

# École Coloniale Estates School



## Student Handbook

*This handbook is subject to revision and change based on current BGSD policies & procedures and Alberta Health Services recommendations.*

École Coloniale Estates School  
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780.929.5904

## **WELCOME FROM THE PRINCIPAL**

Attending school in Kindergarten - Grade 6 can be challenging, rewarding and fun. One of the goals we have for our students is that they will develop the skills and attributes necessary for them to be the kind of people we would want to "move next door" to us. In other words, good neighbours. Another goal is to help students gain a well-rounded education combining academics, fine arts, physical activity and the opportunity to explore a variety of areas of interest. This year we will continue to place special emphasis on wellness, literacy, and numeracy skills. The staff from École Coloniale Estates School welcomes you and your parents. Bienvenue à une nouvelle année scolaire!

Dr. Matthew Kierstead

## **CORE PURPOSE**

At ÉCES, we strive to inspire success through excellence and perseverance. We recognize that our students come from diverse backgrounds and are contributing members of an evolving global society. We encourage responsibility, engagement, and inquiry in students as they connect with others, the curricula, and the world around them.

## **CORE GOAL**

Staff, students, and families collaborate to establish an innovative learning community to prepare our children for their futures.

## **SHARED VALUES FOR A SHARED FUTURE AT ÉCOLE COLONIALE ESTATES SCHOOL**

"Let Our Actions Speak Louder than Words"

### **Integrity...**

Let our actions demonstrate complete honesty.

### **Respect...**

Let our actions value the rights and opinions of others.

### **Support...**

Let our actions lend Strength, Encouragement and Compassion to others.

### **Success...**

Let our actions applaud every accomplishment - Big or Small.

### **Inspiration...**

Let our actions communicate enthusiasm for creative thought.

### **Community...**

Let our actions celebrate our differences and foster a sense of belonging.

# **BELL SCHEDULE 2022-2023**

## **Grades 1-6**

8:00 AM	Office Opens
8:15 AM	Students Enter
8:18 AM	Attendance, O Canada, Classes Start
8:20 AM	Period 1
9:00 AM	Period 2
9:40 AM	Recess
9:55 AM	Period 4
10:35 AM	Period 5
11:15 AM	Lunch Recess
11:45 PM	Lunch
12:10 PM	Period 5
12:50 PM	Period 6
1:30 PM	Recess
1:40 PM	Period 7
2:20 PM	Period 8
3:00 PM	Dismissal

## **Kindergarten**

8:18-11:05	Morning Class
12:13-3:00	Afternoon Class

## **HOMEWORK**

Homework is assigned at the teacher's discretion. Students and their parents are encouraged to review PowerSchool on a regular basis. Directions on navigating PowerSchool are located on our website under the Parents tab.

## **DRESS CODE**

School is the students' current profession. As a result, students are expected to dress appropriately for their profession. Students should not wear their hats or hoodies on their heads in school, or their coats/ jackets to class. Clothing should not display language, pictures or graphics which are offensive, crude, obscene, sexual, or which promote alcohol or drug use. Students should wear their clothing in such a way that their stomachs, underwear or bra is not exposed; shorts should, at a minimum, go down to at least their fingertips.

## **SHOES**

Shoes must be worn indoors and be non-marking. Dirty/wet footwear must be removed when entering the school. P.E. footwear must be appropriate to the activity. Flip flops and sandals are fun, but we recommend outdoor footwear that is conducive to running and playing.

## **PHYSICAL EDUCATION CLOTHING**

For safety reasons, students should not wear clothing with drawstrings, jewellery, or watches during P.E. activities. Valuables should be left at home.

## COLONIALE CELEBRATION OF ACHIEVEMENT

Coloniale is a place where we as a community all belong. We all contribute to our community and make it a better place by our contributions. It is a place where students feel safe to grow and explore new opportunities and challenges, where they are accepted for their best efforts.

At Coloniale, we want our students to develop habits of mind that identify school and learning as a pursuit all its own. We want all students to feel valued as both individuals and as part of the community.

- Self-efficacy - That each child values their particular set of strengths. Children exhibit determination and perseverance to overcome obstacles that would interfere with achieving their goals.
- Emotional - The satisfaction of challenge and growth is personally rewarding.
- School Culture - We all play a part in our inclusive school community making Coloniale a great place.

In recognition of all students' efforts throughout the year students are recognized in their classrooms, groups, clubs and teams and at assemblies.

## ASSEMBLIES

**School Wide Assemblies** are held throughout the year. During assemblies, students are recognized for their achievements in many aspects of school and community life. There are also guest speakers, cultural events, and special presentations.

## EVALUATION AND REPORTING OF STUDENT ACHIEVEMENT

Student progress is measured on an on-going basis by way of teacher tests, standardized tests, assignments, homework, in-class participation, anecdotal records and examples of student work. Progress is formally reported two times over the year. There are two formal opportunities for parent/teacher conferences. The conferences are typically held in November and March. Parents are encouraged to contact teachers at any time during the school year to discuss their child's progress.

[ECES Assessment Plan](#)

## FRENCH IMMERSION

French Immersion may be described as a school program in which students receive most of their instruction in French from a teacher who speaks French fluently. Designed specifically for children whose first language is not French, this program enables students to become functionally bilingual. Curriculum guidelines ensure that immersion programs meet the same general objectives as English language programs. An important key to success is a positive attitude in the home toward the language and the program. Parents are encouraged to visit the Canadian Parents for French website at [www.cpf.ca](http://www.cpf.ca) for valuable information and support. **Parental support and encouragement are major contributors to a child's success in both French Immersion and English programs.**

## SAFETY AT SCHOOL

**Absences and Safety Phone (780.929.5904 – 24hrs/day) or email [eces@blackgold.ca](mailto:eces@blackgold.ca).** Parents of students who are unaccounted receive an automated call. Parents are requested to phone the school or email ahead of time if they know their child will be away or late. This also helps to prevent the parent from being interrupted at work or at home.

**Supervision** is provided before school beginning at 8:05 am, during breaks including lunch, recesses, and for ten minutes after school.

**Emergency Drills** occur throughout the year. These include practice for severe weather, lock-down, and fire drills/emergency evacuation.

**Students Leaving School Before Dismissal:** Parents are asked to come to or call the office when picking up their child during school hours.

**Visitors & Parents Report to the Office:** Individuals who are not staff members or students of École Coloniale Estates School are required to report to the office to sign the Visitor Log. This includes parents, guests, and volunteers.

**Security Cameras** are located at various locations. Security cameras are only viewed if an incident occurs and only by a staff member.

**Bad Weather - Bus and School Closures:** Black Gold School Division makes a decision by 6:00 a.m. If it is possible, a message will also be placed on the after-hours line for Black Gold School Division at 780.955.6025. Bus cancellations will be posted on the Black Gold website ([www.blackgold.ca](http://www.blackgold.ca)). Automated notifications via phone/email and/or text will be sent out to parents of bus students informing them of the cancellation as well.

**Indoor Recess:** The administration will decide between indoor and outdoor recesses when the weather drops to -21C including the wind chill. Students should be dressed for weather conditions.

**Recess:** Students are required to stay on school property and within the identified boundaries.

## ATTENDANCE POLICY

School administration will perform a year-to-date and a monthly check of students' attendance at the end of each month. This will identify any students who are experiencing higher rates of absences/lates. Should there be concern the school administration will contact parents. All students who are late, must report to the office. Note: a late student will be given a "Welcome Slip" with the arrival time indicated before going to class.

## FIELD TRIPS

Field trips are beneficial for a variety of educationally sound reasons. The teacher sponsoring the field trip will inform the parents of the details. Consent is then made by the parent once the Field Trip form is completed on PowerSchool. It is our school policy to use buses whenever feasible. In some cases, teachers may choose to ask parents to drive. Parents who drive on a field trip have to meet certain requirements including driver's license, insurance and authorization from the principal. For more information and for the necessary forms, please contact the office. Students must have forms completed prior to participating in field trips.

To access Field Trip forms, please log into your Parent PowerSchool Account. Choose the student's name in the top left hand corner. Then select Student Fees and Forms in the Navigation pane on the left hand side. Forms will be available at the bottom of the page for you to complete.

## COUNSELLING INFORMATION

We strive to provide support for students who are experiencing emotional, social, or behavioural challenges in the school setting. The counsellor often initiates referrals to community counsellors and related agencies such as FSLW (Family Student Liaison Worker) and/or FCSS (Family Community Support Services). Students can request counselling or can be referred to the counsellor by their teacher or parent.

## SCHOOL CONDUCT POLICY

**Students** - From Section 31 of the Government of Alberta Education Act  
A student, as a partner in education, has the responsibility to  
(a) attend school regularly and punctually,

- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

**Parents** - From Section 32 of the Government of Alberta Education Act

A parent as a partner in education, has the responsibility to

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community

**Searches** - Based on BGSD Administrative Procedure 354

The Education Act states that schools must provide a safe and caring environment for students that fosters and maintains respectful and responsible behaviours.

From time to time, it is necessary to conduct searches at school to ensure our school remains safe. Administration or designates may conduct a search of:

- student school property: such as desks, lockers, school storage areas or any other school article or object used by a student, including Division owned electronic information resources
- student articles and objects: property owned or used by a student on school property or during off-site activities, including but not limited to electronic devices, backpacks, clothing, purses, suitcases and tote bags.

All searches carried out will:

- be carried out in a reasonable manner
- respect student privacy
- be minimally intrusive
- be conducted in a sensitive manner and take into consideration the age and gender of the student, their religious practice and all related circumstances

Parents will be notified any time their student has been the subject of a search.

**General Rules for École Coloniale Estates School:**

- Students are prohibited from having in their possession: weapons, tobacco products, vaping products, alcoholic beverages, illicit drugs, and drug paraphernalia.
- Activities likely to lead to deliberate or accidental student injury are not allowed. Such activities include, but are not limited to: fighting, play-fighting, pushing, shoving, tripping, kicking, biting, and running in the halls or classrooms.
- Teasing and/or harassment are not allowed. Such activities include, but are not limited to: name calling, knowingly spreading false information, humiliation, and intimidation.
- **Bikes, Skateboards, Rollerblades, Scooters, etc.** These items are not to be used once the student has arrived on school property. The items should either be locked to the bike rack or secured in the fenced compound. These items are not allowed to be used during recesses. Students must wear protective helmets when riding their bikes. It is the law.
- **Cellphones** are only to be used in the classroom, as agreed upon by the teacher. Cellphones are not permitted in any bathroom or change room.

## **Consequences & Processes for Student Misconduct**

Students are expected to follow the conduct policy. All members of the school are expected to hold true to our school values of Integrity, Respect, Support, Success, Inspiration and Community. Whereas not every scenario can be covered in a conduct policy, we believe that our values are our guiding principles.

Discipline is designed to be corrective of behaviour. In deciding appropriate discipline measures there are a number of factors including age of child, frequency of behaviour, and seriousness of infraction. As such, discipline is tailored for each student. In addition to consequences, counselling is often employed to assist students. The goal is to have students gain the skills and confidence necessary to take responsibility for their actions and make better choices.

### **GROUNDINGS FOR POSSIBLE PROBATION, SUSPENSION OR EXPULSION:**

Based on BGSD Administrative Procedure 350

Black Gold School Division considers the following specific misbehaviours to be grounds for possible probation, suspension or expulsion:

- Conduct injurious to the physical or mental well-being of others in the school
- Willful damage to public property
- Possession of prohibited items (weapons) and/or prohibited substances (alcoholic beverages, tobacco products, and/or other narcotics or drugs) on school property, or at school-sponsored functions
- Use of profane or improper language
- Bullying

## **LUNCH**

Students are expected to eat in the assigned and supervised rooms. Students are not to eat outside or in the halls for the sake of safety and cleanliness. Good nutritional lunches are beneficial to student growth and learning. The school expects parents to provide balanced nutritional food that is packaged in reusable containers.

## **STUDENT ILLNESS/STUDENT MEDICATION**

At time of publication, schools are still following the AHS Health Daily Checklist. Regardless, it is expected that students who are ill will remain at home.

Under ordinary conditions, medication will not be administered by staff. Special arrangements can be made with administration. All medication (including aspirin, etc.) must be provided by the parents in the required dosage in well-labelled containers or receptacles. The medication may be safeguarded by staff, but it is to be self-administered by the child. Forms for the administration of medication are available from the school office and must be filled out prior to the school facilitating the student use of the medication.

## **SCHOOL FEES & PAYMENTS**

**Kindergarten = \$100** (ECS Fee in 2022-2023)

**Grades 1-6 = \$0**

### **Fee Payments and Arrangements**

We encourage making payments online through Acorn (online payment program). Parents may call the office to make payment arrangements if necessary. Please be proactive and contact the school if there is a problem with paying fees. School fees are determined by the school board and go toward instructional materials. If you have any questions regarding your fees or need assistance with passwords, etc. please contact the office. Unpaid fees are forwarded to a collection agency.

Payments through Acorn (online payment program) are preferred. If you send money, please follow protocol. Cash should always be sent in a sealed envelope. Write the student's name, homeroom, amount enclosed and purpose on the front of the envelope. Make cheques payable to ÉCES unless otherwise indicated.

## **EXTRA-CURRICULAR ACTIVITIES**

Teachers, support staff and parents may volunteer their time to run an extensive array of extra-curricular activities for the students of our school. We appreciate their efforts and support. Notification of these activities will be announced during school announcements.

## **RECYCLING PROGRAM**

École Coloniale Estates School is an environmentally friendly school. Everyone is encouraged to recycle and reuse all possible materials. Every room is provided with containers in which students can place items to be recycled or reused. Once a week, the recycling is collected, sorted and then delivered to a recycling depot.

## **SCHOOL COUNCIL**

The École Coloniale Estates School Council is a team of parents who volunteer their time to help out at our school. The School Council provides an avenue for parental input concerning the operation and administration of our school. Our School Council is always looking for help on various committees and projects, thus your support and participation in meetings, committee work, etc. is always welcomed. Please call the school for further information.

## **HOT LUNCH PROGRAM**

Our School Council sponsors a volunteer run Hot Lunch Program which runs on a regular basis. Order forms are available on-line on the school's website. Please take notice of any special notes on the hot lunch order forms. Many thanks to all the parents who help to make this program a success! Hot Lunch dates are marked on the monthly calendar. Please note that the ÉCES Hot Lunch Program cannot guarantee the quality or accuracy of the food orders.

## **SMOKE-FREE SCHOOL AND GROUNDS**

École Coloniale Estates School and its property are smoke-free. These have been designated so by Black Gold School Division, as per provincial law. This includes vaping also.

## **UPDATES & COMMUNICATION**

### Updates

An ÉCES update is usually sent out on a weekly basis through email. This is a brief overview of information and upcoming events that pertain to the school.

### Website

We strive to keep our website up to date. Please visit our website for newsletters, daily announcements, school events calendar, hot lunch information and staff contacts. It is an excellent source of information.

### Facebook

ÉCES also maintains an active Facebook page which not only shares information, but also highlights the educational day to day experiences.

## **PARENT VOLUNTEERS**



Students at our school benefit greatly from additional parental help and assistance in many school activities. If you would like to help out at our school, simply notify the office or homeroom teacher and an appropriate "Volunteer Form" must be completed online once each school year. Also, please list any special interests which you may have so that we can best make use of your expertise. Always check into the office when you enter the school to sign in. When applicable, parents attending overnight field trips require a Vulnerable Sector Check (RCMP) and an Intervention Record Check (Child and Family Services).

## **ANIMALS AT SCHOOL**

We have a number of students in our school who are extremely allergic to animals such as cats, dogs, rabbits, etc. As a result, we request staff, students, and visitors to refrain from bringing their pets to school. Certified service and wellness animals are an exception. All animals in the school must receive administration approval prior to arrival.

If you are walking with an animal to/from school please be mindful to keep it away from high traffic areas such as exits and entrances.

## **PARKING AND STUDENT DROP-OFF**

The lane directly in front of the school is a bus lane. This bus lane must be kept clear throughout the day. Safety for our students is our main concern. If you are planning to pick-up your child after school, please wait until the buses have left (approximately 3:05 pm). There are two reduced mobility sites in front of the school that are for those that need the accessibility. Parking at the rear of the school is designated for Staff only.

# PLEASE!

## Safer School Zones Start With You! Road safety is a shared responsibility.



### LOST AND FOUND

After a period of time on display (in school and photos posted to Facebook), Lost and Found items will be donated to local charities. We take great pride in returning labelled items to their owners, and appreciate labeled clothing. Please label items.

### LOCKERS

Each student is assigned a school locker by his/her teacher. Please note that the school reserves the right to inspect student lockers at any time without prior notification. Locker decorations, inside the locker, must be in good taste and not damage the locker in any way.

## **CALENDAR OF EVENTS**

To access the calendar please go to [www.eces.blackgold.ca](http://www.eces.blackgold.ca).