



ATLAS

LEARNING ACADEMY

Today's Learners, Tomorrow's Leaders

SCHOOL HANDBOOK

www.atlaslearningacademy.com

office@atlaslearningacademy.com

Phone number

403-912-1133

LOCATION:

508 – 3rd Ave SE Airdrie, AB T4B 2C2

OFFICE HOURS:

8:00am - 3:30pm - Monday to Thursday

8:00am – 1:30pm - Friday

OUR TEAM

HEAD OF SCHOOL	HELEN KOUPANTISIS	helen@atlaslearningacademy.com
PRINCIPAL	ADRIENNE FITZGERALD	adrienne@atlaslearningacademy.com
ASSISTANT PRINCIPAL	CAURIE MILLER	caurie@atlaslearningacademy.com
OFFICE ADMINISTRATION	FARAH MALIK	office@atlaslearningacademy.com
KINDERGARTEN A	ASHLEY VERKLEY	ashleyv@atlaslearningacademy.com
KINDERGARTEN B	KELLY MAY	kelly@atlaslearningacademy.com
GRADE ONE	CAITLIN GRANT	caitlin@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	CRISTINA FLORES	cristina@atlaslearningacademy.com
GRADE SIX	ALYSHA FENTON	alysha@atlaslearningacademy.com
MUSIC & PHYSICAL EDUCATION	AMANDA FARRISH	amanda@atlaslearningacademy.com

ATLAS LEARNING ACADEMY PARENT COUNCIL

EMAIL: parentcouncil@atlaslearningacademy.com

WEBSITE: <https://atlasparentcouncil.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	8:10am	8:10am
Classes Begin	8:20am	8:20am
Lunch Break Grade 1-6	11:40-12:00pm	12:00-12:30pm
Lunch Recess Grade 1-6	12:00-12:30pm	15 mins
Lunch Break Kindergarten	12:00-12:30pm	12:00-12:30pm
Lunch Recess Kindergarten	12:30-1:00pm	15 mins
Dismissal	3:00pm	1:00pm

COMMUNICATION

ATTENDANCE/LATE POLICY

Students arriving after 8:20am will be marked late. ALL absences or late arrivals must be reported to the main office at 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 8:25am. 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 will use this portal to access their child's report card, IPP and for registration.

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> .

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

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: Kindergarten to Grade 6

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
- 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/pattern 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 may wear casual attire every Friday. Casual attire may **not** include the following:

- Midriff-bearing/revealing tops
- Vulgar/offensive/suggestive language
- Shorts/leggings 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 running shoes are unsuitable for gym class.

LUNCH TIME/RECESS 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. Please only send a full water bottle daily.

Students will eat all snacks and lunches in their classroom.

UTENSILS/CUPS/EXTRA SNACKS:

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

Microwaves are available in each portable for students in grades 3 to 6 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.page/>

OUTDOOR CLOTHING

Students will go outside over the lunch hour period every day, and for 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-6 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 1-6 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.

STUDENT PERSONAL COMMUNICATION DEVICES (PCD) POLICY

Students may bring a smart watch/cell phone/tablet to school, however while on school grounds it must remain in their locker and turned off. This includes over the lunch hour, on bus rides, field trips, and during indoor recess times unless otherwise determined. If a student is found using their PCD, a teacher will take it to the principal's office where it will be held until end of day. Parents will be notified. If these circumstances continue to occur, the student will no longer have permission to bring a PCD to school. It is strongly recommended that PCDs be kept at home. Atlas Learning Academy is not responsible for the loss of or damage to student PDCs brought to school.

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 after term one, and a Celebration of Learning will take place at the end of 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.

INDIVIDUALIZED PROGRAM PLANS

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. Calls for volunteers will be made as needed throughout the school year.

Office Administration will require proof of current documentation prior to parent/guardian participation as a volunteer. In order for a Vulnerable Sector Check to be considered current with our school, it must have been issued within 6 months of the volunteer date. It will remain valid for the following 3 years from the date of issue.

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!

ClassDojo should not be used to communicate time-sensitive information with teachers. Please cc the office and the homeroom teacher on emails containing changes to a student's schedule and/or other important information or call Ms. Farah at the office.

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 6 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