



Student & Parent Handbook 2024-2025

Student Arrival Times

Students should arrive at school no earlier than 8:30 am. Two staff members are on supervision at this time. Students who go home for lunch should not arrive back at school before 12:50 pm.

School Bell Times

08:30	Beginning of Supervision
08:40	Entry
08:43	Classes begin
10:15	Grade 4/5 Recess
10:30	Grade 1/2/3 Recess
12:00	Lunch Grade 1/2/3
12:00	Recess Grade 4/5
12:25	Lunch Grade 4/5
12:25	Recess Grade 1/2/3
03:25	Dismissal: Mon – Thurs
01:40	Dismissal: Friday



Attendance

When your child is absent from school please contact the **School Messenger Absence Line 1-833-244-5565** or use the App. If an absence is not reported in this way, an automated system will contact the parent or primary care giver. Alberta's School Act requires regular attendance by all students. Consistent attendance is very important. It is often difficult to catch up on all aspects of a missed lesson especially if absences are frequent.

School Messenger Absence line: 1-833-244-5565

<https://go.schoolmessenger.com/#/home>

Or Download the App on your phone



SchoolMessenger 
Reliance Communications, Inc.
Designed for iPad
★★★★☆ 4.5 (158 Ratings)
Free

Crossfield Elementary School Calendar

- August 27 Organizational Day (No Classes)
- August 28 Professional Learning Day (No Classes)
- August 29 Professional Learning Day (No Classes)
- August 30 Organizational Day (No Classes)
- September 2 Labour Day (No Classes)
- September 3 First Day of Classes
- September 30 National Day for Truth & Reconciliation (No Classes)
- October 11 Professional Learning Day (No Classes)
- October 14 Thanksgiving Day (No Classes)
- November 1 Professional Learning Day (No Classes)
- November 11 Remembrance Day (No Classes)
- December 2 Professional Learning Day (No Classes)
- December 20 Last Day of classes Winter Vacation
- January 6 Classes Resume
- January 30 First Day of Classes
- February 17 Family Day (No Classes)
- February 18 Vacation (No Classes)
- February 19 Vacation (No Classes)
- February 20 Teachers' Convention (No Classes)
- February 21 Teachers' Convention (No Classes)
- March 10 Professional Learning Day (No Classes)
- March 31 Professional Learning Day (No Classes)
- April 17 Last Day of Classes before Spring Vacation
- April 18 Good Friday (No Classes)
- April 28 Classes Resume
- May 16 Professional Learning Day (No Classes)
- May 19 Victoria Day (No Classes)
- June 20 Last Day of Classes for Kindergarten
- June 25 Last Day of Classes
- June 26 Organizational Day
- June 27 Organizational Day

Crossfield Elementary School Website Calendar

<https://crossfield.rockyview.ab.ca/our-school/calendar#grid>

Lunchtime at Crossfield Elementary

Hot Lunch

Designated Hot Lunches are offered throughout the year.

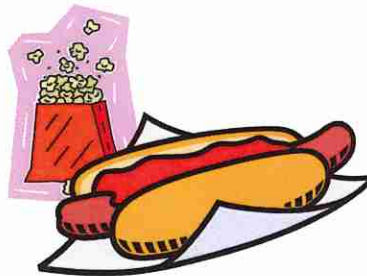
These special days occur on Fridays. The costs are kept to a minimum.

A schedule will be sent home and dates are available on our school calendar.

Methods of Payment:

These fees must be paid online @ <https://rockyview.schoolcashonline.com/>

*Hot lunches MUST be preordered to ensure enough food is available.



Milk Sales

At lunchtime, students are able to pick white milk or chocolate milk from the Milk Cart. Prepaid milk cards are available on School Cash for \$10.00 giving your child 10 milk items.

Milk cards are paid online @ <https://rockyview.schoolcashonline.com/>

Green Dot Days:

At times of severe, inclement weather a "Green Dot Day" will be declared. A green dot is placed in the entrance windows to signify inclement weather; when children may wait in the boot room prior to school.



Recess

Permission to stay in at recess:

We encourage all students to go out for some fresh air at recess breaks.

At times of severe, inclement weather students will be allowed back into the building earlier or an indoor recess may be called.

A note from the parent is required each day the child is requested to remain indoors at recess.

Leaving the school grounds at noon:

Students who stay at school for lunch must NOT leave the school grounds at noon without a dated note signed by a parent or primary care giver.

Playground Information

Playground Boundaries

Boundaries for our playground are the chain-link fences on the south, west, and north sides, and the trees between W.G. Murdoch and CES.

Our playground is shaped like a giant L. It consists of five distinct areas:

1. West asphalt pad with pad games
2. West playing fields and ball diamond
3. North playing fields
4. Two playground structures,
5. Natural play area.



Playground Equipment

A limited amount of playground equipment such as game balls, play balls, skipping ropes, etc. will be provided by the school in an equipment bin.

Students borrowing equipment are responsible for the care of this equipment.

Due to safety concerns students may not bring wooden baseball bats, full size hockey sticks, regulation pucks and hard balls, or skateboards to school.

Supervision

Playground Supervision

Playground areas are supervised...

Before school 8:30am-8:40am

During recess

After school 3:25pm-3:35pm

Fridays after school 1:40pm-1:50pm

There is at least one teaching staff member supervising during each of these times. In addition, there are as many as three other adult

supervisors supervising during these times.

Bus Supervision

The Bus Loading Area along the north side of the school is supervised before and after school.

Reminder: No parking in the bus zone

Bicycle and Scooter Racks

Bike and scooter racks are provided for those students who choose to ride to school. The bike and scooter racks are out of bounds to the students during the school day.

For safety reasons, students should "WALK their wheels" off school property and along the bus-loading zone when leaving school. Helmets are recommended.

Other Playground Notes

While we strive to keep everyone's property safe and secure, some things invariably get lost. We ask that you check to make sure all of your child's belongings are clearly marked for easy identification. Students should not bring expensive items to school.

Our lost and found box, for most large objects, is located at the front doors. Very small or valuable objects are kept at the office.

Objects not claimed are given to charity after each parent/teacher interview and at the end of every term.



Town Students—After School

For safety's sake, town students are to return home immediately after school. Students are welcome to return to the playground once they have checked in at home.

Guest/Visitor Protocol

At CES we strive to be an open and welcoming part of our community, and we also need to be aware of student safety. For that reason, I would like to review a few of our protocols for guests in the school and on the school grounds.

Visitors in the school:

We love to have guests and volunteers visiting our school, and ask that everyone adhere to the following:

- *Guests and volunteers must check in at the front desk upon entering the school.
- *Volunteers must have a valid criminal record check with vulnerable sector check.
- *Visitors must always be accompanied by a staff member.
- *You will be expected to obtain and wear a visitor's tag at all times while in the school.
- *Guests and visitors must enter and exit only through the front door.
- *While we appreciate the support of visitors and volunteers, we respectfully ask that instruction time is not interrupted.

Visitors on the school ground:

We have lots of families who walk with their children to school and then stay to visit before and after the school day. We enjoy having the chance to chat with our CES community members and are happy to have the visitors! Should a visitor see something of concern such as a student altercation, we ask that you:

- *Alert a staff supervisor so that they can address the problem
- *Speak to the students and ask them to stop the unsafe activity.
- *Please either go yourself or ask a student to get help from the office or find a supervisor.
- **Do not* try to intervene to break up a fight or separate the students yourself.
- *Our staff are trained in de-escalation strategies and any intervention should be left to them.

Dogs on the school ground:

Some of our visitors like to walk their dogs when they come to the school to drop off or pick up their students. However, we ask that dog owners keep in mind the following:

- Dog owners on school grounds are subject to the regulations in the Town of Crossfield [Dog Control Bylaw 2017-13](#) at all times.
- Dogs are the responsibility of their owner.
- Dogs must be leashed and kept fully under control at all times while on the school grounds.
- Dogs which are deemed aggressive or unsafe will be asked to be taken off the school grounds.

Supervision times:

The school provides outdoor supervision of students starting at 08:30am and lasting until 3:35pm. We ask that students not be left alone at the school before 08:30am or after 3:35pm.

Thank you for your support in keeping our students safe!

Student Achievement

Home Learning Activities— Homework

Home learning activities may be assigned to support and extend the learning that is taking place at school. We encourage parents to initiate conversations with their children about their daily learning. Home reading on a daily basis is an expectation of all students in our school. You can make a profound difference in your child's ability to read by spending fifteen minutes per day with them reading good books together. As children advance in grades the home learning activities may become more of their weekly routine. Agendas will be used to record what learning activities are assigned for work at home. Some of these activities will facilitate collaboration and conversation about learning with parents and siblings. Thank you for helping and monitoring your child with the completion of home learning activities.

Assessment:

The process of learning is continuous throughout the life of an individual. We recognize no two children are alike and they develop at different rates. Assessment and descriptive feedback, which focuses on children's growth, facilitates the development of self-confidence and provides motivation for continued learning. Report cards reflect both your child's growth as an individual and your child's achievement relative to provincial curriculum.

Power School Public Portal

Please see PowerSchool Public Portal for up to date academic comments and assessments. This is where you will also find your students report card at the end of the year.

Parent/Teacher/Student

Conferences

During the 2024-2025 school term, the schedule for parent/teacher interviews will be as follows:

Term One:

November, 2024

Term Two:

March, 2025

Parent/teacher/student conferences play an important role in a student's success at school. It is recommended that parents attend these conferences. If you are unable to attend on the dates given, please contact your child's teacher and arrange for an alternate time.

Rocky View Schools

4 Year Plan

Please see the school divisions website:

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

for information on the division and our goals and plans for the future.

At Crossfield Elementary we have four key visions of who we are as a school culture:

**Kindness, Safety,
Respect and Growth.**

This is the link to read the current 4 year plan.

CES Educations Plan

<https://crossfield.rockyview.ab.ca/download/451262>

RVS Education Plan

<https://www.rockyview.ab.ca/download/437006>



Student Conduct

Student Responsibilities

Crossfield Elementary School prides itself as a caring, sharing, and safe environment. Anger is a normal human emotion and young children need support in regulating and responding appropriately to it. Parents are asked to review these responsibilities with their children each year.

Everyone in Crossfield Elementary School is expected to assume these responsibilities.

Be considerate. Treat others, as you would like to be treated.

Be friendly and use good manners. Listen to others.

Be respectful. Know and follow the rules. Respect other's rights and responsibilities. Know that you are a special person, as are all the others in this school.

Be safe. Do not harm yourself or others. Do not bring unsafe items to school. Avoid rough or aggressive games. Report any unsafe activity to a teacher or supervisor.



Kindness, Safety, Respect, Growth

Non-Negotiables

Crossfield School has six school rules that deal with serious, unacceptable behavior. These rules are called non-negotiable rules. The non-negotiable rules identify behavior which will not be accepted under any circumstances.

We do not tolerate fighting, physical or verbal aggression toward anyone under any circumstances.

We do not tolerate defiance of authority.

We do not tolerate profane or indecent language.

We do not tolerate willful damage to or theft of property.

We do not tolerate continual disruptive behavior.

There will be no weapons, or items that can be physically dangerous allowed at school.

Procedures:

- * Students will be helped to understand why inappropriate behavior is unacceptable.
- * They will be guided in solving the problems they have created.
- * They will be encouraged toward self-discipline and responsibility for their actions.
- * Home and school will work together to help students grow and develop into socially responsible persons.
- * Friendology Program is used school wide for peer conflict resolution and a common language among the students and staff.

We attempt to use logical consequences for misbehavior and to exercise justice and fair play. Our emphasis is on helping and encouraging personal accountability and acceptance of responsibility.

When students do not follow the general guidelines for behavior, the following will occur:

- * The problem will be discussed with the student using a problem solving approach: What is the problem? What are some solutions for solving the problem? Which one would work? Which will you try?
- * If the problem persists, the problem solving approach will again be used with the student and parents will be notified. Referral may be made to the CDA and/or administration. An appropriate plan of action to improve the student's behavior will be determined which may include staying in at recess, working as a volunteer with students, walking with the supervisor, or in severe cases, an in-school or out-of-school suspension.
- * Depending on the nature, severity and frequency of the problem, other resource people such as counsellors, administrators, psychologist, Family Liaison Workers or police may be called to work with the parents and the school.
- * In known cases of bullying, attempts will be made to counsel both the victim and the offender.

School Community

Parent Volunteers

Parent Volunteers are an important part of any elementary school. We are very fortunate to enjoy the help of an army of volunteers in Crossfield Elementary. Many are able to help out during school hours, while others are able to work on projects after school hours. Every effort is appreciated. We encourage all parents to get involved in their children's education.

We'd love to have you helping out! A Criminal Record Check is required for volunteers. The application form can be picked up at the office.

School Council

The School Council meets once a month. The council consists of parents from Crossfield Elementary School.

The School Council elects members to the various executive positions during the June AGM.

Check out our school calendar and school newsletter for meeting dates and times.

Whoo's Crew

Whoo's Crew is a parent managed fundraising society. Monies raised by Whoo's Crew are used to enhance school programs and to help pay for special events and activities.

Whoo's Crew also helps finance fieldtrips undertaken by the students as part of their programming and learning. For more information view their website.

Update Information Please

It is vital that you notify us of changes to phone numbers and care givers so that we can contact you in the event of emergencies.



School Telephones

School phones are for business use. Students have access to classroom phones to contact parents for illness or forgotten items. Students will not be permitted to make changes to home time routines after school. We ask that alternate arrangements (play dates) be made at home with the parents in the evenings.

National Anthem

On Monday's, the national anthem will be sung, either in French, English or both official languages as part of the daily announcements.



Breakfast for Learning

Crossfield Elementary School is pleased to offer a Healthy Foods Program for all of our students. We all know that breakfast is one of the most important meals of the day. At Crossfield Elementary School all students have access to a nutritious breakfast five days a week. Students enjoy a variety of fresh breads/toast/porridge, fruit, cereal, or eggs as they learn about nutrition and healthy food choices. Breakfast is free of charge and is offered in the morning starting at 8:30 AM.



Students also have access to healthy fruit, vegetable, and other snacks during the day. All of this is free of charge thanks to our sponsors. We would like to thank all of our corporate sponsors: COBs Fresh Bread, Carmen's Bigway Foods, Airdrie Food Bank, Crossfield Fire Department., President's Choice, Children's Charity School Nutrition Grant and Food for Thought.

Parking and Drop-off

Getting students to and from school safely is a big concern for all of us. For this reason, it is important that parents assist us by dropping off and picking up students in designated locations. Here are the preferred pick-up and drop-off locations:

- In the designated areas
- Parents are permitted to pick up and drop off in the north end of the school parking lot
- Please remember drop-off zones are not parking they are a 15 minute drop off and go zone

Please do not stop, drop off, or pick up:

- in the crosswalk
- anywhere in the "yellow zone"
- in the bus lane north of the school

We do have a crossing guard patrol in the morning and after school so please use the crosswalks whenever you or your children cross the road.



CES Dress Code

Children are sent outside for recess in all but the most severe, inclement weather, so they should be appropriately dressed. For cold days, this means mitts, hats, scarves, boots, a warm jacket and snow pants. On wet or rainy days children should wear waterproof boots and waterproof jacket and 'splash' pants. Parents are asked to ensure their children are appropriately and respectfully dressed for a school context. All clothing, shoes, boots, books, lunch kits, etc. should be clearly marked with the child's name and grade. To assist our custodians in keeping the school clean, students must have two pairs of footwear; one for outside and one for inside. The inside pair; if they are of the soft soled type, may also be used for physical education classes. Hats should be removed upon entering the building and individual teachers will determine if hats may be worn in their classrooms.

