

Cold Lake Elementary School

School Handbook



Cold Lake Elementary School

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Chris Vining, Principal

Twila Moore,, Asst. Principal

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Proud to be part of Northern Lights Public Schools



Message from Mr. Vining and Ms. Moore!

HELLO CLES FAMILIES AND WELCOME TO ANOTHER AWESOME SCHOOL YEAR!

We want to send a special welcome to all of our new families that have joined us this year either through our Kindergarten program or by moving to CLES. We know that you have several educational options in the Cold Lake community for your child(ren)'s education and we are thankful and appreciative that you have chosen us. We want to make sure we do everything within our power to ensure an amazing experience while with us here at CLES.

The purpose of this handbook is to lay out policies and procedures that when followed will create a positive school experience for our community. That being said, we always appreciate feedback from our community members. If you see something in this document that you are unsure of, perhaps see where we might improve or something we missed please let us know. Our emails are chris.vining@nlsd.ab.ca or twila.moore@nlsd.ab.ca . We look forward to hearing from you.

You will also find that we are lucky to have two AMAZING admin assistants in our office. Mrs. Christine Shawaga and Mrs. Angie Feduniak are excellent resources for your questions and concerns. If they can't answer it they will find someone who can! They can be reached by calling 780-639-3107, the general office email cles.info@nlsd.ab.ca or their emails christine.shawaga@nlsd.ab.ca, angie.feduniak@nlsd.ab.ca.

Thank you again for your support!

Regards,

Chris Vining, Principal Twila Moore, Asst. Principal

STAY AWESOME!!

Cold Lake Elementary School

Home of Heartly the Dragon!!



Welcome to Cold Lake Elementary School

Mission:

"At Cold Lake Elementary, home of Heartly the Dragon, we Cherish and Nurture the whole child through education with a heart."

Throughout the school year, CLES staff will continue to focus on optimizing learning conditions, involving parents in the learning process, and living out commitment to do what is best for the children.

Cold Lake Elementary School Policies and Procedures

Daily Schedule (subject to change):

8:15-8:30 a.m.	Student dropoff
8:30-8:37 a.m.	Announcements/O Canada
10:00 a.m. – 10:15 a.m.	Morning Recess
11:30 a.m. -12:00 p.m.	Lunch Recess
12:00 p.m.-12:30 p.m.	Lunch (in classroom)
3:10 pm	Dismissal to Parent Pickup
3:15 p.m.	Dismissal to buses/OSC/walk home

Agendas

Agendas are distributed for Kindergarten to grade 2 at the beginning of each school year. This is an important tool for communication between school and home. Using an agenda promotes organization and responsibility in the child. The agenda should be checked by teachers and parents daily.

Appropriate Clothing and Footwear

At Cold Lake Elementary School we believe that every child should go outside for all recesses.

- Children will remain inside when the temperature is below -25°C (with or without wind-chill, we use The Weather Network app and Environment Canada) or it is raining heavily.
- Outdoor play is a part of an active, healthy lifestyle. We have outdoor breaks in the morning, at lunch and in the afternoon. (Please ensure that your child(ren) dress for all weather conditions and that they have appropriate footwear.)

- *If students are too sick to go outside for recesses, please keep them at home. It is expected that all children go outside for their recess breaks.*
- We expect all children to have outdoor and indoor footwear, which helps with cleanliness of the school. The children will use their indoor running shoes for gym classes and are worn in the school at all times for safety.

Attendance

Regular attendance at school is essential to maximize student growth in both academic and non-academic areas. To ensure the safety of our students, please notify the office of your child(ren)'s absence at 780-639-3107; (voice mail is available before and after office hours.) Please call the school prior to 9:00 a.m. to excuse your child to avoid getting an automated call for the absence. [AP 330 Student Attendance](#)

Absences can also be reported using Safe Arrival inside the School Messenger App. If you visit <https://www.nlpsab.ca/parents/parent-tools/school-messenger2> you will find all the instructions on setting up and using the School Messenger app or the online portal.

A student may not leave the building prior to regular dismissal time without parent/guardian permission. Students who will be picked up early from school for appointments should present a note to the homeroom teacher, or parents should notify the office prior to the pickup. Please sign your child out at the office.

If there is a change to a child's end of day plan, that needs to be communicated to the office by 2:00 pm. It is very challenging to change things last minute due to ongoing classes and end of day routines.

Closed/Limited Access Campus

For the safety and security of our students we maintain a closed campus policy. This means that all outside doors are locked during the day with the office being the only available entry. If the office door is closed, there is a doorbell you can ring to get someone to let you in.

Limited Access also means that parents/visitors are not allowed into the building without a specific purpose. Parents are asked to only come as far as the office. This is especially important at morning drop off and afternoon pickup.

Refer to [AP 195 Public Access To Schools](#) for more information.

Thank you all for helping keep our kids safe!

Contact Information

Please contact the office throughout the year with any changes to phone numbers, cell numbers, addresses, emergency contacts, etc.

Registration verification forms are sent home in May for the following year and need to be returned to the office by September 29th of each year.

Please also inform the office of any shared custody/parenting agreements or contact orders. [AP 322 Custody of Children](#)

Classroom teachers and the office use School Messenger as our primary contact tool with parents. Please ensure that emails and mobile numbers are kept up to date. Please watch your spam/junk folders to ensure that messages from the school are being marked safe.

Missing the Bus/Missed Pickup

In the event that your child misses the bus or isn't picked up at home time, he or she will be escorted into the school and the parents/guardians/emergency contact will be notified to pick them up. Stay up to date on bus cancellations or delays by downloading the [Bus Status App](#) to your mobile device.

Parent-Teacher Interviews

Twice per year (November and March), parents will have the opportunity to formally meet with their child(ren)'s teachers to discuss progress. However, please feel free to contact your child(ren)'s teachers at any time as ongoing communication about your child(ren)'s progress is encouraged.

Report Cards

Report cards are handed out to students prior to Parent-Teacher Interviews. (November and March). A year-end report card will go home at the end of June. You are also able to access your child's report cards online. [Instructions for Accessing Online](#) and [AP 240: Student Assessment, Evaluation and Reporting](#)

School Cash Online

Check out the latest items on School Cash Online! Pay for things such as field trips, hot lunch, monthly pizza Fridays, spirit wear, activity fees and donations to Breakfast Club without the need to take out cash. Go to [Parent Tools-SchoolCash Online](#) to register or check for updates.

School Communication

- **Classroom communication** occurs primarily via email through our SchoolMessenger program. Please ensure that the school has at least one valid email address per family. Go to [Parent Tools - SchoolMessenger](#) for more information on the app.
- **School Community Information** will also occur primarily via email
- **Social Media/Website** is the best way to stay informed and see all the great highlights of activities that are happening at CLES
 - Follow us on [Facebook](#)
 - Bookmark the [CLES Website](#)
- **EMERGENCY COMMUNICATIONS:** if anything urgent is occurring at the school and we have to enact an emergency response ie. Severe weather, safety concern the school will employ the use of our SchoolMessenger by alerting parents via email, text message and automated voice call. It is very important that the school has current contact information at all times.

School Engage and the Parent Portal

School Engage and the Powerschool Parent Portal are important tools that all parents will need to access to do registrations, student information updates, register for bussing and track student progress. Please visit the [Tips for School Engage](#) page for instructions and user guides.

Click on the link for [PowerSchool Parent Portal](#) to access information and to login.

Programs and Services

Assemblies

We have assemblies to celebrate our students and our school. Many student performances and celebrations are highlighted at assembly. Spirit Days, guest speakers, and other celebrations are a fun part of our assemblies too.

Celebrations and Events

Speakers, authors, performers, etc. make presentations at our school throughout the school year. Many performances and events are sponsored by our School Council / Parent Advisory Council (PAC). These activities are also considered public events. [AP 155 Public Events Protocols](#)

Busing

Transportation to and from school is offered to all students who reside within the school district. The following Busing Policy is set up to provide for the safety of all involved in the transportation of our students and personnel.

You may go online at <https://nlsd.ab.ca/transportation/registration> to register your child for busing.

To stay up to date on bus cancellations bookmark the [Bus Status Page](#) or download the [Bus Status App](#) to your mobile device!

Busing Policy

Regular school conduct is required of all students on the bus. Any violation or cases of misbehavior will be reported to the principal's office and dealt with as described in the Student Discipline Regulations. Continuous rule infraction is a safety hazard for all students and the driver. If a child has a major rule infraction that endangers others or accumulates 3 or more minor infractions, they may be removed from the bus for a one-week period. Ongoing infractions will result in longer removals with the potential for permanent loss of privileges. [Student Transportation Guide](#), [Transportation Policy](#), [AP 131: Inclement Weather](#)

Student Advocacy Counselor

Mrs. Haley Reed is our Student Advocacy Counselor. She provides a wide variety of support services from in class presentations, small group work and one on one sessions. Teacher/Parent referrals may be made at any time. Mrs. Reed may also be able to assist families with outside services. You can contact Mrs. Reed through your classroom teacher, the office or haley.reed@nlsd.ab.ca

Field Trips

Field trips are an important part of the educational experience and we are grateful for the many field trip opportunities we have. We welcome and encourage volunteers to join us on trips as supervisors. Unfortunately, due to liability, *we are unable to allow siblings to accompany us on the bus.* Alternate childcare arrangements should be made. [AP 260 Field Trips and Excursions](#)

Hot Lunch Program

Our Hot Lunch Program is ran and administered by the CLES Parent Advisory Council. The school office collects funds on behalf of the PAC. Hot lunches are payable on School Cash online and must be preordered. If there are questions or issues around the Hot Lunch Program, please contact the PAC at clespac2@gmail.com

Learning Commons (Library)

We are proud to have a truly wonderful collection of books in our Learning Commons as well as in our classroom libraries. We inspire our students to pursue a life-long love of reading. Students visit the Learning Commons often, where they read, learn, and play. Students are encouraged to sign out books to gain knowledge of the library system, and start research skills as they use the Learning Commons. Classes have a scheduled visit each week; books can be signed-out, renewed, or returned during their class visit. Book Fairs are the fundraisers for our Learning Commons. Book Fairs are offered three times during the school year, coinciding with Parent-Teacher Interviews for convenience.

Meet the Teacher Night

At the beginning of the school year, CLES holds a “Meet and Greet Night.” This is the parents’ opportunity to meet and get to know their child(ren)’s teachers.

OSC (Out of School Care)

The Out of School Care program, a licensed childcare facility, involves organized activities for K-6 children. The hours are: 7:00 a.m. drop off/6:00 p.m. pick up. For more information, please contact the school at 780-639-3107. [More Information Here](#)

Parents as Team Members

The active involvement of parents enhances the effectiveness of the school team. Parents have a powerful impact on their child(ren)’s whole development, including education. They have a wealth of information about their child(ren)’s backgrounds, personality traits, likes, dislikes, and learning strategies.

Parental support has positive effects on school success. Parents can complement school programs by nurturing academic motivation. We want our parents to feel welcome as part of the school team. We encourage open ongoing communication with each other and we are very thankful for parents and their contribution to their child(ren)’s education and our school!

Parties

Class parties are usually held several times per year: Halloween, Christmas, Valentine's Day, Spring and Year-End. Teachers will coordinate with parents if snacks are welcome for the event. When bringing in food items, please remember to bring a ***nut free*** item due to many students having allergies and list ingredients. Volunteers may be needed to oversee these parties and activities.

BIRTHDAYS: Please make your child's classroom teacher aware if you are wanting to send treats for your child's birthday. The teachers can then let you know if there are any issues around that day or find a good time to have them.

Peace Patrol

Our school is proud to have a Peace Patrol Program for our students. Volunteer Grade 3 students provide mediation in conflict and promote "peaceful" problem solving abilities in all students. These students help out on both the playground and at lunch time.

Physical Education Program

Research supports the assertion that physical activity contributes to the overall well-being and academic performance of students. Please make sure that proper indoor footwear is available for student gym use each day.

All PE activities that take place off the school site will need to have parent approval via a field trip permission form and risk assessment.

Preschool

The Preschool program is for children aged 3 and 4 to engage in developmentally appropriate activities: play, learn, grow, music, art, games, and physical activities. Please visit [Care to Learn Preschool](#) or contact the school for more information at 780-639-3107.

Professional Development

Northern Lights Public Schools is committed to keeping their staff informed and up-to-date on new and innovative teaching strategies and philosophies. All staff participate in professional development sessions held after school on Tuesdays. Throughout the year, staff also attend various seminars and workshops in order to better serve the needs of the students. There are also 4 full days during the year where students will not have school so that staff can participate in professional development activities.

School Council/Parent Advisory Council

Cold Lake Elementary School is pleased to welcome the participation of parents in School Council and Parent Advisory Council (PAC). The School Council serves as an advisory body to the administration of the school. Agendas and minutes of Council Meetings will be available in the office. These councils are organized in September of each year. Parents are encouraged to attend the monthly meetings. Dates/Times for the meetings will be announced.

The PAC operates fundraising events throughout the year to help support the school. In the past, fundraising has provided for playground equipment, field trips, performances and more.

While every parent is a member of the School Council, there needs to be a core group of five parents that hold defined positions on the council. These positions are:

- ❖ *Chairperson* – responsible for overall maintenance of the School Council, chairing the monthly meetings, and has signing authority on the accounts of the society.
- ❖ *Co-Chairperson* – chairs the monthly meetings in the absence of the Chairperson and assists with other duties of the society.
- ❖ *Secretary* – records and maintains the minutes from the meetings.
- ❖ *Treasurer* – responsible for the accounts of the society (deposits and cheques) and presents a financial summary at each meeting, has signing authority on the accounts.
- ❖ *Fundraising Chairperson* – responsible for organizing all fundraisers done on behalf of the Parent Council.

School Council/Parent Advisory Council meets once a month and is always attended by a member of the administrative team. School Council/Parent Advisory Council is an opportunity for parents to get together to discuss events, activities, and fundraisers. All parents are welcome.

For more information, please reach out via email at clespac2@gmail.com

Alberta Home and School Councils' Association

Our School Council is a member of the Alberta Home and School Councils' Association. AHSCA is a provincial association of parents and community supporters who are committed to enhancing student success through meaningful involvement in children's education and schooling. Please find some information about this organization at their website: www.ahsca.ab.ca

School Fees

Each year we collect a small school fee. This fee is to help cover the costs of non-curricular classroom activities like celebrations and excursions. Each year parents will be notified of the amount the school fee will be. All school fees are posted to and paid via [SchoolCash Online](#).

School Photos

Individual photos will be held in September with class pictures that will be taken in the spring. Spring photos will also include "Kinder Grad" pictures and optional individual photos. Both class pictures and individual pictures will be taken by Lifetouch Photography this year. Proofs will be supplied with one package per child. Ordering happens through the [Lifetouch Portal](#) and if you have questions or need assistance contact Lifetouch Technical Support at 1-800-598-2466 or lnssfieldops@lifetouch.com.

Sports' Day

Sports' Day is held at the end of the school year. Teams are selected to participate in modified track and field events. This will allow us to help your child(ren) develop and build communication and team work skills here at CLES. Participation is the key emphasis on this day. Lots of fun takes place.

Student Support Team

In keeping with Northern Lights Public Schools' goal that "Every child is entitled to an education in which he/she can learn and maximize his/her potential," Cold Lake Elementary has implemented a Student Support Team (SST). Cold Lake Elementary School will provide the appropriate services for students to achieve this goal to the extent that financial resources are available.

In an effort to meet the diverse educational programming needs of our students, an Inclusive Education Coordinator will oversee all programs available to our students and the delivery of the programs. The Student Support Team will help classroom teachers address difficulties any student may be encountering. The SST may include the school administration, classroom teacher, Inclusive Education Coordinator, educational assistant, school counselor, consultants, and parents/guardians.

Any questions in regards to Inclusive Education or student supports can be directed to our Student Support Lead Teacher Mr. Nathan Varughese. He can be reached through the office or at nathan.varughese@nlsd.ab.ca

Volunteers

Cold Lake Elementary School has always welcomed volunteers when needed by teachers for different activities and events! We greatly appreciate all the support we get from our volunteers.

[AP 490- School Volunteers](#) outlines division policy and requirements. Criminal Record Check/Vulnerable Persons screening may be required if volunteers are working unsupervised with children who are not their own. Please contact the principal for more information.

There is a sign-in binder in the office for your convenience. We ask that all volunteers please ***sign-in*** with us at the office prior to visiting the classroom/school. It is important for the office to know who is in the school at all times in order to maintain a high safety standard.

Safety First

Allergies

- **Peanut Free School:** Due to issues of anaphylactic allergies, all food and snacks must be peanut free
- **Nut Aware:** Several students have lower risk allergies to other nuts. We ask that parents check with classroom teachers about other nut issues in the classroom. Children should not be sharing food with others at any time.

- **Outside Food:** Any outside food should be labelled with ingredients so that we can avoid students ingesting something they are allergic to. If you have children with allergies, please help them understand their limitations and how to be careful
- **Other allergies:** Please make the office and classroom teacher aware of other allergy issues. We will do our best to avoid potential issues but also know what to do if your child is exposed.

Pets/Other Animals/Service Animals

- **No pets** are allowed on school property due to allergies, fears or other safety concerns. Exceptions may be made for a class visit provided that the visit were to occur outside and that parents are fully aware of the activity and have the opportunity to excuse their children from that activity.
- **Other animals:** the school must abide by [AP 193 Live Animals in Schools](#) . Parents will be notified if there is an event in which live animals are involved and will have the opportunity to excuse their child(ren).
- **Service Animals:** Trained and certified service animals are protected under Alberta Human Rights code and are allowed on the property. The owner should present themselves to the office so we are aware that they are here. Parents should have a conversation about how to behave around animals that are marked with their special vests. Good information on interacting with service dogs can be found [here](#).

“Heartly” and “Care to Learn” Parent Drop Off/Pickup Area

HEARTLY is located adjacent to the Heartly Playground on the 8th Street side of the school. Parents are asked to properly park on 8th Street. Southbound is preferred. This area is primarily for the use of Kindergarten/Grade One families.

“CARE TO LEARN” is the loop off of 16th Avenue that goes past the front of our Care to Learn Preschool. Drop off occurs curbside and anyone walking in from vehicles should park in the designated spots or on 16th Avenue.

- **Dropoff:** Occurs between 8:15 am and 8:30 am. Please do not use the bus lane for dropoff or pickup
- **Pickup:** Occurs between 3:10 and 3:20 pm. Please be sure to present yourself to the supervisors prior to leaving the grounds with your child

All students that are not picked up by 3:20 pm will be brought to the office and can be picked up there.

Early Arrival/Supervision

Morning supervision will be available **after 8:15 a.m.** In the interest of safety, please ensure that your child does not arrive prior to 8:15 a.m. Before/after school care is available through the Out of School Care (OSC) program. Please call the office at 780-639-3107 for more information. If you require an exception, please contact Mr. Vining or Ms. Moore to discuss.

Equipment/Toys/Electronics

All toys, games, cards, etc. that come with children from home need to be kept in the student's backpack unless they are being used for an in class activity. At no time should these items be coming out onto the playground. CLES will not be responsible for any lost or stolen items.

Injury Procedures

If students are injured at school, they are taken to the office for first aid and a Student Injury Report is filled out. In many incidents, a phone call home is standard procedure to maintain communication and student safety. [AP 614 Illness/Injuries at School](#)

Medication in School

School personnel shall not administer any medication to any student without signed permission by the parent or guardian. A medication administration form must be filled out in the office and by the doctor.

Medicine prescribed by a doctor must be sent to the office in the prescription bottle, correctly labeled, along with written permission from the parent/guardian regarding its administration.

For more information or clarifications please contact the office. Mr. Varughese will be happy to discuss your situation with you.

[AP 317 Administration of Medication to Students](#)

Sick Children

Please keep your sick child(ren) at home if they have had an increased temperature or vomited in the last 24 hours. Also, keep them at home if they are showing flu-like symptoms. If a child becomes ill at school, we will contact you to come pick him or her up. Please be sure to leave an emergency contact number in the event that we are unable to reach you. Remember, if they cannot go outside at recess, please keep them home. [Too Sick for School?](#)

Weapons

At no time are weapons, or toys that look like weapons, allowed at school. Please also keep laser pointers at home.

Student Discipline

A safe and caring environment is an essential condition of learning. Student discipline will be handled on a case-by-case basis with the developmental needs of our students foremost in mind. Our goal is to develop students' moral intelligence. Ultimately, we seek to help students to develop the appropriate skills and strategies to think through problems and to redirect future behaviour into positive actions. We believe that a developmental approach is necessary to teach students strategies for managing emotions and engaging in cooperative social action long-term.

The following offers a general guideline of the varying degrees of severity for inappropriate student actions; however, staff's professional judgement will be used to determine the most developmentally appropriate action for students in a given situation.

Level One – Mild

Any careless or impulsive behaviour that can be dealt with or corrected by pointing out the inappropriate behaviour and encouraging positive alternatives. This could include, but is not limited to the following:

- Name Calling
- Impoliteness
- Yelling
- Teasing
- Selfishness
- Impatience
- Tattling
- Rough Play
- Swearing

These behaviours will be dealt with by the teacher or supervisor with a clear message to stop the undesired behavior and explain why it is “wrong.”

Level Two – Moderate

Any behaviour that interferes with the orderly learning process and overall harmony of the school. This could include but is not limited to the following:

- Belligerence
- Unsafe Actions
- Disrespect for property
- Discrimination
- Cheating
- Bullying – Intimidation, Coercion
- Lying
- Throwing of objects such as snowballs, rocks, etc.

The behaviours will be dealt with by a supervisor with a clear message to stop the undesired behavior and explain why it is “wrong.” The homeroom teacher will be involved. The principal, assistant principal and/or parent(s) will be informed and will also give a clear message to the student to stop the undesired behaviour.

Level Three – Severe

Any behaviour that is against the law or against School Board Policy and/or shows premeditation. This could include, but is not limited to, the following:

- Vandalism
- Physical Violence/Threats
- Stealing
- Leaving school grounds without permission

In these cases, the parent(s)/guardian(s), the student, and the principal will engage in a conference to discuss further action.

Children will be guided through consequences with tools such as classroom reminders, warnings, timeouts, and verbal/written plans within the classroom. Office cool-down time, discussion, or written plans with the student, parents, teachers, and/or principal may also be utilized. In serious cases involving fighting, hurting other students/staff, stealing, cheating, swearing, vandalism and/or violence, consequences may include suspension.

When a child is a danger to themselves or others, certain steps will be taken to protect the child and others as necessary:

- A telephone call to the parent/guardian
- Immediate suspension from the classroom and/or school

Addressing Your Concerns

Please be familiar with [AP 143 Dispute Resolution Process for Parents](#) so that the appropriate steps may be followed in dealing with an issue.

The appropriate channels of communication when you have concerns about the educational experience of your children are listed below. We ask that they be followed out of courtesy and professional respect. The teacher is the first person contacted should a problem arise. If no resolution is reached, then meeting with the next level will be acceptable.

- Level One: Your Child's Teacher
- Level Two: Your School's Principal
- Level Three: The Superintendent of Schools
- Level Four: The Minister of Learning

Please refer to the [Dispute Resolution Infographic](#) for more information.