

**ÉCOLE ELIZABETH BARRETT ELEMENTARY
SCHOOL**

SCHOOL HANDBOOK 2023-2024



About Our School

Welcome! Bienvenue! We are École Elizabeth Barrett Elementary School, a dual-track Kindergarten to Grade 4 school located on the tri-school site in Cochrane. We are home to approximately 465 learners, with about 40% of our students receiving their instruction in a French Immersion program and the other 60% in a regular English Program. We enjoy wonderful partnerships with our neighbour schools on the Cochrane Tri-School site, École Manachaban Middle School (Grades 5-8) and Cochrane High School (Grades 9-12). We are extremely fortunate to have a dedicated staff, involved and supportive families and the absolute best students in our building! We are also very lucky to have access to the natural backdrop of Cochrane Ranche at our doorstep, and we take advantage of this wonderful outdoor space regularly.

Vision

To inspire wonder and build courage; to make a difference in our world.

Mission

We create meaningful connections.

We care for whole people.

We cultivate ownership.

Our core values are comprised of Community, Curiosity and Collaboration/Communauté, Curiosité et Collaboration, and we strive to see them reflected in all we do in our school.

“If you want a child’s mind to grow... you must first plant a seed.”

École Elizabeth Barrett Elementary School is a place where the love for learning is intentionally seeded in the minds of young students. It is a place where curiosity is fostered and wonder is nurtured.

Our Logo



The logo icon is a tree sapling with the letters “EB” making up the sapling leaves. It is enclosed in a circle, representing wholistic care, nurturing, and community. The break in the circle represents inclusion and welcoming of others. It also indicates that a student’s journey at École Elizabeth Barrett has a beginning and an end, emphasizing what’s at stake and calling forth the best out of all members of our school community.

Admin Message

Welcome and bienvenue! We are absolutely thrilled to have the opportunity to work with your family in the École Elizabeth Barrett School Community. We are a dual-track, Kindergarten through Grade 4 school that welcomes over 465 young learners each day.

Our core values include “Community-Collaboration-Curiosity/Communauté-Collaboration-Curiosité” and we strive to embed these values into all we do. As an elementary school, at the end of the day

we are about fostering a strong foundation in Literacy, Numeracy and “Making Good Little People.”

As we begin our work on our new 4-Year plan, we are striving to move our school forward in a few areas, including using more data-informed instruction to support our students in literacy and numeracy, advancing our actions in Truth and Reconciliation, and improving Positive Behaviour Interventions and Supports.

We are excited to pursue this work together as a school community. We look forward to another wonderful year of learning!

Gerry Gaudet

Principal/Directeur

Sara Martin

Assistant Principal/Directrice Adjointe

Bell Times

Grades 1 to 4

Monday to Thursday

8:40 Bus Drop-off

8:45-8:55 Entry

8:55-3:40 Instructional time. Recess and lunch breaks incorporated throughout the day.

3:40 Dismissal

Fridays

8:40 Bus Drop-off

8:45-8:55 Entry

8:55-1:20 Instructional Time. Recess and lunch breaks incorporated during the day.

1:20 Dismissal

Kindergarten

Monday to Thursday

Morning Class

8:45 Bus Drop-off

8:45-8:55 AM Entry

9:00-11:48 AM Instructional Time
Instructional Time

Afternoon Class

12:45-12:48 PM Entry

12:48-3:40 PM Instructional Time

Fridays

8:45 Bus Drop-off

8:45-8:55 AM Entry

8:55- 10:50 AM

11:23-11:25 PM Entry

11:25-1:20 PM Instructional Time

Bus Information

At École Elizabeth Barrett Elementary School, we share bussing with École Manachaban Middle School and Cochrane High School. Bus transportation

services for students on the rural and urban bus routes operated by Rocky View Schools (RVS) may be arranged and purchased by filling out an application form for school bus service.

Transportation is provided one way only for Kindergarten children, i.e. to school in the morning or back home in the afternoon.

To arrange transportation for your child, please visit [RVS Transportation website](#) or phone (403) 945-4000.

Absences and Pick-ups

If your child is going to be absent or arriving late, please use the [Safe Arrival App](#) to inform the school of your child's absence.

Students who arrive after 8:55 must be signed in by a parent. The student needs to pick up a late slip at the office to give to their teacher.

Only those students who live in town and who go home for lunch are permitted to leave the school grounds at lunch time.

We request that you provide a note to the teacher if you are picking your child up during the day for a medical/dental appointment. Upon returning, the parent must ensure their child(ren) has checked in at the office.

Students are not allowed to leave the school premises unless they are picked up by the parent(s) and signed out at the office or under the direct supervision of a teacher ie field trip or weekly walk. If a child is to be picked up by someone other than the child's parents, it is imperative the school and teacher be informed. It is especially important to inform the school if there is someone who is not permitted to pick up a child.

Students not taking the Bus at the end of the Day

In order to ensure effective and clear communication between parents, children and teachers, parents are required to provide a written note when

their child is not taking the bus at the end of the day if they typically take the bus home. The child must wait inside at the office for pick up.

In order to ensure student safety, the following procedure will be followed: If there is any doubt as to whether or not your child is to take the bus at the end of the day, we will keep your child at school and then contact you or the emergency contact to come pick him/her up.

Exterior Doors

All outside doors, except the main entrance, will be locked throughout the school day starting the first day of school. This aligns with safety practices in many Alberta school divisions and helps ensure all visitors enter through the office and not through another part of the building.

Allergy Information

École Elizabeth Barrett School is an **allergy aware** school so we are able to accommodate and support students with severe allergies. Families are asked to **not send any food with peanuts, tree nuts and sesame seeds** (including hummus), because we have students with life threatening/anaphylactic allergies. Should students accidentally arrive at school with foods containing these allergens, they will be provided with an alternate snack/meal.

Clubs

At Elizabeth Barrett we hope to offer many extracurricular clubs for students that incorporate a wide range of student interests. Typically, clubs run in the Fall, Winter or Spring, and are typically held during recess times. Be sure to check out announcements for our current offering of student clubs.

Code of Conduct

At École Elizabeth Barrett Elementary School, we recognize that young children are developing their abilities to make positive, safe and healthy choices. To this end, we work with children and families on an individual basis to determine most appropriate courses of action to support students in their personal growth.

We center our beliefs around creating a school environment that is Caring, Respectful and Safe/ On Prendre Soin, on est Respectueux, et on Valorise la Sécurité.

We promote the values of: Respect, Responsibility Honesty, Integrity, Empathy, Fairness, Initiative, Perseverance, Courage, and Optimism.

Rocky View Schools promotes this about student conduct:

Public education is a shared responsibility. With students, families, employees and our communities, we are working together every day to build positive learning environments for student success.

Fostering Safe, Caring and Respectful Learning Environments

The safety, well-being and acceptance of all students is paramount at Rocky View Schools. In all our interactions, we work to ensure students have the understanding, skills and opportunities to contribute to welcoming, caring, and respectful, learning environments that respect diversity and nurture a sense of belonging and positive sense of self. To ensure that each and every student, including those with diverse sexual orientations, gender identities and gender expressions, has the educational opportunities and supports needed to be successful in school, our Board endorses two administrative procedures that affirms the rights of each student – we invite you to become familiar with them:

[AP 350 - Student Code of Conduct](#)

[AP 207 - Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions.](#)

Emergency Response

Click here for the RVS Emergency Response Guide for Parents: [RVS Emergency Response](#)

French Immersion

We are thrilled to be offering a French Immersion program at Elizabeth Barrett. We have two entry points for French Immersion: Kindergarten and Grade One.

From Kindergarten to Grade 2, instruction is nearly 100% in French. In Grades 3 and 4, French Language instruction is at approximately 75% as students begin English Language Arts instruction for roughly one hour per day.

Inclement Weather

Winter Weather Days

On days winter weather conditions are too severe, Rocky View Schools (RVS) may decide to close schools to keep students and staff safe. While this is rare, it is important families know what will happen and where to go for information.

We consider several factors when closing schools due to weather. These include current and forecasted temperature and wind chill, road conditions, the amount of snow and ice, school building constructions and school location. This decision is made early in the morning before school starts or buses are running. Ultimately, the final decision to send a child to the bus stop or to school rests with parents.

We inform parents, staff and media through email. Parents can also keep an eye on Rocky View Transportation's Late Bus App, the Rocky View Schools website home page, the RVS App or RVS' Facebook and Twitter

accounts for information about closures. If you have not heard from us and you do not see a school closure announcement, schools are open!

Busing

School buses do not typically run on mornings when the temperature is at or lower than -40 degrees Celsius without wind chill. When weather is severe or road conditions are hazardous, certain bus routes may be cancelled. However, this does not necessarily mean schools are closed. Once student transportation has begun, a school will not close until regular dismissal time.

It is important not to leave your child at the bus stop in severe weather for any period of time.

Cold Weather Tips

Other general cold weather safety tips include:

- Stay with your child at the bus stop until they have been picked up.
- Dress your child in warm, insulating layers close to their body, with wind and waterproof layers on the outside. Keep their head covered.
- Cover exposed areas such as fingers, cheeks, ears and nose. Consider sending your child with spare gloves and a hat just in case!
- If clothes get wet while your child is in the cold, have them change into dry clothes as soon as possible.

Kindergarten

At Elizabeth Barrett, we are pleased to offer half-day Kindergarten programming in both English and French Immersion. Rocky View Schools supports a play-based Kindergarten program that engages children and promotes learning through exploration and play.

Morning Kindergarten times: Monday to Thursday 8:55-11:48; Fridays 8:55-10:50

Afternoon Kindergarten times: Monday to Thursday 12:48-3:40; Fridays - 11:25-1:20

Lost/Found

Students will lose articles of clothing, or personal belongings from time to time. **We strongly encourage parents to label, with a permanent marked all items brought to school.** With the large number of students, it is not possible for us to announce the loss of each article, nor to announce all the items found.

Generally, found items will be placed in the "lost and found" boxes and hangers in the north wing, where students should check if they are missing something. Items, which are obviously more valuable or would not easily be seen in the lost and found boxes (ie. Rings, watches, etc.) are to be handed into the office.

Each Kindergarten class has their own Lost and Found which is located inside each classroom. When in school, parents are encouraged to look through the various lost and found items.

Personal/School Property Care

Students are expected to use all school property carefully. RVS procedure states "The School Board shall require the parent or guardian of any student who is responsible for damage to Divisional property to replace, or pay for, any property damaged or destroyed. The Board may suspend any student who is responsible for the property damage until it is replaced or paid for. The cost of repairs will be determined by the Supervisor of Maintenance and Caretaking and will include charges for both labour and materials".

Expensive items such as electronic games, ipads, cellphones should not be brought to school. The school is not responsible for the loss of such items. If arrangements have been made with a bus driver for your child to use one of the above-mentioned items during the

bus ride, the item must remain secured at the bottom of your child's backpack the entire school day. Students are encouraged to keep toys at home. Children who bring toys to school to play with during recess are asked to check with the teacher before bringing these items to school. Students are reminded that play items brought to school must be kept in their backpacks during instructional time.

Parent Parking/Pick-up and Drop-off of Students

In an ongoing effort to reduce congestion and increase the safety of our students, we respectfully request your assistance with parking and drop-off procedures. When picking up or dropping off children we ask parents to park in the designated areas, to not park in the fire lanes and escort their child to the school. **Vehicles are not permitted to enter the bus loop at any time of day.** The staff parking lot may be entered by using the alley by the west end of École Manachaban Middle School. Enter by the south access and depart by using the north exit. It is very important that there is only one way traffic in the parking lot and in the alley. Please note the alley is also a no parking area.

Parent Volunteers

We value the important role that parent volunteers can play in your child's educational experience, and welcome parents to participate in your child's classroom or on field trips when appropriate. To add another layer of due diligence in the effort to ensure the safety and well-being of students and staff, all potential volunteers must have current Criminal Record Checks and Vulnerable Sector Checks on file at the school office prior to being permitted to volunteer in the school or during any school-sponsored activity.

Morning Supervision

Outside supervision of students begins at 8:45 am. Students should not be arriving before 8:45 am. All students and morning Kindergarten children are to wait in their designated areas until the entry time. Each morning designated teachers open the doors and greet students as they enter the school.

Kindergarten and Grades 1-4 students enter and exit the school through their designated door. **Students who arrive after 8:55 must be signed in by a parent.** The student needs to pick up a late slip to give to their teacher.

Afternoon Kindergarten Drop-Off

Parents supervise their children outside until the teacher meets the group and calls them into class.

Picking up children at the end of the day

All parents who are picking up their child at the end of the day, are respectfully asked to remain near their child designated entrance. Teachers will dismiss the children from the boot-rooms and ensure the children meet them. All students leave the school through their designated doors.

PowerSchool and Real-Time Reporting

Welcome to PowerSchool for Parents

If you haven't already done so, please login in and set-up your parent/student portal so that you are able to access student attendance and grade information. If you experience any difficulties please contact the school at **403-932-3151**.

Other valuable information about RealTime Reporting can be found on the Rocky View Schools website at: [PowerSchool Information](#)

Registration

For the 2023-24 school year, École Elizabeth Barrett Elementary School is accepting registrations for Kindergarten to Grade 4 students who reside in our attendance area.

Our Attendance Area map can be found at:

<https://www.rockyview.ab.ca/schools/attendance-areas/cochrane-area/elizabeth-barrett-elementary-school>

Kindergarten

The Kindergarten program at École Elizabeth Barrett is a half-day program (either morning or afternoon) for each of our English and French Immersion programs. Please indicate your preference in the appropriate area of the registration form.

School Engage Online Registration System

New Parents

- Create a SchoolEngage account at <https://rockyview.schoolengage.ca>
- **Check your email** for a notification to complete account creation
- Login to SchoolEngage
- Click on “**Add Student**” and complete the information, **Submit**
- Now click on “**Students**” and select the student you just created.
- You will now see the **2023-24 Student Registration form** and the **2023-24 Transportation Registration form** on the right hand side
- Complete the online **2023-24 Student Registration** form with supporting documents (Birth Certificate and Proof of Residence are required)
- Click **Submit**
- Parents/Guardians can complete the **2023-24 Transportation Registration form if bussing will be needed.**
- Schools will process registration and Parents/Guardians will be receive an email notification of approval

Current Rocky View Schools Parents

- To register a new member of your family go to the [PowerSchool Parent Portal](#), login in and access **School Engage** on the left-hand menu.

- Click on “**Add Student**” and complete the information, **Submit**
- Now click on “**Students**” and select the student you just created.
- You will now see the **2023-24 Student Registration form** and the **2023-24 Transportation Registration form** on the right hand side
- Complete the online **2023-24 Student Registration** form with supporting documents (Birth Certificate and Proof of Residence are required)
- Click **Submit**
- Parents/Guardians can complete the **2023-24 Transportation Registration form if bussing is needed.**
- Schools will process registration and Parents/Guardians will be receive an email notification of approval

For assistance with online registration please contact the school by phone 403.932.3151.

Out of Attendance Area Application

- If you would like to register your child in a school, other than the one they have been designated to attend (**Attendance Area Maps**), please complete a registration form and an **Out of Attendance Area** application form.
- These documents must be given to **your designated school first** to acknowledge your request.
- Once signed off by the designated school, the documents can then be submitted to the school you would like to attend.

School Cash Online

École Elizabeth Barrett will use school cash online for our financial interactions.

Frequently Asked Questions

Q: Why does School Cash Online not recognize my child's ID number?

A: Your child has two ID numbers (Alberta Education and RVS ID number). The number to attach your child to your School Cash Online Account is the RSV number. It will be an 8-digit number starting with a 5 or a 5-digit number for people new to the area. The number can be found on the bottom of last year's report. Please contact the office if you need further assistance.

Q: Why do I no longer see the item on School Cash Online?

A: Most items have an expiry date. Once that date is past it is no longer available to purchase.

School Council

School Council is a means for parent/guardians and community members to work together with the school to support and enhance student learning. School Councils are legislated through the School Act to act in a consultative capacity to advise the principal and the school Board respecting matters relating to the school. You can find additional information about the EB School Council under the "School Council" tab on the EB website: <https://barrett.rockyview.ab.ca/school-council>

Student Dress

A student's habits of dress and personal grooming reflect not only his/her attitude towards school but also are a reflection on the school itself. For this reason, some clothing is not suitable for school, particularly T-shirts with suggestive or obscene words, clothing that does not cover the midriff or shorts and dresses that are very short. Please note that shoes with "heelies" are not permitted at school.

Students ability to wear hats or the hoods of hoodies in class is at the discretion of the individual teacher.

During the winter months, children will be playing outdoors frequently, therefore, warm clothing is necessary. Outdoor exercise and fresh air are beneficial to each student's health and well-being, and the outdoor activities are more enjoyable when the child is dressed properly.

Clearly mark your child's clothing, footwear, lunch kits, etc. with your child's name and grade.

Two-shoe policy

In an ongoing attempt to keep the school clean and a pleasing atmosphere for all, we ask that upon entering the school the students remove their outdoor shoes and place them neatly on assigned boot racks. A second "indoor" pair of footwear with non-marking soles, preferably runners, is left at the school for inside use which includes Physical Education and routine activities. This inside pair is considered important for health reasons and in case of a fire or other emergencies where students may be required to hastily exit the building.

"Outdoor" shoes, overshoes, boots are not permitted in the school as day-to-day footwear. If your child must wear special shoes, please discuss this with your child's teacher. We ask that all visitors, volunteers, etc. respect our two-shoe policy.

Student Health

Accidents

In the event of an accident, a staff member will bring the student to the infirmary for preliminary care. In cases of serious injuries, we make every attempt to contact the parents, guardians, or the emergency contact before taking the child for medical care.

Please ensure that you have given the name of an emergency contact person in case you cannot be reached during the day.

RVS Procedures around administering medications can be found here:

[AP 316: Administering Medication or Medical Treatment to Students](#)

Students with Medical Conditions and Allergies

We ask parents to inform their child(ren)'s classroom teacher if their child has a food allergy or a medical condition that requires monitoring during the year i.e. diabetes. In collaboration with the parents, the teacher and administration develop a medical protocol which outlines emergency contacts, on - going medical procedures that need to be followed ie having a snack at a certain time, as well as emergency procedures to follow if outside medical attention is required.

School Infirmary

Children who are unwell and unable to remain in class, or who have contracted a communicable disease will be required to be taken home or to a sitter upon notification of the parent. We have a small infirmary with one bed and an adjacent washroom that can accommodate a sick child while they wait for their parent to pick them up.

Informing the School of Communicable Diseases or Head Lice

Within our school population we have children whose immunity to diseases is compromised due to medical treatments they are currently undergoing or due to other medical conditions. As a school community we care for one another and take every precaution to ensure the safety of all students. **We respectfully ask parents of children who have illnesses such as measles or mumps to inform the office directly at 932 - 3151 or by leaving a message on the absence line.**

Head lice is a common occurrence in schools and is not considered a major health concern however, it is the expectation of the school that parents will inform their child's teacher or the office when their child(ren) have head lice. The other students in the affected classroom will receive a letter to take home indicating how to check for head lice and how to proceed with effective treatment. Children with head lice are able to return to school once the head lice have been treated.

Community Health Centre

For information regarding school related health topics, visit the [Cochrane Community Health Centre](#)

For 24/7 health advice, contact HEALTHLink Alberta 1 - 866 - 408 - 5465.

Telephone Use and Messages

The school telephone may be used in cases of EMERGENCIES ONLY. It should not be used by students to make arrangements of a personal nature such as sports activities, inviting a friend over after school, or requesting special permission for out of school activities.

To minimize disruption to the classroom, phone calls for students or teachers will not be transferred to the classroom. **The secretary will relay the message at recess breaks.**

We will endeavour to do our best to relay important messages and not interrupt classes in progress. Please restrict phone calls/messages to students during the day to those of an urgent nature.

Volunteer Information

Parents are encouraged to come to the school and participate in our many educational opportunities. With prior arrangement with teachers, parents might wish to volunteer in the classrooms, or become involved as a school wide volunteer. Devoting time and energy toward developing a partnership generates a powerful learning environment. Our goal is to develop an effective method of contacting volunteers which allows every volunteer the opportunity to serve and use their talents. We work in collaboration with School Council to develop and maintain a vital network of parent volunteers.

When parents are directly involved in the educational process, two way communication between home and school is enhanced. Involved parents report they are more aware of what is happening at school. Research demonstrates that improvements occur when parents and educators cooperate: the self-esteem of children is enhanced and children's

motivation and achievement are increased. As a result of the thousands of hours parents contribute each year, we have a strong partnership here at École Elizabeth Barrett School.

Duties of Parent Volunteers

Parent Volunteers do not take the place of teachers. Rather, duties may include:

- Giving instructional support, i.e. listening to students read, helping during center time
- Assisting with clerical tasks, audio-visual materials and special events or projects
- Typing children's stories and/or binding for publication (at home or in the workroom)
- Contributing one's own special talents whenever appropriate

Obligations of Parent Volunteers

To ensure their assistance will be of the greatest benefit to students, teachers and themselves, parent volunteers have certain obligations:

- Volunteers must have an up-to-date criminal records check on file at the office.
- Volunteers must observe all school policies and regulations, and be aware the teachers have the ultimate responsibility in the classroom and respect the professional role and judgment of the teachers and school administration
- Volunteers must hold all matters connected with the school in confidence and protect the privacy of any personal information they have access to in the course of performing their volunteer duties as outlined under the FOIP volunteer form.

- Volunteers should try to meet their commitment on a regular basis. This is important if teachers are depending on the assistance from the volunteers when planning activities.
- Volunteers are asked to make alternate arrangements for younger siblings when they come to volunteer in the classrooms and when volunteering for field trips.

To ensure the safety and security of all students, we ask that all adults visiting or volunteering in the school to check in with the secretary prior to proceeding to a classroom. Volunteers and visitors are asked to sign in and to wear an identification tag during their time at the school. In accordance with the Freedom of Information and Protection of Privacy Act, all volunteers are required to sign a pledge of confidentiality before volunteering in the classrooms or in the school.

Our school has a 2-shoe policy. We respectfully ask that when parents are volunteering that they please remove outdoor footwear in the boot room.