



Parent Handbook 2025-2026

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Welcome to CES!

Coalhurst Elementary School

At CES, we follow the Alberta Program of Studies for Kindergarten to Grade Six. Our students learn in safe, caring, and inclusive environments, using research-based strategies to support their growth.

We provide rich learning opportunities and celebrate progress every step of the way. Through progressive initiatives and diverse teaching methods, we strive for excellence and success for every child.

We value strong partnerships with parents and families and invite you to be actively involved in your child's learning. Please review this handbook to learn more about CES and how we can work together for a successful school year.

Thank you for trusting CES with your children. We look forward to a great 2025-2026 school year.

Communication and Collaboration

Website	Coalhurst Elementary School
Facebook	Coalhurst Elementary School
School Phone	(403) 381-3330

Research on effective schools is clear: students achieve more when parents and teachers work collaboratively. Issues and concerns are resolved more effectively when communication happens early. Whatever the nature of the communication—whether it's a concern, information sharing, or a question—it's important to remember that everyone shares the same goal: the best outcomes for the student.

If you have concerns about your child, please meet first with the teacher involved. If, after this, a parent or guardian feels their concerns have not been adequately addressed, the following appeal procedure should be followed:



Please phone the office to set up meeting times or to relay messages to your child. Throughout the day teachers are focused on classroom instruction so are not able to respond to Dojo messages, texts or emails.

School Information

Vision

Success for Every Child

Mission

Our connection is **community**

Our virtue is **kindness**

Our focus is **writing** and **mathematics**

Our strength is **diversity**

Calendar

Review our calendar on our webpage.

[Kindergarten](#)

[Grades 1-6](#)

School/Bell Times

Office Hours:

7:45 am to 3:45 pm Monday to Thursday

7:45 am to 12:15 pm Friday

A digital copy of our bell schedules is located [here](#).

Early Education Program

Monday-Thursday

8:30 - 11:30

12:20 - 3:20

Staff supervision assignments begin at 8:15 am. Please ensure students do not arrive prior to this time.

Multi-age Philosophy

Our classroom organization in grades 3-6 is grounded on our strong belief in multi-age philosophy. A multi-age class is formed by deliberately placing students together with differences in age and abilities in order to facilitate the overall development of each child within a family-like community of learners. We split our grade 1 and 2 classes and loop the teachers for two years.

To read more about our multi-age approach click [here](#) to go to our website.

Absence Procedures

Please notify the school of student absences or late arrivals as soon as possible. Punctuality and regular attendance are essential for your child's progress at school and the attendance procedure is a legal obligation of the school. Notice can be given through the Online Attendance link on our school webpage, by emailing Barbara.vos@pallisersd.ab.ca, or by phoning the school at 403-381-3330.

If absences are not reported prior to 9:00, an automated notification from our system will continue to alert all contacts listed until the absence has been confirmed. This is a safety procedure to ensure both the parents and the school that children have arrived at school safely or are at home and cannot be bypassed by staff. **Please make sure that you update the office with phone number or address changes.**

Students arriving on time experience a smooth transition to the school day, and demonstrate respect to the class; conversely, students arriving late disrupt the classroom activities. Children must report to the school office when late or returning for the day after an absence.

CES attendance policy mirrors that of Palliser Regional Schools, and follows the pertinent sections of the Education Act. Consequently, in cases of excessive absences (more than 15%), if necessary, the matter will be referred to the division's Attendance Officer. For further information in this regard, please visit [Palliser Regional Schools Administrative Procedure 330 - Student Attendance](#).

Student Safety

Allergy Awareness at CES



Allergy Awareness at Coalhurst Elementary School

Anaphylaxis is a severe and potentially life-threatening allergic reaction. Coalhurst Elementary staff strive to maintain a safe environment for our students and staff by being **allergy aware**. We create flexible plans for each person with allergies, and adjust rules depending on needs. We do not have a school-wide ban on any products but may have classroom bans in place.



Parents

- Fill out a **Medical Alert Form** if your child has severe allergies.
- Share avoidance strategies and emergency plans with the school.



Role of Principal

- Review school-wide allergy procedures with all staff including the profiles of all students with allergies.
- Communicate the emergency protocol to staff for all students with allergies.
- Communicate our school plan to stakeholders. This plan may include classroom bans on products, school-wide or classroom allergen safe zones, handwashing guidelines, and cleaning guidelines. Consideration will also be given to the strategic placement of students in homerooms so risk of anaphylaxis is reduced (ie. students with pet allergies not placed in the same classroom as students with guide dogs).



Teachers

- Review and understand the Medical Alert Forms of all students under their care.
 - Where applicable, ensure that there is an appropriate plan in place to address emergency situations.
 - Develop a plan for communicating allergen awareness to all parents and students in the classroom being mindful of the right to privacy.
-



All Staff

- Know how to use an **EpiPen**.
 - Know where to find EpiPens quickly.
 - Help during emergencies – protected by the Alberta Emergency Medical Aid Act.
-



Students with Allergies

- Learn how to manage your own allergies.
 - Take more responsibility as you grow, with your family's support.
-



In an Emergency

1. Use an EpiPen right away, if needed.
2. Call **911**, call parents.
3. Stay with the person until help arrives.

Bicycle and Scooter Safety

Students riding bicycles and scooters to school must know and practice safety protocol. The following guidelines have been established to prevent accidents and to help in the development of good riding habits.

1. Bikes and scooters must be walked on school property during school hours.
2. Bikes and scooters must be placed in the bike and scooter racks until the end of the school day.
3. Every effort is made to provide a secure space for storage of bikes and scooters, however, these are still brought to school at the owner's risk. The school is not responsible for lost or stolen bikes or scooters.
4. Helmets are required under the law in Alberta for those under the age of 18.

CES Code of Conduct

The code of conduct focuses on teaching students how to solve problems peacefully, understand others' feelings, and help create a welcoming, caring, and safe school where everyone feels they belong and are respected. Discipline is clear and fair—it helps students see what they did wrong, take responsibility, find solutions, and keeps their dignity. The goal is to guide students to develop self-control so everyone can learn better.

For real and lasting change, students need to be involved. They should help prevent and solve problems and have real opportunities to share their ideas about safety, fairness, leadership, and responsibility at school. This helps students feel connected and confident to speak up for themselves and others.

Click here for a digital copy of our [Bullying Protocol](#).

Basic Guidelines for Students at CES:

1. Everyone is expected to act respectfully to others in the school building.
2. Students should arrive at school no sooner than 8:15 am. Supervision is not available prior to this time.
3. Students must remain on the school grounds at all times throughout the day. Permission to leave the school grounds may only be given by the administration or the classroom teacher *after* permission is obtained from the parent or guardian.
4. All students will play outdoors prior to school and at recess unless it is excessively cold. At these times, indoor supervision will be provided. We may also play outside even when the temperature is below -20C and children should dress appropriately.
5. Students require permission and/or a supervisor in order to be in the school during break periods, before school, or after school.
6. To avoid overcrowding at exits, students are required to use their assigned doorways.
7. Rough play, tackling or wrestling activities are unacceptable.
8. Bicycles and scooters are to be "walked" on the school grounds and locked at all times.

Supportive and Inclusive Learning

Safe and Caring Schooling

CES ANTI-BULLYING PROTOCOL

STAND UP-SPEAK OUT-BE KIND

01

What is bullying?

- Intentional – meant to hurt, embarrass, or harm
- Repeated – happens more than once or could happen again
- Targeted – aimed at the same person or group
- Power Imbalance – one person has more physical, social, or emotional power

02

Types of Bullying

- Physical: hitting, pushing, damaging belongings
- Verbal: name-calling, threats, insults
- Social: excluding on purpose, spreading rumors
- Cyber: hurtful messages or posts online

03

What Bullying is NOT

- One-time arguments or disagreements
 - Accidental harm during play
 - Equal-power conflicts
 - One-time hurtful comments without repetition
- These still matter — they're addressed through conflict resolution and guidance.

04

Our Response

- Bullying: Principal-led investigation, documentation, consequences, and support for all involved
- Conflict: Mediation, problem-solving, and relationship repair
- Inappropriate Behavior: Immediate redirection, reteaching, and support

05

How to Report

- Tell:
- Any staff member
 - The principal directly
 - All reports are taken seriously and handled with care
 - Never assume the school staff already know!

06

We Prevent Bullying by...

- Teaching kindness, empathy, and digital citizenship
- School-wide events like Kindness Month
- Empowering bystanders to act safely and supportively

07

Support for Everyone

- For students targeted: Safe spaces, adult check-ins, counselling
- For students who bully: Reflection, behavior plans, restorative practices
- For bystanders: How to help safely and speak out



We encourage you to review our full Anti-Bullying Policy located on our school website.

Fire Drills

Evacuation drills are an essential component of the school safety program. To ensure students receive proper guidance in coping with emergencies, District policy requires six practice evacuation drills throughout the school year.

Inclement Weather

Students are expected to be outside until 8:25 and during recess breaks. However, in the event of extremely cold weather, students may stay inside. During such weather, students should arrive just before school starts and be dressed appropriately for the temperatures. Students choosing to arrive unprepared for the weather may borrow winter clothing from the office staff on a limited basis.

Lockdown

Safety and security are essential in order to ensure an atmosphere that is conducive to learning. To that end, we understand the societal realities and possibilities that major incidents might occur. Ensuring the safety and security of students in the least intrusive fashion guides our practice lockdown procedures. A practice lockdown occurs twice per year.

Student Drop-Off and Pick-Up/Visitors

Visitors are always welcome at CES, but keeping students safe is our top priority. To help with this and reduce hallway crowding, all outside doors stay locked until 8:20 am. After school starts, doors remain locked all day. Visitors, parents, and guardians can enter only through the main entrance. Preschool parents may enter through the preschool doors with a staff member.

If parents or authorized adults need to take their child out during the school day, please check in at the office and sign them out. We will call the classroom so your child can meet you there. When returning, please sign your child back in at the office.

Students enter through assigned doors with their teachers and are dismissed outside by their teachers.

Threat Assessment Protocol

Palliser Regional Schools' Threat Assessment Protocol is used when responding to high-risk and worrisome student behaviours. In order to enhance a sense of safety and security for everyone in our schools, Palliser Regional Schools has zero tolerance for high-risk behaviours. Should any student engage in behaviour which threatens or appears to threaten the safety of others, our protocol for dealing with high-risk behaviours will be activated. Should you wish to review Administrative Procedure #317 — Threat Assessment Protocol, please check out our website at www.pallisersd.ab.ca.

Student Programming

Student Assessment and Reporting

Staff at Coalhurst Elementary School use a variety of assessment strategies to gather authentic and on-going evidence of a child's growth and learning. The report card is a formal summary of the student's current academic achievement, work habits and citizenship. The information reflects the student's development of demonstrated understanding, skills and knowledge relative to outcomes contained in the Program of Studies. In addition to academic achievement, development of attributes critical to success as a contributing, caring citizen is also shared. Through the process of reporting, teachers, parents and students are encouraged to discuss a student's performance and identify strategies for future progress and achievement.

CES completes one formalized report card during the school year. We also have two parent-interview opportunities throughout the school year. Parent-student-teacher conferences provide opportunities to review student progress and set goals for future learning. Requests for additional meetings with your child's teacher are welcome and may also be scheduled at any time throughout the year.

Digital Device Procedure: “Away for the Day”

Digital Device Definition:

A “digital device” is any handheld device (smartphone, iPod, iWatch, gaming device, etc.) that has internet access, texting, music or gaming capabilities.

It does not include personal laptops, iPads, and tablets brought to school for educational purposes.

Away for the Day:

Digital devices are not to be used or visible at any time during the school day. This includes recesses.

All digital devices must be placed in student backpacks or in a teacher-approved classroom storage immediately upon entering the building.

At the end of the school day students are free to use their devices within the school.

Messages To and From Students:

Urgent messages from parents should be called into the main office. School office personnel will forward these to our students.

We encourage all parents to ensure that after-school plans and early-dismissal pick-ups are well communicated to your child before the school day.

Students who need to contact a parent during the day can do so from the student phone in the front entry with teacher permission.

Music and Headphones: These procedures apply to headphones and digital devices used for playing music. Students who have music as an accommodation specifically identified in their Individualized Program Plan will be exempt from this rule for the playing of music only. These students will keep their device on airplane mode to negate incoming texts, emails and notifications.

Special Situations: There may be certain learning situations where the use of digital devices is deemed appropriate by staff. In this case, the use of the device will be under direct teacher supervision. Students who may need to use the device throughout the school and therefore are not under direct teacher supervision (e.g. for digital photography, filming) may be given teacher permission to use their devices.

Digital No Use Zones: At absolutely no time (including after school hours) are digital devices to be used in the washroom or change room areas.

How will teachers handle inappropriate use?

Teachers may choose to work through the following sequence of responses:

1. The digital device must be stored away in the designated classroom location or a backpack. Teachers will remind students and parents of this offense.
2. The digital device must be stored away in the designated classroom location or a backpack. Teachers will remind students and parents of this second offense and the student will be asked to keep their device at home.
3. The digital device must be stored away in the designated classroom location or a backpack. Teachers will report the offense to school administration and the matter will be discussed between the student, the parents, and the administration.
4. Should there be further offenses involving digital devices the result may include increasing disciplinary action due to defiance with regards to Coalhurst Elementary School procedures.

Please note: The school does not take responsibility for the theft of any digital devices brought to the school.

Field Trips

Throughout the year teachers extend and enrich the educational experiences of students by going out into the community. Field trips are carefully planned by the classroom teacher to support the Alberta curriculum.

To give students as many quality extra experiences as possible, parents are asked to help out by assisting with supervision on field trips, filling out and returning digital permission forms ([School Cash Online](#)) promptly and helping children in preparing for their field trip experiences (gathering the necessary resources). Written permission is required for all field trips. It is expected that students will attend field trips with their class, or remain at school under the supervision of another teacher. Staying at home for the day is not considered an alternative. Parents are encouraged to call the teacher if they have any questions. Students must observe the same behaviour guidelines as they would in their classroom as they are representatives of the school when they are in the larger community. Students who choose not to follow behaviour guidelines, both at school and while on field trips may lose the privilege of participating in future field trip experiences and will instead remain at school. Parents will be informed if this situation occurs.

Note that CES uses a general field trip form for all in-town excursions (Terry Fox Run, trips to the water park etc). This field trip form is located in [School Cash Online](#).

General Information

Lost and Found

Lost and found items are kept on a rack at the school's front entrance. We try to return items but students often don't recognize their belongings. Please label all your child's items clearly to help us match them. The school is not responsible for replacing lost items. Parents, please check the lost and found when you visit. Unclaimed items are donated to a thrift store about every two months.

Recess

Recess is an important part of the school day, and all students are expected to take part. It helps kids grow physically, socially, emotionally, and mentally. Younger children especially need breaks for free play because their brains are still developing.

Recess benefits students by:

- Improving focus
- Boosting wellness (sunlight helps our body clock, immune system, and vitamin D production, which supports learning)
- Reducing stress (kids can release energy and be themselves outside, which helps them feel better)
- Building social skills (recess is often the only time for real social interaction)
- Helping the brain (physical activity activates the brain, leading to better grades and a more positive attitude)