



# School Handbook

2024-2025

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## Our School's Vision and Mission



Cooper's Crossing School is guided by the phrase, "Caring to Make a Difference". We see it as our mandate and pleasure to care for the students entrusted to us, working to make a positive difference in their lives. We also embrace the goal of helping our students become caring difference makers themselves.

Our logo is built around two "C"s, representing the initials of our school, Cooper's Crossing. Within the protection of this border, we find a tree (representing life, learning, growth and development) resting in a hand, demonstrating the caring and nurturing role of the school community in helping students grow. The hand also can be seen as a pond, symbolizing what we as a school bring to the learning process to cultivate the growth and learning of students.

The leaves and fruit of the tree show the diversity of our community, celebrating the unique gifts of each member, and representing the fruit of our work – students, families and staff ready and equipped to impact the world through strong knowledge, skills and character.

While the "C"s shelter and nurture our community, they do not form a closed circle... they open to the world, and the arms of the tree (you can see them as arms of people as well, if you look closely!) are reaching out with excitement toward the open world. A focus of the school's learning philosophy is the removal of barriers that separate the classroom from the real world, bringing the real world into the school, and taking the school community out into real-life contexts.

### Our Mission

At Cooper's Crossing School, we care for learners and provide them with joy-filled, purposeful, and rich experiences designed to develop the character traits, knowledge, and skills needed to thrive in life and make a positive difference in their families, communities, and world.

### Partners in Learning

At Cooper's Crossing School, we value parents/guardians as partners in the education of our students. Why? Simply, parents/guardians are the first and most important teacher children will ever have.

Your children are precious to you. That's why you spend time with them, reading, teaching, encouraging, and passing on the values important to your family.

As a school, we don't want to take away your job as teacher. Instead, we work with you. We also see children as precious and take the time to get to know each one. We look for our students' strengths and needs and do everything we can to help them grow and learn.

Education is a partnership, and is most effective when the home and school work together.

## The Role of Parents/Guardians

We encourage our parents/guardians to be actively involved in the education of their children. This includes:

1. Maintaining healthy routines at home so that children can do their best at school:
  - a. Establishing early, regular bedtimes (beginning before the start of school in the fall) (recommended 10-12 hours of sleep/night).
  - b. Encouraging active play and limiting the amount of time in front of the television, personal devices, computers, and video games.
  - c. Creating tech-free time zones in your home for all, including meal-time and sleeping time (no screens – TVs or devices - in bedrooms overnight).
  - d. Ensuring children eat a balanced, healthy breakfast and providing them with appropriate snacks and lunch.
  - e. Setting a regular home routine, including appropriate times and space for reading or other schoolwork.
  - f. Setting routines in your home that encourage good behaviour and providing structure to help your children build self-control.
  - g. Ensuring the children arrive at school in time to make a relaxed transition to the classroom before the start of the school day at 8:10 AM (doors open at 8:00 AM).
  
2. Supporting and being involved in the life of the school:
  - a. Actively participating in the School Council and school fundraising activities.
  - b. Reading the weekly email updates and other school communications.
  - c. Communicating regularly with teachers.
  - d. Supporting the work of the teachers and administration.
  - e. Addressing any concerns appropriately and according to the established practices.
  - f. Promoting positive, purposeful, and relaxed conversation about school with your children.

## The Role of the School

The school, through qualified and caring teachers and administration, provides a safe and warm environment for learning to take place. We ensure that the necessary materials for learning are available and, most importantly, through the hard work of teachers, we help all children meet their potential and become enthusiastic, confident and competent learners. Each teacher will establish an intentional plan to communicate regularly with parents/guardians and will share that plan at the beginning of the school year.

## The School Council and The Friends of Cooper's Crossing School Society

The partnership between parents/guardians and the school is demonstrated in the School Council, made up of all parents/guardians, teachers and interested members of our community. This group, led by elected

parents/guardians/grandparents and supported by school administration, meets several times a year to improve communication, seek input, build a sense of community, and plan events which provide support for the school's operations and special projects. All parents/guardians are encouraged to be actively involved in the School Council, offering their time as they are able. Together, we can make our school the best it can be.

Working in conjunction with the School Council, our non-profit society, Friends of Cooper's Crossing School Society, is made up of parents/guardians and community friends and works to raise funds to support the learning community of our school. Their first project was to raise funds to build a playground structure for our students, which opened in June of 2018. Currently, they continue to provide funds for field trips, technology upgrades and special events. We encourage all parents/guardians to become involved and support the fundraising efforts of the Society.

## Our Cooper's Community

### Our Community's History

Our doors opened to students for the first time in the fall of 2016 and our name represents a proud history. The Cooper family arrived in the area in 1892, establishing a family legacy in grain farming and community service that lasted more than a century. The Coopers' pioneering spirit grew the community Airdrie is today.

### Building Community through the Development of Strong Character

A community is a group of people who live, work, and grow together. This is why the word community is perfect to describe our school. We work hard to provide a caring, safe community for all our students. This happens naturally as they interact together in classrooms and hallways, on field trips and on the playground. We also deliberately teach the skills which equip all students to be positive leaders in our school community. This includes intentional focus on character development. It is in community that our students learn to live out lives of strong character and discover how to become difference makers in their families, school, community and world.

### Character

Cooper's Crossing School has adopted the framework developed by Character LAB ( <https://characterlab.org/> ) to promote the development of strong character in our students. Human experience has taught us the value and importance of strong character. This reality is reinforced by overwhelming scientific evidence that character strengths are as important as IQ and socioeconomic status to academic achievement and well-being. "Character" refers to all intentions and actions that benefit both the individual and society at large. Our desire is that all children thrive personally and have a positive influence on the world. To do so requires character strengths of three kinds: *interpersonal* strengths which enable harmonious relationships with other people; *intrapersonal* strengths which enable personal achievement; and *intellectual* strengths which enable productive, mindful, and enthusiasm toward learning.

## CHARACTER STRENGTHS & CORRESPONDING BEHAVIORS

- **CURIOSITY** - Wanting to know more.
- **CREATIVITY** - Thinking of novel solutions.
- **GRATITUDE** - Appreciating what you've been given.
- **GRIT** - Passion and perseverance for completing goals and tasks, even when they are difficult.
- **GROWTH MINDSET** - Believing you can improve your abilities.
- **KINDNESS** - Actions or speech intended to help others.
- **PURPOSE** - Commitment to making a meaningful contribution to the world.
- **SOCIAL EMOTIONAL INTELLIGENCE** - Understanding your feelings and using them wisely.

## Foundations in Learning

Our goal is for all students to receive a solid education that equips them for success now and in the future. For this reason, we focus on providing a well-balanced, joy-filled, holistic learning program which fosters enthusiasm and confidence in our students. We work at instilling a love of learning that will remain for a lifetime.

Our school meets the educational outcomes set by the Alberta Education Programs of Study and teachers bring in a variety of resources and programs to help bring the curriculum to life for our students. Preparing our students for success involves not only teaching the knowledge and skills required, but also encouraging values and attitudes which lead not only to intelligence and competence, but also character and leadership.

### Knowledge Leading to Understanding

Every subject area has a core set of facts and information, and it is essential that our students learn this information and understand its meaning. This knowledge, whether it be the alphabet, the times table, or the scientific method, becomes the foundation for academic growth. We have not met our goals as a school, however, unless the students move beyond simple knowledge to true understanding, which is the ability to see the important concepts (big ideas) of the curriculum and apply those concepts in new situations.

Teachers work hard to find ways to present information and help the students experience it, so that learning engages the students and allows them to plug into their natural curiosity. Our desire is for students to find joy in the process of exploring, discovering, creating, experimenting, exhibiting and contributing. We help our students make sense of information, guiding them to see how what they are learning connects with the real world.

### Alberta Education Student Competencies

Success comes not only from possessing knowledge, but also from having the skills to use that knowledge in meaningful and appropriate ways. Learning involves doing. In every subject area, students must hone their skills so they are able to apply what they know in practical and new situations. They must develop the ability to logically evaluate and solve problems, drawing on the knowledge and skills they have developed.

Not only do students learn academic skills, but they must also develop interpersonal skills, so that they can interact positively with a variety of people. They must discover what it means to work as a team and live in a community. The following essential skills are critical for student success in this ever-changing world.

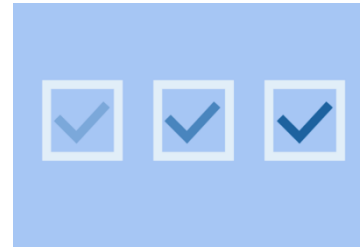
Our students will have the skills of:

- Critical thinking
- Problem solving
- Communication
- Collaboration
- Cultural and Global Citizenship
- Creativity & Innovation
- Managing Information
- Personal Growth and Well-Being

## Communication with the Home

In any partnership, effective communication is essential. We encourage regular communication between teachers and parents/guardians. All teachers will develop a plan of communication for the families in their classrooms.

As a school, the following communication opportunities are provided:



### **Open House and New Family Orientation**

During the week before the start of each school year, students and their parents/guardians will be invited to the school to see their classrooms, meet their teachers, and receive information that provides a smooth transition to school. As well, families new to Cooper's Crossing can attend our new family orientation that happens the hour before our open house.

### **School Weekly Emails**

A weekly news bulletin will be emailed to all families each school week highlighting school news. A copy of each weeks' newsletter is posted to our school website.

### **Classroom Weekly Emails**

Each classroom will send home a weekly summary of the learning highlights that have taken place that week so that you as parents/guardians know what your children are learning and can positively reinforce that learning at home.

### **Agendas**

In many classes, students in Grades 1-5 are provided daily agendas to facilitate communication between home and school. Parents/guardians are asked to check and initial their children's agenda nightly.

### **On-line Learning Portfolios**

All schools in Rocky View use an online student portfolio called MyBlueprint. Teachers will provide parents with login information that will allow them to see student goals, reflections and work throughout the year.

### **Parent-Teacher Conferences**

Parents/guardians have an opportunity to meet with their children's teachers and discuss their progress. In the spring, the students are involved in the conference, sharing what they have learned and helping make plans for the remainder of the year.



### **Communication of Student Learning (Report Cards)**

All RVS schools use Real-Time Reporting. This means teachers provide regular updates regarding student progress beginning in October through to the end of May. These updates can be found through the parent portal of PowerSchool (<https://ps.rockyview.ab.ca/public/home.html>). If you need help accessing PowerSchool, please contact the office.

Formal written reports of student progress (report cards) are produced at the end of the school year and can be viewed and/or downloaded via PowerSchool. They are intended to give parents/guardians a formal evaluation and summary of their children's progress during the year.

### **Homework – Extending Learning at Home**

Home learning activities may be assigned to support and extend the learning that takes place during the school day. We encourage parents/guardians to initiate conversations with their children about what they are learning at school.

Homework at the elementary level will focus primarily on the following:

- the regular practice of reading and basic math skills
- shared reflections on work done at school
- occasional activities that extend the learning into the home environment (example: interviewing family members about family culture, special projects)

Progressively, more homework is expected of students as they approach the upper grades. Although the length of time required to complete assignments varies with each child, it is fair to expect approximately 10 minutes of nightly homework for each grade the child has completed. For example, students in grades 1 or 2 might expect about 15 minutes of homework in the evening, while students in grades 3 - 5 should not be doing more than about a half hour. If you find your child is spending considerably more than this amount of time completing assignments at home, please contact the teacher.

If a situation arises at home which makes the completion of homework impossible, please send a written note of explanation to the teacher.

Tips for parents/guardians helping students with homework:

- Establish a regular study place and quiet time each evening where the children can complete their assignments.
- Set students up for success by ensuring they are comfortable (had a snack, a break, etc).
- Help them set a plan and goals for their time.
- Support them without doing work for them. Encourage them by asking good questions.
- Praise the efforts of your child.
- If the work is getting frustrating, feel free to stop for the evening and let the teacher know. If a pattern of frustration emerges, the teacher will work with you to help make a plan to support your child.

## Addressing Concerns

As a school, we uphold every person's right to address any questions or concerns without fear, and we recognize that by addressing concerns with honesty and respect, we help build a healthy culture in our school community and model healthy skills for our children. In all situations, we focus on what is in the best interests of students and what aligns with the vision and values of our school. When students, parents, and school staff work together through conversation, most situations can be resolved in a collaborative and timely manner.

In cases where students or parents/guardians have concerns, feel that they have been unfairly treated, or if they disagree with a decision made by the school, the following process is to be followed:

1. Express your concerns to the person most closely involved in the situation. Typically, this will be the homeroom teacher, followed by the child development advisor, and then, if need be, school administration.
2. If this does not resolve the situation, inform the principal in writing of your concern. The principal will then meet with you and those directly involved to work toward resolution. The principal will provide a verbal and/or written summary of the situation, decisions made, and steps taken.
3. If you are not satisfied that you have received fair treatment, you may appeal through the principal, in writing, to the Area Director of Schools.
4. If this does not bring satisfaction, you may appeal to the Associate Superintendent of Schools and then the Superintendent of Schools.
5. If you are not satisfied that you have received fair treatment from the School Divisional Staff, you may request a review by the Rocky View Schools Board of Trustees.
6. Finally, in a limited number of circumstances, you may appeal the decision of the board to the Alberta Minister of Education.

## School Expectations

Cooper's Crossing School follows the policies and procedures of Rocky View Schools. Rocky View policies and procedures are available online at [www.rockyview.ab.ca](http://www.rockyview.ab.ca).

For all updated information, calendar of events, or school newsletters, refer to the [school website](#).

### Clothing and Student Dress Code

A respectful and caring environment is enhanced by appropriate student dress and appearance. Students and staff should come to school in clothing that is appropriate for active learning, clean and in good repair. The following clothing is not permitted:

- clothing with suggestive or offensive messages
- clothing that is made of sheer material
- clothing that exposes undergarments

Students are not to wear hats in the building. This includes not wearing their hoodie on their head. On occasion, we will have a special dress up day, which may include wearing hats.

Outdoor shoes and boots must be removed upon entering the school. Students are required to wear a pair of clean shoes with non-marking soles while indoors. These shoes should be appropriate for physical activity as students will not be required to change indoor shoes for physical education.

Parents/guardians should clearly mark their children's clothing, shoes, boots, coats, lunch kits, etc. with the child's name. This makes finding lost or misplaced clothing much easier.

Parents are encouraged to dress their children in layers so they are prepared for all weather.

### **Attendance, Absences, and Tardiness**

It is important for students to arrive at school on time and to attend school regularly because punctual, regular attendance promotes success at school and helps children develop a sense of responsibility. Students should arrive each day before classes begin, so they can begin the day relaxed and ready to learn.

When students are absent, we ask that parents/guardians inform the school via Safe Arrival (<https://go.schoolmessenger.ca/#/home>). If parents/guardians have advance notice of upcoming absences, they should contact the teachers so that appropriate plans can be made.

If parents/guardians or the family doctor desire children to be excused from physical education or recess, a note of explanation is required. Without a note, students will be expected to participate in the normal daily activities.

### **Attendance – Extended Absences**

In the event of any extended absence, other than illness, parents/guardians must provide notification indicating the nature and duration of this absence. The notification should be delivered to the homeroom teacher and/or office at least one week prior to the start of the absence. All children are required by The Education Act to attend school regularly. Consistent attendance is essential to your child's academic success. Since the materials, concepts and skills covered during class time are often prerequisites to future studies, an extended absence may affect your child's ability to meet curriculum expectations. Please consider this carefully. Teachers are not obligated to provide instructional materials for students due to extended absences.

### **Bicycles, Scooters, and Wheels**

Bike racks are provided and must be used by students who ride their bicycles/scooters to school. By law, children must wear their helmets. To prevent theft and damage by vandalism, loitering in the vicinity of the racks is not permitted. Students should bring locks to secure their bicycles to the racks. At Cooper's we ask students to 'walk your wheels' when on the sidewalk or crosswalks near the school.

### **Gum**

At Cooper's Crossing, students are not allowed to chew gum unless given permission by a staff member. Since gum can end up many places, this expectation allows our school to remain clean and sanitary.

### **Damaged or Destroyed Property**

We expect our students to treat all school property, including school supplies, equipment, and facilities, with respect. If any property is damaged or destroyed because of deliberate misuse or carelessness, it must be reported immediately to a teacher, and the student's family may, at the discretion of the school principal, be responsible for replacement or repair of the item. Any repairs must meet the satisfaction of the principal.

## Confidentiality

Please remember that when you visit the school or come in to volunteer, any information you hear about staff or students must remain confidential. You cannot share this information with anyone, in or out of the school. If you have any concerns with something you hear or observe in the school, you should discuss this with school administration.

## Criminal Record Checks

All employees of the school, including substitute teachers, and all school volunteers who work with children must undergo a Criminal Record Check and Vulnerable Sector Check and submit it to the school. These checks add another layer of due diligence in the effort to ensure the safety and well-being of all students and staff in RVS.

## Visitors to the School

All visitors, contractors and volunteers coming to the school must sign in and out at the office and wear a visitor tag while in the building. This ensures that we are aware of all visitors in the building and protects your safety during any school evacuations.

## Volunteers

Our school encourages volunteers to help with classroom activities and special events. All volunteers must have a valid criminal record check/vulnerable sector check and must have completed an annual statutory declaration form at the beginning of each new school year to keep their volunteer status. Please see the school website (<https://cooperscrossing.rockyview.ab.ca/>) for more information. All forms are available in the school office.

## School-Wide Positive Behavioural Interventions and Supports (PBIS)

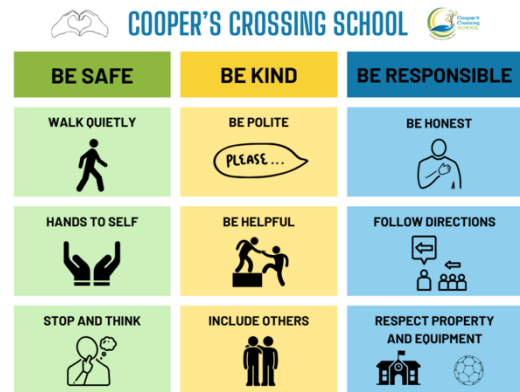
As a school, we want to help all students grow in their ability to make wise choices that benefit themselves and their community. We desire them to grow as contributing citizens of strong character. The Education Act describes the expectations of behaviour required of all students in the province and we, as a school, endeavor to help our students make positive choices to meet these expectations. We want our students to have the courage to do what is right, even when it is difficult. This is part of being a leader at Cooper's Crossing School.

Cooper's Crossing School's behaviour expectations are **Be Safe, Be Kind, and Be Responsible**, and have been aligned with Positive Behavioral Interventions and Supports (PBIS), which are used across RVS schools. Our school behaviour expectations include active instruction of how students can practice being safe, kind, and responsible at various times and locations in the school. PBIS is a proactive, evidence-based approach that creates positive, predictable, equitable and safe learning environments where all students thrive.

## Incentives

PBIS is a proactive approach including methods to encourage desired behaviour. Cooper's Crossing School gives GOTCHAS! for students or staff who exemplify the positive behavioural traits of being safe, kind, or responsible. When great choices are noted, staff will write a GOTCHA! for the student, who can put it in our golden drum. These are chosen randomly to share on the announcements, during assemblies, and are posted on our GOTCHA! bulletin board. Students exhibiting our behavioural expectations or character traits will also have a chance to highlight their good work during assemblies.

At Cooper's Crossing School, we pride ourselves on maintaining clear and open lines of communication between home and school. Teachers will reach out by email or phone to connect with parents about any behavioural or social-emotional concerns. Parents are also encouraged to contact the homeroom teacher, Child Development Advisor, and then administration, to address concerns or questions.



## Conflict Resolution

Students naturally encounter conflict from time to time. Finding ways to solve conflict involves support from caring adults in the building such as teachers, supervisors, administration, the child development advisor, and parents/guardians. Problem-solving to resolve conflict involves discovering the root of the issue and listening to all points of view. Staff at Cooper's Crossing School work hard to collaborate and to connect with students and families to build new skills, increase communication, and to create strategies to resolve conflict.

Bullying differs from being mean. Bullying occurs when one person intentionally hurts another, by using hurtful words or threats, physical intimidation, assault, or social exclusion. Such bullying behaviours may occur over time, or on a repeated basis, even after being redirected. Every member of our school community deserves to be safe and secure at school and free from bullying. To minimize conflict and to prevent bullying from occurring, anyone who is bullied, or witnesses bullying is to report the situation to the teachers immediately. Parents/guardians are also encouraged to speak with the homeroom teacher if they suspect an ongoing conflict. School administration may also get involved when and if necessary. Any students involved in bullying will be dealt with according to the discipline policy of the school. It is everyone's responsibility to keep our school safe for all.

## Progression of Consequences for Inappropriate Behaviour

To help students learn self-discipline and practice being safe, kind, and responsible, teachers, our child development advisor, and administration will respond to poor behavioural choices by implementing the following systematic procedures:

- Reminding the student of the expectations
- Warning the student of the consequences of poor choices
- Assigning logical consequences

- Removing the student from the situation (for example, giving a time out or rearranging seating)
- Removing a privilege (for example, recess)
- Confiscation of items that are a distraction or not allowed
- Assigning a task or assignment
- Removing the student from the classroom to work in an alternate space or the office
- Having the student phone a parent or guardian to explain the problem; staff contacting parents
- Formal behaviour plan and/or parent meeting
- In-School or Out-of-School Suspension
- Expulsion

### [Rocky View Schools Student Code of Conduct](#)

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

### [Administrative Procedure 350 Student Code of Conduct](#)

Outlines both acceptable and unacceptable student behaviour. Students are expected to adhere to the Code of Conduct in order to contribute to a welcoming, caring and respectful learning environment.

## Health and Medication

### Allergies – Allergy Aware School

To provide a safe learning environment for all students and minimize the risk to children with severe allergies, Cooper’s Crossing is an "Allergy Aware" school.

Being allergy aware means that we take precautions to reduce the chance of exposure for students to allergens acknowledging that it is impossible to eliminate all risk. These precautions include:

- Clearly marking each classroom with applicable allergy aware/alert signs
  - In classrooms marked as “Allergy Aware” the food is allowed in the classroom. Due to sensitivities, sharing or exchanging of foods is not permitted.
  - In classrooms marked with a red “Allergy Alert” bar, these foods are NOT permitted in the classroom due to the risk of anaphylactic shock. These foods can be in the school but cannot be brought into the labelled classrooms.
- Hand washing is encouraged to ensure allergens are not spread throughout the school.
- Surfaces are wiped before and after eating, when possible.
- To reduce the risk of anaphylactic shock, by coming into contact with an allergen, food is not allowed on the playground.
- If an “Allergy Alert” sign is posted outside your child’s classroom, please consult the teacher before sending treats for the class.

The parents/guardians of any child who has severe allergies or medical conditions requiring special care must notify the school in writing and complete required forms (available at the school office) to ensure that a Medical Plan will be put in place and shared with appropriate staff members for the protection of the students and staff involved. If an Epi-pen is required, we ask that two Epi-pens be kept at school, one in the office and one with the child (backpack or fanny pack).

### **Scent Free Environment**

Scented products release chemicals which can trigger serious health reactions in people with asthma, migraines, allergies or chemical sensitivities. To help our staff and students who have these sensitivities, please refrain from wearing scented products (perfume, cologne, lotions, deodorants, etc.) in our school.

### **Medications**

If a child requires medication at school, the parents/guardians must fill out the designated form (available at the school office) and on the form provide specific, written instructions for administration. No medication of any kind will be administered by school staff unless it is part of a physician authorized medical treatment plan.

### **Illnesses or Accidents at School**

If a student becomes ill or suffers an injury at school and needs to be sent home, parents/guardians will be contacted to pick up the child as soon as possible, or to make alternate arrangements for pick up. If we are unable to contact parents/guardians, the emergency contacts identified on the registration forms will be contacted.

If school staff determine that the child requires immediate medical attention, the staff will contact 911.

### **Head Lice**

Parents/guardians who have been notified of head lice infestations within their families must do everything possible to eliminate the risk of spreading head lice to other families.

#### **PROCEDURES:**

1. Information concerning the prevention of and procedures for dealing with head lice are available via Alberta Health Services.
2. If we suspect that your child has lice, we will contact you to advise that they will need to be checked.
3. Parents/guardians of children who have head lice will be notified. Other students in the child's class or in the school will be notified, without identifying any names, that there was a case of lice in the school and for all to check their children.
4. Children with lice may return the next school day if they have had the first treatment and parents have notified the school that treatment has begun.
5. A follow-up check may be done to ensure the head lice have been cleared.
7. Families with repeat infestations will be notified and asked to take their child(ren) to their family doctors or the Public Health Clinic for advice on treatment.

## Communicable Disease Control - Public Health Regulations

Children need not be excluded from school for minor illnesses, but in the following situations, a child should remain at home for recovery.

- Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.
- If you have any questions regarding your child's condition, and how long they need to spend recovering at home, please contact Alberta Health Services.

## Emergency Procedures

### Emergency Response

Cooper's Crossing, along with all other Rocky View Schools, are part of an emergency response plan called Hour Zero. For more information, please refer to the divisional website, under the parent tab. The direct link is:

<https://www.rockyview.ab.ca/about-rvs/emergency-response>

### Alternate Facility in Case of Emergency

In case of emergency evacuation, the students and staff will proceed to W.H. Croxford High School (2654 Chinook Winds Drive S.W.) until the situation is rectified, or parents/guardians can pick up their children, signing them out with the designated on-site staff person. Our secondary site is the RVS Education Centre.

### School Closure and Inclement Weather

During inclement weather, the final decision to send a child to the bus stop or to school rests with parents/guardians, even if busses and/or the school may be operational. Should you drive your student to school when bus service is cancelled, it is your responsibility to pick your child up from school at dismissal time.

Once school begins for the day, it will not be closed because of weather conditions until regular dismissal time. If it is unsafe to dismiss students at the usual time due to weather, students may be kept at the school until it is safe for the busses to depart, or until other arrangements have been made.

In the event that the Rocky View Superintendent or the Inclement Weather Committee cancels school for any reason, including inclement weather, the following procedures will be followed to notify parents/guardians:

1. The school will send a notice through School Messenger via email.
2. Decisions to close school because of inclement weather or other emergencies for all Rocky View Schools will be announced on local radio and T.V. stations.
3. Information regarding school closure or operational delays will also be available on the school website (<https://cooperscrossing.rockyview.ab.ca/>) and on the Rocky View Schools website (<https://www.rockyview.ab.ca/>).
4. School or bussing cancelations will also be available on the Rocky View Transportation Line: 403 – 945 - 4100



## Additional Information

### Birthdays

If your child is having a private birthday party and is not inviting the entire class, we ask that invitations be distributed discretely after school or directly to their homes instead of distributing them through the classrooms. We celebrate student birthdays every day over the morning announcements.

### Student Entrances

Students are assigned entrances for entering and exiting the school according to their homeroom. The student boot racks are located close to their designated entrances. During the school day, all entrances, with the exception of the Main Parking Lot Entrance, remain locked to ensure the safety of our students. Visitors to the school must enter through the office.

### School Fees

In accordance with Government of Alberta legislation and regulations, public schools do not charge general instructional fees, or for school supplies for Grades K – 4.

For Grade 5, please click on the following link to see the supplies required:

<https://cooperscrossing.rockyview.ab.ca/learning/school-supplies>

**Annual Fee List:** To see our annual list of school fees, please click on the following link:

<https://cooperscrossing.rockyview.ab.ca/our-school/fees>.

**Please Note:** For field trips, team, clubs, etc. RVS will only invoice families based on the actual costs incurred.

**Payment:** Parents must pay for field trips and special events on [School Cash Online](#).

**Waivers and Refunds:** Every school has a waiver and refund process. Upon receipt by the school principal of Form [AF5105 Waiver Application](#) parents of students who provide a copy of Goods and Services Tax (GST) credit notice with the names of dependent children listed, will qualify to have their fees waived. Waiver is applicable only to School Established Optional Course Fees. The deadline for submission of Form AF5105 Waiver Application to the school principal is June 30<sup>th</sup> of the current school year. School principals are responsible for the establishment of a refund procedure for students who are enrolled for a portion of the school year.

### School Hours and Schedule

Please see the [school website for the bell times](#). At 8:00-8:10 a.m. doors open for relaxed entry for students. Instruction begins at 8:10 a.m.

### Additional Accident Insurance for Students

Study Insured provides student accident insurance solutions for thousands of Canadian families each year. This insurance helps families stay financially protected against unexpected expenses arising from their childrens' accidents. There are three packages to choose from and they can be purchased at any time during the school year. See the [website](#) or [promotional flyer](#) for the rates and additional information.

## Lost and Found

Lost and Found items are placed in the designated lost and found shelves. Please check this area often for your child's items. Any unclaimed items will be donated to charity at certain points throughout the school year.

## Lunch Time

All students are welcome to stay at the school for lunch. Students eat their lunches in their classrooms under the supervision of school staff. At Cooper's Crossing School, we work hard to encourage "litterless lunches". Students are asked to use reusable containers for food and drink, and all waste (uneaten food and other items) will be sent home in the lunch bags. If students live within walking distance of the school and their parents/guardians desire that they walk home for lunch, we ask parents/guardians to fill out a one-time permission form (available in the office) to allow students to leave the school. Students must sign out and in at the office each day.

## Parking and Student Drop Off

A clearly marked area along Cooper's Drive is designated for school bus parking only. No other vehicles should use this area for dropping off students, picking up students or parking. The remainder of school frontage along Cooper's Drive is designated as a NO IDLING ZONE for student drop off and pick up. Please make your stops short so that others may drop off their students. The parking lot on the north side of the building is for staff and volunteer parking. For safety reasons, students should not be dropped off or picked up in the parking lot. We ask all other visitors to the building to park on the street.

## Personal Items from Home

As a general rule, items from home such as toys or collections should not be brought to school. Any personal items students do bring are brought at their own risk, and if they become distractions, the items will be confiscated by a teacher. Any valuables brought to school can be given to a school administrator for safe storage.

## Personal Technology

As a learning community, it is our responsibility to model courtesy to ensure the privacy and safety of others, and to maintain the integrity of the learning environment. We expect our students to conduct themselves courteously and with responsibility when using technology. Electronic devices and/or technology tools, as directed by staff members, can be powerful tools for learning when used in a manner that fosters learning with respect and trust. Inappropriate use of electronic devices can negatively affect a safe and caring learning environment.

Students have access to technology both at school and in their homes. Students who use electronic media (such as social networking sites or email) to impersonate, intimidate, threaten or demean other students or teachers may be subject to disciplinary action, whether the messages were posted from school or from another location. Students participating in on-line conversations that include any of the above messages may also receive school consequences if they do not immediately exit the conversation and report it to the school administration.

If students bring personal electronics to school, they are subject to: [Administrative Procedure \(AP\) 148: Responsible use of Personal Mobile Devices and Social Media in Schools](#) that has been developed and provides clear direction in all RVS schools for students and families.

All electronic devices are to be kept powered off in student backpacks and not used during the school day, unless the student is given permission from a staff member.

## Snacks

Children are given time mid-morning during which they may eat a healthy snack. Instructional time is provided for this purpose so that we may reinforce the principles of good nutrition which are part of the wellness and physical education curriculum. We encourage healthy snacks and ask that parents/guardians avoid sending soft drinks and candy.

## Breakfast Program / Snack Attack

Children can access our snack attack fridge with teacher permission if they need to supplement their snack or lunch or if they need more nutritious food to fuel their learning. Please check-in regularly with your child to ensure they are packing enough healthy snacks and lunch from home to keep them focused for the day. Our breakfast program/snack attack fridge is funded by provincial School Nutrition Plan funding, the Airdrie Food Bank, and private donations.

## Student Sign-In and Sign-Out

If you are picking up your child during school hours, you must stop at the school office and we will call down to the classroom to have your child meet you in the office. You must sign your child out. If you are bringing your child to school late or after an appointment, come to the office first where you can sign your child in, at which point your child is welcome to join the class.

Students are only allowed to leave the school property if they:

- Are picked up by a parent or an emergency contact listed in PowerSchool
- Are under the direct supervision of a teacher