



Alder Flats Elementary School Handbook – 2024/2025

Kindergarten Days: Please note that Kindergarten days for the 2024/2025 school year will be on Day 1 and Day 3.

Please see the calendar on our school website for clarification.

Medication: WRPS policy requires that medication be administered to students only if it is prescription medication, labeled by a pharmacy or physician. A consent form signed by the parent ***must*** accompany the medication. In addition, the container must have the pharmacy label, patient name, instructions & dosage, name of medication, date & prescribing physician's name. All medications must be submitted to the school office.

Illness: We expect that children who are ill, or who have not fully recovered from an illness, remain at home. In most cases, classroom work can be caught up upon return to school. In case of a lengthy illness, arrangements to provide homework can be made with your child's teacher. Please allow the teacher adequate time to prepare homework.

Accidents: All accidents must be reported to the office immediately, at which time an incident report will be completed. If medical attention is required, parents/guardians will be contacted, as well as emergency personnel if necessary.

Student Gradebooks/Report Cards For Families of Kindergarten-Grade 6 Students:

- Gradebooks can be viewed any time through the PowerSchool portal. We encourage you to check in on a regular basis to keep in touch with how your child is progressing. Teachers will label each assignment to help you understand what your child is graded on.

- Formal Progress Reports will be accessible in January and June with teacher comments. Families will be notified via email that Progress Reports are available in PowerSchool to view and print.
- In November and April, parents will be invited to take part in 'Celebrations of Learning, 'Student Led Conferences' or 'Parent/Teacher Conferences.

Telephone Policy: Generally, students will not be permitted to make or receive phone calls. Student cell phones are discouraged. Cell phones are not permitted in the classroom. Staff will contact parents in an emergency situation. Should you need to speak to a teacher, please do not call during class time. Teachers will not leave a classroom to speak on the phone, except in emergency situations. Please see the 'Class Schedule' for available times.

Food: We will provide breakfast options for students who feel hungry when they get to school. We will also prepare lunch for any students who are in need of one.

Hot Lunch Program: The School Parent Council offers a 'Hot Lunch' Program. Volunteers provide hot lunches during the school year. **(This program relies on parent volunteers)** Pre-order forms will be available in PowerSchool under 'School Fees and Forms' when hotlunches can be purchased. This will be posted through the weekly newsletter on our school website.
Please note: Online orders only.

Regular Lunch Days: Please do not send microwaveable foods with your child. Students have 15 min to eat their lunch before going outside for 30 min. Also, if needed, please remember to send utensils with your child's lunch. **Microwaves are not available.**

Extra Curricular Fees: All fees should be paid through the PowerSchool Parent Portal. We avoid handling cash at our school.

Curriculum: Alberta Education provides 'Curriculum Guides' for each subject at every grade level. Detailed curriculum information is available online at the Alberta Education Website.

Provincial Achievement Tests (PAT's): Every spring, students in Grade 6 are required to write Provincial Achievement Tests. The dates of these tests will

be announced well in advance & parents will receive a detailed report of their child's results from Alberta Education.

Bussing: Student safety is a priority. Students are expected to conduct themselves in an orderly manner, and follow bus driver instructions. The bus driver has the same authority during transportation as a teacher has in the classroom. For the safety of all passengers, we ask that students refrain from the following: standing/leaving seats while in motion, engaging in unnecessary conversation with the driver, throwing objects/putting hands, arms, etc. out the window, tampering with windows/other equipment – unless directed to do so by the bus driver, making loud noises, including the playing of private stereo equipment/electronic games, littering & poor housekeeping conditions on the bus.

Students are expected to be on time for morning bus pick up. Your bus driver will inform you of expected pick up & drop off times. It is the responsibility of the parents/guardians to notify bus drivers & the school of any change in usual transportation. Examples: A student is being picked up by a parent/guardian or someone other than the parent/guardian, going on a different bus, or getting off at a different stop.

Please notify the bus driver directly, if you would like your child to have additional students traveling home with him/her for parties or social activities. This may not be permitted by the bus driver.

Please note: If the student does not have a note & the school or bus driver has not received notification, the student will board his/her usual bus & will be dropped off at their usual location. Students will not be permitted to leave the school with anyone other than a parent/guardian, without notification from the parent/guardian, preferably in writing.

Students Who Walk to School: Students who travel to school by any means, other than the school bus (walk, bike, dropped off, etc.) will not be permitted into the building until the buses arrive at 8:20 a.m.

Recess: Recess is an outdoor activity. All students are expected to go outside during recess unless weather conditions are extreme. Please ensure your child is dressed appropriately for outdoor play during cold or wet weather.

Personal Belongings: Please label your child's most important belongings. This includes school supplies, clothing, boots, book bags, lunch boxes, etc. Putting your child's name on their belongings will help prevent disagreements or confusion over ownership & will assist in ensuring that lost/misplaced items are returned to their rightful owner. If your child brings a special toy/belonging from home, he/she will assume all responsibility for that item. Electronic devices are not allowed during school hours. If your child chooses to bring an electronic device on the bus, please label as he/she will be asked to take the device to the school office before class in the morning and pick it up after class at the end of the day. The school will not assume any responsibility for lost or broken items. A lost & found box is located in the hallway across from the school office and a container for small lost & found items is located in the school office.

Discipline Policy: Students are expected to conduct themselves in an orderly manner. Should serious discipline issues arise, the school will take appropriate action & parents/guardians will be notified immediately.

Achievement Awards: These awards are presented annually in June. Students are recognized for excellence & outstanding efforts in the following categories: Citizenship, Most Improved, Sportsmanship, Art, Music, Academic Achievement (Grades 1 & 2) & Honors (Grades 3 – 6), Monica Miller Top Grade 6 Language Arts & Grade 3 Most Improved Reader. Classroom teachers also choose various monthly awards that are presented at our school assemblies.

School Library: We have a small, but well equipped library. Our library belongs to the Yellowhead Regional Library system, which allows us access to a wide variety of books & resources, in addition to our own books. Students are expected to return their library books on time & will be expected to pay for any lost or damaged books. Students may lose library privileges until overdue books are returned or lost/damaged books are compensated for. Compensation fees are \$15 for paperbacks & \$25 for hardcover books.

Bus Cancellations Due to Inclement Weather: During extreme weather, or due to poor road conditions, school buses may not run, however schools usually remain open unless our superintendent of schools decides otherwise.

Bus cancellations will be announced on local radio stations & the bus drivers will attempt to notify everyone on their bus route. Information will also be available on the WRPS website at www.wrps.ab.ca. Should sudden harsh weather conditions arise, causing a necessity for students to be sent home early during the course of the day, parents/guardians will be notified by telephone prior to students being sent home..

Absenteeism: Regular school attendance is one of the key factors responsible for students doing well at school . In order to ensure our students are getting the best education possible, we must encourage our students to have regular and punctual attendance. The school will verify all student absences. If your child is going to be absent or if the absence has been pre-planned, please notify the school using the Safe Arrival App or by calling **1-833-525-9071**.

Student Registration: Registration Verification forms will be available through School Engage for students already attending Alder Flats Elementary School. Information on the registration verification requires updating by the parents/guardians. Parents/guardians of new students may register through our website or stop by the school office to complete a registration package.

Notices/Calendars/Newsletters: To help keep parents/guardians informed of all pertinent information & scheduled events, notices of weekly activities, a calendar of events and a monthly newsletter will be emailed to anyone with a valid email address and will also be posted monthly on our school website at www.alderflatsschool.ca or on our Facebook page.

Contact Numbers:

Alder Flats Elementary School

Telephone: 780-388-3881 Email: af@wrps11.ca

Website: www.alderflatsschool.ca

Carrie Laczó – Principal

Wetaskiwin Regional Public Schools

Central Office Telephone: 780-352-6018 or Toll Free 1- 877-352-6018

WRPS Website: www.wrps.ab.ca

Mr. Mike Wake – Superintendent of Schools – 1-877-352-6018

Transportation Telephone: 780-352-6018 or Toll Free 1-877-352-6018

Billie Loiselle – Transportation Director – 1-877-352-6018