



“Where Every Child Can Dream, Believe and Achieve”

**Our Mission is to enhance children’s learning and personal growth
in a safe, positive and engaging environment**

School Values

Kindness, perseverance, well-being, sportsmanship and citizenship

Parent/Student Handbook

2025-2026

Charlotte Small Elementary
725 Condor Road
Condor, AB T0M 0P0
Phone: (403)729-3868 Fax: (403)729-2230
charlotte-small-contacts@wrsd.ca

Charlotte Small Elementary Website:<https://charlottesmall.wrsd.ca/>
Charlotte Small Elementary Facebook:
<https://www.facebook.com/Charlotte-Small-Elementary-School-106643525421266>

Transportation Contact: 403-843-6161 (First Student)

Welcome/Registrations

Welcome to Charlotte Small Elementary School! Our newly built school is located in the hamlet of Condor, Alberta, within Wild Rose School Division. Our staff is proud to serve approximately 270 students in grades Pre-kindergarten through to grade six. We are a progressive, collaborative-based learning community committed to continual desire for excellence. On-going professional development of our staff ensures we are using the latest research, strategies and best practices in helping our students learn.

Registrations are accepted online. Please register as early as possible using this [link](#). Our pre-K program does require a pre-screening prior to registration, please contact the office to set up an appointment.

You can access the Rural Busing Application on-line application [here](#)

Our staff:

Principal	Ms. Kaley
Vice - Principal	Mrs. Heide

Teachers

Pre-K	Mrs. Kassie Whitecotton
Kindergarten	Mrs. Brenda Hall
Grade 1	Ms. Aleta Mason
Grade 1	Mrs Carol Smith- Kuhn
Grade 2	Ms. Brenda Lewis
Grade 2/3	Mrs. Burnette Britton/Mrs. Jackie Heide
Grade 3	Ms. Tammy Nicks
Grade 4	Mr. Grant Henkelman
Grade 5	Ms. Shirley Hannah
Grade 5	Mrs. Kobi Steenbergen
Grade 6	Mrs. Cassidy Spencer
Grade 6	Mr. Evan Whitecotton
Physical Education	Mr. Whitecotton/Mrs. Carol Smith-Kuhn/ Mrs. Kobi Steenbergen
Music	Mrs. Burnette Britton
Admin Services	Mrs. Michelle McCurrach Mrs. Bobbysue Casey
Learning Commons	Mrs. Bobbysue Casey

Educational Assistants

Ms. Corrine
Ms. Darbi
Ms. Kayla
Ms. Lori
Ms. Marissa
Ms. Shelby
Ms. Tonya

Absent Child Protocol

Our school has an automated absence call out system called Safe Arrival. This system is in place to help safeguard your children. If you do not advise the school prior to 9:00 a.m. that your child will be marked absent for the day, you will receive a call from the system informing you that your child is absent. In order to avoid receiving this call, parents are encouraged to; use safe arrival to report absences, write a note in your child's agenda prior to their absence if they have a pre-arranged appointment, call the school prior to 9:00 a.m. the morning of the absence informing the school that your child is excused for the day, or leave a message on the school answering machine if calling before school hours. If you receive a call please call the school to let us know that your child is safe and sound with you.

Arrival/Departure Time

Before School

Our doors open to students at 8:25 a.m. Our main office doors are unlocked all day for student drop off. Students can be dropped off between 8:25-8:40. Classes start at 8:45.

Students are expected to enter and exit through their designated doors unless they arrive after 9:00am. If your child is arriving after 9:00am, please have them check in at the main office and use the main office doors.

After School

Students must be picked up between 3:21-3:35 at the main office doors. Parents are asked to stay in their vehicle (with the exception of pre-k and ECS) and pull out as soon as they have picked up their child so that other vehicles can use the pick up lane.

Our day consists of two short recess breaks and a longer recess after the lunch break which begins at noon. Teachers also give students time to snack as required. Students are expected to go outside for all recesses except during severe weather. Appropriate dress for the weather is mandatory.

There is no supervision for children after school is dismissed and busses leave. This includes times when older siblings may be participating in

after school activities, including sports. Younger children are not allowed to stay at the school while older siblings are at the school unless you have made arrangements with another parent who is willing to be responsible for your child. Teachers and coaches are unable to babysit your child after school.

During after school activities, siblings must remain under the direct supervision of a parent at all times. To ensure janitorial staff can complete their assigned duties all other areas of the school are off limits. Spectators (and children) must remain in the gym or in the viewing area directly in front of the gym.

North Entrance- grades pre-K, ECS, 1, 2

East Entrance-grades 3 and 4

South Entrance-grades 5 and 6

Please ensure that your child knows after school pick up plans/bus plans and ensure you have also communicated with the teacher, bus driver and office. It can be disruptive to all student learning when classes are being interrupted at the end of the day. Students without a note to stay for parent pick up will be put on the bus.

Assemblies -

Our monthly school assemblies will be held on the last Wednesday or Thursday of each month at 1:00 (unless rescheduled due to extenuating circumstances). During this time recognition is given for Teacher-Student (classroom) awards, any other activities that may have occurred during the month. Parents/visitors may park in the bus lane during assembly, but all vehicles must be moved no later than 2:30.

September: *Dates for 25/26 school year to be announced.*

October:

November:

January:

February:

March:

April:

May:

June:

Attendance

The Education Act requires that students attend school regularly. Good attendance is associated with more success in school. However, it is expected that parents keep students home when they are ill. Please communicate with the school when and why your child is missing school. A period of unexplained absences may be investigated.

Bell Schedule

<u>Charlotte Small 2024-2025</u>		
	8:25-8:40	1st Bus Drop off & Parent Drop off
	8:40 - 8:45	2nd Bus Drop off
Period 1	8:45 - 9:20	
Period 2	9:20 - 9:55	
Period 3	9:55- 10:30	
Recess	10:30 - 10:45	
Period 4	10:45 - 11:20	
Period 5	11:20-11:55	
Lunch	11:55-12:10 -	
Recess	12:10-12:40	
Period 6	12:40-1:15	
Period 7	1:15 - 1:50	
Recess	1:50 - 2:05	
Period 8	2:05 - 2:40	
Period 9	2:40 - 3:16	
Instructional	3:16-3:21	
	3:21	1st Dismissal
	3:28	2nd Dismissal

Bully Policy

Our staff goes to great lengths to promote a culture of kindness and respect and much effort is taken to ensure every child feels safe and cared for at school. We believe in discipline that provides learning opportunities, consequences and growth in understanding the impact people have on one another. We teach students that occasional conflicts and mistakes are

a part of child learning and development, and we help give them skills and assistance in finding solutions. Most conflicts at school are not repeated, targeted or related to power and staff will deal with these with consequences, conversations and our regular discipline practices. However, bullying, which is repeated and targeted mean behavior in words or actions, is not tolerated at any time in our school. There are serious consequences for bullying and parents will need to be involved in bullying incidents that occur at school or on the bus. If your child is having difficulty with others, please discuss with your child's teacher so your child can be supported as necessary.

Bus Rules and Information

1. All students are under the immediate authority of the bus driver who enforces divisional and company bus rules and disciplines students. Repeated failure to follow rules can result in loss of riding privileges.
2. Notes are required for bus drivers if you need to have your child ride on a bus other than their regular route, (prior communication with the bus driver is necessary to ensure adequate space is available on the requested bus) if they are remaining after school or when picking them up they must have a note or be signed out at the office prior to bus time.
3. Students may lose bus riding privileges for the following reasons or any other serious or unsafe actions:
 - Being impudent or rude
 - Using profane language
 - Vandalizing the bus
 - Failing to sit in the assigned seat
 - Disobedience
 - Being out of the seat while the bus is moving
 - Fighting
 - Defiance
 - Being loud or noisy
4. South buses times
Drop off-8:25 and 8:40
Pick up-3:25 and 3:38

Calendar

This year's school division calendar is available on the Wild Rose School Division website. This calendar is division wide days off/holidays. Charlotte Small Calendar (with monthly activities/hot lunches, etc.. available on the school website)

Cold Weather Policy

Alberta's weather patterns can change significantly in a short period of time, school breaks will be declared "inside" for the long recesses if temperatures are below -20 degrees Celsius (without wind chill) and "inside" for the shorter recesses if temperatures are below -25 degrees Celsius (without wind chill). If the wind chill brings the temperatures below -25 degrees Celsius, it will also be declared an "inside" recess. Every attempt will be made to announce this prior to a break if the weather is in question. Parents are reminded to ensure that their children come properly dressed for any possibility of inclement weather (present or potential) with warm coats, mitts or gloves, and toques. See [-Inclement Weather Policy](#)

On days when busses do not run due to bad weather and the school is open, parents are not expected to drive their children to school, but are welcome to do so. If you do choose to drive your children, it is very important children are dropped off and picked up at the main door so that we can ensure children are not left outside exterior locked doors.

Community Connection Coach

Our community connection coach works with students in the family who may benefit from additional wellness support and adult mentorship. Please call school administration if you would like to refer your child to the connection coach.

Damage to School Property

When school property is damaged by the intentional or negligent act of a student, the student and his/her parents

are jointly liable for restitution.

Daily Physical Education and Wellness

Our school values the importance of structured daily activity in gym class and unstructured play at recesses. Wellness is supported in various ways including mentorship, peer relationships, mindfulness, classroom activities.

Discipline

Safety of all students and staff is very important to us. WRSD [Administrative Procedure 350](#) is the foundational document for behaviour and student conduct. The expectation for students at our school is that everyone is to be treated with respect and kindness at all times and all places connected to the school (inside, outside, and buses). These expectations include the use of digital technology. Online bullying, threats, teasing, etc will not be tolerated at any time. School-owned chromebooks, lent to students, may be taken away by any staff member if a student is using it improperly. Staff have the right to monitor student use of school equipment and search history, email, chats, etc if it is suspected a student is not meeting conduct expectations.

Our role is to help guide students in making positive choices, get along with others, respect differences and help them learn to deal with conflict in healthy ways. Staff will remind students of rules and consequences of inappropriate behavior. At times, severe issues will be referred to the office and parents will be called. Disciplinary action and consequences for misbehavior will only be shared with their parents/guardians.

The province of Alberta has a number of different laws or acts. When you come to school you must follow the School Act. This Act has a number of laws for how schools are to be run. Section 12 states:

"A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:
-be diligent in pursuing their studies,

- attend school regularly,*
- cooperate fully with everyone authorized by the board to provide educational programs and other services,*
- comply with the rules of the school,*
- account to teachers for the student's conduct and*
- respect the rights of others"*

Students are expected to treat everyone with respect and kindness at all times. Our school adopts a learning approach to discipline issues and expects that most students will comply with rules with reminders, consequences and conversations. Severe behavior including physical aggression, possession of banned substances or weapons, swearing, uttering threats, put downs, defiance, etc will be dealt with through office visits, lost privileges, parent calls as well as possible suspension and/or expulsion depending upon the nature of the event.

Please contact your child's teacher if your child shares concerns about student behavior at school so that we can resolve all situations promptly.

Section 32 of the School Act requires that parent's conduct contributes to a welcoming, caring, respectful and safe learning environment. Parents are expected to be role models for all students. We encourage parents to develop positive relationships with the school community.

Dress Code

Students, staff and parents are expected to dress appropriately for school. Our school is an educational institution of positive learning and clothing worn should reflect this. Students will be asked to change if they are wearing clothing that is deemed inappropriate by Charlotte Small staff. Students in grades 5 and 6 are expected to have a change of clothes for all Phys. Ed classes. This means a different t-shirt and shorts or sweatpants. These "change" articles will also need to go home regularly to be washed. Students in every grade must have a pair of non-marking "inside only" shoes that are left at school. Hats are not to be worn inside the school building, except on special days designated by the school.

Early Pick-up of Students

If a student is being picked up for an appointment, we ask that you first

come to the main office and sign them out. The office staff will locate your child and have them come to the office area ready to go. This avoids class disruptions. You will need to wait at the office, unless a staff member directs you to the classrooms. Please allow yourself ample time for your child's pick up as it may take some time to locate them and have them pack up. Please do not call ahead of time to have your child ready for pick-up as delays may prevent you from arriving on time therefore having your student miss out on valuable learning time while waiting for you. Also teachers are very busy during class and cannot guarantee that your child will be ready to go at a certain time.

Fair Notice

Wild Rose School Division will respond to student behaviors that may pose a potential risk for violence to students, staff and members of the community. The goal in supporting intervention measures by Wild Rose School Division and community partners is to strive to prevent and reduce school violence and to promote the safety of all members of our community. This protocol supports collaborative planning among community partners to reduce violence and reflects safe, caring and restorative approaches. It fosters timely sharing of information about students who pose a risk for violence towards themselves or others. The protocol promotes the development of supportive and preventive plans. T

Field Trips

Parents may only provide transportation to and from a school sponsored event or field trip for their own child. Parents are not able to transport other people's children unless they have the required documentation outlined in the following "Volunteers" section.

There are fees associated with some field trips and special activities. Separate notices and permission forms will be sent at these times. If this causes financial hardship, please speak directly to the principal and alternate arrangements can be made.

Fire Drills/Lockdown Drills

Our school participates in several practices to ensure preparedness. In the event of a real emergency, we will move to our designated locations and we ask that parents not call or enter the school until directed by Emergency Services.

Hot Lunches

Our parent school council organizes hot lunches throughout the year. These are optional. Information will be relayed once more details are available. All payments are to be made online. If you are someone you know is having financial difficulties, please contact the principal so alternate arrangements can be made.

Locked Doors

We at Charlotte Small Elementary take pride in the fact that we feel a sense of safety and security at our school. We also hope that as a broader community you share this feeling while your children are in attendance at our school. In compliance with Wild Rose School Division policies, all exterior entrance doors with the exception of the main entrance door will be locked after school commences each regular day and/or after the last bus has arrived. This is to ensure that there are no unaccounted for visitors in our building who may potentially pose a risk to our students or staff. All students who arrive late, or parents who wish to enter the building, will need to come in the main doors and sign in as per our regular procedure of operation. At the end of recess, there will be a staff member who will open the regular grade entrance door for students to come back inside.

Messages for students and/or schedule changes

During the school year, if you need to get a message to your child during, **please notify your child's teacher, the school secretary and the bus driver.** Notifying multiple people helps if the teacher or bus driver is absent from work. Please notify as early as possible so we can ensure children are accounted for at home time. You may call the school to get messages to your child(ren), but keep in mind that it may be difficult for the office staff to get messages to children, especially if received at the end of the day.

Nut aware School

Nut allergies are a serious concern for some of our students who have potentially life threatening allergies. We need your support and cooperation in making a reasonable effort to send food to school, which does not contain nuts. Also, please speak with your child about not sharing their food with other children. We will continue to ask our students to eat their lunches in their classrooms and to not take food outside.

Parent Communication

Excellent communication between schools and parents is very important to us. We use various forms of communication including our school website, facebook page, school newsletters, messaging service and communication directly from each child's homeroom teacher. We encourage parents to be comfortable reaching out to teachers, administrators or the office staff for further communication.

Our administrators enjoy hearing from parents who have ideas and suggestions for how we can keep getting better. If you think something is great, we appreciate those comments too.

Our newsletter is available on our school website. If you would like the newsletter by email, please send a request to charlotte-small-contacts@wrsd.co with the Newsletter as the subject line.

Issues, concerns or complaints shall first be directed to the person(s) most directly involved or are about (the object of the issue) or the person who has direct responsibility for the situation giving rise to the issue. If the matter is not resolved, it should be referred to the immediate supervisor of the person(s) object of or directly responsible for the situation giving rise to the issue. It is expected that most issues will be successfully resolved at this level.

Parents in School/Hallways

In order to facilitate the best student learning and ensure student safety, parents are expected to stay out of the hallways during school hours. Students will develop independence when they are encouraged to say his/her goodbyes at the door of the school and proceed to class on his own. Staff are available to support and assist students in the locker areas.

Please help your child develop their independence, by saying goodbye to them at the outside school door and picking them up at the end of the school day from the same door. This also helps us, as teachers, to build routines with our students. Parents will use the main entrance to the school when they drop-in during the school day. All visitors, including parents, are required to use the main office entrance when entering the school and everyone is required to sign in and sign out at the office.

Parking/Direction of Travel

Please make use of the drop off/pick up lane as much as possible. However, if you must leave your vehicle, please use designated parking on the west side of the school. Overflow parking is available at the Community Center. Bus lanes are for buses only between 8-10 and 2-3:45

The pick up lane is one way traffic only. This is located in front of the school, west side. THIS IS A NO PARK ZONE. Parking on the west side of the pick up lane is STAFF ONLY. Please obey signs and ensure you move in and out of the area quickly so that other parents are able to pick up their children safely. Drivers must stay in their vehicle while in the pick up lane. There is very limited visitor parking on the south side of the parking lot, 8 angle parking stalls nearest the skating rink. The bus lane parking may be used from 9:30-2:30 or visitors may park at the community center and walk over to the school. Use visitor parking if you are planning to leave your vehicle.

Personal Mobile Device Policy

“Students will not use personal mobile devices during instructional time. All device notifications must be turned off and kept in lockers. Students are not permitted to take pictures/videos of others anywhere during a school event, including while on buses. Failure to comply with this policy will result in the device being stored at the office and parents will be required to retrieve the device at the school. Neither the school or Wild Rose School Division is responsible for lost, stolen or damaged personal devices.”

[WRSD Policy 145](#)

School Phone Use

Students are allowed reasonable use of the school phone by making a request to their homeroom teacher. This is not to arrange for “social

engagements. The office is happy to get messages to your children; however, if you must speak to your child on the phone, please call during break times when possible. Students are discouraged from calling/texting from personal cell phones during school hours, unless they have been given permission from their teacher.

Reporting Periods

Students will receive a report card in November, March and June. Report cards will be digital only, available in your parent portal for viewing. Interviews will take place in the fall and spring. Please maintain contact with your child's teacher and try to attend interviews if possible. Phone interviews can be arranged if that is your preference.

Safe Arrival/Attendance

Student safety is of utmost importance and we make use of the Safe Arrival Program which is an automated system that enables parents/guardians to notify the school when a child will be absent. Reporting your child(ren)'s absence in advance using the 1.885.756.2797 number or via [SafeArrival - SchoolMessenger](#) app. If you do not notify the school prior to 9:00 a.m. you will receive an automated call notifying you that your child is absent from school. You may use safe arrival to report absences and also call the school office (leave a message if the phone is not answered). If you do receive a call, please call the school to let us know that your child is safe and sound with you.

You may also call the school after 8:45 a.m. to report attendance to the school secretary.

School Council

Please consider sharing your voice and thoughts at our school council meetings. We are always looking for interested parents to get involved and

the school administration appreciates input that parents can provide. Please check the calendar on the website for dates and times of the meetings. To contact our amazing parent counsel please reach them @ charlottesmallparentcouncil@gmail.com

School Cash Online

Wild Rose Divisions offers SchoolCash online as its preferred method of payment of fees for hot lunches, field trips, sports fees, etc. If you have not yet registered, please click [here](#)

Skating Rink

All student skaters as well as students on the ice without skates, are required to wear a helmet at all times. Students in grades K-3 must also have ski pants, as well as the rest of proper winter attire such as jackets, mitts and toques.

Smoke-free/Alcohol-free environment/Vape Free

Our school and school grounds are non-smoking, non-vaping and alcohol use is prohibited also. This policy applies to cannabis also.

Staff contact

You may contact the office staff during school hours from 8:15-3:45 at 403.729.3868 or by email at charlotte-small-contacts@wrsd.ca. If you wish to contact a teacher, please leave a message with the office staff or email the teacher directly using first.name@wrsd.ca. Teachers will make their best effort to reply to your messages from 8:30-3:45; however their teaching schedules are very demanding with few breaks while they are teaching. Please respect and understand that a teacher's time outside of these hours is their personal family time.

During the school year, if you have any questions or a concern regarding your child, please direct this to your child's teacher as they may not be

aware there is an issue. Teachers and parents are strongly encouraged to take a team approach in their child's best interest so please reach out to teachers; they care about their students and want education to be a positive experience.

Student Accident/Illness

It is critical our records are up-to-date with parent and emergency contact numbers. In the event of an injury or illness, parents will be notified by telephone. Students who are ill must be picked up as soon as possible. If parents are unable to be contacted, emergency contacts will be called. In the event of an emergency, the office staff will call the ambulance.

Student Medication

There are times when parents need the help of school staff with the administration of medications to their children. Please ask office staff for a Request for Assistance to Administer Medication Form when this happens. You will need to complete the form, ask a medical doctor to complete a small portion of the form, and return the form and medication (with a prescription label and the child's name) to the office before we are allowed to give the child the medication at school.

Wild Rose School Division requires that any medication administered at school be sent in the original container dispensed by the pharmacist and there must be a [Medical/Personal Care Request Form](#) on file at the school office. Medications cannot be transported to and from the school by students due to possibility of loss/use by other students.

[WRSD AP 316](#)

Student Leadership

We are committed to building future leaders through our student leadership program. Older students have important roles to play in assisting in the development and implementation of ideas that will make our school great. This includes, but is not limited to planning special

events, assisting younger students, doing special projects and jobs in the school, leading assemblies and special events.

Student Pick-up (other than parents)

When you wish to have your son/daughter picked up from the school by someone other than yourself (parents) we must have written verification from you for this release to occur. **This is for the safety of your children in our care.** If there should ever be an instance where a note is not in place we will attempt to contact you directly to confirm the release. If we are unable to contact you and there is no note in place and the person picking up your child is not someone on your emergency contact list, we will have to decline the release. The student will remain at the school and be sent home on the bus at the end of the day as usual.

Teacher Request Policy

We believe we have a great pool of teachers who work collaboratively so that every student receives the best possible school experience regardless of the teacher. Careful consideration is given when placing students in classrooms including classroom dynamics, student support, personality and friendships. We do not accept parent requests for specific teachers.

Transportation

Wild Rose School Division has contracted Student First to provide our student transportation. Any transportation related concerns can be directed to kristen.disley@wrsd.ca Further information is available [here](#).

Bus cancellations are posted on the WRSD website. There is also a Bus Status App⁴ that can be downloaded for the most up to date information.

Please note that when a bus does not run in the morning it also does not run in the afternoon. The schools remain open when buses are not running; however, parents are encouraged to use discretion when deciding whether or not to drive students to school. Please ensure you are able to

pick up your child promptly at dismissal time on days that you drive your child to school.

Please remember to contact your child's bus driver if there are changes to regular drop off and pick up.

On days when busses do not run due to bad weather and the school is open, parents are not expected to drive their children to school, but are welcome to do so. If you do choose to drive your children, it is very important children are dropped off and picked up at the main door so that we can ensure children are not left outside exterior locked doors.

Visitors to the school

All visitors, including parents and guardians are required to report to the office immediately upon entering the school. If you are picking up your child(ren) during school hours, please wait at the school office while your child(ren) is(are) called to the office area. Anyone entering areas other than the office will require a visitor tag (available at the school office) that is to be worn at all times. If you are dropping off or picking up your child other than the regular times, please sign your child in/out at the school office.

Volunteers

We love our volunteers! There are great opportunities to volunteer at our school. The school council is a parent volunteer organization that makes use of volunteers several times throughout the year. Parents are also needed as volunteers for supervising special events including field trips and our hot lunch program. We also require volunteer coaches for our sports teams at times. You may also contact your child's teacher for volunteer opportunities in the classroom and/or helping out by getting materials ready from your home. All volunteers must be approved by the school principal.

Volunteers are bound by the same code of confidentiality expected of all employees of the Division. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer. It is not acceptable to discuss students, staff, data

or school related issues or information. In the event of inappropriate actions by a volunteer, volunteer status will be revoked by the principal.

Initially all volunteers will be required to submit a satisfactory and recent (within 6 months) Criminal Record Check (including Vulnerable Sector Query) prior to any school related activities. All checks must be originals or verified copies of the original.

Non-parent volunteers shall be required to submit a Criminal Record Check and an Intervention Record check when they first volunteer at the school and/or when there has been a break in volunteer service for one school year.

Check out Wild Rose School Division [Administrative Procedure 490](#) for further details. This administrative procedure is under review and updated guidelines will be shared once they are finalized.

Volunteer Drivers

Volunteer drivers are used to keep costs down for our sports teams. This normally involves students only in grades five or six. If you wish to become an approved volunteer driver, all of the above requirements must be met. As well, our school must maintain an "annual" approved volunteer list. In the event that a volunteer may be transporting students, it is the Principal's responsibility to:

- 11.1 Obtain a 5 year driver's abstract; and
- 11.2 Obtain proof of \$1,000,000 liability insurance coverage.

[Administrative Procedure 565 Student Transportation](#)

Home of the Hawks

