

Erskine School
Student / Parent Handbook
2024/2025

Success is our Choice

Successful students have many things in common!

There is no set recipe for creating a successful student. However, successful students do seem to have some things in common that parents can influence.

Their parents:

1. **Encourage** and **support** them. Ask about their day and specifics about what they are learning.
2. **Limit** screentime and **monitor** what is being viewed and who they are interacting with on social media.
3. **Read** to and with them.
4. **Ensure** they get enough sleep and exercise and attend school regularly.
5. **Expect** them to work hard and be successful.
6. **Expect** them to show respect to all.
7. **Model** the traits you want them to have.

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Principal's Message

We want to welcome you to Erskine School and look forward to an exciting year of meaningful learning.

Staff are excited about the initiatives and innovations our school and division are implementing to ensure each child is having academic success which meet their needs and ensure they are well prepared for their future. Staff are highly skilled and care about each student and our School Council is positive, active and caring.

The three basic school rules that I share with staff and students on the first day are that they demonstrate the following:

Respect – Yourself. Your classmates. Your Teachers. Volunteers.

Cooperation – Work together to make our school great!

Effort - Try Your Best. You cannot succeed without effort. Set goals for yourself and celebrate when you achieve them.

Erskine School is a great place for early, intermediate, and middle years learning, with excellent instructional practices, and a supportive school community. Our goal is student success.

One of the key factors in our success is strong parent and community support. I encourage parents to involve themselves in our school activities, School Council, and even the out of school clubs and groups that help our students find greater lifelong success. I extend a warm welcome to all of our parents and community members to be a part of our school team as we work together in making a better future for our incredible students.

Welcome.

Mr. Lee, Principal

Protocol for Problems/Issues

If concerns with any aspect of your child's education occur, please follow the protocol: **First**, contact the teacher (home room or subject specific) or bus driver, then **Second**, contact the principal, then **Third**, contact the Superintendent.

School Council (EEPS)

Our School Council is a group of parents who meet monthly. An executive is elected annually and meetings are open to parents and community members. This is a parent's opportunity to be informed of events and become involved in helping to determine future direction of our school. We appreciate one parent rep for each grade at our school.

Secretary-Receptionist

We have secretarial coverage all day on Tuesday, Wednesday, Thursday and Friday. Mrs. Lepard, Mrs. Chick or Mr. Lee will be available to answer questions that may arise during the day. Please be patient if the phone isn't answered promptly. Either call back or leave a voice mail.

Attendance

Regular attendance is important to a student's program at school and to his or her personal development. Students are to report to class promptly each day, ready, willing and able to work. Excusable absences include: illness, medical appointments, and family emergencies. In case of an absence, a note containing the reason for the absence, the date and a parent signature is required. * **Please call and let us know if your child is going to be away. (This is a safety expectation.)**

Check our Web site for updates:

<http://erskine.clearview.ab.ca/>

Dispensing of Medication

In accordance with Clearview policy on the administration of medication, parents need to be aware of the following:
Under normal circumstances, Teachers or Employees of Clearview Public Schools are not

allowed to dispense medicine to students. If the situation is such that the principal sees a need for medication to be given at school, the parents must supply:

1. A written request to the school
2. Medicine in the original container with the doctor's directions attached.

Dress Code

Every student is expected to dress appropriately. Examples of inappropriate dress are: clothing items that display profanity or anti-social values, obscene gestures, banned substances, offensive ethnic slurs or sexual connotations.

The following may not be worn at school: hats, handkerchiefs (as headgear), toques, half shirts or halter tops (tank tops must cover bra straps), shirts which cannot be tucked in, see-through blouses, potentially dangerous clothing, short shorts and outdoor clothing. We expect students to dress casual, but professional. No underwear should be exposed.

School Messenger

Sign up with Mrs. Lepard for this convenient service. Your e-mail or phone will message you with important upcoming events from the office or your child's classroom teacher.

KEV

You can pay for school fees, field trips, milk orders, etc on line with School Cash Online – Check it out at <https://clearview.schoolcashionline.com/> - You will need to contact the school to get your secure password.

Our School Day

Our day will start at 8:25 am and end at 3:00 pm.

Report Cards/Assessment

Communication with parents takes place in varied ways:

- 1) **September:** Open House (September 18 at 6:00).
- 2) **November** – Report cards go home (November 15).
- 3) **March** – Report Cards go home (March 14).

- 4) **Final reports** (Grades 1-6 will not have final marks – their term marks are their final marks.) (June 25)

ECS – Grade 6 Report Cards will be available “on-line” and printed and sent home on the assigned dates. Junior High report cards are printed and sent home at the same time but parents can check on their child’s progress online at any time by using the Powerschool username and password provided in September.

Assessment of student progress will involve both formative and summative. A variety of methods will be implemented: rubrics, written work, assignments, goal setting and reflection, student generated evaluations, etc. Summative assessment will include tests and quizzes in various formats. Behavior and attitude will be reported separately from academic progress in the learner attributes of the report card.

In November, formal report cards and parent teacher interviews will be the norm. Interviews are always available by request. In March, following report cards, we will have Parent Teacher Interviews by request of the parent or teacher. Final Report cards are available to be picked up between 2:00 PM. and 3:00 PM. the last day of the school year.

“Success Is Our Choice” means: Students are expected to be actively involved in their learning (be prepared, on time, ready to learn, and complete assignments). “Zeroes” will not be assigned for undone work, students will visit homework hall until assignments are completed to expected levels. They cannot “choose” to skip assignments. Assignments that are not completed after intervention will be categorized as incomplete.

School Pictures

Each year a professional photographer visits the school to take individual pictures. Purchase of the picture packages is on a pre-pay basis. All students will have their pictures taken for the school identification files. 2024 pictures are booked for October 10.

Student Conduct

Students have a responsibility to behave in a manner that does not violate the well being of any individual in the classroom, in the hallways, on the school playground, and on the school bus.

Rules are kept to a minimum but those established are there to ensure the health and safety of students, as well as to create an atmosphere that is conducive to learning. Our school’s Discipline Policy is in keeping with Clearview district policy. The Erskine discipline cycle begins with a verbal reprimand from a teacher and can progress to suspensions if deemed necessary. Should conduct be harmful or dangerous, some steps in the cycle may be omitted.

Student Appeal Process

Every student at Erskine School has the right to comply with or appeal a decision made by a staff member unless they have abused that privilege. In other words, if they have been asked to do something that they think is unfair or have been treated unfairly they can ask to go to the office and appeal. All staff members have been instructed to allow students to leave to appeal a decision to Mr. Lee when requested. If a student chooses to argue with a staff member, they lose their right to appeal.

Accidents

When a student has been injured at the school, it is our practice to call the parents or guardians and notify them of the circumstances. In the event that the parent or guardian cannot be reached, the student will be taken to the Medical Clinic or hospital if it is believed that immediate medical attention is required. Take note, there is an in-depth concussion protocol that must be followed.

Orange Paper

Any notes that come home on orange paper are notes from the principal.

Cell Phones/Phone use

Cell phones will be turned off and stored in lockers upon arrival each day. Junior high students may access their cell phones in their homerooms while eating lunch. Cell phones are not to be used during class time or in the hall or outside. If cell phones are misused and confiscated, parents are required to pick them up.

Please do not text your child while they are in class. No cell phones for ECS to Grade 6, please.

Fire Drills/Emergency Planning

As per government regulations and regional policy we are required to have procedures in place for emergencies such as fires, unwanted intruders, severe weather, etc. Throughout the year, several drills will be held in order to thoroughly familiarize the students with the proper exits and procedures. Because these drills are conducted regularly, all students must wear indoor shoes at all times! Students have practiced lockdown situations and met RCMP guidelines.

School Closure Due to Extreme Weather Conditions

If extreme weather conditions exist in the morning before your child has left for school and you anticipate buses will not run, please check out our website. Bus drivers will call their students to inform them of whether they will run or not. There will not be any early closures in accordance with division policy. (This means that students will NOT be sent home early.) The school will remain open at all times unless the Superintendent determines it should be closed (under extreme conditions only). **Please call the school if you are in doubt – don't send students out in extreme weather.**

Homework

It is an expectation of our school that students do a reasonable amount of homework or studying during the week. Grade one, two and three children should spend twenty to thirty minutes, two or three times a week on recreational reading. Students in grades four, five and six should be spending 30-45 minutes four or five times a week on definite assignments, reviewing notes, strengthening specific skills (i.e. multiplication tables) or reading. Grades seven, eight, and nine should be spending 45 minutes to one hour, four or five times a week keeping assignments up to date and meeting requirements and expectations set out by teachers. Good study habits do not just happen; they must be developed during a child's early schooling. Success in secondary and post-secondary education often depends on the student's study habits.

Course Offerings at Erskine School

The courses offered from ECS to grade nine are consistent with the Alberta curriculum. Parents interested in exploring a particular program may access the online curriculum handbook for parents at education.alberta.ca/parents/resources/handbook. These informative documents will give you a general picture as to the subjects taught at any particular grade level.

Swimming

All students at Erskine School will have the opportunity to swim during the regular Phys. Ed. program. The majority of families at our school view the program as valuable in terms of learning to swim and good value for the money involved. This is a user pay program, the cost is approx. \$45.00 payable to the Town of Stettler. A bussing cost of \$20.00 is included in the school fees calculation. This year swimming will be scheduled during the month of April.

Locks Policy

All students will be assigned a locker. Junior high students will be assigned a school lock along with their locker. Teachers will record the student's locker number and combination in case they forget it.

Lockers are **school property**, and are used by the students with the permission of the school. The Principal has the right to search lockers and to remove locks. Students have the right to be free from unreasonable searches; however, the Principal may conduct a reasonable search of a particular locker if it is deemed necessary. No locks for ECS to Grade 5, please.

Computer Usage

Students will have access to e-mail and internet and should they violate the school's expectations, their privileges will be revoked. Students are not to attempt to access inappropriate web sites or material. Hate mail, harassment, discriminatory remarks are unacceptable. If a student comes across such material or if they receive an inappropriate message, they are to let an adult know immediately. For the student's own safety, they must not reveal their addresses, numbers, or information to others who they do not know personally.

Chromebooks and iPads

At Erskine we are very proud of the ability for our students to have access to school owned devices for the purposes of their education.

Chromebooks or iPads will be signed out to your child for their use during the course of the school year. It is the school's expectation that this device will be well maintained by the student. (i.e plugged in and stored in the cabinet in the classroom, carried from class to class safely, issues are reported to the teacher promptly – missing key, etc.). Failure to ensure the safe and appropriate use of the device may mean a temporary or permanent suspension of its use.

Internet - What Can Parents Do?

Get Involved – Spend time online with your child. Your involvement in your child's life, including his or her online life, is the best insurance you can have of your child's safety.

Stay Informed – Keep yourself informed about the parental control tools that can help you keep your child safe online.

Become an Advocate for Kids – If you see material or practices you do or do not like, contact your Internet Service Provider (the company that provides you with a connection to the Internet) or the company that created the material.

Helpful websites on Internet Safety:

www.textEd.ca

www.thedoorthatsnotlocked.ca

www.getcybersafe.gc.ca

Monitor your children's accounts!

Agendas/Daily Planners

Use of daily planners can increase academic performance and ultimately grades of your child. Planners promote student accountability and responsibility and can also be very useful in home/school communications. Each student in ECS to Grade 9 receives a planner and these are a vital component of their learning. Please encourage your children to use them!

Community Use of School

The Erskine School facility may be used by the public as long as those activities do not interfere with regular school programs. The General Regulations outlined in Administrative Procedure 600 – Community Use of Division Owned Property will be followed when renting the facility. Copies of this policy are available through the school office or the Clearview website.

Specific expectations of groups using the school are as follows:

1. No outside shoes are allowed in the school and especially in the gymnasium. Please put outdoor shoes in the shoe racks provided and change into outdoor shoes (non-marking soles) for your activities.
2. Permission to use our school is restricted to the original use applied for. In other words, use of the gymnasium means access to the gym only.
3. If equipment is to be provided, any damage will be the responsibility of the organization using the school.
4. It is the responsibility of the "using" organization to ensure that all doors are closed and that the school is secure. If lights were turned on for the event, then they must be turned off at the time of leaving.
5. Birthday party bookings can be made for children who attend Erskine School. Bookings are made at the janitor's convenience. Cost is \$20/hour payable to the school. We welcome birthday parties on the condition that everyone in the class must be invited. As children get older, they may prefer to have an all boys or all girls party. In this case; all the girls in the class must be invited, etc. If you are planning a party and not all children are invited please do not send the invitations to school.
6. Community use hours must be able to be accommodated by our custodian hours.