



ATLAS

LEARNING ACADEMY

Today's Learners, Tomorrow's Leaders

SCHOOL HANDBOOK 2023-2024

www.atlaslearningacademy.com

office@atlaslearningacademy.com

School Phone numbers:

Main Line: 403-912-1133

Fax: 403-912-1135

LOCATION:

508 – 3rd Ave SE Airdrie, AB T4B 2C2

OFFICE HOURS:

8:30am - 3:30pm - Monday to Thursday

8:30am - 12:00pm - Friday

OUR TEAM

| | | |
|-----------------------------|-------------------------------------|--|
| HEAD OF SCHOOL | HELEN KROUPANTSI | helen@atlaslearningacademy.com |
| PRINCIPAL | ADRIENNE FITZGERALD | adrienne@atlaslearningacademy.com |
| ASSISTANT PRINCIPAL | CAURIE MILLER | caurie@atlaslearningacademy.com |
| OFFICE ADMINISTRATION | FARAH MALIK | office@atlaslearningacademy.com |
| JUNIOR KINDERGARTEN | BELANNA GALLAGHER | belanna@atlaslearningacademy.com |
| KINDERGARTEN A | ASHLEY VERKLEY | ashleyv@atlaslearningacademy.com |
| KINDERGARTEN B | KELLY MAY | kelly@atlaslearningacademy.com |
| GRADE ONE | MELIA ASEH | melia@atlaslearningacademy.com |
| GRADE TWO | ALICIA OLSON | alicia@atlaslearningacademy.com |
| GRADE THREE | CELINE PEPPERDINE | celine@atlaslearningacademy.com |
| GRADE FOUR | HAYLEY SMITH | hayley@atlaslearningacademy.com |
| GRADE FIVE | AMANDA FARRISH | amanda@atlaslearningacademy.com |
| GRADE SIX | MADISON STITZENBERGER | madison@atlaslearningacademy.com |
| GRADE SEVEN | CRISTINA FLORES | cristina@atlaslearningacademy.com |
| GRADE EIGHT | CAURIE MILLER & MIGHELLE BURCHAT | caurie@atlaslearningacademy.com mighelle@atlaslearningacademy.com |
| MUSIC PHYSICAL EDUCATION | MIGHELLE BURCHAT CAURIE MILLER | mighelle@atlaslearningacademy.com caurie@atlaslearningacademy.com |

ATLAS LEARNING ACADEMY PARENT COUNCIL

EMAIL: parentcouncil@atlaslearningacademy.com

WEBSITE: <https://atlasparentcouncil.systeme.io/page>

Parent Council Meetings take place once a month via ZOOM.

Reminders will be sent to everyone.

All parents are welcome to attend Parent Council meetings!

VISION

Atlas Learning Academy strives to create a learning environment that encourages students to be confident individuals by offering developmentally appropriate instruction, diverse teaching styles, more one-on-one teacher/student time, and encouraging students to go beyond their potential. Our modest school allows us to develop close connections with our Atlas families. We provide a safe, nurturing and supportive environment, which allows students to feel free to express their individual personalities.

Motto: *Today's Learners, Tomorrow's Leaders*

Achieve Thrive Lead Aspire Succeed

DAILY SCHEDULE

| | Monday to Thursday | Fridays |
|---------------|--------------------|---------|
| School Entry | 8:30am | 8:30am |
| Classes Begin | 8:40am | 8:40am |
| Lunch Break | 12:00pm - 1:00pm | ----- |
| Dismissal | 3:40pm | 12:00pm |

COMMUNICATION

ATTENDANCE/LATE POLICY

ALL absences or late arrivals must be reported to the main office, 403-912-1133. When dropping off your child outside of school entry times please use the Main Entrance. ***Students must check in with Ms. Farah at the main office.***

Regular attendance is a requirement of being enrolled in school. Consistent attendance, punctuality and good work habits are essential for success. Late arrivals are disruptive to fellow students. Any student who is marked absent will receive a phone call from the school. Phone calls home begin at 9:00am. To avoid receiving a phone call please get into the habit of calling the school to report late arrivals and absences.

Chronic late arrivals and ongoing attendance concerns will be addressed with an email and/or phone call with the expectation that changes will be made.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Please let the school know of a change of address, telephone number or email address as soon as possible.

SCHOOLCLOUD

Our Student Information System (SIS) is a portal that contains all student data. Parents/Guardians may access this portal throughout the school year to check on updates from the school.

ACCIDENT/ILLNESS POLICY

If a student becomes injured or ill while at school, the teacher will attend to the situation. If the student's injury or illness appears serious, parents/guardians will be notified and arrangements will be made to have the student go home or seek medical attention, accompanied by a parent/guardian. If the student's injury or illness appears to be serious and we are unable to reach a parent/guardian by phone, an ambulance will be called at the parents' expense. If parents/guardians cannot be reached, the emergency contact listed in your child's file will be called.

If your child has a **fever, the flu, a rash, or is contagious in any way**, they must stay home **until 24 hours after all symptoms are gone** and they are **not** contagious anymore. Parents are required to report any communicable diseases that their child may have contracted. Other parents and staff must be warned of any contagious or harmful illness. Please refer to the Alberta Health Services website for reference: <https://www.albertahealthservices.ca> . Students that are not vaccinated may be asked to stay home if an outbreak of a contagious disease is occurring. Those students will not be able to return unless we have the go ahead by Alberta Health Services and our school nurse.

An incident/accident report will be filled out by the observing staff member(s) for minor accidents. The parents will be required to read the report and sign it upon arrival at the school.

If a child has a diagnosed contagious disease, the parent/guardian is required to inform the school immediately. The school will then immediately, with discretion, inform the other parents/guardians of

the situation and will sanitize the entire school to ensure a healthy environment. A doctor's note will be required giving permission for the child's safe return to the school.

ILLNESS AT SCHOOL/PROVISION OF SCHOOL WORK

We would like to continue to instill the mentality that coming to school while sick with any symptoms is no longer embraced. Students and staff coming to school with symptoms of any illness affects everyone in the shared space. Thank you for your commitment to keeping school a healthy place for everyone and keeping your child home when they are symptomatic.

Provision of work for missed days of school will be on a case-by-case basis and at the discretion of the homeroom teacher.

MEDICATIONS

If students are required by a physician to take medication during school hours, parents must sign a **'Request to Administer Medication'** form. Medication must be in the original package and parents must inform the staff who will be administering the medication how to administer it, the dose required, any possible side effects, emergency procedures to be followed when necessary and how the medication needs to be stored.

The person administering the medication will record the name of the medication, dose, and time given and initial the form. The person administering the medication will record any side effects/concerns and inform the parents.

<https://www.atlaslearningacademy.com/forms.html>

STUDENT HEALTH PLAN

If your child has an on-going medical condition, please fill in a Student Health Plan Form.

<https://www.atlaslearningacademy.com/forms.html>

STUDENT DRESS CODE: Jr Kindergarten to Grade 8

SCHOOL DRESS CODE – MONDAY - THURSDAY

Students will be required to wear our school uniform Monday to Thursday. Fridays are casual days.

MANDATORY ITEMS

- Atlas Red polo (**mandatory**)/Black/White/Grey polo shirt or Atlas quarter zip pullover
- Atlas Red hoodie (**mandatory**), Atlas grey hoodie or an Atlas black hoodie
- Black or dark grey bottoms (black or dark grey jeans/cargo pants/shorts/leggings/sweatpants/skirts/dresses)
- *All attire must be design and logo free. Non-Atlas brand logos must be small.
- *Students will receive a pink slip dress code violation if they are not wearing the mandatory dress code. If this occurs frequently, the school will provide the student with the missing article of clothing and the family will be charged.

CASUAL FRIDAYS

Students and staff may wear casual attire every Friday. Casual attire may not include the following:

- Midriff-bearing/revealing tops
- Vulgar/offensive/suggestive language
- Shorts must be worn under dresses and skirts
- Shorts must be mid-thigh or longer in length
- *Hats are allowed to be worn in class on Fridays only.

FOOTWEAR

Non-marking running shoes are required for indoor shoes, as they are also required for physical education in the gymnasium. Please **no laces**, unless your child can tie them tightly and they will stay tied or they are elastic laces that your child can easily slip their shoe on without untying it and it is still snug enough. Loosely fit or untied runners are not acceptable. Students can easily twist an ankle in gym if there is not enough support, and tying shoes delays their classmates when heading outside. Parents will be informed if their child's shoes are unsuitable for gym class.

LUNCH TIME EXPECTATIONS/INFORMATION

LUNCHTIME EXPECTATIONS

For the safety of teachers and students with severe peanut and nut allergies, we ask that **ALL** lunches and snacks are **PEANUT/TREE NUT FREE**.

If your child has a sensitivity or allergy to a food other than peanuts or tree nuts, we ask that you please provide the school with a small selection of treats your child is able to consume in the event we have a special day or a parent brings in treats for the class. We cannot ask parents to accommodate all food sensitivities/allergies, however we want all kids to enjoy these special days in school.

Water is the drink of choice at school. We prefer no juice boxes, milk containers or pop as students fill up on these drinks and often don't have room for their food. These drinks often require storage in the classroom and attract bugs. Please only send a full water bottle daily.

Students will eat all snacks and lunches in their classroom.

UTENSILS/CUPS/EXTRA SNACKS:

The school has a supply of utensils, cups and extra snacks for students who may have forgotten these items at home or didn't pack enough food. We understand these days happen! However, the school will contact families if their child is asking for these items regularly. It is an expense to the environment to have children continually throwing away utensils and cups. **Students are required to bring a water bottle – full! – every day, and their own utensils.**

MICROWAVES

2 microwaves are available in our kitchen for students in grade 5-8 only. Students may heat up their food for a maximum of 1 minute in order to reduce lineups. Please ensure your child is familiar with the rules around microwave use, including the use of microwave-safe containers from home.

FUN LUNCH/HEALTHY HUNGER

These lunches will alternate every Thursday. Contact our Parent Council for information on placing and paying for orders at <https://atlasparentcouncil.systeme.io/page>

RECESS/OFF CAMPUS

GRADE 7 & 8 OFF CAMPUS DURING LUNCH HOUR

These students may leave campus, permitting they have a signed Consent to Leave School Property permission slip on file. They are responsible for representing Atlas while in the public in a polite and respectful manner, and they are required to return to class promptly. Students will sign in & out at the main office daily. The school is not responsible for students while they are off campus. Administration reserves the right to restrict off campus lunch time privileges should any ongoing concerns arise.

OUTDOOR CLOTHING

Students will go outside over the lunch hour period every day, and up to twice a day for morning and/or afternoon recess. Students should come to school with the appropriate clothing, prepared for outside, rain or shine. The school will decide on a day-to-day basis whether indoor recess is necessary due to weather conditions, and it is our goal to be outside every single day. Students will not be allowed to stay indoors due to unsuitable outerwear.

STUDENT INFORMATION

AGENDAS

Will be a daily form of communication between teachers and parents/guardians for K-8 students.

HOMEWORK AND ASSIGNMENTS

Throughout the year, students will be required to complete assignments and projects at home that they have not completed in the allotted time at school. Students are expected to complete all assignments on time and to the best of their ability.

Independent home reading and spelling practice in grade 1-6 are part of our programming and are **required** to be completed at home. They are graded on report cards.

TECHNOLOGY USE & SAFETY

Chromebooks are available in all grade 3-8 classrooms. Students will have access to the internet for certain assignments with teacher supervision. **GoGuardian** is the software our school has installed on

Chromebooks, and all internet use will be monitored closely by teachers. You and your child(ren) must sign the technology use agreement in order for your child to use the equipment. If necessary, Chromebooks will be provided to students for at-home work.

CELL PHONE/PERSONAL DEVICE POLICY

Students may bring a personal cell phone to school however it must remain turned off, and in their locker or backpack at ALL times during the school day. This includes on-campus lunch recess, field trips, bus rides, etc. Students in grade 7 & 8 who have a signed Permission to Leave Campus form on file may take their cell phones with them. They must be turned off upon arrival. These students may be asked by our Office Administrator to provide their personal cell phone number while off campus.

Should a student use a cell phone while on campus, teachers reserve the right to remove the device. It will remain in the principal's office until end of day. The student must retrieve it at the end of the day, and parents will be notified. If this becomes an ongoing concern, the student will lose the privilege of having their cell phone at school.

SMART WATCHES

These are permitted while at school, however if they are being used or become a distraction during the school day, the above rules apply.

REPORTING PERIODS

Reporting a child's progress plays an important role in the on-going teaching-learning process. The reporting process is a combination of report cards, student work and conferences. The teacher, the parent/guardian, and the student are all involved in reviewing the progress of the child and will work together to offer recommendations that will encourage further growth and development.

Report Cards will be issued at the end of each term: November, March and June.

PARENT-TEACHER INTERVIEWS

Interviews will take place after report cards have been reviewed by parents, and a Celebration of Learning will take place during the second term, inviting families to observe their child's work firsthand. Meetings are available upon request following the Celebration of Learning. Parents/Guardians are encouraged to contact their child's teacher by email or ClassDojo if there are concerns with respect to learning and progress outside of reporting period. Teachers and administration are always open to meeting to discuss any ongoing concerns.

IPPs

An IPP will be created when necessary to accommodate a child's learning progress. Teachers will work closely with parents/guardians and administration to create a suitable plan with appropriate goals for their child. Parents are encouraged to be active participants in setting goals for their child's progress.

PARENT/GUARDIAN INVOLVEMENT

FIELD TRIPS

Each grade will participate in 2 to 3 on or off-campus field trips annually. The school covers the cost of all field trips and transportation.

PARENT/GUARDIAN VOLUNTEERS

We are always grateful for parents/guardians who are willing to take time so that our field trips and special events can take place. Parents/guardians are required to have a current Vulnerable Sector Check on file in order to volunteer with Atlas students. Calls for volunteers will be made as needed throughout the school year.

Vulnerable Sector Checks remain current for 3 years from the date they were issued. Office Administration will require proof of current documentation prior to parent/guardian participation as a volunteer.

CLASSDOJO & EMAIL

Teachers will use email and ClassDojo as the main forms of communication with parents throughout the school year. You will receive an invitation to use the ClassDojo app at the beginning of the school year. We strongly encourage you to join ClassDojo to keep up-to-date on photos, information and fun activities happening within the school and your child's individual classroom!

Occasionally teachers may request in-person meetings with parents to ensure communication is thorough and effective, and parents are welcome to do the same. Please feel free to contact your child's teacher by email or ClassDojo to arrange a meeting.

FAMILIES & COMMUNICATION

We encourage parents/guardians to have a voice in their child's education and be involved in the decision-making process of the school. Please contact administration should you have questions or concerns throughout the school year. We will work together with you to provide the best learning experience for your child!

VISITORS TO OUR FACILITY

All visitors to our school will be required to sign in and out. If you wish to meet with any of our staff throughout the school year, please contact the school a 403-912-1133 to arrange a meeting.

VIDEO RECORDING IN & OUT OF FACILITY

In an effort to keep our facility a safe space both during and after school hours, video surveillance cameras are present on the premises.

SAFETY PROCEDURES

INCLEMENT WEATHER POLICY SCHOOL CLOSURE/EMERGENCY CLOSURE

School closures will occur when the temperature outside reaches **-40C with the wind chill**. We use the Weather Network as our hourly guide. Our facility opens daily at 6:00am and we have teachers who live a far distance from the school, therefore even if the temperature will increase throughout the morning hours, our official plans for closure will be determined at 6:00am.

Email & ClassDojo will be the form of communication used for emergency school closure days. If the school is going to be closed due to inclement weather or an emergency situation that does not permit us to be at the school, parents will receive an email by 6:00am.

Please check your email daily during periods of inclement weather so you do not miss an important email from us. Refunds will not be issued for school closures due to inclement weather. Our policy is in line with having very young children in a building that could experience bursting pipes or a fire during extreme weather. Our Emergency Evacuation Location is located far enough away that walking there for very young children in extreme weather conditions is unfavourable. Thank you for respecting this policy.

FIRE DRILLS & LOCKDOWN PROCEDURES

Our students will participate in up to 5 fire drills and lockdown procedures throughout the school year.

EMERGENCY EVACUATION LOCATION

If an evacuation of the school occurs, we will relocate the children from 508 3rd Avenue S.E. to:

BEST WESTERN HOTEL

121 Edmonton Trail SE
Airdrie, Alberta
T4A 1S2
(403) 948-3838