

Ardmore School - Home of the Wolf Pack
Student Handbook 2020-2021



Ardmore School
Box 9
Ardmore, AB T0A 0B0
Phone: 780 826 5144
Fax: 780 826 2955

Principal: Corey Baker

The Ardmore school is home to approximately 125 students and 16 staff, here we offer classes in ECS to grade 8 inclusive. Our school is not the biggest one in Northern Lights Public Schools, but we have one of the biggest hearts. We pride ourselves on our warm, caring and nurturing environment where we all have a place. The community of Ardmore is like no other and supports our school family in so many ways from volunteering, fundraising, and being present at school functions. Our "Wolf Pack" looks after their family and Ardmore School really is a great place to learn and grow. Welcome to Ardmore School

School Philosophy

At Ardmore school we believe that every student can succeed, and it is our goal to teach our students to become critical, creative, innovative, and responsible citizens. We also believe our school is here to serve our community and having a robust and collaborative partnership will ultimately create an environment where our students can thrive.

Vision: Persevering to achieve your best

Mission: Building a lifelong learner through support and diversity

Ardmore Believes:

- Every person will demonstrate respect for self and others
- Provide resources and opportunities to support everyone's learning needs
- Foster a positive atmosphere
- Student success is everyone's responsibility

School Admissions

1. Children entering ECS must have reached the age of 5 years old by December 31.
2. Students with special needs can enter school earlier than 5 years old and if you believe that your student has special needs please call the school and we will arrange an intake meeting. STAY TUNED for more information on this as Alberta ED clarifies

New Students to Ardmore school must fill out an online registration and upload copies of the following documents when filling out the form:

- Confirmation of address of parent/guardian
- Legal proof of student's name, citizenship and birth date. Examples of (See below)
 - Canadian provincial birth certificate
 - Canadian citizenship document
 - Passport
 - Student visa

Table of Contents

Student Attendance	4
Students arriving late or leaving early	4
Leaving School Grounds	5
Visitors	5
Bussing	6
School Fees	6
Do You Want to Volunteer?	7
Parent Council	7
Bell Schedule for 2020-2021	8
Recess	8
What is Middle School	9
Discipline	10-11
Dangerous Weapons	11
Dress Code	11
Homework	12
Use of Personal Communication and Recording Devices	12
Counselling Services	13
Concession	13
Morning Routines and Supervision	13
School Property and Lockers	14
Report Cards	14
Awards	14

Student Attendance

Regular attendance at school is essential to maximize student growth in both academic and nonacademic areas. To ensure the safety of our students, please notify the office of your child's absence each day at 780-826-5144. Please leave a message on our answering machine outside of regular school hours. A student may not leave the building prior to regular dismissal time without getting parent/guardian permission. Students who will be picked up early from school for medical or dental appointments should present a note to the homeroom teacher, or parents should notify the school prior to the pick-up.

There are many reasons that a student may need to be away from school such as illness, religious holy days, family needs/emergencies, extra-curricular events, as well as many others that may not be listed here. We can recognize the importance of these events, but also need to be mindful that missing school for any reason can be stressful for the student as they will need to catch up on work that they are missing. Consequently we ask families to make their best efforts to attend school as regularly as possible.

A student who is away and has not been phoned in as absent will be marked as an Unexcused absence. If you receive a phone call from the school your child is being marked as Unexcused.

If you receive a phone call indicating that your child is unexcused from school and this is in error simply phone the school and we can change the attendance record.

More information can be found following the link to [Administrative Procedure 330](#) which focuses on Student Attendance

Students arriving late or leaving early

Our school is locked during the day. We ask that students being dropped off late simply ring the doorbell and a staff member will greet them at the door. If a student is leaving early we ask that you phone the school and we will get your student ready and waiting for you when you arrive at the front of the school.

Leaving School Grounds

Ardmore students generally arrive at school 3 ways. Some students walk as they live in town, and others are either taking a bus or are being dropped off. **Students who walk to school** are more than welcome to walk home for lunch time. We ask that students walk quickly and eat in a timely fashion as to make it back to school for the start of the afternoon.

Students who take a bus or are dropped off are permitted to leave school grounds only if they have permission from their teacher ***and*** they bring a note from home. Again we ask that students walk quickly and return to school in time for their afternoon classes. If there is not a note from home provided to the teacher, students are to remain at school for lunchtime

Currently with COVID-19 we have a closed campus. Students are not to leave the campus during the school day

Visitors

Ardmore school welcomes and encourages parents and community members to visit our school. Instructional time is precious and we would appreciate your assistance in minimizing classroom disruptions. We ask that all visitors abide by the following guidelines:

- Remove outside footwear
- Please sign in at the office
- Depending on your needs the office will direct you or support you in whatever way possible to minimize classroom disruptions

COVID restrictions have caused some modifications to Visitors for the 2020-2021 school year. Please call the school to get the most current information as the guidelines and restrictions change frequently

Bussing

Many of our students at Ardmore school ride a bus to and from school, and your child's bus driver will have their own set of expectations in terms of behavior as well as the driver should be communicating drop off and pick up times with families. In General we expect that our students follow these rules and regulations while riding the bus:

- 1) The bus driver is in charge and students must listen to his/her instructions
- 2) Profane language on the bus are transfer points is strictly prohibited
- 3) Students must be dressed for conditions. If a driver deems that a student is improperly dressed for weather conditions the driver can refuse student entry onto the bus
- 4) Students must be prompt and know their bus schedule

- 5) The aisle shall remain clear at all times
- 6) Students must ride the bus and remain in their assigned seats at all times
- 7) Students shall not extend their arms or heads out of the windows
- 8) Throwing of any objects on the bus is prohibited
- 9) Profane language while riding the bus is prohibited

In the event that inclement weather occurs bus routes may be cancelled. We ask that you follow your bus status on the nips website or follow this link. [Bus Status](#)

More information can be found about bussing by clicking the link.

[Board policy 20 Transportation](#)

School Fees

Ardmore school prides itself on the fact we have limited school fees, but sometimes the needs arise to collect some money from families for special events. Some of the traditional events where fees may be charged are Student Agendas and other consumables (options), club/athletic fees, hot lunches, and spirit wear. To alleviate the need for your student to bring cash to school, Ardmore School encourages the use of **School Cash Online**. This is an online option that will allow you to use your credit card. The School Cash portal is fairly simple to use and generally easy to get set up, but if you experience difficulty please contact the school and we will be happy to assist you.

There are some fabulous features in the program that allow for quick and easy payment of school fees. You can also set up multiple children even if your children attend different schools in our system. It really is a “one stop shop” for everything to do with fees.

Do You Want to Volunteer?

Ardmore school is always looking for volunteers and we so appreciate them! Criminal Records Checks are required to volunteer, and we also ask that you sign the Volunteer Registration Form. Volunteers are always welcome but the most need is usually in:

- Coaching
- Working in concession
- Assisting the librarian
- Reading to students
- Supervising Field Trips
- Supervision in General (Recess and Lunch)

If you are willing to volunteer, please inform your child's teacher and we will get in touch with you.

COVID-19 has made volunteering much more difficult currently we have extremely restrictive procedures and rules to follow for volunteers. Please phone the school for the most up to date information as the restrictions tend to change frequently

Parent Council

We have an enthusiastic and hard working parent council at Ardmore School. We meet once a month to discuss educational topics as well as plan events and activities throughout the year. The first meeting in September will be advertised on our website and a school newsletter. If you are interested in joining our Parent Council and need assistance, please give us a call and we would be happy to assist you

Bell Schedule for 2020-2021

Currently our bell schedule is;

8:30:00 AM	8:45:00 AM	15	Homeroom
8:45:00 AM	9:25:00 AM	40	1
9:25:00 AM	10:05:00 AM	40	2
10:05:00 AM	10:20:00 AM	15	Recess
10:20:00 AM	11:00:00 AM	40	3
11:00:00 AM	11:40:00 AM	40	4
11:40:00 AM	12:25:00 PM	45	Lunch
12:25:00 PM	12:45:00 PM	20	Reading
12:45:00 PM	1:25:00 PM	40	5
1:25:00 PM	2:05:00 PM	40	6
2:05:00 PM	2:20:00 PM	15	Recess
2:20:00 PM	3:00:00 PM	40	7
3:00:00 PM	3:38:00 PM	38	8

Recess

Morning recess, Lunch recess and Afternoon recess are all important parts of the day. Students are required to go outside to the playground and get fresh air and exercise. If students are healthy enough to attend school they are expected to participate in recess. If the weather is inclement students will be allowed to remain inside. Announcements will be made to this effect on an occurrence basis. Generally when the temperature is -25 or the windchill creates a temperature of -25 then the students will remain inside for recess.

WHAT IS MIDDLE SCHOOL?

The Middle School philosophy is based on research from educators and psychologists in the area of child development. The middle years are a time of great change for children, not only physical, but social and emotional as well. The Middle School program is designed to provide students with the opportunities to find out who they are and where they fit in the sometimes confusing world. While endeavoring to help the “whole” child develop, there is still a strong emphasis on academic growth and achievement.

School Program

1. Ardmore school operates from Sept to June and students attend Ardmore school if they are in preschool and up to grade 8.
2. Ardmore school hosts the Ardmore Wolves School 4H club. 4H is a youth organization where students learn skills such as leadership, critical thinking, decision making, organizational skills, community service, and communication skills. The 4H club is offered to all students in grades 4-8. **Currently 4H is not running due to COVID 19**
3. Ardmore school offers an array of mandatory subjects as set out by Albertas Education and we pride ourselves in our ability to also offer a robust option package for our students that range from fine arts, industrial arts, sewing, and a host of others as teachers work to enhance their programs for their students.
4. Ardmore also has a wide range of strategies that we can use to work with our students who require extra assistance. We have a part time counsellor and a Student Support Team coordinator that assists us in working with students with special needs.

Discipline

Proactive, Proactive, Proactive, is the key to an effective school culture. We have a high standard when it comes to behavior and work diligently to ensure that students are taught the correct behaviors for different parts of their day. Students must learn how to learn in the classroom, and how to play on the playground and become responsible. Teachers work on a daily basis reinforcing proper behaviour and take pride in their students. In general we expect all students to be Polite, Safe, Prepared, Respectful.

Ardmore school has the responsibility to provide students with a safe, caring, and secure environment. Ardmore school must establish expectations for student behavior as well as consequences when students demonstrate repeated inappropriate behavior. Classroom teachers work very hard to establish their classroom expectations. Most of those classroom and playground expectations revolve around these general student code of conduct guidelines:

- No leaving school property without permission
- Refrain from fighting, physical bullying, creating disturbances, denying others the use of school facilities or buildings, intentionally injuring another person or acting in such a manner as to expose others to risk or danger of harm or injury
- Refrain from using threats, psychological or social bullying, or engage in acts of intimidation against any other person whether on school grounds, off-school grounds or in a virtual online environment.
- Be responsible for neatness and cleanliness of personal attire and hygiene. See Dress Code
- Respect the health and safety of others and will refrain from possessing, transmitting, or being under the influence of any alcoholic beverage or non-prescription drug or prohibited substance or by engaging in gambling, extortion, theft, assault, excessive noise, or any other unlawful activity
- Respect the educational process and learning environment of others by refraining from intentional or habitual tardiness, inexcusable absences, or any activities which diminish the rights of others and the opportunity of other students to receive an education and obtain the maximum benefit from a public education
- Respect the rights of all individuals and refrain from discrimination because of the race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons.

On rare occasions when students make a poor choice there are consequences, and sometimes students will be referred to the office. Consequences are fair and take into consideration the students age and the seriousness of the issue. When a student is referred to the office the principal will call home and explain the situation and we will work together to ensure that the same situation does not happen again. Behavior Issues that do not require office referral are the responsibility of the homeroom teacher and depending on the situation the teacher may or may not need to make contact with the parent. In situations where it is appropriate to contact

home the homeroom teacher will work with parents/guardians to achieve a mutual convenient form of communication. The most usual forms of communication are email or phone calls home and we encourage parents to communicate their preference to their child's homeroom teacher.

More information can be found on the Northern Lights Website and specifically Administrative Procedure 350. If you click the link you will find the [AP 350 Student Conduct](#)

Dangerous Weapons

The board is committed to providing a safe environment for students and staff within division schools and during school related activities. At Ardmore school our teachers and staff outline on a yearly basis the expected behavior of our students and the importance of never bring a dangerous Weapon to school. A weapon is defined as anything used, designed to be used, or intended to be used in causing death or injury to any person, or for the purpose of threatening or intimidating another person. Students suspected to have a dangerous weapon while at school will be referred to the principal immediately and the parents or guardians of the student will be contacted to come and pick up their child. The principal will then work with the superintendent or his designate to discuss future actions that need to be taken.

For more information regarding dangerous weapons please refer to [Administrative Procedure 353](#)

Dress Code

Students are expected to be properly dressed for school and for the weather. Boots and winter jackets are expected during the winter season. Rain boots and coats are also recommended during the spring and fall. When students are indoors they are expected to have indoor shoes.

Students are expected to wear clothing that is appropriate for a school setting. School is not the place for wearing clothing with morally questionable slogans, or that advertise drugs, alcohol, or tobacco products. Clothing should cover all types of undergarments as well as cover the students midriff. We recognize that Ardmore school can get very warm especially in the warmer months and we also want our students to be comfortable for learning but we must work together as a community to find clothing options that are school appropriate while at the same time offer the student some level of comfort. Being too hot or too cold does not create the most conducive situation for learning. At Ardmore school we work with our school council and families to all try and come together on the reasonableness of student dress. If the situation arises that a student comes to school with clothing that is deemed inappropriate dress we will phone home and work together to create a solution to avoid further stress for the student and family

Homework

There are times when students need to complete some work at home, whether that is a spelling list or reading or perhaps some math or science homework, teachers work hard to keep the homework load manageable for their students. If there are concerns with the amount or difficulty of the work that is sent home please contact the classroom teacher for clarification and support

Use of Personal Communication and Recording Devices

Learning how to manage a cell phone or other electronic device such as a chromebook is part of growing up. Students as they get older tend to want a cell phone or a computer as this represents a significant milestone in their life, and we are all aware how convenient it is to be able to get in touch with our loved ones easily and quickly which is a huge benefit and we are fortunate to live in a country where this is easily possible.

Learning how to manage one's digital "footprint" is also an important skill and needs to be taught. Using technology properly and appropriately takes time and the teachers of Ardmore school are also committed to teaching these skills.

In general Cell phones are not allowed in the students' classrooms, and should remain in their lockers for access at recess or lunch time. On occasion teachers will allow students to use their cell phones to listen to music during class time (if it is appropriate to do so) and it is at the discretion of the teacher as to when this can occur. It is also the expectation that the students are using their cell phones in school appropriate ways. That is to say, they are visiting websites that are age appropriate as well as using the camera and video function so as to not violate any students right to privacy.

Students using their technology to bully other students, or using it at inappropriate times will have their cell phone confiscated and parents will be notified as to the nature of the issue, and together we will work towards next steps so as to teach students how to become better at using their technology.

Ardmore School is not responsible for any lost electronic devices.

Counselling Services

We have a part time counsellor at Ardmore school. She is available during the day to work with students and support their needs. Our counsellor is at school Monday, Tuesday and Wednesday.

Concession

Concession items are sold on a daily basis at noon. Volunteers are always needed to help at the concession please contact the school if you are willing to assist. (12:00 - 12:30)

Ardmore school is “**A Peanut Aware**” and “**ShellFish Aware**” School. There may be students in attendance with allergies, and therefore we ask that parents be cautious sending food items containing peanuts, peanut oils, traces of peanuts and shellfish.

Due to Covid-19 we are not operating a Concession

Morning Routines and Supervision

Our aim at Ardmore school is to create a supervised and safe environment for students at all times. Supervision will begin at 8:15 AM as the students are released off of the bus. The students are then supervised and expected to play on the playground until 8:30, at which time they will move into the school and get ready for the day. Students are expected to be in the classrooms ready to learn by 8:40 AM.

If a student comes late to school and has missed morning recess we ask that parents drop them off at the front of the school and the student then must check in at the office

School Property and Lockers

Students are to respect and help take care of their school. We are proud that Ardmore school is well maintained and has a nice big playground and yard for the students. It is important that we all help keep our school looking as good as it does. Ardmore school is also a small school and it is important that our supplies last as long as they possibly can. Students can help by looking after their textbooks and by being kind to our school furniture.

Students all have a locker at school and they are expected to keep their locker clean and tidy. Students in grade 8 will also use a lock on their locker in the last few months of the school year as they prepare for the transition to high school.

Report Cards

The homeroom teacher is responsible for putting together a report card for your student. Reports are sent home with students in November, March and June. Report Cards represent a snapshot of approximately 3 months of learning and reflects the reasoned judgment of the classroom teacher using evidence collected from daily work, class assessments, and many other projects and activities that occur over the course of a term.

New Parent Teacher Interviews happen twice a year. The first interview will be in October as this gives a chance for parents to meet and build a working relationship with their child's teacher. This interview will occur **prior** to the first report card which will provide everyone a chance to get to know each other and really get off to a great start for the school year. The second set of interviews will be in March **after** the second report card has gone home. Teachers are always willing to chat via email or phone if the need arises. If you need to talk to your students teacher please contact the school and arrangements can be made

Awards

At the end of June, Ardmore school has an awards day. At this time, academic awards, best all round students at grade 6 (Berlinguette Award) and sporting awards are handed out. Grade 1-3 students receive participation certificates.

The awards ceremony will very much look different this year as COVID-19 has impacted our ability to have school assemblies