

École Champs Vallée School

2023/24 Family Handbook

780-929-8888

ecvs.blackgold.ca

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SCHOOL PROFILE

Welcome to École Champs Vallée School. Located in Beaumont, Alberta, École Champs Vallée School opened to students in September 2017. We have 837 students and 70 staff.

We are very proud of our dual track, French Immersion and English Programs. We look forward to continuing to build positive relationships, school culture, and creating an inclusive learning community.

We offer a wide range of curricular and extra-curricular experiences for our students.

Patrick Gamache Hutchison,
Principal

SCHOOL VALUES

1. All students are capable of learning; it is our responsibility to find the most effective way to teach each student.
2. Our students' social emotional growth is just as important as their academic development.
3. We model how to treat everyone with dignity and respect.
4. Decisions are made based on what is best for students.

SCHOOL GOALS 2023/24

1. École Champs Vallée School Staff will establish learner readiness for all students.
2. École Champs Vallée School will establish a positive, welcoming, safe, healthy, and inclusive school culture.
3. École Champs Vallée School will increase student learning in numeracy and literacy.

SCHOOL CALENDAR 2023/24

See the [Division Calendar](#) for holidays and non-instructional days (e.g. Professional Development Days).

DAILY SCHEDULE(S)

Elementary (Grade 1 to 6)
Bell Rings 8:30
AM Attendance 8:30 - 8:35
Morning Recess 10:00 - 10:25
Lunch Recess 12:00 - 12:30
Lunch 12:25 - 12:45
PM attendance 12:45-12:50
End of the Day 3:10

Junior High (Grade 7 - 9)
Bell Rings 8:30
Period 1 8:30 - 9:25
Period 2 9:29 - 10:24
Period 3 10:28 - 11:23
Break 11:23 - 11:55
Lunch 11:55 - 12:14
Period 4 12:17 - 1:12
Period 5 1:16 - 2:11
Period 6 2:15 - 3:10
End of the Day 3:10

Kindergarten Times
Morning 8:35 - 11:26
Afternoon 12:21 - 3:12

SCHOOL POLICIES

SAFETY

Along with learning, the safety of students and staff is a priority at École Champs Vallée School. With our school division, we have developed procedures to support a safe school environment.

INJURIES & ACCIDENTS

In the event of a serious accident involving a student, the school will attempt to contact the parents/guardian immediately. If contact is unsuccessful and it is deemed necessary to obtain medical assistance, an ambulance will be called to assess the student and transport to a hospital if necessary. Please ensure that the following student information is correct and kept up-to-date:

- Home, cell, and work phone numbers for parents
- Phone numbers of guardians or emergency contact person
- Name and phone number of family doctor

ATTENDANCE

The staff at École Champs Vallée School believe that regular attendance has a significant impact on a student's academic success starting in kindergarten and continuing throughout junior high and high school. Even as children grow, families play an important role in making sure students get to school safely every day and understand why attendance is so important for success in school.

Did you Know?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Students should miss no more than 9 days of school each year to stay engaged and successful.
- Missing ten percent (or about 18 days) of the school year can drastically affect a student's academic success, including learning to read.
- Regular attendance is an important life skill that will help your child be ready for future education and employment.

What can you do?

- Talk about the importance of showing up to school every day.
- Help your child maintain good daily routines, including getting a good night's sleep.

Regular and punctual attendance is important for good progress at school. If a child does have to be absent, we ask that the parents/guardians [report the absence online](#) or call the school at 780-929-8888 before classes begin. Please do not email teachers on the morning of an absence. Sometimes teachers are not at school or do not open their email immediately in the morning.

When it comes to missing school work, students can check in with their teachers and make a plan on when to catch up on missed assignments and assessments. Parents are encouraged to check teacher's blogs, emails or newsletters for updates on work being completed in class and can access Google Classroom for required materials if available.

At École Champs Vallée School, an automated notification is sent to parents if your child has an unexcused absence. Please reinforce with your child that if they are late, locked out, or miss their bus, that they should enter the front door and check-in at the office where adults will assist them.

ABSENCES FOR FAMILY HOLIDAYS

It is the expectation that students will attend school on scheduled school days and take holidays according to the school year calendar. In the event that parents choose to take their children out of school at times other than school holidays, the onus lies with the parents to provide educational activities for their child. Teachers include curricular expectations in their monthly classroom newsletters. Teachers cannot provide detailed daily homework assignments that replicate missed work.

Parents who choose to take their children out of school for a holiday are choosing to accept responsibility for their child's learning during that period. If a student is going to miss ten school days or more, parents can register them for online curriculum education through SuccessMaker with Alberta Education. Please contact the school office for more details. With this in mind, we would like to encourage families to plan family vacations around the school calendar. Regular and punctual attendance is important for good progress at school.

If a child does have to be absent, we ask that the parents/guardians [report the absence online](#) or call the school at 780-929-8888 before classes begin. Please do not email teachers on the morning of an absence. Sometimes teachers are not at school or do not open their email immediately in the morning.

LATE POLICY

Our Student Code of Conduct states that a student has the responsibility to *be ready to learn and actively engage in and diligently pursue the student's education.*

When a child arrives late, it interrupts learning time and distracts the other students. It is also a safety concern as the student is not where they are expected to be. Please note that parents will be notified when a child is frequently late. If your child is late, please remind them to enter through the front doors of the school and check in at the office to update their attendance.

LOCKED DOORS

Since the periphery doors are locked, tardy students must come in by the front doors and report to the office.

To reduce unauthorized people entering the school, the periphery of the school will remain locked during the day and before and after school. The doors are opened to let students in the mornings and during recess. Visitors and students should use the doorbell at the front doors if they need access.

ILLNESS

Children who are suffering from communicable diseases (i.e. COVID-19, pink eye, mumps, measles, Fifth disease, chicken pox, viruses, and the flu) should be kept home until they have completely recovered. Children coming to school ill are usually unable to function well, provide a source of infection for others and would probably recuperate faster at home.

REPORTING COMMUNICABLE DISEASES

The following diseases must be reported to the Public Health Authority under the Public Health Act. This list includes only notifiable diseases that may be seen in schools. Please contact the Beaumont Public Health Centre at 780-929-4822.

Chickenpox, Diphtheria, Encephalitis, Gastrointestinal Infections (Giardiasis, Salmonella, Shigella), Haemophilus Influenza Infections, Hepatitis, Measles (Rubeola), Mumps, Meningitis, Polio, Reye's Syndrome, Rubella (German Measles), Tuberculosis, Whooping Cough (Pertussis)

Please report cases of scabies, head lice, ringworm, and influenza (flu), and Fifth Disease to your Public Health Centre as well.

In the interest of the health and wellbeing of all our students and staff, please be sure to notify the school if your child has contracted one of the communicable illnesses listed above.

BEING ALLERGY AWARE

This procedure will be instituted in the classrooms that have students with severe allergies. Ensuring the safety of children with anaphylactic allergies in a school setting depends on the cooperation of the entire school community, therefore we would like all parents to be informed of our Allergy Aware procedures.

Allergy Aware vs. Allergen Free Classrooms

In "Allergy Aware" classrooms: The child, family, medical service provider(s), and school work together to develop a reasonable safety plan.

The school keeps emergency Epi-Pens in the office. The school community can be taught about respecting allergies and how to help a student in an emergency. "Allergen Free" classrooms cannot be guaranteed because schools cannot ensure that the classroom is completely free of allergens and cannot guarantee other parents will not send allergens to school.

Who is Responsible for What?

Principal:

- Ensure an up-to-date medical alert form is on file
- Provide in-service on anaphylaxis to school personnel

Teacher(s):

- Inform parents if there are any severe allergies in the classroom
- Follow school procedures and plan for the child with allergies
- Discuss allergies in age-appropriate terms with students
- Create an inclusive, positive, and safe environment for all students
- Do not use identified foods in activities or parties
- Encourage hand washing before and after eating

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- Discourage sharing of food and utensils
- Confirm location of Epi-pen and take cellular phone/arrange phone access on all field trips

Student with Severe Allergy:

- Will only eat foods from home and not share utensils or drinks.
- Will tell an adult if they feel they are having an allergic reaction.
- Carry an Epi-pen with them at all times (or follow the agreed Epi-pen plan).
- Wash hands before and after eating.

Parent/Guardian:

- Inform school every year of your child's allergy and complete an Anaphylaxis Emergency Plan.
- Work with the school and teacher to develop a plan for your child
- Encourage your child to speak out when they feel they are having an allergic reaction
- Encourage your child to carry their own Epi-Pen, not share foods/utensils and practice good hand washing
- Teach your child that it is okay to say, "No" to foods when offered
- Order a medic-alert bracelet/necklace for your child
- Should be informed that there are children with allergies in the school
- Encourage their own child to respect all students regardless of allergies

Other Students:

- Will not share food, drinks or utensils
- Wash hands before and after eating
- Respect the child with allergies
- Know who to call in case they think the child with allergies needs help

INCLEMENT WEATHER

Information on bus operation and school closures can be found at www.blackgold.ca or on various radio stations.

If Black Gold bus students are to be sent home early, the School Messenger system will try to contact all parents. During inclement weather, it is the parents' decision if their child is to attend school. Please ensure that all children are dressed appropriately for the weather regardless of how they get to school.

VISITORS

All guests to the school must check-in at the office upon arrival and sign in online in the office. If you do not have an ID tag, please wear one of our Guest ID stickers.

PARKING

For safety reasons, the staff parking lot should not be used by students or parents unless special circumstances require access to this area. We ask parents to drop children off in the drive-through or park and drop off on one of the neighbouring streets (respecting driveways and private property). Students and parents are encouraged to use the crosswalks at all times. Please do not park in the bus lane at any time.

COMMUNICATION

To help keep the school community informed of school events and information, “Voyageurs News” and updates are posted online and emailed home. Some school news and information is also available on our Facebook and Twitter accounts. Please contact the school if you are not receiving the emails.

Teachers are responsible for communicating classroom events and news to parents using methods authorized by the school administration.

Communication is very important to ensure the success of all students. By working together, we can rectify problems and enhance your child’s education.

Parents are encouraged to:

- Call or email the teacher
- check the school website, or call the school with questions
- track student progress on the Parent Portal for PowerSchool
- follow teacher blogs, emails, and Google Classroom which will review objectives and work for every class
- attend or request an interview. There is a scheduled set of interviews that parents can utilize, along with further opportunities for conferences that can be set up at a mutually beneficial time.

VOLUNTEER POLICY

Volunteers are welcome and essential in the operation of École Champs Vallée School. Interested parents are asked to contact the school for more information on how to become a volunteer.

Volunteers are required to check-in using the Guest Check-in located in the office of the school.

Each volunteer must complete a Volunteer Registration Form. This registration is for the duration of the school year. Classroom visits (by volunteers and guests) will be approved by the host teacher. Classroom visits will generally be by appointment so that meaningful volunteer activities can occur, and also to ensure that student circumstances are appropriate for entertaining a guest. Confidentiality regarding students must be observed, and disclosure of any information should only be made to qualified professionals or as required by law. As the actions of school and classroom visitors have great potential to impact students, it is expected that all volunteers and guests will demonstrate active support for teacher efforts and avoid any undermining of school practices and routines.

CUSTODY OR PARENTING ACCESS

If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy must be placed in the student record. It is the responsibility of the parent/guardian to provide the school with a current copy of the order.

FEES

Fees for excursions, activities and enhanced courses are payable online using PowerSchool. We prefer that payments be made online. We also accept cash or cheque.

SCHOOL COUNCIL

École Champs Vallée School Council was established in 2017.

The School Council is a collective association of parents, teachers, principal, staff and community representative(s) whose purpose is to advise the principal and the board respecting matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning. All parents are welcome to attend the School Council meetings. Decisions at meetings will follow a “Town Hall” style format with each parent having an equal vote.

A school council cannot be incorporated under the Societies Act or Part 9 of the Companies Act.

Although a school council can fundraise, it cannot undertake fundraising endeavours that require a gaming license from the Alberta Gaming and Liquor Commission, such as bingos, casinos, or raffles.

Mission

To support and enhance the quality of learning and development for all students at École Champs Vallée School, while in turn inspiring a passion for life-long learning

Vision

- To support the students, facilities, and staff with our input and assistance on all matters pertaining to students' education.
- To assist in developing a well-informed and highly involved parent body.
- Learn together, achieve together and celebrate together.

FUNDRAISING SOCIETY

The purpose of the Fundraising Society is to provide financial support to the school and School Council where needed through fundraising.

MEDICATION

Medication will be administered to students who require medications that are prescribed by a doctor. Parents are required to fill out a “Medical Procedure Request/Waiver Form” before we can give medication to students. A log is kept in the office as to the dosage, when it was given, and by whom.

EXCURSIONS

Excursions are considered to be a valuable part of a child's education. A curriculum-related excursion can offer unique opportunities for learning. Teachers will inform parents about the details and cost of each field trip. When necessary, students will be transported by bus to and from trips outside of the school. We try to keep costs to a minimum while weighing the educational benefits. No students will be denied participation in regional excursions due to financial concerns.

REPORTING TO PARENTS

Student progress should be reported in a timely manner by teachers using PowerSchool. Student progress can be monitored by parents at any time by checking the [PowerSchool Parent Portal](#). There are 2 formal reporting periods each year where progress is reported in a document sent to parents. Parent/Student/Teacher Conferences will be held in the fall and spring of each year. Please contact your child's teacher if you wish for a meeting at any other time throughout the year. We believe in ongoing communication with parents.

STUDENT SEARCHES

See [BGSD APM 354](#)

FAIR NOTICE & PRACTICE

Please check our [website](#) for our Fair Notice and Practice documents regarding topics such as Cell Phone Policy, Illegal Substance Possession and others.

SUPPORTS & SERVICES

Students who have special learning needs will receive support and services within an inclusive classroom setting. Through the collaborative work of the staff, support and services will be identified based on what will best help your child to be successful at school.

SCHOOL CLOTHING

If you or your child is interested in buying school clothing, it can be ordered through Halico Designs. A portion of profits are donated back to the school and orders are usually delivered to the school. You can find the website at the following [link](#) or on our school website.

STUDENT POLICIES

Wellness is a priority for both students and staff in our building.

Champs Vallée follows a comprehensive school health approach to help meet the needs of students and staff.

“Comprehensive school health is an internationally recognized approach to supporting improvements in students’ educational outcomes while addressing school health in a planned, integrated, and holistic way.” (Pan-Canadian Joint Consortium for School Health)

Comprehensive School Health:

- Recognizes that healthy students learn better and achieve more
- Understands that schools can directly influence students’ health and behaviours
- Encourages healthy lifestyle choices, and promotes students’ health and wellbeing
- Incorporates health into all aspects of school and learning
- Links health and education issues and systems
- Needs the participation and support of families and the community at large.

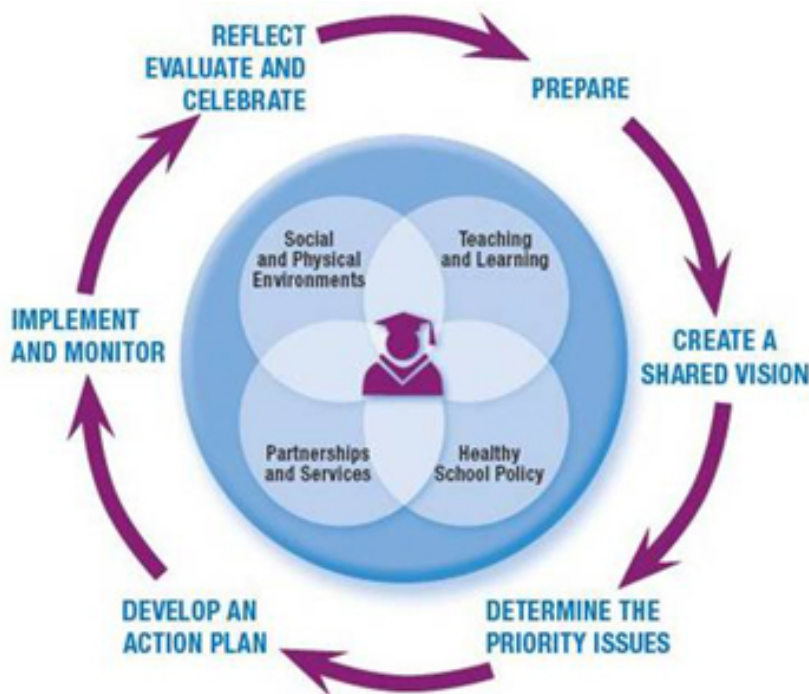


Image from AHS.

For more information on Champs Vallée’s specific wellness-related goals, please reference our [2021-2024 School Assurance Plan](#) and School Mental Health Plan.

APPROPRIATE CLOTHING & SPARE CLOTHING

It is important to note that with warm weather, children will be wearing light clothing to be more comfortable. We all understand the need to be comfortable, but at the same time we wish to maintain the appropriateness of clothing for a school atmosphere. We ask that children do not come to school wearing short bottoms or tops.

As well, we do not permit students to wear headwear, accessories, or clothing depicting or advertising drugs (alcohol, tobacco, cannabis, etc.).

Please send spare clothing for your child to keep in their locker in case of accidents or changing for Physical Education (when needed). Appropriate footwear that protects the toes should be worn as well. All students should have a clean pair of indoor shoes to be worn for Physical Education and around the school.

INDOOR RECESS

When it is very cold in winter, we check with Environment Canada to see what the temperature is and if there is a wind chill or weather warning in effect. We then make a decision as to whether students go outside or stay in for recess. Students are always welcome to stay inside or enter the school to warm-up before school or during recess. There is great benefit for children to go outside to get fresh air and to play during recess. Children should always come to school dressed as if they will be going outside. On very cold or wet days, students will remain indoors for recess. Students will play safe games and activities under supervision.

LEARNING COMMONS/LIBRARY

Our library program encourages reading by giving students access to a good selection of books and eBooks. Students usually come to the Learning Commons for book exchange, storytelling, silent reading, and library skills once a week with their class. Students must return books every week. Please make note of their library day to return books.

It is important that students learn to take care of their library books. Students will be asked to pay for any lost or damaged books.

BUSSES

Students riding on the bus are responsible for their conduct while waiting for and riding the bus. Violation of any of the rules may lead to the loss of riding privileges or suspension from school.

LUNCH

In the interest of student safety, École Champs Vallée School has a “Closed Campus” policy. This means that during lunch break, Champs Vallée students must remain in the supervised areas of the school for the entire noon hour. Our goal is to maximize student safety and provide the opportunity for students to enjoy supervised lunch with a teacher and healthy activities during the noon hour.

We realize that there may be times when you may wish to give your child permission to leave school grounds during the lunch hour. Students may only go home for lunch with parent permission. They are not permitted to go to businesses during school hours.

All students are required to remain on campus for the other breaks and recesses during the day unless a parent is present to sign them out.

The Champs Vallée Fundraising Society runs a Hot Lunch Program for students. An online order and payment system is used. Late orders are not accepted. [The link to order is here.](#)

FOOTWEAR & REMOVAL OF OUTDOOR SHOES

Students need a pair of clean indoor shoes with non-marking soles for classroom/gym use. To help maintain cleanliness in the school, we request that everyone remove wet or soiled footwear upon entering the building.

LOST AND FOUND

The school has a “Lost and Found” near the office next to the gym entrance. Parents and students are encouraged to go through it regularly. Please label all your child’s personal belongings. Anything left over will be given away or discarded.

CHANGES IN PLANS FOR AFTER SCHOOL PICK-UP

Children sometimes forget and can get upset if they are unsure what to do after school. An email or note to the teacher is a good way to let the teacher know of changes to normal routine. Please notify bus drivers and childcare providers if there is a change in your child’s after school routine. Please inform them if you are picking up your child after school. Please keep in mind that it is sometimes difficult to give last minute messages to students.

If you must take your child out of the school during class time, please report to the office and sign out your child. Staff will call your child to the office. We ask that you not go directly to the classroom as this interrupts instruction. No child is permitted to leave the school with anyone other than their parent unless the parent notifies the school.

BICYCLES & SCOOTERS

Children may ride bicycles, skateboards, and scooters to school so long as they ride safely and obey traffic laws. Students should walk their equipment on the sidewalks around the school. It is recommended that a suitable lock be used and that a spare key, or a note of the combination number, be kept at home. All unlocked scooters and skateboards will be secured in the shed. For security and safety reasons, they cannot be left unlocked at the bike racks.

In Beaumont, the use of helmets is mandatory for minors riding bikes, skateboards, scooters, and all other non-motorized vehicles. The school cannot take responsibility for loss or damage to vehicles, however caused. When possible, we will assist in the recovery or identification of any loss or damage to student property.

This equipment should only be used for transportation to and from school. It is not to be used during breaks or recesses unless it is part of a special school event.

HOMework

Research does not support daily homework before Grade 10. We do not encourage daily homework assignments. Occasional home projects that require information not available at school may be assigned.

Daily home reading is strongly encouraged but should not be incentivized or openly tracked

Review for assessments and tests in the higher grades can be encouraged in moderation periodically throughout the year.

If a student is having difficulty completing assignments in class, the teacher will contact the parent to notify them of this unsolved problem and use the strategies in “Missing or Incomplete Student Work” (see [School Assessment Plan](#)). If it is an ongoing problem, the student, parent, and teacher will meet to discuss the difficulty and figure out what skills and strategies are needed to collaboratively find a solution. Along with receiving additional support in class or at school, completing assignments at home could be an option if it is mutually agreed upon.

Champs Vallée encourages students to have a personal Chromebook/iPad or use a school provided device whenever required under the teachers direction and supervision. Students should bring their own personal calculators to class when required. Please review our Cell Phone Policy online.

In the event of an emergency, parents may reach their child by contacting the main office at 780-929-8888.

PHYSICAL EDUCATION

Champs Vallée students receive routine Physical Education (P.E.) classes as well as Daily Physical Education.

ECS to Grade 4 students will not change for Physical Education (P.E.) classes. These students are expected to come to school with clothing that allows for safe participation in P.E. classes. Shirts that can be tucked in and pants and shorts that do not have zippers, buckles, buttons or drawstrings are safest and most comfortable. T-shirts and shorts that are too big and baggy can cause safety issues. All students are expected to have a set of clean shorts or sweatpants and a t-shirt to keep in their locker in the event that their clothes are not suitable for active participation in P.E. classes. Please provide your child with a small, well labeled, cloth bag to carry and store their gym clothes.

Students in grades 5 to 9 may change in the gymnasium locker room when needed at the request of their teacher.

All children must have clean, non-marking athletic shoes for gym wear (these shoes can also be used for indoor shoes). Please check your child’s shoes occasionally for wear and proper fit. Please avoid skateboarding shoes and slip-ons.

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It is very helpful if the children have outdoor running shoes as we do a lot of outdoor activities. It is hard to participate fully in sandals, flip flops, boots, dress shoes, or slip-ons.

Children with longer hair are asked to tie it back. Please assist your child by providing hair elastics. There are rubber bands available for those children who forget. All jewelry must also be removed, however small studs may be taped if they can't be removed yet.

If your child is not feeling well or has an injury, it is helpful if you notify your child's teacher indicating any limitations or if necessary that they should not participate in Physical Education.

MUSIC

École Champs Vallée School provides opportunities for students to experience music through singing, listening, moving and playing instruments, as well as using current technology to enrich their musical experiences.

Elementary Music

- Elementary students attend music class with a music specialist. There are often extra-curricular opportunities such as singing choir, bell choir or recorder club. The goal of the music education program is to make music a positive learning experience that will instill a lifelong love for music.

Junior High Music

- Various musical options may be offered depending on student interest

ELECTIVE COURSES/OPTIONS

At Champs Vallée, we offer elective CTF and curricular courses for students in grades 5 to 9. Information is communicated to parents regarding course selection.

EARLY CHILDHOOD SERVICES (E.C.S.)

Prekindergarten

Students in our attendance boundary who are eligible for prekindergarten may access the program at École Bellevue School.

Kindergarten Program

Children learn by doing and playing is their work. Kindergarten programs not only help prepare children for grade one, but also set a foundation for later school success. Children learn how to interact with others and to see themselves as individuals and learners. Champs Vallée Kindergarten follows Alberta Education's Kindergarten Statement to provide learner expectations in the seven learner areas:

- Early Literacy
- Early Numeracy
- Citizenship & Identity
- Environment & Community Awareness
- Personal & Social Responsibility
- Physical Skills & Well Being
- Creative Expression

When Is My Child Eligible To Attend Kindergarten?

Children who are at least 5 years of age as of December 31st are eligible to attend Kindergarten for that school year.

How Do I Register My Child?

Registration for the upcoming school year begins in early January. At Champs Vallée, we currently offer Kindergarten programs in French Immersion and English. Programs offered depend upon sufficient enrollment, space and resources. Supporting documentation (copy of birth certificate, and proof of residency) is required at the school when registering your child.

Please register online through our website at <https://www.blackgold.ca/parents/registration/>

Is Transportation Provided for ECS?

Kindergarten students follow the regular Black Gold Regional Transportation policy. It should be noted if the ECS Program is a half-day program, there is no bussing available from Black Gold for noon hour, at the end of the morning program, or at the beginning of the afternoon program. Some Beaumont childcare providers do provide transportation at noon.

DISTANCE LEARNING

Students participating in our Black Gold Distance Learning (DL) Program remain enrolled at our school. Students enrolled in DL can participate in school activities such as extracurricular activities, school photos, ceremonies and celebrations.