

Elnora School Handbook

WELCOME PARENTS AND STUDENTS

Welcome to the 2024-2025 school year at Elnora School. We are grateful and excited for the opportunity to work with you and your children in their learning journey this year.

Elnora School prides itself on being a safe and caring environment where students are encouraged to take chances in their learning to be successful. Elnora School has high social and academic standards that encourage students to do their best at all times.

The parent-student handbook has been assembled to provide you with information pertaining to the school and the education of your child. It also contains rules and regulations related to Elnora School as well as some district policies. If you have any questions pertaining to the content of this handbook or other questions that I might provide assistance with, please do not hesitate to email me at sarahhogg@cesd73.ca or call the school at 403-773-3624 or on our school cell phone number 403-586-5280.

Mrs. Sarah Hogg, Principal/Teacher

CHINOOK'S EDGE SCHOOL DIVISION MISSION AND VISION

Mission Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.

Vision Chinook's Edge School Division will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens.

ELNORA SCHOOL MOTTO "LEARNING FOR LIFE"

SCHOOL BOARD OFFICIALS

Superintendent	Mr. Kurt Sacher	403-227-7070
Liaison Superintendent for Elnora School	Mr. Mike Garrow	403-227-7070
School Board Member for Elnora School	De Anne Hutchinson	dhutchinson@cesd73.ca
Chinook's Edge School Division #73 Parent number	1-800-561-9229	

SCHOOL ADDRESS

100 Princess Street, Box 530 Elnora, Alberta, T0M 0Y0 TEL:773-3624 FAX: 773-3744

SCHOOL HOURS FOR STUDENTS



Bell	8:35 a.m.
Period 1	8:40-9:35 a.m.
Period 2	9:35-10:10 a.m.
Period 3	10:10-10:40 a.m.
Recess	10:40-10:55 a.m.
Period 4	10:55-11:25 a.m.
Period 5	11:25-11:55 a.m.
Period 6	11:55-12:20 p.m.
Lunch	12:20-1:00 p.m.
Period 7	1:00-1:30 p.m.
Period 8	1:30-2:00 p.m.
Recess	2:00-2:15 p.m.
Period 9	2:15-2:45 p.m.
Period 10	2:45-3:15 p.m.
Bell	3:15 p.m.



Chinook's Edge School Division

2024-2025 Student Attendance Traditional Calendar

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 28-30 Professional Learning Day

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 3 First Day Semester Two
 Feb 4 Report Cards
 Feb 17 Family Day
 Feb 17-21 Winter Break
 Feb 20-21 Teachers' Convention
 Feb 24 Kinder Monday

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2 Labour Day
 Sept 3 Students' First Day of School
 Sept 5 Picture Day
 Sept 10 Pancake Breakfast
 Sept 19 Terry Fox Run
 Sept 20 Professional Learning Day
 Sept 23 Kinder Monday
 Sept 30 National Day for Truth and Reconciliation (No school)

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March Madness - TBA themes every week!
 Mar 7 Professional Learning Day
 Mar 17 Green Day
 Find the Leprechaun
 Mar 21 Professional Learning Day
 March 24 Kinder Monday

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 3. Photo retakes
 Oct 8 Turkey Trot (Oct 10 alternate)
 Oct 11 Non Instructional Day
 Oct 14 Thanksgiving Day
 Oct 25 Professional Learning Day
 Oct 28 Kinder Monday
 Oct 31 Halloween activities

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 14 Kinder Monday
 Apr 15 PT Interviews (in person)
 Apr 17 PT Interviews (phone call)
 Apr 18 Good Friday
 Apr 21 Easter Monday
 Apr 21-25 Spring Break
 April 28 - May 2 Theme Week

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 5 PT Interviews (in person)
 Nov 7 PT Interviews (phone call)
 Nov 7 Remembrance Day Service
 Nov 8/11 Fall Break
 Nov 11 Remembrance Day
 Nov 18 Kinder Monday
 Nov 29 Professional Learning Day

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2 Pick up students from sleepover by 8am
 May 2 Professional Learning Day
 May 12 Kinder Monday
 May 16 Focused PD Day (TPGP Day)
 May 19 Victoria Day
 May 28 Grade 6 ELA & L PAT Part A
 May 29 Grade 8 leaving ceremony

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 9 Kinder Monday
 Dec 13 Non Instructional Day
 Dec 17 Celebration Meal
 Dec 18 Dress Rehearsal (private viewing)
 Dec 19 Nachos and Board Games
 Dec 19 Christmas Concert
 Dec 20 Swimming and Movie
 Dec 23-31 Christmas Break

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jun 9 Kinder Monday
 Jun 12 Grade 6 ELA & L PAT Part B
 Jun 13 Grade 6 Math PAT Part A
 Jun 17 Grade 6 Math PAT Part B
 Jun 18 Grade 6 Social PAT
 Jun 19 Grade 6 Science PAT
 Jun 25 Awards Night
 Jun 26 Students Last Day (noon dismissal)
 Jun 27 Professional Learning Day

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3 Christmas Break
 Jan 27 Kinder Monday
 Jan 30 Professional Learning Day
 Jan 31 Non Instructional Day
 Swimming lessons TBD

LEGEND	
	Professional Learning Day
	Teachers' Convention
	Non Instructional Day
	Significant Start and End Dates
	Holiday
	Kinder Mondays
	Breaks

CESD appreciates feedback from all of our stakeholders in the creation of this calendar. Over 2000 CESD staff members, parents and students contributed to the most recent CESD Calendar Survey. The next opportunity for feedback will be in the 2028-2029 school year.

Approved July 10, 2024

NEWSLETTERS

A school newsletter will be digitally sent home monthly during the school year to inform parents of school activities and affairs. A monthly calendar will also be included. Please contact Mrs. McRae at 403-773-3624 or kmcrae@cesd73.ca to be placed on the email list for the electronic version. Newsletters are also available anytime on our school website at www.elnoraschool.ca

HOMEWORK

- Homework may be sent home if a child cannot complete an assignment at school or where the child needs remedial time on a particular skill.
 - Proper preparation and studying will be required for upcoming assessments as assigned by the teacher.
 - If a student is absent from school it is the student's and parent's responsibility to obtain the homework, notes or assignments which were given during the absence. **Please call the school each morning that your child is absent** so work can be gathered during the day for pickup at a convenient time of day by the parent. This helps ensure that a child does not miss important work.
 - Tests, exams, quizzes, and assignments such as reports, daily work, essays, homework, and projects may be marked and counted towards a student's report card mark. It is important that all assigned work be completed and handed in on time. If for some legitimate reason work is unable to be completed, a note signed by a parent and dated must be sent to the teacher. Extensions of time, and 'redo' assignments may be given up to a mark cut off point for calculating marks for report card purposes. We want to help your child succeed so please contact us to determine your child's educational needs.
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AGENDA

Each student in grades K-8 is issued an agenda (day planner) at the beginning of the year. Thank you to our Parent Council for their donation of these to each student in our school for this school year. Teachers will either have their students write in the agenda, or will add slips/letters themselves so parents know what homework is due, upcoming tests, special days, etc. We ask that parents review and sign the agenda each night to confirm that the agenda went home and was reviewed. Junior high students do not receive agendas but are encouraged to determine how they will remember these important items. They can use technology to set reminders or use a notebook of their choosing.

P.E. APPAREL

For all students in grades 5-8, proper physical education attire is required for participation in all school athletic activities (physical education classes, intramural and interscholastic sports). Recommended dress consists of a pair of gym shorts, sweats or leggings, a T-shirt, socks and running shoes. Elnora School Gym clothing is available from the school for purchase. We now sell exclusively dri-fit gym wear. Running shoes must be purchased for gym use only (these can be the same as their indoor shoes).

ACTIVITIES

Extracurricular

Elnora School students have been involved in many different extracurricular activities such as badminton, track and field, volleyball, basketball and cross country running, providing there is student interest and adult coaches/leaders. If you are interested in helping to coach, please contact Mrs. Hogg or Mrs. Hoppins.

For athletics, each player is **required to pay a participation fee** for each sport played, usually determined on a seasonal basis. This money is used to pay for bussing and tournament costs. Students wear team uniform tops for basketball, volleyball and track, while Elnora Gym Wear is the uniform for badminton, and cross country running. Elnora gym wear shorts or appropriate shorts are used for all sports.

School Based Activities

School based activities are excellent ways to be involved, provide service, and learn about being a community member. This year some possible activities we might hold are Turkey Trot, Terry Fox Walk, AMA School Safety Patrol, Student Leadership, charitable and community fundraisers, Christmas Concert, and a Remembrance Service, which we partner with the local Legion.

SCHOOL MESSENGER

We have the ability to send emails, texts, and phone call messages using a computer program. We will generally only utilize this for things such as bus cancellations, or other school wide emergency messaging that affects student safety.

WINTER WEAR

During the winter months, we ask that parents ensure that their children wear appropriate winter clothing: boots (removed when a student enters school), winter coat, mitts or gloves, hat or toque, and snow pants.

Please ensure the student's name is printed on **ALL items of clothing**. Our lost and found is emptied several times during the school year and while all efforts are made to return clothes to their owners, if no owners are found, surplus clothing is donated.

ABSENCE FROM SCHOOL and IMPORTANT MESSAGES

When a student is absent, **please call the school each morning before 9:00 a.m.** Plans for homework arrangements can also be conveyed to school staff at that time. We have an answering machine as well for calls before 8:30 a.m. and after 3:30 p.m. We need to hear from you if your child is absent each day to ensure students are accounted for and safe.

If there are changes in plans, ie. student not on the bus, staying for youth etc **PLEASE call the school phone number, put a message in the agenda or text the school cell and your child's teacher.** Messages can be sent to 403-586-5280.

STUDENT SUBSTANCE ABUSE BOARD POLICY

Possession and/or use of alcohol, cannabis, tobacco or non-prescription drugs by students on school property or at school sponsored functions, will lead to suspension or expulsion procedures. The Board of Education does not permit smoking or the use of tobacco or cannabis in the building or on school property.

DIGITAL CONNECTIONS

Please visit www.elnoraschool.ca for information such as calendars, monthly school newsletter, teacher biographies, and photos. In addition, you can visit: Facebook: @elnoraschool Instagram: @elnoraeagles

LATES

Being on time for school is an important part of the student's responsibility and training and has a direct impact on their success in school. If a student is late, he or she will be responsible to their homeroom teacher for any work missed.

INSURANCE

The school board has insurance coverage for all students. Parents wishing more extensive coverage for their children may buy additional coverage. Information on this matter is sent home with the students early in the school year. For this additional insurance the only responsibility the school has is distribution.

FUNDRAISING PROJECTS

Throughout the year students of Elnora School participate in various fundraising projects. The purpose of these projects is to raise money so that our students are able to participate in various sporting events and field trips.

DRESS

Students are expected to dress in accordance with good grooming practice. Swimwear, cutoffs, short shorts or skirts, tank tops or clothing with questionable logos and/or statements are not acceptable and students will be asked to change out of them or cover up. Headwear is not to be worn in the school except on special occasions.

LOCKERS

All students in Grade 5-8 are issued a locker. Each student is responsible for purchasing their own lock for their locker. We do have some at the office for sale. Combinations must be given to Mrs. McRae or Mrs. Hogg for safe keeping. It is expected that students will keep their school locker organized and neat.

ELECTRONICS

Students are responsible for all electronic devices and personal property that are brought to school. They must be willing to take full responsibility to ensure items are not damaged, lost or stolen. Any valuables, devices and cell phones, are expected to be locked in the student's locker during the day. Personal electronics are to be turned off and kept in the pocket organizer in each homeroom when they arrive in the morning, until they leave at the end of the school day. All contact during the day needs to be directed through the office phone. If devices are being used inappropriately, they will be confiscated and kept at the office until the end of the school day. After a second offense, devices will have to be picked up by a parent or guardian.

LUNCH

Town students are permitted to eat lunch at school or go home for lunch. In winter months, when the weather is -20C or colder, students are permitted to stay inside at recesses. Bus students who wish to leave the school at lunch time for any reason must have a note from the parents. A phone call from the parents is also acceptable.

BREAKFAST PROGRAM

Elnora School operates a breakfast program that needs your help to make work. It typically runs each day. It is offered to each child in the school as part of the morning routine. If you would like to make a monetary donation or a donation of food, please contact Mrs. Hogg or Kelly McRae.

SOLVING CONFLICT and LINES OF COMMUNICATION

When you have a concern or need more information regarding your child's schooling, it is important that you attempt to resolve your concerns at each level before proceeding to the next step.

Here are the steps if you need more information or have a concern about your child's education:

Step 1: Discuss and resolve the concern with the person closest to the situation (i.e. the teacher, bus driver, coach, community member). Please note that if this is a school related incident, there is a time and place to do this...it is not during the school day with an unannounced visit to the office or classroom.

Step 2: Contact the principal. Mrs. Hogg teaches approximately 70% of the day, so please call and make an appointment or leave a message.

Step 3: Contact Associate Superintendent Liaison Mike Garrow

Step 4: Contact Superintendent Kurt Sacher

TEXTBOOKS

Textbooks and all reference books are supplied by the school through the school. As the textbooks are the property of the school, we expect that considerable care be taken of them. A student will be charged for damaging or losing a textbook.

FEE STRUCTURE

School Fees (Elem.)	NC	Option Fees	\$60.00
Swimming Lesson Fees	\$50.00	Optional Sports Fees (volleyball, basketball, badminton, etc.)	TBD

Agendas (Gr. K-8)-Parent Council has purchased these for each student.

USER FEES

In order to keep our fundraising to a minimum, we continue to institute user fees for the activities we participate in. Fees will vary from activity to activity. Notes will be sent home with the students prior to each event.

FIELD TRIP EXPECTATIONS

Over the course of a year, we take a number of special field trips. All students are entitled to go on these field trips provided they meet the criteria dealing with assignments and behavior as outlined by their classroom teacher. If a student is not participating on a field trip they will be given classroom work to do or they may stay at home under parental supervision. All field trip fees need to be paid online. Mandatory swimming lessons will be happening in January 2025 as part of the Physical Education program.

ONLINE PAYMENTS

We utilize online payments for parents. The process is very easy and reduces the amount of cash that you are sending with your child to school. We will use online payments for swimming lessons, gym wear, sports teams fees, field trip fees, and hot lunches provided by the school as well. The school division's goal is to be cash free (online payments only).

PERMISSION TO LEAVE SCHOOL

Any student wishing to leave the building during school hours for reasons of illness, doctor's appointment, etc. must have written or a phone call indicating parental permission.

ELNORA SCHOOL COUNCIL

School Parent Council meetings are held once a month - so far they will be the 3rd Thursday of every month with a reassessment in December for 2025. A great variety of topics are covered at the meetings. It is an opportunity to participate in, ask and learn about, and better understand what is going on at our school. An agenda is sent home prior to each meeting. For Parent Council updates and further information, please visit Facebook: Elnora Parent Council.

PARENTAL SUPPORT

- * Parents have the responsibility to instill values and ethics that will allow their children to develop a set of standards acceptable to society as a whole.
 - * Encourage good manners, consideration, responsibility, courtesy, personal hygiene, proper nutrition.
 - * Encourage respect for school staff, students, and school property.
 - * Support your child's school activities and encourage them to do their best at all times.
 - * Please refrain from calling your child during class time. You may leave a message at the office and we will deliver it, so as to not disrupt the educational environment of the classroom.
 - * Stay informed of your child's progress.
 - * Share in your child's journey of lifelong learning.
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ALLERGIES

We cannot guarantee a 'nut free' environment at Elnora School but are trying to be 'nut aware' as we do have some students with a severe nut allergy. Being "nut aware" means that we will continue to review our safety plans regarding prevention and protocol in case of a severe reaction for the student with a severe nut allergy. We will also attempt to ensure that breakfast programs, hot lunches the school provided and classroom treats will be nut free. We ask for your help in ensuring your child does not bring nut products to school.

RULES AND EXPECTATIONS

- * Please ensure that your child is not at the school before 8:25 a.m. or after 3:20 p.m.
 - * Skateboards, scooters, bikes, snowboards or sleds are not to be used on school property during school hours. Helmets are required and should be worn when children commute to and from school. There are bike racks available.
 - * Cell phones, portable music or personal gaming devices will not be allowed during class-time unless indicated by a teacher. Any student bringing electronic devices to school also does so at their own risk of loss or theft.
 - * Vandalism and destruction of school property will not be tolerated. The cost of repair will be the responsibility of the individual(s).
 - * Our school follows the Collaborative Problem Solving approach and will be assessed on individual needs and lagging skills. Information on this approach will be provided at Parent Council meetings.
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CLASSROOM RIGHTS & RESPONSIBILITIES

We believe students at Elnora School are entitled to 5 rights, and as a result have 5 responsibilities.

1. I have a right to learn in this classroom.

It is my responsibility to listen to instructions, work diligently, and ask if I have a question or concern.

2. I have a right to hear and be heard.

It is my responsibility not to talk or make rude noises when others are speaking.

3. I have a right to be respected in this classroom.

It is my responsibility not to tease or bother other people or to hurt their feelings.

4. I have a right to be safe in this classroom.

It is my responsibility not to threaten or physically, emotionally or socially harm anyone else.

5. I have the right to privacy and my own personal space.

It is my responsibility to respect the personal property of others and to accept their right to privacy.

DISCIPLINE

Elnora School expects that the rights and responsibilities listed above be followed by students, therefore discipline and consequences must naturally follow if these responsibilities are not met. The classroom teacher will work with and inform their students regarding their behavioral expectations. The classroom teacher may utilize suspension discipline from class for a period, ineligibility to participate on a classroom or school field trip, a timeout, or loss of recess privileges as a way of encouraging correct behavior for the student. Please talk to your child's teacher if you have any questions.

If a student's behavior is of such severity that the teacher needs to remove the child from class and send or bring the student to the office, the Principal may, in consultation with the teacher, suspend the student from school, from one or more class periods, or from riding the bus. If a student has been suspended from Elnora School, a letter home will follow detailing the circumstances of the suspension and the requirements for the student to be reinstated after the suspension period is over. Suspensions can range from a one day 'in school' suspension to a five day 'out of school' suspension. A re-admittance interview will take place before the student returns to classes.

AWARDS

Elnora School strives to recognize students in many areas including academics, citizenship, and effort. Special recognition will be given to students over the course of the year as well. This may happen in the classroom or at assemblies. At our annual Awards evening in June, the following awards are handed out:

- Outstanding Academic Achievement Roll (80%+ average in 4 core subjects for the entire year), grades 5-8 with no adaptations
- Honorable Mention (75%+ average in 4 core subjects for the entire year), grades 5-8 with no adaptations, or (80%+ average in 4 core subjects for the entire year) with adaptations - This is under review throughout this year by the Elnora Staff.
- Top student Academic Average, grade 7, grade 8
- Literacy award, grades 1-8
- Numeracy Award, grades 1-8
- Outstanding Student Award, grades 1-6
- Most Improved Student, grades 1-6

FAMILY SCHOOL WELLNESS PROGRAM: CHINOOK'S EDGE SCHOOL DIVISION

The Family School Wellness Program is a program that provides support services to all children ages 0 – 18 and their families in our community. The FSW program is a free and confidential program that runs throughout the year. Family School Wellness recognizes that a child's academic achievement and well-being are often affected by problems related to peers, family and self. The Family School Wellness Program aims to support a child in working through these issues to achieve an overall sense of well-being in their lives. This is often in the form of one on one or small group sessions on a variety of issues. As well, the FSW program has a great parenting resource library, can provide information on many topics, and can provide referrals to other services. If you have any questions regarding the FSW program or services please feel free to contact the school (403) 773-3624.

Y.E.S. (Youth Empowerment and Support program)

The YES program is designed to support the growth, development and success of every student. Students have the opportunity to engage with the YES program in various ways including Universal Classroom Programming, Small Group Programming and Connection Time at recess, lunch and after school programs. Together, YES helps create a space where every student feels welcome and safe while having fun!

STUDENT SERVICES-SSL ROLE/RESPONSIBILITIES

Mrs. Sarah Hogg is the SSL (student support lead) for Elnora School. In the past, this position has also been called the Special Education Coordinator and Inclusive Education Coordinator. Here is an outline of the roles and responsibilities within this position. If you have any questions, please feel free to contact her at the school

Inclusive Education Programming

- **In Class Help / Modelling / Consulting:** Support programs for students; Setting up environment, behavior charts, behavior plans and tracking; ESL Benchmarks, paperwork and tracking; Finding resources for teachers and EAs
 - **Other Program Set Up and/or Monitoring:** Life skills and other creative programming; Pull out reading and math programs; One to one with students (or in conjunction with teacher/EA/FSW) to support with anger, anxiety, self-esteem, etc.; RTI time student monitoring with students needing skills (social or academic), organization, help and training with assistive tech; Occupational Therapy (O/T) and Speech and Language Therapy (SLP)
 - **Assessments:** Level A Discussions and Support and Level B paperwork and assessments – reports and debriefing with parents and school personnel; Level C Testing paperwork, setting up time and calling parents, being at meetings and supporting school personnel with follow up
 - **IPP's / LSP's:** Training and support for teachers; Tracking to make sure they are completed in October, February and end of year.
 - **PATs Accommodations:** Paperwork and organizing accommodations
 - **Special Materials / Resources:** Supply and ordering for special classroom tools eg. wiggle seats, bands for chairs, fidgets, etc.; Sharing PD with teachers and EAs
 - **Transition Planning:** For students coming into new grades or new schools
 - **EA Programming / Support:** EA scheduling in collaboration with teachers; Collaboration with Tech EAs
 - **Other Duties:** Organization of support services, monthly meetings, contact person for core and enhanced services. Facilitate and/or attend meetings such as case conferences, attending LST Meetings and / or Focus Topic Meetings
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