

Welcome and “bienvenue” to École Élémentaire Ardrossan Elementary School

Success for All ~ le succès à la portée de tous










Mission Statement

The École Ardrossan Elementary community believes that all students can succeed in our respectful, safe and caring learning environment.

La communauté de l'école Ardrossan Élémentaire croit que chaque élève peut réussir dans un environnement d'apprentissage entouré de respect, de sécurité et de soins.

Vision

We believe that École Ardrossan Elementary provides an exemplary learning environment that fosters success through:

-  a warm, welcoming, safe, caring and respectful school community
-  meaningful learning experiences for all
-  high expectations for academics, behavior and citizenship
-  a focus on Leader in Me
-  diversified programs which allow students to achieve to their full potential
-  the recognition of individual differences, interests and abilities
-  language learning opportunities in French Immersion and French as a Second Language
-  a love of life-long learning
-  a respectful and collaborative active partnership between students, staff, parents and our community
-  effective communication
-  best practices in teaching, assessment and instruction.

The Leader in Me

The Leader in Me initiative continues as a school wide focus. Staff and students of École Ardrossan Elementary embrace the character and leadership skills of accountability, responsibility, problem solving, communication, creativity, teamwork, initiative, self-direction, and cross-cultural skills.

Program Information

Our students, parents and teachers work collaboratively to develop student potential in an environment based on trust, respect and hope. Students are supported through conflict resolution skills, leadership skills, character education, and self-regulation skills. It is a place where people are filled with a positive outlook on life; it is a place where people work hard, celebrate their accomplishments and provide support during difficult times.

École Ardrossan Elementary is known for its strong emphasis on academics. The teachers and support staff work closely with parents to provide learning opportunities for all students.

École Ardrossan Elementary offers a variety of opportunities for students to maximize their achievements in the areas of fine arts, academics and physical education. We offer a Daily Physical Activity program to encourage the development of a healthy lifestyle. Our school offers a variety of leadership opportunities in the form of leadership clubs. Students apply for the leadership opportunities that most interest them such as the News Crew, Gardening Club, or Play Core to name a few. We are very proud of our students and their achievements.

Parent and School Communication

Good communication makes for a happy school community!

Classroom Communication

Classroom teachers communicate on a regular basis to let you know what is happening in the classroom. Our staff make daily use of the agenda to communicate special events, homework or other information. Please ensure that this is checked daily. Classroom communication may also take the form of e-teacher pages, email updates, classroom blogs, Classroom Dojo, Google Classroom, and/or classroom newsletters.

School and District Communication

Another important source of information is our school monthly newsletter and school calendar. These are emailed home on the first Friday of each month. If you do not receive your newsletter, it can be downloaded off of our website. If your email address or contact information should change throughout the school year, please contact the office. We invite parents to subscribe to the school calendar and receive regular updates on personal devices.

Our website, www.ardrossanelementary.ca, is also full of helpful information. Calendars, special events, past newsletters and forms are available here. If you cannot find or access something, please let us know. Elk Island Public Schools also offers information on its website, which can be found at www.eips.ca.

E-mail with our staff is also easy. All addresses use the first name, separated by a period, followed by the last name. All letters of the name are written in lower case letters. The name is then followed by: @eips.ca. For example: joe.smith@eips.ca.

Formal Communication Opportunities

We offer opportunities to communicate with you more formally through the following:

a) Meet the Staff Night:

An evening in September is set up to enable the staff to meet families. It is an informal night for parents and staff to get to know one another.

b) Student / Parent / Teacher Interviews & Demonstration of Learning:

Conducted in October, interviews allow for information about student progress and conversation through one-on-one conferences. In February, students showcase their learning to parents during the Demonstration of Learning. On-line booking is available to pre-arrange interview times or demonstration of learning times. Students are encouraged to attend!

c) Digital outcomes-based report cards:

Digital report cards are prepared and posted online in November, March and June to report on student progress for all students in Grades 1 – 6. Our Communicating Student Learning report cards are an important way for school and family to dialogue on student progress throughout the year. Access your child's progress reports through Powerschool Parent Portal.

Finally, and most importantly, please feel free to contact your homeroom teacher if you have any questions or concerns. You can use email or call the school at 780.922.2066 to leave a voice message with our office. *Your homeroom teacher should always be your first point of contact for information.*

Respectful Working and Learning Environments

Elk Island Public Schools is committed to creating a healthy, respectful learning environment for students, staff members and community. We recognize the worth of every person without discrimination. We are committed to creating an environment that is respectful, safe, nurturing and positive for everyone. Thank you for helping us achieve this goal by interacting in a manner which respects the dignity and value of others. (Elk Island Public Schools Admin Procedure 490)

Phone Extensions and Reporting Absences

Our phone number is 780.922.2066. When you call the school you will have the following options:

- Press 1 to report a student absence
- Press 2 to leave a message or speak directly to the counsellor, Ms. Mitchell.
- Press 3 to leave a message or speak directly to the Business Manager, Mrs. Hart
- Press 0 to speak directly with the general office staff during office hours.

Messages for Students & Student Telephone Usage

Please call the office at 780.922.2066 if you need to deliver a message to your child. With permission from their teacher, students are allowed to use the office phone if they need to make a call.

Attendance

Regular and punctual attendance is required of all students throughout the school year. When children miss school, they miss important learning opportunities. However, if your child will be absent please call the school and choose option 1 and leave a message. Notifying the teacher does not always ensure that the office knows, so please call and leave a message. By doing this, we are assured that your child is somewhere safe. If your child is an 'unreported absence', a phone call will be made to check on his/her whereabouts.

Late Arrival & Early Pickup

Students need to sign in at the office if they arrive after the bell, and parents must sign out a student if they need to leave early. Please send a note to your child's teacher to inform them of an early dismissal, any planned absences, or if they are going home with a different adult or on a different bus.

Early Dismissal for Staff Meetings:

Please note: Staff Meetings are held on the first Wednesday of each month. Students are dismissed early, at 2:10 p.m.

Schedule

Regular Day

Start:	8:40 a.m.
A.M. Recess:	10:16 a.m. – 10:31 a.m.
Noon Recess:	11:35 a.m. – 11:55 a.m.
Noon Hour:	11:55 a.m. – 12:20 a.m.
P.M. Recess	1:56 p.m. – 2:06 p.m.
Dismissal:	3:10 p.m.

Early Dismissal Day

Start:	8:40 a.m.
A.M. Recess:	9:55 a.m. – 10:10 a.m.
Noon Recess:	11:25 a.m. – 11:45 a.m.
Noon Hour:	11:45 a.m. – 12:15 a.m.
P.M. Recess	1:05 p.m. – 1:20 p.m.
Dismissal:	2:10 p.m.

Our school runs a Monday-Friday schedule. There are 10 periods a day of 32 minutes each. Students enjoy an outdoor recess and then eat lunch in their classrooms.

★ **Please note: Doors open at 8:30 a.m. in the mornings.** ★

Lunch Hour

All students remain at school for lunch and are supervised while they eat in their classrooms.

In keeping with the 7 Habits, student responsibilities during the lunch hour are as follows:

- 1) Students remain seated in their desks at all times.
- 2) Students clean up after themselves and dispose of garbage before being dismissed by the lunch supervisor.
- 3) Students speak with inside level voices.
- 4) Students stay in their rooms until dismissed by their supervisor.
- 5) Students demonstrate respect to supervisors at all times.

There is a one-time yearly fee of \$100.00 for noon hour supervision with a maximum of \$200.00 per family. These fees are cost recovery only to pay for lunch time Supervisors. The Supervisors are deployed at a ratio, on average, of 1 per 2 classrooms in K and Gr. 1, and 1 per 3 classrooms in Gr. 2-6.

The Lunchbox Hot Lunch Program

Through the devotion of our active parent group, our school has access to a successful hot lunch program – Lunchbox Hot Lunch. This program offers the opportunity to purchase hot, homemade food from Tuesday through Thursday most weeks. ★Please note that if buses are not running, The Lunchbox will not distribute hot lunch that day and children must provide their own lunch. ★

Orders are placed online at: www.aeslunchbox.com

Recycling

We encourage students to reduce litter in their lunches as much as possible and to recycle their juice containers and bottles in the school receptacles. Paper is also collected and recycled in our school.

Bus Lanes & Parent Parking

Parking and drop off areas are at a premium. Alberta Transportation has created "No Stopping" zones 10 meters back from the crosswalk and 5 meters on either side of each roadway access on the highway in front of the school. Parents are asked to refrain from parking or dropping off/picking up students in these zones. Strathcona County RCMP/Enforcement Services will be issuing violations to drivers who stop or park in the "No Stopping" zones. Compliance with these regulations are appreciated. Contact Student Transportation at 780.417.8151 to arrange bussing.

Unfortunately, there is no VISITOR parking available on the school grounds between 8:15 a.m. and 8:40 a.m., as well as between 3:00 p.m. and 3:30 pm daily. These times are strictly reserved for buses only. We appreciate your cooperation and patience as we strive to ensure the safety of your children.

Locked Exterior Doors

The only door open for the entire school day is the main office door. All the other doors are locked during the day for security and safety of students and staff. At recess breaks, teachers unlock the doors nearest the area they are supervising to allow students to access the washrooms.

Visitors / Volunteers

Visitors and volunteers are welcome in the school; however it is imperative that anyone entering the building check in at the office, sign the Visitor Sign-In binder and retrieve a visitor sign in ID. Volunteers must also complete a "Confidentiality Undertaking for Volunteers Form" on a yearly basis, available through the homeroom teacher or at the office.

Learn Alberta Password for 2016/2017 School Year

The Learn Alberta site (www.learnalberta.ca) contains valuable information about your child's education and can be accessed by using the following username and password, assigned to our school district.

The password for Elk Island Public Schools Regional Division No. 14 for the 2016-2017 school year is:

username: password:

Jean Fouts Memorial Library

The Jean Fouts Memorial Library is a literary haven that houses close to 30,000 books including a large French section. Open daily at 8:30 a.m., this comfortable and welcoming place enables students to access print and digital resources, research, complete assignments, write tests, utilize a computer/personal electronic device, or simply relax and read a good book.

Students sign out books following the routines of their classroom. Students are encouraged to care for the school property they borrow. In the unfortunate event that items in their care are lost or damaged it is expected that they pay for the replacement of these items. However, if a student returns a lost item in good condition he/she will receive a full refund. Please be aware that the use of personal electronic devices in this space is at the teacher's discretion.

Medication

Students who require medication at school need to have a signed parental permission form on file granting the school permission to administer the medication.

Accidents / Illness

If an accident occurs on school premises warranting attention, the student is given first aid and parents are notified. If parents / emergency contacts are unavailable and the situation is urgent, an ambulance may be called. If a student falls ill during the day they may rest in the infirmary while parents are notified. Thank you for keeping your sick child at home, as a healthy environment for other children and staff is appreciated. This keeps our entire school community healthy!

Peanut Allergies / Other Allergies / Medical Conditions

We have a number of students who are severely allergic to nuts and/or peanuts. These allergies can be severe enough to cause anaphylactic shock and exposure to residue is a problem. We request that peanut/nut products not be sent in anyone's lunch or in treats for class parties. Please inform the school if your child suffers from allergies or has a medical condition of which we need to be aware. A release for medication administration will be sent home. Epi-pens and inhalers should be kept with the student at all times.

Emergency Procedures

Several practice drills are held throughout the year to prepare students for internal and external emergencies. More information regarding these procedures will be sent home in the fall.

Cold Weather

Students are encouraged to come prepared for playing outside in each season. During colder winter days, please make sure students are dressed appropriately with hats, mitts, boots and snow pants. Students will be enjoying the great outdoors unless it is approximately -21 degrees Celsius or colder, taking into account the wind chill. During inside recesses, students may have a short washroom break and get a drink from the water fountain. They are then expected to remain in their homerooms where they have access to games and other quiet activities.

Inclement Weather Procedure

The following is taken from the Administrative Procedure 131 located on the EIPS website (www.eips.ca):

1. School Bus service may be suspended by the Superintendent, in consultation with the Director of Student Transportation, when at 5:00 a.m., Environment Canada reports a temperature of -40 degrees centigrade including wind chill factor, in one or more regions.
 2. School bus services may also be suspended or delayed by the Superintendent, in consultation with the Director of Student Transportation, due to adverse weather or road conditions.
 3. The Director of Student Transportation will take into account information provided by the Alberta Motor Association and/or Environment Canada when making a recommendation to the Superintendent regarding the suspension of school bus service.
 4. Suspension of school bus services may be limited to a specific region of the Division.
 5. Suspension of school bus services may be done on a route-by-route basis.
 6. The Superintendent, in consultation with the Director of Student Transportation, shall make a decision regarding school bus suspension by 5:30 a.m. (or the previous night if conditions make it obvious that service will be suspended the following day).
 7. When school bus service is suspended by the Superintendent, schools shall remain open to students.
 8. If unsafe road conditions occur the Director of Student Transportation, in consultation with the bus operator, has the discretionary power to decide not to operate or to abandon completion of the morning route by returning students to their homes. Student Transportation staff must ensure students have adequate access to residences.
 9. When weather or road conditions deteriorate during the day, the Director of Student Transportation may authorize individual or all buses to leave school prior to regular dismissal time.
 10. Should weather conditions be extreme or deteriorate during the day in a particular region/area, the Principal, in consultation with the Superintendent, may close the school to all students and staff.
 11. The Principal, staff and school bus operators shall take steps to ensure students arrive home safely when they are dismissed earlier than normal. This includes attempts to contact parents/guardians/emergency contacts to ensure students have adequate access to residences. In remote areas or where parents cannot be contacted, students shall be kept at the school.
 12. Bus operators are to hold themselves in readiness for service in cases of pending extreme conditions.
 13. Parents and school bus operators shall be advised annually of the procedures used for the suspension of school bus service.
14. COMMUNICATION
- 14.1 The Director of Student Transportation shall contact all parents, principals and bus contractors by automated phone message to announce any suspension of bus service.
 - 14.2 The Director of Student Transportation shall update the bus status notice on all school and the division website.
 - 14.3 The Director of Communication Services shall advise the media of the Superintendent's decision.
 - 14.4 The Director of Communication Services shall notify the Subfinder secretary to advise all assigned substitutes of any school closure.
 - 14.5 The Director of Communication Services shall compose an appropriate message for the:
 - 14.5.1 Central switchboard, Community Hotline (780.417.8122),
 - 14.5.2 Inclement Weather Staff line (780.417.8158),
 - 14.5.3 Staff Connect, and
 - 14.5.4 The Division website.
 - 14.6 All such messages will be posted by 6:30 a.m.
15. STUDENTS
- 15.1 For the safety of students, it is the responsibility of parents to ensure:
 - 15.1.1 Their children are suitably dressed for weather conditions.
 - 15.1.2 Arrangements have been made for alternate shelter for their child if no one is home.

15.2 On days when school bus services are suspended due to inclement weather or hazardous road conditions, parents who have brought their children to school will be responsible for their pick up.

15.3 On scheduled diploma examination dates, students who arrive at school late shall be allowed to write the examination.

★ Student drop-off and pick-up on these days will take place at the main doors.★

Valuables and Personal Property

The responsibility for the safekeeping of personal property brought onto school premises rests with the owner of the property. The school is not responsible for damage or loss of personal items such as bicycles, electronics or jewelry that are brought to school. Please leave valuable items at home where they are safe.

Electronic devices

Cell phones and other electronic devices have tremendous positive impact on learning, ranging from research to collaboration to planning. Our goal is to help students develop digital citizenship through the responsible use of technology. Teachers are responsible for the learning that takes place in their classrooms and they have the authority to decide how these devices will be used.

Students must respect these classroom expectations. When permitted by the teacher, student use of personal devices must fall within the EIPS standards for ethical use of technology. Students are not permitted to film or photograph school community members on personal devices unless specifically permitted by the teacher. The school is not responsible for the loss or damage of personal devices.

Field Trips and Cultural Performance Fees

A yearly fee for field trips and cultural performances, to cover the cost of expenses, is collected at the beginning of the school year and is refundable on a pro rata basis should you move out of the school. Some additional fees may be incurred throughout the year for additional trips. The Grades 4, 5 and 6 ski trips and the French Immersion Grade 4 trip to Camp Van Es are examples of this. As always, if you require payment arrangements to be made, please contact the office.

Hall Lockers and Desks

Students are required to keep lockers and desks clean and tidy and may be requested to do so from time to time as part of their general "house cleaning" responsibilities. Students are expected to respect the personal property of others, by staying away from desks and lockers, which do not belong to them. The school reserves the right to search lockers and desks when deemed necessary.

Clothing / Footwear / Lost and Found

School is a place of work and students should dress accordingly. We ask that hats are not worn inside the building. As well, please refrain from wearing inappropriate T-shirts, spaghetti strap halter tops or short shorts. Students wearing unacceptable clothing may be asked to find something else to put on. Adequate footwear is required at all times in case of an emergency evacuation of the school. We do prefer white-soled shoes as they do not mark the floors. Please remember to label all personal items and to check our Lost and Found regularly. This is located on hooks leading to the Klym gym.

School Council and Ardrossan Elementary Parent Support Association (AEPSA)

Be involved! Your input into decisions at our school about your child's education is critical. All parents / guardians are general members of our school councils. Meetings for our parent bodies are held in the library on the second Tuesday of each month. Please see the School Council section of the website to find out who the executive members are, when the meetings take place, to read the minutes and to find out how you can be involved. The first meeting for the School Council and AEPSA immediately follows Meet the Staff evening. We can build success for all of our students working together as a school community.

Preparation for Life Long Learning, World of Work and Citizenship

One of the priorities of École Ardrossan Elementary is to develop the citizenship qualities of our students. We are using Stephen Covey's 7 habits of highly effective people as a basis for learning about ourselves and our role in the community. Our student agendas have monthly home activities based on the 7 habits. Teachers will be teaching with these throughout the year. Our monthly assemblies both teach and celebrate each habit and the ways our children demonstrate their strengths and showcase their leadership abilities. Monthly newsletter articles will help you connect what we are talking about at school with what you do at home. Everyone in our school community will be using a common language and have a common understanding of the habits and why they are important.

These habits are the behaviour plan and expectations for the students. Applying them in many situations will help our students become more effective problem solvers and creative thinkers. When students need assistance to resolve issues, we take a problem solving and teaching approach using the 7 Habits. This creates consistency and is in alignment with our school student code of cooperation.

The Seven Habits of Happy Kids

These are the lifelong skills that are the foundation of The Leader in Me by Sean Covey.

1. **Be Proactive** – You're in Charge
2. **Begin with the End in Mind** – Have a Plan
3. **Put First Things First** – Work First then Play
4. **Think Win-Win** - Everyone Can Win
5. **Seek First to Understand, then to be Understood** – Listen Before You Talk
6. **Synergize** – Together is Better
7. **Sharpen the Saw** – Balance Feels Best

School Expectations and Student Code of Cooperation (Admin. Procedure 350)

Elk Island Public Schools is committed to ensuring that each student is provided with a welcoming, caring, respectful and safe environment that respects diversity and fosters a sense of belonging.

The goal of the student code of cooperation is first and foremost:

- Resolve issues peacefully;
- Develop empathy; and
- Contribute to a welcoming, caring, respectful, and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

Students who interfere with positive school climate, the learning or the well-being of themselves or others will receive the support they require to help make amends and learn from their mistakes. While the ultimate responsibility lies with the student, there are shared responsibilities for staff and parents.

- ✓ **STUDENTS** have the responsibility to respect the rights and dignity of others, and be proactively and productively involved in their own academic and social achievement.
- ✓ **STAFF MEMBERS** are responsible for establishing a positive school climate in which support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility while making a positive contribution to society.
- ✓ **PARENTS** are responsible for establishing a positive learning environment at home, for knowing and supporting school policies and procedures, and for encouraging their children to understand and respect school rules and expectations.

Please review these expectations with your child and ensure that they clearly understand what is expected of them and what the consequences are for misbehaviour.

École Ardrossan Elementary student expectations:

Children must be safe.
Children must be respectful.

The following are examples of what is expected at school:

- Come to school prepared to learn.
- Demonstrate respect for all members of our school community.
- Participate respectfully in activities and use equipment and supplies appropriately.
- Remain on the school grounds unless accompanied by a staff member.
- Use of rollerblades, skateboards and wheelies are not allowed on school property.
- No throwing rocks or snowballs.
- No Body Contact. (NBC)
- No bullying allowed. This includes physical, emotional, virtual bullying (such as cyberbullying).

When there are problems, each situation is considered on an individual basis, with action taken dependent upon the intensity, frequency, duration and intent of the misbehavior. The school reserves the right to amend the procedures in the best interest of the student and the school. The age of the student will also be taken into consideration. Action taken will include logical consequences appropriate for the misbehavior. Administration may take action to discipline a student or students who admit to, or are found to be, parties to an offense. All incidents are investigated and reviewed by the teacher, in consultation with the administration, to ensure fairness and justice. Support from outside agencies such as Family and Community Services and the RCMP may be accessed as well. In accordance with the regulations outlined in the Freedom of Information and Privacy Act (FOIP), details regarding disciplinary action are only disclosed to the immediate student guardian and/or appropriate authorities when required.

Bully Prevention Policy (Admin Procedure 311)

Bullying is repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation. Bullying can take different forms:

- Physical – pushing, hitting
- Verbal – name calling, threats
- Social – exclusion, rumours and
- Cyber – using the computer or other technology to harass or threaten.

Bullying is not acceptable at École Ardrossan Elementary. Through the Leader in Me process and through the Zones of Regulation program, students will be taught to be responsible, respectful, compassionate and empathetic in order to create a safe and caring school environment. They will learn to:

- ☺ Predict how peers will react to their behaviour.
- ☺ Read body language.
- ☺ Recognize when they are in trouble socially.
- ☺ Support others.
- ☺ Develop positive relationships.
- ☺ Identify how others see them.
- ☺ Greet people appropriately.
- ☺ Identify their own feelings and appropriate ways to manage them.

Support Services

We have a number of programs in our school to help support students. Each teacher promotes positive behaviour in their classroom and will ensure that contact with parents will be initiated if an issue occurs.

Our school works closely with many community services to help support families and students, as needed. The counselling program works with students and staff to support student growth. Outside agencies such Family and Community Services, Strathcona Health as well as the School Resource Officer may contribute to supporting the personal growth of our students.

Academic Policy

At times, your child may be assigned homework in order to:

- ✓ enable a student who has been absent from school to catch up with the rest of the class.
- ✓ develop a particular skill that may need strengthening.
- ✓ ensure that a slow-working student has an opportunity to keep up with the rest of the class.
- ✓ facilitate review and retesting for specific subject areas.
- ✓ foster deeper investigation and enrichment.
- ✓ encourage regular reading at all grade levels.
- ✓ encourage family involvement in school activities through participation in occasional 'project' type assignments.

From your School Nurse

Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services for school-age children and their families. Our common goal is to improve students' health and learning outcomes. Various health services are provided by nursing, dental, rehabilitation and speech and language staff. If you would like to contact someone from the School Health Team, please call the Strathcona County Health Centre at 780.467.5571. Regular information

regarding common childhood illnesses and conditions such as conjunctivitis (pink eye), pediculosis (head lice), fifth disease, etc., will be shared as needed. For further information, please access <https://myhealth.alberta.ca/Pages/default.aspx>

Bus Safety and Transportation Rules and Procedures

1. All students, parents, and bus operators are to be made aware of and abide by the rules and procedures for student behaviour on school buses.
2. The transportation rules for student behaviour as well as all EIPS policies apply to students while on the bus, at transfer locations, and while boarding and leaving the bus.
3. Any student responsible for an act of vandalism will be assessed for the full cost of the damage.
4. Parent/guardian(s) are responsible for students prior to the school bus arriving and after the school bus departs from the designated pick-up/drop-off location.
5. Any articles transported on a bus must meet the requirements as stipulated in the Traffic Safety Act – School Bus Operation Regulation.
6. Students shall ride only their assigned bus. Exceptions may be granted upon written request from parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. (A note to the bus driver without prior approval from the Director of Student Transportation will not be accepted.) In emergency situations Principals may make alternate arrangements and contact Student Transportation.

Transportation Behaviour Plan:

The student's age, frequency of infraction, special needs of the student and/or severity of the offence shall be considered in the implementation of consequences. Consequences may be repeated due to improved behaviour or omitted due to the seriousness or frequency of a rule violation.

The consequences for offenses are as follows:

- **STEP 1** Verbal warning to the student.
- **STEP 2** Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).
- **STEP 3** Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director, Student Transportation.
- **STEP 4** Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.
- **STEP 5** One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting, with the parent/guardian(s), the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director, Student Transportation by telephone, fax or e-mail regarding reinstatement date. Director, Student Transportation advises the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.
- **STEP 6** Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services Staff (if applicable), the principal shall follow the procedures outlined in Board policy IGC, Suspension or Expulsion of Students.

Behaviour which may result in a suspension or recommendation for expulsion from EIPS transportation includes but is not limited to:

- a. Open opposition to authority of bus operator and/or individuals employed by EIPS
- b. Use of improper, profane, or abusive language or gestures
- c. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students or staff.
- d. Use of tobacco and/or other smoking materials
- e. Engaging in willful destruction of property or acts of vandalism

- f. Acts of vandalism when reparation charges have been assessed but not repaid.
- g. Engaging in any dangerous or unsafe behaviour
- h. Riding the bus for any purpose while on suspension from school or the bus
- i. Use or possession of alcohol and/or controlled substances
- j. Possession of controlled substance paraphernalia

The consequences for alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

Elk Island Public Schools will hold an annual in-service for Bus Operators to assist in dealing with student behaviour, safety, and medical concerns.

Parental Involvement

Ways to become engaged in your child’s learning at École Ardrossan Elementary include:

- 1) **Classroom Volunteers:** Volunteer in your child’s classroom through material preparation, reading, small group work, field trip supervision, special days, or delivery of hot lunch.
- 2) **Library Work:** Help out in the library, with laminating, or at one of our two Book Fairs.
- 3) **Hot Lunch:** Volunteer with the hot lunch delivery program. We require lots of volunteers to help deliver lunches to classrooms **every Tuesday, Wednesday and Thursday each week.**
- 4) **Special Activities:** Come to the Canadian Parents for French Association (CPF) meeting. Help is needed with the Winter Carnival (planning or supervision) or with the Year End Bar-B-Q. We always need lots of parents to help with these great school-wide events!
- 5) **School Council, AEPSA, CPF:** Attend meetings, serve on one of the executive positions or help out with fundraising initiatives!
- 6) **Reading Coach:** Continue to read with your child on a daily basis!

Signature of Parent / Guardian: _____

Parent name: _____
(printed)

Date _____

Signature of Student: _____

Student Name: _____
(printed)

Date _____

.....

Please include your contact information should you wish to volunteer.

In what capacity _____

Email _____

Phone Number _____

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