
LOCHEARN ELEMENTARY SCHOOL



PARENT HANDBOOK

OUR VISION

Students First: All students succeed

OUR MISSION

Inspire Engagement, Learning and Growth for all Students and Staff
in a Safe and Caring Community

OUR MOTTO

Learning Together, We Excel

OUR KINDNESS VIRTUES

- Caring
- Courage
- Inclusiveness
- Integrity
- Respect
- Responsibility



WELCOME / REGISTRATIONS

Welcome to Lochearn School! We are an elementary school in the heart of Rocky Mountain House, Alberta. We proudly welcome all students from Pre-Kindergarten to Grade 5.

All registrations are accepted online only. Please check out this [link](#) for registration details.

DAILY SCHEDULE

Our school day starts at 8:45 a.m. and ends at 3:30 p.m. Students/grade levels have designated doors for their use during the school day.

Our school day is divided into three large blocks of learning time with two eating breaks/recess times. Please pack enough food in your child's healthy lunch so they will have food/snacks for both breaks.

The first week of school in the fall is a staggered start. Please watch for information on the school's [website](#) or [Facebook page](#) so you know when your child attends.

SUPERVISION - BEFORE/AFTER SCHOOL

We provide supervision beginning at 8:30 a.m. For students walking to school or being dropped off, please do not arrive earlier as there is no supervision.

At the end of the day, there is no outdoor supervision except for the bus lane and crosswalk. Students are to go directly home or to their bus; no playing on the playground.

SAFE ARRIVAL / ATTENDANCE

Lochearn School implements an automated service called the *Safe Arrival* Program for reporting student attendance. This program allows parents/guardians to report their child's absence in advance, or **before 9:00 a.m.** for the current day in one of two ways:

- calling the *Safe Arrival* toll free phone number: 1.855.756.2797
- Logging onto the *Safe Arrival* Parent Portal website: <https://go.schoolmessenger.ca>

The *Safe Arrival* Program uses an automated notification system to contact parents/guardians who have **not reported** their child absent. Reporting your child(ren)'s absence in advance using the 1.855.756.2797 number or <http://wrsd.schoolconnects.com>, *you will not receive a call.*

REPORTING TO THE OFFICE

Parents/Guardians of all students are required to report to the office immediately upon entering the school. If you are picking up your child from school during the day, you must sign him/her out using the sign out book on the front counter in the office. If you return your child to school during that day, please sign your child back in.

Please note during learning times all doors are locked, except for the front entrance.

CHILD ACCESS / CUSTODY

In situations where parents are separated or divorced the school MUST, by law, provide access to the child and the child's records to either parent, unless there is a current Court Order on file stating otherwise. If there is a custody concern in your family, please ensure that the school has a copy of any Court Order in effect.

Students will not be released to anyone other than parents/legal guardians or emergency contacts during school hours without prior parental/guardian permission.

MESSAGES FOR TEACHERS

Teachers will make their best effort to reply to your messages, either by email or text message during the school day (8:30 – 4:00 pm); however, their teaching schedules are very demanding. As one of Wild Rose School Division's primary focus is on staff wellness, please respect and understand that our teacher's time is their own, outside of school hours.

AFTER SCHOOL MESSAGES FOR STUDENTS

When possible, please make arrangements ahead of time with your child(ren) regarding after school activities. Please keep in mind that it can be difficult for the office staff to get a message to your child(ren), especially if the call comes in at the end of the school day, as students are not always in their classroom.

QUESTIONS OR CONCERNS

During the school year, if you have any questions or a concern regarding your child, please direct this to your child's teacher. Many times, the teacher may not be aware there is an issue, so please pay them the respect and talk to them first, before you go to our school administration.

ANIMALS IN SCHOOLS

As per Wild Rose School Division [Administrative Procedure 255](#), pets are only to be in schools for specific educational purposes. The Principal must approve the entry of all animals on either a temporary or permanent basis into the school.

ACCIDENT / ILLNESS

In the event of an accident or illness, the school office will contact a parent/guardian by telephone. If unsuccessful, the school will contact the emergency contacts on file. In the event of an emergency, the office staff will call the ambulance.

STUDENT MEDICATION

If your child requires medication to be administered at school (prescription or non-prescription), a Wild Rose School Division Form AP 317 - [Medication/Personal Care Request Form](#) must be completed and returned to the school office. All medication stays in a locked cabinet in the school office.

Medication sent to the school must be in the original container dispensed by the pharmacist.

NUT SAFE SCHOOL

Please note we have several students in our school with nut allergies. Reactions to allergic substances can vary from mild to severe. As a result, we are a **NUT SAFE** school and ask that parents be considerate of this when packing school lunches.

NEWSLETTER / CALENDARS

You will find our Monthly Newsletters and interactive calendar on our school [website](#) and classroom homenotes.

SCHOOL COUNCIL / FRIENDS OF LOCHEARN

Here's a great opportunity for you to have a voice in supporting the learning at Lochearn School!

Meetings are held monthly except for December and June. Check the calendar on the website for the date and time.

Friends of Lochearn Fundraising Society handle fundraising activities throughout the school year, as well as coordinate and manage the Hot Lunch Program.

SCHOOL CASH ONLINE

Wild Rose School Division offers SchoolCash Online as its preferred method of payment. If you are new to the school and have not registered, please click [here](#).

✨ Pre-Kindergarten Fees ✨ Field Trips ✨ Activity Fees ✨ Milk Program

LOCKERS

Lockers are the property of Wild Rose School Division and school officials have the right to search the locker at any time. This includes the right to have other agencies, including the police, conduct such searches. These searches may occur without notice. At our school, the use of a lock is discouraged.

VOLUNTEERS

Lochearn School loves volunteers and invites you to take an active role in volunteering at our school.

Requirements for Criminal Record Checks have changed. Please read the following information.

★ CRIMINAL RECORD CHECK NOT REQUIRED:

- Volunteer is only assisting with a single event
- Volunteer will not be working with students out of direct supervision of school staff
- Examples: helping with food preparation during a special event, assisting with prepping materials in the staffroom, attending a field trip for skating (tying skates) – always with the large group

★ CRIMINAL RECORD CHECK REQUIRED:

- Volunteer is assisting with multiple events, requiring multiple visits in the school
- Examples: assisting with hot lunch program every week/month, doing one on one site words in the hallway every Friday

* CRIMINAL RECORD CHECK (Including Vulnerable Sector Query)

- Volunteer is working with individual or small groups of students on a regular basis without direct supervision
- Examples: coaching a team, attending an overnight trip or trip that is outside of school hours and they are responsible for students

How to apply: You must take two pieces of government issued identification, at least one must be a photo ID, showing you reside in the same community as the RCMP Detachment.

Cover letters are available from the office so there is no cost. *Please be advised there is a waiting period for the completion of this check. If you require further clarification, please contact the office.*

EMERGENCY LUNCH PROGRAM

We have a fully sponsored lunch program that allows us to provide lunch for those students that are in need.

INCLEMENT WEATHER / SCHOOL ALWAYS OPEN

All schools will stay open all day on regularly scheduled school days regardless of the weather. Parents are expected to exercise good judgment and care when deciding whether or not to send their child(ren) to school when weather conditions are extreme.

For full details, check out Wild Rose School Division [Administrative Procedure 133](#) - Inclement Weather.

The following are indicators placed at the entrances for our students during inclement weather. *If there are no indicators on the doors, students are expected to play outside before school and during both recess breaks. Please dress your children appropriately for **all** weather conditions.*

RED (-25°C) Too cold (or wet) to be outside. Students will stay inside in their classrooms.

YELLOW (-19°C) Students may come inside and warm up in their entranceway.

GREEN - Normal Day - Students expected to dress for the weather and play outside.

TRANSPORTATION

For Transportation information, check it out [here](#). You can also access the Rural Busing Registration online [form](#).

Please note when buses do not run in the morning, they will not run in the afternoon, so parents are responsible for ensuring safe transportation home after school.

Look for bus cancellations posted to our [website](#) or [WRSD](#). There is also a **Bus Status App** available for download that provides up to date information about the status of buses. The app is available for Android and iPhone users and downloaded at [iTunes](#) or [Google Play](#).

TEACHER REQUEST POLICY

It is our policy at Lochearn Elementary School not to accept parent requests for teachers. We know sometimes when a brother or sister has had a great experience with a wonderful teacher we want to replicate that same experience for our next child. However, each child is unique and no experience can be the same for any child. We believe we have assembled the BEST TEACHERS who are committed to ensuring a successful school year for your child.

MONTHLY ASSEMBLIES

The focus of our assemblies is the **Celebration of Learning** of our students, rather than the traditional Award Recognition! Watch for details on our website or Facebook page for dates and times.

DARE TO CARE – BULLY SAFE SCHOOL

At **Lochearn School**, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment.

At **Lochearn School**, we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behavior, their choices, and their impact on others while maintaining their dignity

RANDOM ACTS OF KINDNESS / EMOTIONAL REGULATION

At Lochearn School we foster citizenship by encouraging kindness. We are kind by including others when we play, respecting differences and being responsible for our choices at school.

We focus on six virtues throughout the school year based on the **Random Acts of Kindness Program**.

- ★ **Courage** - being brave when facing new or difficult circumstances
- ★ **Caring** - Feeling and showing concern for others
- ★ **Inclusiveness** - Including others, inviting them in, and welcoming them with open arms
- ★ **Integrity** - acting in a way you know to be right and kind in all situations
- ★ **Respect** - treating people, places, and things with kindness
- ★ **Responsibility** - being reliable to do the things that are expected or required of you

We foster healthy emotional regulation by linking colors to emotions with the language and strategies based on **Zones of Regulation**.



<https://www.zonesofregulation.com/index.html>

REPORTING PERIODS

All students receive a report card in November, March and June. Lochearn School uses a method of assessment and reporting that involves the **students, parents and teachers**.

There are also interviews twice a year; November and March. Our school uses the online program School Interviews for parents/guardians to book their interview times.

STUDENT ASSESSMENT GOALS

The primary purpose of assessment is to provide ongoing feedback to teachers, students, and parents to enhance teaching and learning.

Teachers assess for a variety of reasons:

- Gather information about what students know and can do.
- Monitor student progress.
- Evaluate student achievement.

The categories used for rating your child's assessment are as follows:

Excelling:

Demonstrates superior performance and in-depth understanding of learning outcomes.

Meeting:

Demonstrates consistent performance and understanding of learning outcomes.

Approaching:

Demonstrates inconsistent performance understanding of learning outcomes.

Not Yet:

Not yet demonstrates minimal performance and little understanding of learning outcomes.

PEDESTRIAN SAFETY / CROSSWALKS

Before and after school, a Wild Rose School Division employee patrols the crosswalk on the south end of the school on 54th Street. *Please direct your child(ren) to use this crosswalk and follow the directions of our crosswalk patroller.*

LOST / DAMAGED LIBRARY BOOKS

Students are responsible for returning their library books in the same condition that they were in when signed out. Students who do not return their books or return them damaged will be responsible for the replacement cost.

There is a \$15.00 non-refundable charge for the replacement cost of all library books.

PHYSICAL EDUCATION

Our school provides a Daily Quality Physical Education Program. In addition to having physical education each day, our school leadership team organizes recess activities for our students.

FINE ARTS

Our school recognizes the importance of the Fine Arts. We provide music classes with a music specialist. Students also participate in Art and Drama activities.

STAFF PARKING LOT

During school days, please do not use the staff parking lot, before or after school, to pick up or drop off your children. There is also no parking in the staff parking lot due to limited space with the exception of the Handicap spot. Vehicles parked there must have a valid permit displayed in the window.

WILD ROSE SCHOOL DIVISION NO. 66 TRUSTEES

Ward 4 – Jackie Janes

Town of Rocky Mountain House, Town of Nordegg and Rural Population, West of the Clearwater River in the County of Clearwater

Email: jackie.janes@wrsd.ca

Ward 5 – Heidi Hetherington

Town of Rocky Mountain House

Email: heidi.hetherington@wrsd.ca

