ELM STREET SCHOOL

A Place of Possibilities

Student/Parent HANDBOOK

2026/2027

Celebrating over 100 years of quality education

WWW.ELMSTREETSCHOOL.CA

Acting Principal - Ms. A. Witkowska
Acting Vice- Principal - Ms. C. Schauerte
Senior Admin Assistant- Ms. J. Cook

Quality Education Since 1911

MISSION STATEMENT

Our school community and its partners are dedicated to providing our children with the environment to pursue their goals and dreams and to meaningfully contribute to our community.

VISION STATEMENT

We envision a learning environment that will increase achievement, creative thinking, citizenship and impact.

Principal's Message

Welcome to the 2026/2027 school year! On behalf of the entire staff at Elm Street School, we are so excited to have students back with us, starting on September 1, 2026.

At Elm Street School, we see ourselves as the "Place of Possibilities," and our intention is to support our students in every way possible, by giving students an enriched education experience. Therefore, as we move forward in the year, we have set two main goals, supported by parents/guardians, staff and other stakeholder feedback from the Spring of 2026.

School based goal #1… *In what ways can our focus on student executive function skills develop a shared understanding of learnable skills that support regulation, engagement, and well-being?*
School based goal #2… *In what ways can we leverage and adapt evidence-based literacy practices to enhance student understanding, communication, and problem-solving in numeracy?*

As always, the input and perspectives of our school community are valued. We encourage parents and guardians to reach out to Elm Street School at any time with ideas, questions, or concerns.

We look forward to all that the 2026–2027 school year has in store and wish you all the very best in the year ahead,

Agnieszka Witkowska

Ms. A. Witkowska
Acting Principal - Elm Street School
(403) 526-3528

Elm Street School Hours

Monday to Friday

Mornings: 8:12 am - 11:15 AM
Lunch: 11:15 - 11:45 PM
Afternoons: 11:45 - 2:35 PM
Gr. 1-6 DISMISSAL: 2:35 PM (Gr. 1 to Gr. 6)
ELP Time: 11:55 - 2:35 PM (ELP)
KINDERGARTEN Time: 8:12 - 11:10 AM (Unless in Play and Learn)
Office Hours: 7:45am - 3:15 PM

Medicine Hat Public School Division Priorities

Medicine Hat School Division continues to strive for excellence in public education. To this end, our Board of Trustees has identified the following priorities for schools across our system:

• Providing **Optimal Learning Environments** to all learners, whatever their need or community.

• Approaching all people with an **Inclusive Mindset**; seeking to ensure that all are engaged in the life of the school community in a manner that fully meets their needs.

• Fostering a **Culture of Wellness** that acknowledges that learning happens best when the physical and emotional needs of the learner is met.

• Developing **Leadership** skills among all members of the school community through the provision of opportunity, mentorship, development and support.

BOARD OF TRUSTEES

Chair	Mrs. C. Wilson
Vice-Chair	Mr. P. Grisonich
Trustee	Ms. M. Hilgendorf
Trustee	Mr. Q. Skelton
Trustee	Ms. G. Dirk

School and Divisional Policies

RESPONSIBILITIES OF THE STUDENT

As a code of conduct, Elm Street School uses the following criteria, set out as the responsibilities of the student, in the Alberta School Act (S. 12).

A student shall conduct himself or herself so as to reasonably comply with the following Code of Conduct:

- be diligent in pursuing his/her studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the board to provide education programs and other services
- comply with the rules of the school
- account to his/her teachers for his/her conduct
- respect the rights of others

ELM STREET SCHOOL- DISCIPLINE PLAN

Examples of Minor Infractions	Actions
These behaviours are handled by the classroom teacher, or the attending adult(s) ❑ teasing ❑ leaving class without permission ❑ foul language (unintentional) ❑ use of personal electronic devices in school ❑ assembly behaviour ❑ abuse of school environment or equipment ❑ inappropriate use of technology ❑ disruptive behaviour/noises ❑ non- compliance ❑ pushing in halls & stairwells ❑ lying	**Step 1:** • Verbal reminder to the student of the expected appropriate behaviours. **Step 2:** • Verbal reminder to the student of the expected appropriate behaviours. • Consequences applied by teacher. • Student complies/makes amends. **Step 3:** • Verbal reminder to the student of the expected, appropriate behaviours. • Home Contact made by the teacher (end of day) **Step 4:** If the behaviour persists beyond warnings, move to Step # 1 of major infractions.
Examples of Major Infractions	**Actions**
These behaviours are immediately referred to administration ❑ physical aggression ❑ Vulgar language implying harm to someone or inappropriate language (e.g. Gay, Nigger, Tranny, etc.) ❑ outright defiance ❑ continued use of foul language ❑ vandalism ❑ bullying/intimidation, including cyberbullying and	**Step 1:** Referral to Administration. **Step 2:** Home contact made by Administration. **Step 3:** Meeting with parents. (Virtually or in person) **Step 4:** In School Suspension. **Step 5**: Out of School Suspension

that which occurs on the bus ❑ theft ❑ continued inappropriate use of technology ❑ inappropriate dress ❑ possession of weapons or using an item with the intention to harm another	**Step 6:** Written apology to offended parties before the student is permitted to return to school.

NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.

CONTINUUM OF SUPPORTS AND THE COLLABORATIVE RESPONSE MODEL

Elm Street School believes that students who can do better, will. Elm Street School uses a continuum of supports as well as weekly Collaborative Response Model meetings to improve programming for students on an individual basis.

By meeting on a regular basis and offering support, it is our sincere hope that we can support students academically, socially, and behaviourally. Some of these supports are shown below:

Social/Emotional Supports		Learning Supports	
Tier 1: UNIVERSAL Supports Classroom meetings Behaviour Supports Classroom expectations Classroom management Social skills programming (HUG) Leadership opportunities Building/Interests inventories Classroom Jobs/School Jobs Monitor attendance Current Events Social Events - eg. Christmas, Family Nights, etc. Newsletter	**Tier 2: DIFFERENTIATED Supports** Self-regulation strategies Occupational Therapy Behaviour monitoring Flexible working environments Partnerships	**Tier 1: UNIVERSAL Supports** Optimal Learning Environment - ● Intentional physical space ● collaborative community ● Feedback ● Reflecting ● Informing Classroom meetings	**Tier 2: Differentiated Classroom Supports for ALL Students** Differentiated Accommodations Learning Targets Regular home communication Brain/Movement Breaks Flexible Seating/Environments
Tier 3: TARGETED Supports Student mentoring Family School Liaison Worker Behaviour Support BEST Team Referral to outside agencies Ed. Psych Recommendations Who Can Help - Admin., CRM Team, CST, FSLW, PT, OT, Admin., EA support, District Psychologist	**Tier 4: SPECIALIZED Supports** FSLW CFS - Specialized counseling Child Psychiatrist/Pediatricians District Psychologist Who Can Help - Admin., CRM Team, CST, Mental Health, PT, FNMI, EA support, District Psychologist	**Tier 3: Targeted School Supports for ANY Students** Consult Support (OT, PT and SLP) FSLW CST BEST Team CRM Team Individual Student Plan (ISP) PAT accommodations Parent/child meetings	**Tier 4: SPECIALIZED School Interventions** Case conferences Outside school supports: ● Education Psychologist (Level C testing) ● BEST Team ● FSLW ● CFS (when necessary) ● Doctors- via Case Conference ● ELL support Adapted/Modified Programming ELL Supports or MHPSD Enhanced Services (OT, PT and SLP)

ATTENDANCE

A good attendance record enhances the learning process. Often a student's learning is seriously affected when a student is absent.

If your child is absent, please phone the school and inform us by leaving a message or excusing them via Edsby.

Elm Street School has an automated system that calls for students that have not been excused.

In cases where students have shown a significant lack of attendance, cases may be referred to the Attendance Board.

Our formal, and complete, attendance policy can be found on the school website at elmstreetschool.ca

SCHOOL FEES/SUPPLIES

Kindergarten fees: $60

These fees help to support field trips and consumable supplies.

Grades 1-6 Fees:

Students in Grades 1-6 are not charged fees**,** but there is a supply list below for families to provide prior to students attending.

BUS STUDENTS

Bus students are asked to abide by the rules and be respectful of the bus drivers.

Students will be provided with a bus card to scan as they enter the bus, we ask that this card is securely put in student bags so that they do not lose the card.

**** If this card is lost or misplaced, please contact transportation@sd76.ab.ca.**

If you have questions regarding bus transportation, please contact transportation@sd76.ab.ca.

Please note that behavioural expectations regarding student behaviour are the same on the bus as those while at the school.

BICYCLES

Bicycle racks are provided at the school. Students must lock their bicycles and scooters to the racks for security. Students must walk their bicycles to the nearest crosswalk or road when leaving the school. Riding bicycles, skateboards, scooters etc. on the school grounds is not allowed for pedestrian safety.

On another note, cyclists under the age of 18 are required to wear a helmet, as per provincial laws. If students are not wearing a helmet on the premises, we will ask students to walk their bike and be in contact with families. See Cycling - City of Medicine Hat link - https://www.medicinehat.ca/en/parks-recreation-and-culture/cycling.aspx

***Elm Street School cannot be responsible for the loss or damage of such items.**

CELL PHONES AND ELECTRONIC DEVICES

Students are asked to keep cell phones, electronic items (iPods, MP3 players, DS's, PSP's etc.), or other expensive items at home.

If there is a necessary exception, please contact Administration. Parents are always welcome to contact the office to pass along any information to their students,ie., a change of after school plans, during the day.

Elm Street School Policy* - *click the link

Elm Street School and its staff maintain no responsibility for loss or damage of items that have been brought to school.

EARLY ARRIVAL AND SUPERVISION OF STUDENTS

Please be reminded that there will not be supervision earlier than 8:12 am. Doors to the school will open at 8:12 for students to come in to eat breakfast and get organized for their day. Students will be greeted by their teacher at a designated spot in our school yard.

Each class will be assigned a designated area to congregate in. That plan will be communicated to parents prior to the first day of classes.

DRESS CODE

Students at Elm Street School School are expected to dress in an appropriate and respectful manner. This is for their health and safety, but also out of respect for other students and staff as well.

Clothing that promotes or brings awareness to hate, persecution, intolerance of others, unhealthy lifestyles, etc. are not allowed at school.

Should a student's clothing be deemed inappropriate, parents will be contacted by school administration and made aware of the specific clothing item that was deemed inappropriate. If possible, the student will be directed to the washroom for privacy and asked to turn the article of clothing inside out. Should this not be possible, parents will be contacted to pick up their child so they may change and then return to school.

INCLEMENT/COLD WEATHER

In the event of severe rain or other weather that we feel may be uncomfortable for our students, it will be at the discretion of supervisors and administration as to whether recess will be held inside or outside.

In the event that the outside temperature is below -25 degrees Celsius, including wind chill, students will be kept inside for recess.

POPA (Protection of Privacy Act)

(Formerly FREEDOM OF INFORMATION AND PRIVACY PROTECTION ACT)

As a result of changes in copyright and various other legislations, schools are required to have permission from parents before any of the children's work or photographic images can be displayed outside of school. This would include any of the following:

- record, photograph and tape (audio, video, still) your child

- display images of your child or child's work on the School Website

- publicly display any of your child's works, and

- reproduce any of your child's work for nonprofit, educational purposes.

It would also be understood that the production(s)/work(s) may be shown at educational displays during open house, in-service sessions and other school related activities at school or school board sites or at school or school board sponsored displays in the community, the internet, or included in educational or promotional materials.

This consent is to be noted on your Elm Street Registration Form and is valid for the school year. In the event that, during the school year, you wish to revoke or change your consent, please advise your child's principal in writing.

Please make sure you have filled out the updated POPA form:



MEDICINE HAT PUBLIC SCHOOL DIVISION
POPA RELEASE FORM

POPA Legislation:
As a result of changes in copyright and various other legislations, including the **Protection of Privacy Act** (POPA), schools are required to get written permission from individuals before personal information can be displayed outside of school.

Permission Granted:
I hereby authorize the **Medicine Hat Public School Division** and_____to:

- collect personal information about the participant, including their name, photographs and audio/video recordings.
- use this information for educational and non-profit purposes.
- displaying images of the participant or their work on school or division websites,
- publicly displaying the participant's work,
- reproducing the participant's work in print or digital formats.

I understand that this information may be used or disclosed in educational displays, open houses, in-service sessions, school or division-related activities, community displays, the internet, and in educational or promotional materials.

The personal information collected will be used and disclosed only for the purposes stated above and in accordance with the Protection of Privacy Act (POPA).

This consent is valid for the school year. If, during the school year, you have any questions or wish to revoke or change your consent, please contact the school or the Medicine Hat Public School Division. If you do not provide consent, the district reserves the right to exclude your child from any activity that includes the collection, use, and/or disclosure of personal information.

(If the participant is under 18 years of age, this form must be signed by a parent or legal guardian.)

_____ _____
Participants Name Signature

_____ _____
Parent/Guardian Signature Relationship

_____ _____
Date Address

If you have any questions or concerns regarding the collection, use, and/or disclosure of your child's personal information please contact the school.

PLEASE SEE FAIR NOTICE DOCUMENT REGARDING THE ASSESSMENT OF RISK TO OTHERS ON THE FOLLOWING PAGE.

Medicine Hat Public School Division

601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6701 | Fax 403.528.6571 | www.mhpsd.ca

August 31, 2026

Dear Parents/Guardians:

Re: Fair Notice and Process, Student Assessment of Risk to Others (ARTO)

In Medicine Hat Public School Division, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The community partners as members of the Southeast Alberta Regional Assessment of Risk to Others (ARTO) committee have developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes that all staff must report all threat related behaviours.

What is the purpose of an Assessment of Risk to Others (ARTO) Process?
The Assessment of Risk to Others (ARTO) Process is designed to be proactive in developing intervention/safety plans that address the emotional and physical safety of those involved; to ensure a full understanding of the context of the threat; and to begin to understand the factors that contribute to the threat-maker's behaviour.

What behaviours warrant an Assessment of Risk to Others (ARTO) Process to be initiated?
A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is an Assessment of Risk to Others (ARTO) Team?
Each school has a multi-disciplinary ARTO team that includes the school administration, school-based counselors and support staff, and may also include division resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the ARTO process. If for some reason there is reluctance to participate in the process, by the threat-maker or the parent/guardian, the process will still continue to ensure a safe and caring learning environment for all.

What happens in an Assessment of Risk to Others (ARTO)?
The ARTO process begins when threat making behaviours are reported. The ARTO process is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

This letter is intended to serve our community with fair notice that we, as a school division, will not accept "no response" to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to contact your school administrator, or further information can be found on the division website.

Sincerely,

Cody Edwards
Acting Superintendent

The model presented reflects the thinking and work of J. Kevin Cameron, Executive Director of the Center for Trauma Informed Practices www.ctipractices.com.