



School Handbook

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Land Acknowledgement

Rocky View Schools acknowledges and recognizes all the Indigenous Peoples whose footprints have marked these lands from time immemorial. Together, we can learn and honor the ways of knowing of Indigenous Peoples, and all peoples, for future generations.

Our School Motto: “Building & Belonging”

At Heloise Lorimer School, we have pride in our students, staff, building, grounds, programs, activities, teams, and organized groups. “Building & Belonging” is reflected in all aspects of our school.

Our beliefs:

We recognize that Heloise Lorimer School is a caring learning community where there is shared responsibility and commitment to:

- an understanding of the needs of our students
- providing a safe and healthy environment in which to work and learn
- providing an atmosphere of mutual respect
- providing accountabilities for all learners
- providing encouragement for meaningful participation in school
- support and encouragement for; completing quality work, achieving one’s potential, and responsible citizenship
- developing and utilizing literacy and numeracy skills

Mission Statement








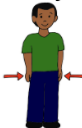




At Heloise Lorimer School, we will encourage an innovative, respectful, and challenging environment, which assists learners in reaching their potential as positive functioning citizens of the global community to enhance the quality of life.

Positive Behavioral Interventions & Supports (PBIS)

Positive Behavior Interventions and Supports (PBIS) is an evidence-based, proactive approach to help build and improve safe and positive behaviors. The goal of PBIS is to teach students positive behavior strategies, in the same way we teach all expectations within the school; explicitly taught, modeled and reinforced. PBIS includes school-wide procedures and processes intended for ALL students and ALL staff in ALL settings. We are focusing our efforts around 3 common expectations:

- Be Responsible
- Be Safe
- Be Respectful

We will be teaching and focusing on each individual expectation, one at a time. All staff in the building will recognize all students who engage in this behavior.

<u>Responsible</u>	<u>Safe</u>	<u>Respectful</u>
<p>Leave no trace</p> 	<p>Move my body safely</p> 	<p>Use positive words</p> 
<p>Make good choices</p> 	<p>Show expected use of equipment</p> 	<p>Show whole body listening</p> 
<p>Be a problem solver</p> 	<p>Keep hands, feet, & objects to yourself</p> 	<p>Take care of materials & space</p> 
<p>Follow instructions</p> 	<p>Dress for the weather</p> 	<p>Take turns</p> 

We are a community, therefore we will:

- Encourage and support growth in learning opportunities for students, parents and staff.
- Value the collaborative input of all stakeholders.
- Foster respect in the school.

We are committed, therefore we will:

- Participate in meaningful interactions beyond the regular school day.
- Demonstrate life-long learning through reflection and professional development to guide our practices.
- Plan together in collaborative teams.

We encourage meaningful, challenging experiences, therefore we will:

- Provide an enriched learning environment with the use of engaging and differentiated teaching styles to meet various learning styles and needs.
- Instill confidence in individuals as learners and challenge them to take risks to reach their potential.
- Support students academically, socially and emotionally.

We prepare for success in our changing global community, therefore we will:

- Involve learners in authentic tasks and assessments.
- Help students develop self-directed learning habits.
- Encourage critical thinking, problem solving and collaboration.

Learner Expectations

The students at Heloise Lorimer School are expected to be prepared to take part in the learning process. Students are expected to actively engage in learning to the best of their ability and positively contribute to the learning of others in the school. Positive citizenship is expected of all students.

Contacting Heloise Lorimer School

The office will be open to receive phone calls (403-945-4135) from 7:30 am to 3:15 pm, Monday to Thursday and from 7:30 am to 1:30 pm on Friday. If you call outside of these hours, please leave a message and your call will be returned. Staff email addresses can be found on the school website

<https://heloiselorimer.rockyview.ab.ca>.

RVS Attendance Policy

Students are required to attend classes as per RVS policy that, “Students registered in schools or programs shall attend regularly and punctually. It shall be the responsibility of parents to endeavor to ensure compliance with this requirement and the responsibility of schools to ensure that parents are informed promptly when the attendance of students is not satisfactory.”

There is a direct relationship between achievement and regular student attendance. Once a student has gained admission to the school, it becomes his/her responsibility to attend to study and to participate in school learning experiences. Students that are ill and cannot participate in school activities must stay at home until they are better.

Student Absences

At Heloise Lorimer School, one of our greatest priorities is ensuring that all our students arrive safely at school each day. To enhance our existing absence-checking procedure, we have introduced a new, more efficient student absence reporting system called SafeArrival.

With SafeArrival, you are asked to report your child’s absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-833-244-5565** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child’s absence in advance using the SafeArrival toll-free number, website or mobile app, you will NOT receive these notifications.

When students are late or absent for medical/family reasons it will ONLY be regarded as an excused absence if the school is contacted.

Arrival and Departure Times

Students should not arrive prior to 8:00 am and should leave the school by 2:45 pm (1:00 pm on Fridays) unless under the direct supervision of a teacher. Student doors do not open until 8:00 am; if a student arrives at school prior to that time, they must wait outside. Students can enter the school any time between 8:00 am and 8:05 am (except kindergarten).

Grade 1 to 6 Regular Schedule

Monday to Thursday

8:00am – 8:10 am – Entry through designated doors

8:10am – Instructional time begins

2:45pm – Dismissal

Friday –Early Dismissal

8:00am – 8:10 am - Entry through designated doors

8:10am – Instructional time begins

1:00pm – Dismissal

Kindergarten Regular Schedule

Monday to Thursday (AM Classes)

8:10am – Entry through designated door

11:32am – Dismissal

Monday to Thursday (PM Classes)

12:05pm – Entry through designated door

2:45pm – Dismissal

Friday (PM Classes)

8:10am – Entry through designated door

11:05am – Dismissal

Parent Drop-Off and Pick-Up

We are fortunate to have so many local families attend our school. As such, most students walk or bike to school. Families of grade 1-6 students should arrange a drop off and pick-up location on the public sidewalks and fields surrounding the school grounds. Please do not wait for your child at, or near to, their designated exit door. **Kindergarten students** will be chaperoned to their exit door from their classroom by a staff member. Kindergartners will be dismissed from their door by a staff member. We will ensure that each Kindergarten child connects with an approved adult at dismissal time.

For those families who may occasionally drive their children to school, drop-off takes place along Kings Heights Drive. Please remain in your vehicle. Do not use the school parking lot or our designated bus zone (marked by 2 signs and pylons) for drop-off or pick-up. That space is for buses. Dropping and picking up students at morning arrival, noon and at the end of the school day. We need to have our bus zone free to support the dropping off and picking up our students.

Late Arrivals

If your child arrives at school after the final wave of students have entered the building, please direct them to the main entrance where they can enter through the front doors. There will be staff there to receive them and ensure that they are accounted for, and that attendance is accurately recorded.

Students Leaving for Appointments

Students wishing to leave the school during the day, for appointments and other reasons, will require a parent/guardian to sign them out at the main office.

Illness While at School

Students exhibiting signs of illness will be moved to the school's infirmary room and parents/guardians will be notified. If the parent is unable to pick up their child, they must designate an emergency contact for student pick up. It is the expectation that students are picked up by the family or emergency contact if they are ill.

Playground and Bike/Scooter Racks

Our beautiful school playground is accessible to our students during school hours. Students accessing the playground and equipment outside of school hours (before 8:00 am and after 2:45 pm or 1:00 pm on Fridays) need to be supervised by an adult. The school is not responsible for student supervision on the playground before or after school.

Bicycles and scooters brought to school must be parked in the racks provided and must be locked. The school cannot assume responsibility for bicycles parked on the school grounds. Students are encouraged to bring any removable accessories (ie. helmets) into their classroom to remain safe.

Bicycles/skateboards/longboards/rollerblades/rollershoes/scooters may be used to and from school but disembarked (get off) on school grounds as safety is important when students, staff, and parents are entering and exiting the school grounds. Students will not have access to these modes of transportation during school hours unless they choose to go home from lunch.

Visitors/Parents/Volunteers

Volunteers are a valued and important part of our school community. Per RVS Administrative Procedure 490, all volunteers in RVS as part of a classroom, school or system-wide program are required to submit Criminal Record and Vulnerable Sector Checks prior to the start of volunteer activities. There are forms available from the office.

Supplies

School supplies for grades K-4 are supplied by the school. Children in these grades requiring supplies such as crayons, markers and pencils will receive their own personal supply from their teacher at the start of the school year.

Grade 5 and 6 students are required to provide supplies from home. Please see our website for more details.

Please ensure that you send your child with a packed snack and lunch daily – including any cutlery that they might require. Microwaves are not available for student use.

Lockers

Individual hall lockers are assigned to students. It is each student's responsibility to keep their locker in a clean and organized condition. Students are permitted to decorate the inside of their locker with appropriate material. Please do not use stickers as they destroy the surface. Locks are available for grade 5 and 6 students only. Lock combinations are to be kept confidential. Students will be held accountable for any damage to the lock or locker. **Only school issued locks may be used.** Student lockers may be searched at any time.

Personal Property

The care of personal property is each student's responsibility. The school cannot assume responsibility for missing items. **All articles of clothing and school supplies should be marked with the student's name.** Students are strongly discouraged from bringing any valuable items to school. The school is not responsible for the loss, damage of or replacement of personal items.

Lost and Found

A lost and found area is in the hallway by the gym on the lower level. Students are encouraged to look periodically at the lost and found and claim their belongings. Lost and found items will be donated at the end of each traditional term. Please be aware that the school is not responsible for the loss, damage of or replacement of personal items.

Clothing

At Heloise Lorimer School, we understand and encourage students to express themselves through their clothing choices while also creating an environment that is respectful, safe, fair and appropriate. We ask that students dress for an indoor learning environment that promotes the safety of students and the security of the building. Students in grades 1-6 are also expected to go outside for recess and should be appropriately dressed for the weather.

Physical Education Classes require proper running shoes/sneakers (NO flip flops, slippers, heels, sandals, boots).

Students **CANNOT** wear:

- Garments with offensive words and/or images that depict or refer to any illicit activities, violence, profanity, or discrimination
- Accessories that could be considered disruptive or dangerous
- Any items that obscure the face (except as a religious observance)
- Full face masks during any costume or dress-up days

Students **MAY** wear: (according to individual classroom/teacher expectations)

- Hats facing straight or backward if the face is visible and does not interfere with the line of sight of any student or staff. Individual teachers/classes may ask that hats not be worn in the class for the above reasons (unable to make important eye contact for the learning that is taking place) or for what they deem may be negatively impacting learning.
- Hats **MUST** be removed during the National Anthem and at some assemblies i.e. Remembrance Day. There may be other occasions when we will ask students to remove their hats, which will be to the discretion of the teachers and administrators.
- Beanies, toques and other headwear if the face is visible and does not interfere with the line of sight of any student or staff.

If any clothing is deemed as negatively impacting the learning environment students will be asked to change or remove the distraction.

Demographic Confirmation

It is important that parents update any current medical concerns/conditions and remove any that no longer exist. You must have an emergency contact that is able to pick up your child if you are unavailable to do so.

You should have received an email from RVS regarding how to complete your demographic confirmation. This process will be completed within School Engage. If you have not completed this demographic confirmation and are having trouble, please contact the school office at 403-945-4135.

Allergy Information

Heloise Lorimer is a "Nut Aware" school as we have students in attendance who have potentially life-threatening peanut and/or nut allergies. As a result, we ask for your cooperation in making Heloise Lorimer as **PEANUT-FREE and NUT-FREE as possible**.

You can help minimize the risk to these students by not sending peanut-butter sandwiches or products containing nuts or peanuts to school. Some of the common products to avoid are granola bars, cookies or chocolate containing nuts or peanuts, peanut butter cups, Reese's pieces, etc.

In classrooms where there are students with an identified nut allergy, students who bring peanut or nut products to school will be asked to choose a friend and then eat at a designated table outside of the classroom. This will enable cleaning of any surfaces that have come into contact with a peanut product and will also help to decrease the risk of cross contamination. We do not want to create a stigma about students with allergies or students who eat peanut products. Please talk to your child about some of the serious implications of eating peanut products in the classroom.

Please click [here](#) for more information.

Communication of Student Learning

Communication of student learning is designed to help students build knowledge of themselves as learners, while sharing progress and facilitating conversations for the next steps on the student's learning journey. Students' progress will be communicated in various ways throughout the year, including online portfolios via myBlueprint, teacher/parent/student conferences, and ***Real-Time Reporting***.

Real-Time Reporting (RTR) is sharing information about student learning, as it's happening. Teachers will be assessing a student's level of understanding of curricular learning outcomes and entering the information in PowerSchool's Public Portal. You no longer must wait 90 school days (traditional semester length) for a report card to find out how your child is doing in the various subject areas; you will now be able to access this information anytime. Please access the link [here](#) for Rocky View Schools Parent Guide to Real-Time Reporting. **If you require support with accessing your PowerSchool account, please contact our office at (403) 945-4135.** The link to the PowerSchool parent portal can be accessed [here](#).

Students will receive 1 formal report card at the end of the school year.

Supporting Students

Heloise Lorimer School uses a team approach to meet the needs of learners within their homeroom classes, whenever possible.

Learning Support Team

The Learning Support Team (LST) is composed of the school administration, child development advisors (CDA), learning support and homeroom teachers. This group meets once a week to review individual student programs. Progress, behavior issues or academic concerns are considered by the LST with appropriate follow-up strategies and resources for individual students, which may include referrals for further academic, and social/emotional assessments. The LST also serves as a format for occasional student-parent-teacher meetings. If parents have concerns about their child's progress, they should contact the classroom teacher first at which time a follow up meeting with the LST may be necessary. Parents are often in attendance at these meetings.

Child Development Advisor (CDA)

Our CDAs are available to assist students individually, as small groups and as entire classes. Goals often center around increasing social and emotional skills to enhance successful social interactions and academic achievement throughout students' time at school. Goals and programs are created collaboratively with the school's LST as well as outside agencies, when needed.

Supporting Student Behavior

RVS is committed to providing students and staff with a safe and secure learning environment. In keeping with this commitment, administrative staff, at all levels, are expected to respond firmly and decisively to behavior, which causes or threatens harm to persons or property.

Parents/guardians of students responsible for actions which cause harm, or threaten to cause harm, will expect to receive a phone call.

Although minor disciplinary matters may not be referred to parents/guardians because we wish to emphasize student responsibility, the school will communicate any serious concerns. If staff or parents have concerns about their students, they are welcome to contact the classroom teacher first and then administration to initiate a LST meeting, where everyone can meet to create a positive and responsive plan of support for the student.

School Council and the Friends of Heloise Lorimer School Society

School council members are parents/guardians of students attending Heloise Lorimer School and or staff of the school. The goal is for families and staff to work as partners to ensure that the home and schoolwork in close harmony. Ultimately, any final decision is the principals, but the advice and views of parents are needed, appreciated and listened to carefully. School Council provides an important forum to discuss, debate, and exchange views on issues, events and happenings associated with the school. It is about connection and collaboration between families and the school in helping build a positive and connected culture in the school for our children.

All parents of students attending Heloise Lorimer School are encouraged to attend school council meetings and get involved.

The Friends of Heloise Lorimer Society is a fundraising arm of the school council. Through funds raised, the goal is to assist the school in providing activities and purchasing equipment for the school.

