



# **Enchant School**

## **Parent / Student Handbook**

**2023-24**

Updated



## **Introduction**

Greetings to students, parents, staff, and the community of Enchant. We are delighted to offer you this copy of the Enchant School Student / Parent Handbook. Compiled through the input of staff, parents, students and Horizon School Division regulations and policy, this document can be considered an on-going work in progress. Further, this handbook will serve as a guide to the policies and regulations in the day to day operations of Enchant School. If you have any questions or comments, please do not hesitate to contact the school.

## **Mission Statement - Horizon School Division #67**

Horizon is a 21st century inclusive learning community that engages and empowers all learners for success.

## **Mission Statement - Enchant School**

Enchant School is the cornerstone of our community, which fosters a safe, respectful learning environment where the common values of character, citizenship, and accountability are cultivated. Our purpose is to provide a caring environment where everyone can achieve to their fullest potential. We believe everyone can learn and that learning is a lifelong pursuit.

## **Our Philosophy**

Here at Enchant School we believe that the emotional, physical, social, and academic welfare of all students is of primary importance. All actions, decisions, policies, and rules are considered with this philosophy in mind.

## **2023-24 Enchant School Staff**

### **Teachers:**

Mr. Darryl Moser - Principal  
Mr. David O'Connor  
Mrs. Kim Krushelnicki  
Miss Lindsay Cummings  
Mrs. Donna Takagi  
Miss Lorel Friesen

### **Support Staff:**

Mrs. Pam Bell - Secretary  
Mrs. Catrina Howg - Early Learning Classroom Assistant  
Mrs. Judy Klassen – Educational Assistant  
Mrs. Aganetha Loewen – German Instructor  
Miss Martha Loewen – Educational Assistant  
Miss. Madison Thomas – Early Learning Instructor

**Custodian:** Mrs. Helena Thiessen

## 2023-2024 Bell Schedule

### Monday to Thursday:

First Bell	8:28 a.m.
Period 1	8:30 - 9:20 a.m.
Period 2	9:20 - 10:00 a.m.
<b>Recess</b>	<b>10:00 - 10:15 a.m.</b>
Period 3	10:15 - 10:55 a.m.
Period 4	10:55 - 11:35 a.m.
Period 5	11:35 - 12:15 p.m.
<b>Lunch</b>	<b>12:15 - 12:50 p.m.</b>
Period 6	12:50 - 1:20 p.m.
Period 7	1:20 - 1:50 p.m.
Period 8	1:50 - 2:05 p.m.
<b>Recess</b>	<b>2:05 - 2:35 p.m.</b>
Period 9	2:35 - 3:05 p.m.
Period 10	3:05 - 3:40 p.m.

## 2023-2024 Bell Schedule

### Friday:

First Bell	8:28 a.m.
Period 1	8:30 - 9:20 a.m.
Period 2	9:20 - 10:05 a.m.
<b>Recess</b>	<b>10:05 - 10:20 a.m.</b>
Period 3	10:20 - 11:05 a.m.
Period 4	11:05 - 11:50 a.m.
Period 5	11:50 - 12:35 p.m.

### **GENERAL INFORMATION:**

Enchant School provides a sound academic education in accordance with the requirements of Alberta Education and the Horizon School Division.

#### **1) Administration of Medicine**

Horizon School Division Policy IHCD states:

*“The Board does not believe that staff members should administer drugs to students unless such action is deemed necessary to sustain the life or well-being of a student, and then only when parental permission has been granted.”*

If your child does require medication during school hours or for emergency use, please inform the school office. Parents will be required to complete a 'Request for School Assistance with Administration of Medication' form indicating that permission has been granted and the type, dose, and frequency of medication is given. All medicines must be stored in the office, or for purposes of practicality, in the student's classroom.

## 2) Attendance and Tardiness (Lates)

Enchant School expects students to attend school regularly to benefit fully from educational opportunities available in the school. We believe that being in class on a regular basis and being on time is a sound foundation for student success.

Regular attendance is the responsibility of the parent and the student. Success at school can be achieved by a student who attends class regularly to complete assignments, to learn basic fundamentals, to apply theory, and to gain practical experience.

Absences include:

1. Health – the student is out of school due to illness or has health related appointments.
2. Family – the student is out of school for religious or family reasons (childcare, sick relative, legal, loss of family member, vacation, extracurricular activities not sponsored by the school).
3. Unavoidable – the student is out of school because of transportation, weather, or infrastructure barriers.
4. Suspension – the student is out of school while serving an out of school suspension.
5. Special Programming – the student is not at the school due to long term health/medical concerns.
6. Unexcused – the student is out of school for truancy, unknown reason, or for a reason not listed above.

**Student absences require the parent to notify the school by either written note or telephone call each day before 9:00 am.** An automated phone message will be sent out by School Messenger for any unexcused absences, (the failure of parents notifying the school of the child's absence). If an absence will be of longer duration (such as a family holiday) please let the school know the date of departure and the expected date of return.

**Students who are late are expected to sign-in at the office before going to class. Parents are expected to notify the school in the event of a late arrival of the student either by telephone call or in writing.** If tardiness becomes a frequent occurrence, students will have to meet with the principal to discuss solutions to the problem.

Junior High students are still responsible for any homework missed because of their absence. Students should also notify their teacher(s) if they know they will be absent.

**Students who leave school before the regular conclusion of classes must sign out in the office. Parental or guardian permission must be granted before a student can leave the school before the conclusion of regular classes.**

## 3) Before School and Noon Hours

Students who come to school prior to 8:20 a.m. must wait outside or inside the foyer in cold weather. Please ensure that students dress appropriately for the season. During noon hours, students must remain in their classroom until 11:47 to eat their lunch. After eating, all students must go outside unless they are involved with intramurals or have permission from their teacher. During times of inclement weather, students may go to the gym, the boot room, or their classroom if their teacher gives them permission to do so.

Junior high students may leave the school property during lunch hours as mentioned in the Off-Site Activities permission form. If you wish that your child does not go uptown at lunch times, please contact the office.

## 4) Bicycles, Skateboards, Hover Boards, Long Boards, Roller Blades, etc.

Students may ride bicycles, skateboards, hover boards, segways, long boards or roller blades to school. It is strongly recommended that students using any of these modes of transportation use proper safety equipment, such as a helmet, which is required by law. Once students get to school, bicycles should be stored in the bike rack using a bike lock during school hours. Roller blades must be removed, and skateboards stowed in the students' locker. Students may not use these items on school property during school hours.

***Enchant School is not responsible for any damaged or stolen items.***

## 5) Bullying, Harassment, School Violence and Weapons

Enchant School believes that the safety of the students and staff is of paramount concern. Bullying, harassment, weapons, and violence of any type will not be tolerated.

Parents may review the Horizon School Division Threat Assessment Protocol on the division website at [www.horizon.ab.ca](http://www.horizon.ab.ca)

If an object is deemed to be dangerous or threatening by a staff member, it may be confiscated and not returned. The parents of the student involved will be contacted immediately. The student may face consequences as considered appropriate by the school principal, or his designate, and could include the following:

- immediate removal from the school until it is considered safe for the student to return
- an in-school or out-of-school suspension
- detention

Any bullying, harassment, or violent behavior exhibited by a student will be dealt with very seriously. The principal, or his designate, in conjunction with the Family Liaison Counselor and Clinical Team Leader for Horizon School Division, will make every effort to determine the underlying circumstances of the situation.

Any student exhibiting these behaviours can expect to be dealt with in a very serious manner. In accordance with the Horizon School Division Board Policy IFCL, an incident of violence shall result in the principal either:

- suspending the student(s) from school for one to five days
- making a recommendation to the Board for expulsion

Before a student is readmitted to the school the principal shall communicate and enforce conditions to the student's admittance. If the incident is considered serious by school administration, the RCMP may be called and charges may be laid.

The principal, or his/her designate, shall document the incident for future reference.

## 6) Busing

Students are to comply with the standards for behavior as set out by First Student:

- a) Students are to respect the rules as set by the bus driver.
- b) Students are to remain seated while the bus is in motion.
- c) Students are to keep all objects, including their head and arms, inside the bus.

During the time they board the bus to the time they disembark; students are under the authority of the bus driver. Procedures for student misconduct are given to each student at the beginning of the new school year. Incidents that occur on the bus will be handled by the driver and notice will be sent to the school principal.

If a student wishes to have a friend come home with them on the bus, the parent must inform the driver in writing and the school by phone or writing. Notice must be provided at least 24 hours in advance.

- Enchant School Bus Drivers:  
Tina Loewen  
Amey Pearson  
Anna Froese  
  
Lynn McLeod

All bus route information will be posted on the Horizon School Division website at [www.horizon.ab.ca](http://www.horizon.ab.ca)

## **7) Cell Phones and Personal Communication Devices**

In accordance with Horizon School policy HGAO,

*“the possession or use of cell phones or other electronic devices by students and staff is a privilege and subject to restriction in schools”*

Students will not use these devices on school property unless given permission to do so by a teacher, the principal, or his/her designate.

**If a student does not comply, the cell phone will be taken away by the teacher and given to the principal and will be returned at the end of the school day. If it happens again, the cell phone will be taken away, given to the principal and parents will be contacted to pick up the cell phone from the office. Further occurrences will be discussed with parents.**

## **8) Classroom Expectations**

Each classroom teacher has developed a list of reasonable expectations which incorporate elements of the school philosophy. These have been discussed with students and, in some cases, posted within the classroom. The rules include the following concepts:

1. Students are to be polite to all students and staff.
2. Students are to go to class prepared to work.
3. Students are to hand in assignments on time except under exceptional circumstances.
4. Students are to respect the school's property and the property of their classmates.
5. Students are to follow all other school rules as adopted by the staff or individual teachers.

The staff of Enchant School realizes that each person is an individual and that each disruption may require a form of discipline. Each situation will be handled on a case-by-case basis. The preferred course of action is that the student and the classroom teacher come to a plan that will help the student achieve success in school. If this is not possible or that the disruption is of a serious nature, the student may be referred to the principal.

## **9) Classroom Movies**

In order for a student to watch a feature length movie in the classroom which has a rating higher than G (General Audience), a letter will be sent home to parents/guardians giving opportunity for their child to be excluded from the movie.

## **10) Computers**

Enchant School offers students access to a large selection of state-of-the-art technology, including internet access. Please keep in mind that no food or drink is allowed near any computers (Chromebooks, Computers, etc.). A computer use agreement for Horizon School Division will be sent home for parents to review with their child and should be returned to the school.

## **11) Discipline Policy**

Enchant School operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without the disruptive behavior from any student infringing upon the rights of others.

Home and school alike must share the responsibility for teaching appropriate, acceptable behavior. By working together, we can ensure positive student conduct. Discipline is essential in building accountability, responsibility, and respect for others.

Students must understand that they are responsible for their behavior, and they must recognize that any behavior which disrupts or distracts from the educational climate of the school is unacceptable. Any behavior that encroaches upon the rights of others is not responsible behavior. Enchant students are expected to follow reasonable rules that are established for the benefit of the student body as a whole, as well as the community. During school hours, conduct should be governed accordingly.

A school wide discipline program based on the above philosophy has been adopted by the staff at Enchant School. This program is based on a set of expectations and consequences both school wide and in the classrooms. In these cases, the following procedures will apply:

1<sup>st</sup> Time – Discussion will occur with all the parties involved. All the facts will be gathered, and a plan of action will be put into place to prevent a reoccurrence. The student may be asked to complete a “Think Paper” outlining what happened and how they plan to improve their actions/behavior. Think Paper will be kept on file.

2<sup>nd</sup> Time – The student will be asked to complete a “Think Paper” outlining what happened and how they plan to improve their actions/behaviour. Teacher will contact parents.

3<sup>rd</sup> Time – One day, in-school suspension. The student will work outside the classroom and have little to no contact with fellow students. The parents will be contacted by school administrator to discuss and notify parents of in-school suspension.

4<sup>th</sup> Time – Three day, in-school suspension. The student will work outside the classroom and have little to no contact with fellow students. The parents will be contacted.

If problems continue to occur, an out-of-school suspension of one to five days may be given.

The following are considered serious breaches of conduct. Should any of the following take place on school property (in harmony with School Board Policies), immediate suspension will result:

1. Alcohol/drugs – possession or use
2. Weapons – possession or use
3. Violence – fights or the threat of violence or harm

***Enchant School realizes that each person is an individual and that each incident ideally will follow these guidelines but may be adjusted based on the circumstances of the incident. Each situation will be handled on a case-by-case basis.***

## **12) Dress Code**

Good social judgment includes knowing what is appropriate to wear. More specifically, students are expected to dress appropriately – clean, neat, modest clothing – no offensive language or advertisement of illegal substance are to be found on clothing. The principal, or his designate, reserve the right to send a student home if his/her clothing is deemed inappropriate.

Students also need to make sure they are wearing proper clothing during the winter months, especially if they are bus students.

## **13) Extra-Curricular Athletics**

Enchant School believes that school athletics are for the enjoyment and learning of students. Every student from Grade 5-9 can join a sports team regardless of athletic ability or financial situation. Preference will be given to those in junior high first and if extra players are required, then it will be offered to the students in Grades 5 and 6. Therefore, Enchant School offers its programs at no cost.

Participating in an extra curricular athletic team comes with certain responsibilities:



- maintaining a passing grade in the four core subject areas: Language Arts, Social Studies, Science and Math
- behaving in a respectful and courteous manner towards coaches, game officials, spectators, opponents, and teammates
- behaving in a respectful and courteous manner at other schools or facilities
- treating equipment and the gymnasium with respect
- arriving at practices and games on time and ready to participate
- taking care of their uniforms and only wearing them for games
- wearing proper gym clothing and footwear for practices
- volunteering at school events and fundraisers, when necessary

Students not adhering to the above responsibilities will meet with the school athletic coordinator and the principal and may face suspension or expulsion from participating on Enchant sports teams.

Play at the Tier II level has as its goal, development, and equality. As play extends to higher levels in Tier I, the competition becomes more intense and equal playing time may not always be possible. Coaches should have a meeting with parents and athletes to discuss rules and expectations.

#### **14) Evacuation, Fire Drills and Lockdown**

To ensure that each student receives proper guidance in dealing with emergencies, the school holds periodic fire and lockdown drills. It is extremely important that each student adheres strictly to the rules to minimize the risk in case of a real emergency.

As well as practicing fire drills, Enchant School will practice safe lockdown procedures. Lockdowns occur when it is felt there is a person in the school or in the surrounding area who may cause harm to either students or staff in the school. The teachers will keep the students in a locked classroom or a nearby room until they are advised the school is again safe. This practice is designed to be a preventative, proactive measure to help ensure the safety of our children, staff, and parents.

If the school needs to be evacuated, students will be led to the Enchant Community Centre and kept there until picked up by their parent or guardian. **Students will only be released to their parent/guardian or their emergency contact person.**

In the event of an emergency, **please do not contact the school.** The telephone lines must be kept open to accommodate emergency personnel. The school will call parents/guardians or the emergency contact person when a pickup time and place is known.

#### **15) Field Trips**

Throughout the year, teachers at Enchant School attempt to extend and enrich the educational experiences of students by going out into the community and inviting resource people into the school.

Field trips are a privilege and not a right.

Students may **not** be allowed to participate on a field trip for the following reasons:

- unacceptable or inappropriate behavior at school or during previous field trips
- poor attendance
- low academic performance
- a disrespectful attitude towards teachers or other students

Students not participating in a field trip are still expected to attend school unless otherwise informed.

Field trips must have an educational component to them to justify the trip to the School Board. Teachers try to make the field trip touch as many different curriculum areas as possible. Written permission is required for all field trips.

School rules are always in effect during the trip. The teacher in charge of the field trip is responsible for the health and safety of all students under his/her care. This is still true if a student's parent(s) comes on the trip. Students, who consistently misbehave or ignore directions from the adults in charge, can be sent home immediately with one of the adults.

## **16) Gymnasium**

Enchant School has a wonderful gymnasium, complete with stage, basketball nets, a multi-purpose hardwood floor, and a vast array of sporting equipment to meet all the students' athletic needs. Please keep in mind that the following rules apply in the gymnasium:

- street shoes are not allowed for sporting events or physical education class – students must have inside shoes for use in the gymnasium (please be sure that these shoes do not leave marks on the floor)
- food or drink are not allowed in the gymnasium - water is permitted during sports competitions

## **17) Homework**

We encourage students to read a minimum of 15 minutes per evening. This helps to reinforce the concepts taught at school. Please check with your child daily for additional work that may be assigned at the teacher's discretion. All students are still responsible for any homework missed because of their absence. Students should also notify their teacher(s) if they know they will be absent. IF students are falling behind, students may be required to stay in at recess/lunch times to catch up.

## **18) Inclement Weather / School Closures**

The safety of the students shall be the primary consideration in all decisions or actions taken in times of severe weather conditions. These decisions are made by Horizon School Division and not the school principal.

School closures are announced on the following radio stations periodically after 7:00 a.m.:

Kiss 107.7 FM  
Rock 106.7 FM  
Country 95.5 FM  
Bee 93.3 FM

All school closures will also be posted on the Horizon School Division website at [www.horizon.ab.ca](http://www.horizon.ab.ca) and may also be communicated by School Messenger.

## **19) Injury at School**

Minor injuries will be dealt with at school. If a serious injury occurs at school, every attempt will be made to notify the parents or their emergency contact. If this fails and medical attention is required, the child will be taken to the Taber Hospital by the principal or his/her designate, or via ambulance.

## **20) Inside Recess at School**

If weather conditions permit, students will be expected to go outside at recess times. If the weather is too cold (colder than -20°C) then students will be kept indoors at recess times. The -20°C designation refers to either temperature or in combination with the wind chill.

## **21) Liaison Counselor**

The Family School Liaison Counseling Program, administered at Enchant School by Mrs. Tara Odland, offers students, families, and staff a chance to enhance the child's personal, social, and academic success. Students may be referred to the counselor by parents, staff, or by the student themselves. Some reasons students may see a counselor include bullying, family violence, depression, family breakdown, grief/death, lack of motivation, friendship skills, self-esteem, or behavior problems. We encourage students to seek assistance when in need.

Support is offered through counseling with students, parents, and families; group counseling; family support and education; providing a link between home and school; class presentations; parent presentations; and a connection and referral to community services. We also have our Family Connections Wellness Coach, Mrs. Kirsti Forsyth.

The Family School Liaison Counseling Program can offer educational programs on healthy relationships, anger management, bully proofing, child abuse prevention, friendship skills, self-esteem, study skills, as well as other programs that can be created as needed. Please feel free to contact Mrs. Odland or Mr. Moser if you have any questions or comments.

## **22) Learning Commons (formerly known as the Library)**

The learning commons is open between 8:35 and 3:40 on regular school days. It is important for students to remember that the learning commons is a place to work. Learning commons guidelines are as follows:

- most books are on a two-week loan period
- encyclopedias, reference texts and magazines must always remain in the learning commons
- all books must be checked out by the learning commons supervisor or supervising staff
- lost or damaged books are the responsibility of the student and replacement costs will be assessed to the responsible student

Behavioral Expectations in the learning commons:

- overall atmosphere must be one of respect for all working in the learning commons. Noise levels should be appropriate for the activities taking place.
- all magazines, encyclopedias and reference books should be returned to their proper places.
- at the end of class chairs should be pushed in properly and any garbage properly disposed.
- no food or drink is allowed in the learning commons.
- students working in the learning commons must be working on assignments, studying, reading, or collaborating on a project with another student. If students are visiting or otherwise not engaged in these activities, they will be asked to leave.

## **23) Lockers**

At the beginning of the year students are assigned lockers. Student lockers are a privilege and it is the responsibility of the student to keep their locker clean. Enchant School reserves the right to conduct general inspections of lockers to determine cleanliness, state of repair, or for security reasons, without the student being present and without prior notice.

The following rules apply to all those using school lockers:

- be sure to close your locker every time you use it
- do not apply stickers to your lockers
- do not use tape to display items on the inside or outside of your locker (sticky tack is recommended)

## **24) Lost and Found**

Any articles found in and around the school premises should be turned into the office. Students losing articles should report their loss to the office. We encourage everyone to label their belongings when possible. Lost items are generally displayed during parent teacher interviews, the Christmas concert and at the end of the year. Any items left will be donated to a charitable organization.

## 25) Parent Drivers

Parent drivers are greatly appreciated, and we expect all students to show respect and appreciation for their efforts. We ask that all parent drivers go directly from the school to the predetermined destination and directly back to the school. Any deviations must be approved by the school principal or his designate prior to departure.

- Volunteer drivers must have completed a Drivers Authorization Form, show proof of insurance (pink card), and provide a copy of their driver's license before driving other students. Please see the school office for more information.
- Volunteers who will be spending time with students are expected to have a Criminal Record Check and Vulnerable Sector Search completed. Please see the school office for more information.

## 26) Parent Information – Resources for Parents

Enchant School recognizes the significant role parents and the community play in the education of our children. Communication efforts include this school handbook, magnetic calendars that are issued at the beginning of the year, monthly newsletters, Welcome Back Barbeque, formal parent/teacher interviews, school council meetings, the Enchant School website, and several special events throughout the year.

The Enchant School staff strongly encourages parents to visit the school at any time during the year. If you would like to visit your child's classroom, please keep the following in mind:

- the parents should make an appointment in advance with the teacher or principal
- if the teacher or principal feels that a visit is detrimental to the welfare of the student, the class, or the school, then the appointment will be refused
- please sign in at the office

Internet Resources:

- Alberta Education - [www.education.gov.ab.ca](http://www.education.gov.ab.ca)
- Information on bullying - <https://www.bullyingcanada.ca/what-is-bullying>
- Horizon School Division Resources - [www.horizon.ab.ca](http://www.horizon.ab.ca) (choose Parents)
- The 2Learn.ca Education Society - [www.2learn.ca](http://www.2learn.ca)
- The Alberta Teachers Association - [www.teachers.ab.ca](http://www.teachers.ab.ca)
- Alberta Health - <http://www.health.alberta.ca/health-info/HealthyU.html>
- Enchant School - [enchant.horizon.ab.ca](http://enchant.horizon.ab.ca)

For assistance with other resources, data bases and other helpful information, please do not hesitate to contact your child's teacher or the school principal.

## 27) Playground Rules

Recess and the use of the playground equipment is a privilege and, as such, students must adhere to certain guidelines and rules to ensure everyone has a safe and enjoyable time. If students do not follow these rules, then this privilege may be removed. All students are to go outside for recess unless a staff member tells them otherwise.

While on the playground during school hours, students will:

- avoid throwing gravel, rocks, sticks, or any other objects that may inflict serious injury.
- avoid rough play while playing on any piece of equipment or as part of a game.
- avoid play fighting (hitting, kicking, grabbing, and tackling).
- play safely on all equipment and with each other.
- stay away from the bike racks and parking lots during recess or lunch hour.
- stay clear of any construction materials, machines, or vehicles always.

- park their bicycles, roller blades, and skateboards upon arrival at the school and not use them again until they are ready to leave the school property.
- use the garbage cans for their food wrappers.
- avoid throwing snowballs, face washing or dumping snow down peoples' clothing.
- inform the supervisor on duty of any dangerous activities, harassment, or bullying.
- use appropriate language.

## **28) Protocol for Addressing Concerns**

Horizon School Division expects concerns relating to instruction, discipline, supervision, policy or learning materials be handled and resolved as close to their origin as possible. The proper channel for all concerns is:

- teacher/bus driver
- principal
- superintendent of schools
- school board

## **29) Recycling**

Enchant School is an environmentally sensitive institution and therefore has implemented a responsible recycling program. All bottles, cans, plastic containers, and most papers and plastics are recycled on a regular basis.

## **30) Reporting Student Progress and Retention**

Formal report cards are issued three times a year (November, March, and June). Parent/teacher interviews take place after the first report card, but parents are encouraged to call the school and set up a time with their child's teacher at any time to discuss student progress. Here at Enchant School we strongly believe that parent involvement in their child's education is paramount to success. Never hesitate to contact your child's teacher or the school principal if you have any concerns.

Retaining a student is one of the most difficult decisions that must be made. Although the process to determine if retention is necessary is the same, the staff at Enchant School will ensure that each case is treated individually. The steering factor will always be what is in the best interest of the child. The decision to retain a student will be in accordance with the Horizon School Division policy regarding student placement. This policy states:

*"The ultimate decision as to the placement of a student rests with the principal and the teacher; however, such a decision shall not be made without parental consultation."*

The process to be adhered to will be as follows:

- A) The teacher and parents will communicate throughout the school year. The possibility of retention should be made known to the parents no later than March.
- B) The principal, classroom support teacher, and homeroom teacher will conference about the child before such notification is given.
- C) The classroom support teacher will conduct a learning assessment using a variety of available tests.
- D) A student portfolio, including report cards, anecdotal records from the teacher or classroom assistant, sample work, and assessments will be gathered and kept by the classroom support teacher.
- E) The classroom support teacher will complete a retention scale before the end of May.
- F) The parties involved will meet to discuss the scale, and any pertinent information regarding the retention of the student.

- G) The principal, classroom support teacher, and homeroom teacher will then meet to determine a final recommendation.
- H) A meeting with the parents will be held before the second week in June to finalize the decision.
- I) Parents will be made aware that they have the right to appeal any decisions to the Board in accordance with Horizon School Division policy.

### **31) Enchant School Advisory Council**

The Enchant School Advisory Council (ESAC) is an advisory body that is committed to providing input to help in supporting decisions and activities which benefit all our students. The School Council welcomes all parents and guardians in our school community as members. All are encouraged to attend the 5 meetings held during the school year. The first meeting usually occurs in late September or early October and following meetings are held every second month (November, January, March, and May).

### **32) School Newsletter**

Enchant School newsletters are distributed once a month with an attached calendar. The latest in what is happening, and upcoming events are communicated to students, parents, and staff. Our monthly Newsletter is also published on our website: [enchant.horizon.ab.ca](http://enchant.horizon.ab.ca) in the menu bar, choose About and select "Newsletters".

If you have any announcements you wish to have published in the school newsletter, please contact Mrs. Pam Bell during school hours (403-739-3770).

### **33) School Pictures**

Individual and class photos are taken in the early part of the school year. Parents are under no obligation to purchase the photos. Pictures usually take place in mid-September or early October. Two photo proofs of your child will be taken and sent home within a week. The included order form can be filled out and returned to the school or it can be completed online. Picture retakes are often re-scheduled in late October to mid-November.

### **34) School Rules**

The staff of Enchant School believes that all students will behave in a reasonable, responsible, and positive way and understands the need for the following expectations.

Students will:

1. show consideration, courtesy and respect to others and their property
2. walk in an orderly, quiet, and safe manner while in the school and during all school related activities
3. remove hats upon entering and while inside the school (except for special "hat" days)
4. avoid the use of swearing, cussing, or using language harmful or hurtful to others, inappropriate gestures, and smoking while participating in school activities, on or off campus, or in the immediate vicinity of the school property.
5. use school equipment appropriately and not get involved in activities that will harm or potentially endanger others
6. arrive at school no earlier than 8:15 a.m.
7. treat all school property with care and respect
8. dress in accordance with the school's dress code (appropriate clothing free of profanity or inappropriate words)

The **School Act** outlines student responsibilities as follows:

*"Section 31 of the Education Act states that 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 students' 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) *Respects 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.*

➤ **Guide to Education: ECS to Grade 12 / September 2019 – Pages 7,8**

### **35) School Visitors**

We believe that the personal safety of our students is of paramount importance, and therefore we require that all individuals entering the school sign in at the main office before proceeding to other locations within the school.

It is important that all visitors sign in because in the case of an emergency, the office needs to know how many people are in the building.

### **36) School Website**

The Enchant School website can be accessed at: [enchant.horizon.ab.ca](http://enchant.horizon.ab.ca) Here you will find an abundance of school related information, announcements, and student contributions. The school webmaster is Mrs. Pam Bell.

### **37) Second Language Instruction**

German instruction is offered to students in Grades 1-9. French instruction is offered to students in Grades 4-9. Parents may decide in which of these options their son/daughter may participate.

### **38) Students' Personal Property**

Every effort is made to encourage honesty and respect for private property. However, students are responsible for their own personal property at school. **Please keep your valuables in your locker or leave them at home.**

### **39) Student Support Services**

1. **Learning Supports Teacher:** The Learning Supports Teacher works with parents and the classroom teacher to provide necessary supports for students, as needed. Support is also provided in Language Arts, Early Literacy and English Language Learning (ELL/ESL).
2. **Educational Assistants:** These staff members support teachers to meet individual student needs and create an inclusive classroom environment. Some educational assistants work with small groups of students in specially designed programs such as the Intervention program, Early Literacy and English as a Second Language.
3. **School Counselor:** The school has a Counselor who is at the school at various times throughout the week to provide support to students on a referral basis. Consent must be given from the

parent/guardian prior to the counselor seeing a student. The Counselor can work with individuals and small groups of students. She works primarily with social, emotional and behavior concerns.

4. **Outside Services:** The Southwest Regional Collaborative Service Delivery offers the services of a Speech Language Therapist, Physical Therapist, and Occupational Therapist. This service provides assessments and some treatment for students in schools. We also have a speech assistant who works with students as needed. Any student who requires these services will be coordinated through our Learning Supports Teacher.
5. **School Resource Officer:** The primary role of the school resource officer (RCMP) is to work proactively with students to have a positive impact on the choices that they make. They establish and maintain a close partnership with school administrators in order to provide for a safe school environment. By being visible within the school community and participating in school functions, they build working relationships with the school's staff as well as with student and parent groups.

#### 40) Use of Telephone

Student use of the telephone is for emergencies only. Permission to use the phone is at the discretion of the teachers and/or office staff. Please remind students if they call home and leave a message, to let the parent know which child called so that when calling the school, the secretary, Mrs. Pam Bell, will know which student you wish to contact. **Please try to call during recess times or lunch time. As we understand the importance to talk with your child, interruptions to classes disrupt the learning for not only your child but others as it causes a great distraction.**

#### 41) Volunteers

Parents and guardians are welcome to volunteer at the school for various activities. Enchant School has been blessed with good participation from parents and community members. Volunteers are a vital part of the school and are greatly appreciated. To assist us in keeping our students safe, anyone volunteering must sign in at the office. This is very important to the security of our school and safety of our children. If you would like to volunteer, please contact the school office.

- Volunteer drivers must have completed a Drivers Authorization Form, show proof of insurance (pink card), and provide a copy of their driver's license before driving other students. Please see the school office for more information.
- Volunteers who will be spending time with students are expected to have a Criminal Record Check and Vulnerable Sector Search completed. Please see the school office for more information.

#### Conclusion

The staff of Enchant School is passionately committed to the idea of success for all students. We attempt to instill within the student the notion of self-empowerment and personal fulfillment. We readily engage any ideas, comments, concerns, and suggestions for improvement regarding student success. Parent, student, and community insight is always welcome. Our students deserve the very best!