent to all students in the class to alert parents to be checking their child's head on a regular basis. If a staff member notices that a student has head lice, we will contact the parent(s)/caregiver(s). The affected student will remain anonymous. Please refer to the Alberta Health Services bulletin for more information regarding the treatment of head lice.

Standard of Behaviour A Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning and including rather than excluding. Emotional and physical safety are fundamental for the provision of safe and caring school communities, and refer to a classroom and school environment in which students can experience all of the following:

- A sense of value, belonging, acceptance, respect and dignity
- The freedom to, in an environment of respect and acceptance, risk learning new things without fear of making a mistake
- Encouragement, support, recognition, effective instruction, guidance and appropriate resources
- Recognition and acknowledgement of one's unique talents, skills and qualities
- The freedom from harassment, intimidation (examples include: labeling, name-calling, ridicule, taunting, criticism or contempt) and threat of physical harm from adults or peers
- The freedom to make choices and influence one's own learning and pursue personal interests
- The freedom to have (and appropriately express) one's own feelings and opinions without fear of recrimination

Students are, to the fullest extent possible, responsible for:

- Showing respect for the rights, property and safety of themselves and others
- Respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability
- Expressing themselves with socially acceptable language and behaviour
- Exhibiting behaviour that avoids all forms of intimidation, harassment, racism, and discrimination
- Dressing in accordance with school dress standards
- Treating school property and the property of others with reasonable care
- Respecting the responsibilities of all school members in exercising their duties
- Promoting positive behaviour through the avoidance of all types of violent acts
- Attending classes, activities and events and being prepared and punctual

- Showing courtesy and respect for the rights of all people in the school and in the community
- Demonstrating behaviour that contributes to an orderly, supportive, and safe learning environment
- Resolving interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel
- Developing self-discipline

Staff members are responsible for:

- Subscribing to the policies of the Pembina Hills School Division and/or the tenets of the Alberta School Act and the Alberta Teachers Association Professional Code of Conduct for professional behaviour
- Treating parents, students and fellow staff with dignity and respect at all times
- Participating and cooperating with parents and other school staff in the development and implementation of plans to address the learning needs of students
- Communicating information about student behaviour to parents and administration as appropriate
- Establishing and maintaining a safe, secure, non-threatening learning environment
- Providing an environment that promotes self-esteem and self-discipline

Parents are responsible for:

- Instilling basic values and responsibilities in their children
- Treating staff with dignity and respect at all times
- Following established protocol in expressing concerns about individual staff members
Refer to school website for communication protocol
- Ensuring that their child attends regularly and punctually
- Helping their children understand and succeed in meeting the behavioural expectations
- Communicating with the school in regards to their child's needs (academic, social, emotional and behavioural)
- Demonstrating support for the school and offering constructive input
- Problem solving in a manner respectful of all involved
- Obtaining a Criminal Record Check (CRC) and Child Intervention Check (CIC) and filling out the Volunteer Form (available from the office), prior to volunteering in the school and disclosing any change.

Behaviour is situational, and any and every response to behaviour must always be informed by the circumstances of the situation.

- Discipline is intended to restore safety, reinforce appropriate behaviour, and promote the learning of self-control
- Expected behaviours must be actively taught both at home and in school
- The strategies used to develop understanding and respect for the rights of others may vary from student to student
- When there is noncompliance to the school's behaviour expectations, an appropriate response shall follow

Inappropriate Behaviour

The nature and scope of inappropriate behaviour ranges from disruptive to severely disruptive.

Disruptive Behaviour – Behaviour that interrupts the learning climate of the school and/or disturbs the well-being of others is classified as disruptive. Examples of disruptive behaviour may include, but are not limited to:

- Late arrival at school and to class
- Disrespect or insubordination
- Failure to comply with instructions
- Forging notes or excuses
- Failure to arrive with the materials required for class
- Non-attendance or poor attendance in school or specific classes
- Failure to attempt and/or complete assignments
- Inappropriate dress
- Loitering in school areas when asked not to
- Profanity
- Minor conflict
- Inappropriate responses to conflict
- Passive support for the misconduct of others (being a bystander)
- Other acts of misconduct that are disruptive or may create a potential safety hazard

Severely Disruptive Behaviour - Behaviour that significantly disrupts the learning climate of the school, endangers the well-being of others, or damages school property is classified as severely disruptive. Examples of severely disruptive behaviour include, but are not limited to:

- Chronic disruptive behaviour (a repeated pattern of misbehaviour)
- Academic misconduct (plagiarism, cheating)
- Vandalism
- Disruptions to school operations
- Verbal abuse
- Active encouragement for the misconduct of others
- Racial and/or discriminatory misconduct
- Sexual harassment, assault and/or abuse
- Sexual conduct (personal displays of affection)
- Making threats
- Physical violence and/or abuse
- Theft
- Hazing
- Smoking or vaping
- Use or possession of any form of a weapon
- Use or possession of drugs and/or alcohol
- Drug trafficking
- Illegal activity
- Gang activity
- Bullying: repeated targeting, intimidation and exclusion of others by an individual or group, including electronic harassment

Appropriate Responses

Schools are safe but by their very nature will encounter problem behaviours. Eleanor Hall School is committed to working towards the provision of a safe learning community, and will always respond to situations that threaten or violate the physical and emotional safety of those in our care.

In addressing any misbehaviour, responses shall:

- Be logical, realistic and timely
- Be appropriate for the student's stage of development and considerate of the student's unique needs
- Reflect the severity of misbehaviour and take into account the frequency, duration and intent of misbehaviour
- Be chosen initially to restore safety and order
- Make sense to students as much as possible
- Enable students to generate appropriate responses and solutions

The following are examples of responses that may be considered in addressing inappropriate behaviour:

- Discussion with those involved
- Interviews that may involve students, staff, parents and/or divisional personnel
- A plan that may include counseling, mentoring or mediation
- Time out: a "cooling" off period
- Student detention
- Writing and issuing of apologies
- Withdrawal of privileges
- Making amends, either monetarily or through school-based community service
- Development and implementation of a behavioural or performance contract
- Suspension: in-school or out-of-school ranging from one class period up to/including 5 days
- Expulsion: involvement of school administration, Superintendent and Board is required.

Violence and Threat Risk Assessment (VTRA) Protocol

Sometimes children and youth faced with difficult situations and challenges they can't resolve turn to high risk behavior which may put them and others at risk.

To respond to the needs of these individuals – and to keep all our students safe – Pembina Hills Public Schools has taken the following steps:

- All school administrators have completed intensive safety training through the Canadian Centre for Threat Assessment and Trauma Response.
- Our school division worked with Evergreen Catholic Schools, the RCMP, government agencies and local community partners to establish a Violence and Threat Risk Assessment (VTRA) protocol which will guide our response to students who put themselves or others at risk.

According to this protocol, school administrators must complete a risk assessment any time a student presents a threat. This assessment will help us determine the level of risk and identify the supports the student may need. By way of this addition to the Handbook I am giving students and parents fair notice that our school will initiate a risk assessment when a student exhibits threatening behavior. While we will invite all parties to participate in the assessment process; if the threat maker or their parents/guardians choose not to participate, we will still proceed with the assessment. Providing students and staff with a safe and caring learning environment is our top priority. For more information, please go to the Pembina Hills School Division's website.