



**Carstairs Elementary School**

**403-337-8670**

**[www.carstairselementary.ca](http://www.carstairselementary.ca)**

**Student and Parent**

**Handbook**



## Important Phone Numbers and Contacts

### Emergency

Fire, Police, Ambulance	911
Kids Help Phone	1-800-668-6868
Poison Centre	1-800-213-6680
Crisis Line - Counseling	1-403-543-1967
Child Abuse Hotline	1-800-387-5437
Child & Family Services	1-877-644-9992
Mental Health	1-866-303-2642
AADAC Help Line	1-866-332-2322

### Local

Carstairs Elementary School	403-337-8670
Chinook's Edge	1-800- 561-9229
Alberta Child & Family Services	403-507-8035
Didsbury RCMP	403-335-3381
Didsbury Hospital	403-335-9393
Town of Carstairs	403-337-3341
Alberta Mental Health	403-335-7285
Crime Stoppers	1-800-222-8477

## Welcome to Carstairs Elementary School

### Mission & Vision

At Carstairs Elementary School, we focus on the whole child, celebrate success and nurture lifelong learning.

CES is a welcoming school where children are learning, developing citizenship and contributing to community.

# A

## Absences

- Phone 403-337-8670 or email [carstairs.elem@cesd73.ca](mailto:carstairs.elem@cesd73.ca) prior to 8:25 a.m.
- CES answering machine is in operation 24 hours a day. Please leave your child's first and last name, grade, teacher and the reason for their absence.

## Assemblies

- Assemblies are held to promote a positive, cohesive school culture.

## Anaphylaxis Management Policy

- CES is committed to providing a safe and healthy learning environment for students. While CES cannot guarantee an allergen free environment, it is committed to working in cooperation with parents, students and health care providers to minimize the risk of exposure to life-threatening allergies. Please check the school website for our complete *CESD Procedure for Protection of Students with a Life-Threatening Allergy*.
- Please inform both the teacher and the school office if your child has a life threatening allergy.

# B

## Bell Schedule

8:30 First Bell/Class Begins

8:40 O Canada

2:55 Bus Student Dismissal Bell

3:05 Dismissal Bell

Lunch time and recess break are subject to change due to the playground expansion project

### **Bullying vs. Peer Conflict**

- Bullying occurs when persistent 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, 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.

### **Busses Not Running**

- Temperatures below  $-35^{\circ}\text{C}$  (ambient), busses will not run.
- Schools will remain open unless a Red Day is declared.
- Bussing updates can be heard at  
**CKGY 95.5 fm - Red Deer**  
**Big 105.5 fm - Red Deer**  
**66 FR am – Calgary**  
**67 Q91 am – Drumheller**  
**68 CBC 1010 – Calgary**  
**69 Country 105 fm – Calgary**  
**96.5 - CKFM - Olds and area**  
**96.6 ZED 99 - Red Deer**
- More information can be found on the Transportation link on the Chinook's Edge Website at [www.cesd73.ca](http://www.cesd73.ca). or [www.carstairselementary.ca](http://www.carstairselementary.ca) . Please click on Bus Icon

On days when **some busses** are not running and some busses are running:

- Regular classes will be held as scheduled.
- Teachers will most likely cover new material.

On days when all **busses are not running**:

- Scheduled lessons will not be taught.
- Teachers will not cover new material.

## **C**

### **Character Education**

- Helps prepare students for life-long learning, world work and citizenship.
- Students will learn to think creatively, follow directions, a good work ethic, build team spirit, and produce good work.

### **Communication**

- CES weekly/monthly updates, information or schedule changes are sent to parents via text **and** email to the contact information on file. To allow our School Messenger system to send text messages to cell phones, parents need to Opt-in to this option by texting "Y" or "YES" to 724665. Standard Text Message & Data rates may apply.
- Please inform the school office if there are any changes to your contact information and/or if you are not receiving both a text message **and** an email.
- Parents will receive a yearly email to verify and /or change their demographic information in September. It is very important to watch your email and sign in to Parent portal to confirm your information is accurate.
- Please use the student agenda to communicate with your classroom teacher.
- Follow us on Facebook and Instagram.

### **Concerns**

- If you have a concern, please communicate with your child's teacher.
- Contact administration with major concerns.

### **Concession**

- Please watch for updated communication about CES concession

### **Contact Information**

Visiting Us:	Please check in at the office.
Phone:	403- 337-8670
Website:	<a href="http://www.carstairselementary.ca">www.carstairselementary.ca</a>
Answering Machine:	403-337-8670 after hours and on non-school days.
Fax:	403-337-4276
Email addresses:	<a href="mailto:carstairs.elem@cesd73.ca">carstairs.elem@cesd73.ca</a>
Administration:	Principal: John Goutsis Vice Principal: Lara Pawluk

### **Custodial Care**

- We have two dedicated custodians who keep our school clean.

## D

### Discipline

- Discipline is a learning process and not simply an event where consequences are applied. Discipline is about preparing children for all the choices they will be making and ensuring they are ready to handle them. CES students are expected to respect all adults in our building.

### Dress Code

- Students are required to wear shoes at all times.
- Wear indoor shoes appropriate for physical education classes.
- Clothing should be school appropriate in terms of weather, language written on shirts, etc. and not be revealing in any way.

### Dropping off - Picking up

- Students leaving the school for any reason during school hours must be signed in/out at the office by a parent/adult.
- **Please arrange a safe meeting spot with your child.** Options include the front foyer, a bench at the front, at a certain piece of playground equipment or at the flagpoles. Also please make a **"Plan B"** with your child. This will help them deal with something out of the normal routine. "Plan B" for us is always come inside to the office where students will be safe, we can call parents, page a sibling, et cetera.

## E

## F

### The Family School Wellness Program

- The Family School Wellness Program is a confidential, voluntary, preventative service offered to children, youth and families.

### **Field Trips**

- Field trips are offered at various times throughout the school year at every grade level. This is a wonderful opportunity to learn and grow with your child. Please arrange care for siblings. Information and consent forms about each trip will be communicated via email to parents/guardians.
- Parent volunteers are required to submit a current police record check and child intervention check to attend the class field trip with your child.

### **Fire Drills/Lock Downs**

- In order that students may know how to act quickly and without confusion in case of an emergency, fire drills and lock downs will be held throughout the year.
- It is important that the building be evacuated quickly and quietly.
- Instructions are posted in each room regarding exits to be used.
- Teachers will review lock down key messages and procedures with all students well before the first drill so the younger ones are well aware of what to expect.

### **Fundraising**

- Proceeds from fundraisers will be put toward projects designated by the staff and School Council.

# G

# H

### **Holidays**

- Please notify your child's teacher and the school office of dates they will be away.
- It is very important if you have alternative care arrangements setup for your child. We need contact information and dates you will be away.

**Hot Lunch**

- Monthly hot lunches are available for online purchase from various vendors. Watch for information to order lunches through class newsletters and School Messenger alerts.

**I****J****K****Kindergarten**

- 5 Alternating full day programs are offered. 3 classes on Monday/Wednesdays and alternate Fridays and 2 classes on Tuesdays/Thursdays and alternate Fridays.

**L****Lates**

- Please call the school office if your child is going to be late for school. Students who are late are required to be signed in by a parent at the office when they arrive.

**Learning Support Programs**

- Special needs programming
- Speech Language programming
- Literacy Intervention Program

**Lice**

- Head lice and/or nits do regularly occur in children.
- Parents will be informed when cases of head lice are reported.
- There is no need to exclude a child from school once treatment has begun.



**Library Program**

- All students have a book exchange period with their teacher each week.

**Lock Downs/Fire Drills**

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**Lost and Found**

- We have one lost and found box located in the common area.
- It is emptied before Spring Break, Christmas Break and at the end of the school year; all items left at the school will be donated to a local charity.

**M****Messages For Students**

- Call the school office prior to 2:10 p.m. so that students can be informed in time.

**Milk Sales**

- Milk tickets are sold at the office (\$10.00 for 10 or \$1 each).
- 2% white and chocolate milk are available.

**Music Program**

- Students receive 2 half-hour music classes each 5 day cycle.

**N****Newsletters**

- Classroom messages to inform you of the happenings in your child's classroom will be sent home by classroom teachers.

- School news is available online at [www.carstairselementary.ca](http://www.carstairselementary.ca)
- News items or important information may be sent home via text message **and** email message. All messages from Carstairs Elementary School will start with the letters CES. Please inform the school office if you are **not** receiving messages through both modes of communication.

## O

### Opted- In

- To allow our School Messenger system to send text messages to cell phones, parents need to Opt-in to this option by texting "Y" or "YES" to 724665. Standard Text Message & Data rates may apply.

### Online Payments

- Student QuickPay is a secure online website and is available to parents to pay for any school fees assigned. Examples of fees are swimming fees, hot lunches, field trips and rooftop photo.
- Student QuickPay is available on the Chinook's Edge School Division No. 73 website [www.cesd73.ca](http://www.cesd73.ca) or Carstairs Elementary website. [www.carstairselementary.ca](http://www.carstairselementary.ca)

## P

### Parent-Teacher-Student Conferences

- During November and April teachers will be meeting with all parents of the students they teach. Parents can sign up for conferences using Conference Manager. The link can be found at [www.carstairselementary.ca](http://www.carstairselementary.ca) click on the parent tab. You will need to create an account to access the booking system.

### Parent Portal

- To log in to your parent portal please go to Carstairs Elementary Website, [www.carstairselementary.ca](http://www.carstairselementary.ca), go to the waffle (upper right corner) choose Power School from the drop down menu.

### Parking

- When dropping your child off - use the hug and go loop.
- Parking - use marked visitor parking stalls. Alternate parking areas are available at the ball diamond or the community hall.
- If you are parking in the **back alley** you need to be parked along the fence facing **east**.
- The speed limit in the back alley is **20 Km/h**.

- If you are using this area, please pick up your child at the north doors and take them to your car so they are not navigating through the parked cars on their own. Our CES students are generally very small and they may not be visible to drivers.
- **Please be courteous!** Do not block a garage entrance or driveways at any time.
- Our local peace officers will be monitoring this area! You might be ticketed or towed if there are violations.

### **Peanut, "Nut" Aware**

- We have students in the building with anaphylactic nut allergies and therefore request you do not send peanut/nut products or foods that may contain nuts to school. Please check the school website for our complete *CESD Procedure for Protection of Students with a Life-Threatening Allergy.*

### **Peer Conflict**

- 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 CES are very good at teaching students the tools they need to accomplish this.

### **Physical Education Program**

- Regular participation in Physical Education enables individuals to develop the knowledge, skills and attitudes necessary to lead active, healthy lifestyles.

### **School photos**

- Watch for information about CES picture days coming home with students in the fall.
- Keep an eye on the website calendar and the school messenger emails for the retake date.

### **Pets**

- Please inform the school office if you would like to bring your pets into the classroom.

- As per CESD Policy, School administration must approve the entry of all animals coming into the school.

## Q

## R

### Recycling

- Recycling is a big part of what we do to help our world. We recycle, cans, bottles, juice boxes, paper and cardboard.

## S

### Staff

- CES staff for the school year can be found on the Carstairs Elementary Website at [www.carstairselementary.ca](http://www.carstairselementary.ca). Click on **Menu**, choose the **About** drop down and click on **Staff Directory**. All CES staff are listed here.

### School Council

- School Council is the parent association at CES.
- All parents are members.
- The primary goal is to work closely with administration, staff and jurisdiction to help make CES a caring place for children to learn and grow.
- Meetings are held monthly.
- Check the CES website for meeting dates and school council chairperson contacts.

### School Fees

- There are no school fees for CES students. If students attend swimming lessons during the school year, parents will be invoiced the swim lesson fee.
- Please check our website for changes that may occur during the summer.

### **Snacks and Lunches**

- In the morning, students eat a nutritious snack from their lunches.
- Students eat lunch in their classrooms from 12:05 to 12:20.
- Do not send items in student's lunches that need to be heated up.

**T**

### **Technology**

- In addition to classroom computers, CES has digital cameras, chromebooks, multi-media projectors, iPads and video cameras to help students learn.

**U**

**V**

### **Visitors and Volunteers**

- Visitors and volunteers are welcome to sign in at the office upon arrival.
- Volunteers are used in the classrooms as well as for special occasions or events. Volunteers will be asked to sign an Oath of Confidentiality when volunteering in the classroom.
- Contact your child's teacher or call the office for more information.

**W**

### **Inclement Weather:**

- Please send your child to school with appropriate outdoor clothing for the weather. It is important to have warm jackets, ski pants, toque, mittens and boots to enjoy those outdoor recesses during the winter months.
- Crazy carpets are the only item allowed at school for sliding.

### **Inside Recesses**

- Recess will be held indoors when adverse weather conditions exist in the winter (temperature below -22C) or on extremely rainy days in the spring and fall.
- Inclement weather information can be found on the Chinook's Edge School Division website [www.cesd73.ca](http://www.cesd73.ca). To find Inclement Weather Information - Click on Menu - Students & Parents - Inclement Weather Box

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