

FIRESIDE SCHOOL

Student/Parent Handbook



12 FIRESIDE PARKWAY · COCHRANE, ALBERTA · T4C 2L8

403-932-4868

<https://fireside.rockyview.ab.ca/>

Dave Banderk
Principal

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Mission: We endeavour to support our learners by making learning interactive and meaningful. We strive to develop the whole child through thoughtful, intentional educational processes, connection to the real world, and responsiveness to change. Creativity, curiosity, and compassion are cultivated and supported in all learners. Through working and playing in our school, in our community, and outdoors, we are mindful of the goals of Rocky View Schools, the province, and our school community.

Vision: We develop learners as whole persons, who are strongly equipped with resiliency, both academically and socially. Learners are prepared and receptive to successfully and independently venture into unknown challenges that they encounter in their journeys through life.

CODE OF CONDUCT

At Fireside School, students will conduct themselves in a **Safe**, **Responsible** and **Respectful** manner. The matrix below highlights how we can demonstrate Safe, Responsible and Respectful actions. The Fireside matrix is found in shared areas, in classrooms, and is referred to when discussing how we will be safe, respectful, and responsible community members within this school.



	SAFE	RESPONSIBLE	RESPECTFUL
WHEN OUTSIDE	<ul style="list-style-type: none"> • Use playground equipment appropriately. • Dress for the weather. • Keep hands, feet, and objects to yourself. • Stay alert. • Be aware of your surroundings. • Soccer nets are to be used for soccer. 	<ul style="list-style-type: none"> • Come in as soon as the bell rings. • Be honest and play fairly. • Take care of personal belongings. • Stay in designated supervised areas during breaks and recess. 	<ul style="list-style-type: none"> • Follow directions of supervisors. • Use appropriate, positive language. • Use positive non- verbal communication. • Treat others as you want to be treated.
WHEN MOVING THROUGH THE SCHOOL	<ul style="list-style-type: none"> • Walk in an orderly fashion. • Stay to the right, especially on the stairs. • Go straight to your destination. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Take care of your belongings. • Put garbage in the appropriate place. • Be polite. • Be prepared for class with the appropriate tools. 	<ul style="list-style-type: none"> • Use an indoor voice. • Use appropriate, positive language. • Listen to others. • Use positive non- verbal communication
WHEN IN LEARNING SPACES	<ul style="list-style-type: none"> • Follow the established rules for the space (classroom, gymnasium, Forum, Science Lab, etc.). • Help keep our learning spaces clean and safe. 	<ul style="list-style-type: none"> • Be honest. • Put materials and your belongings away appropriately. Leave the space "better" than you found it. • Do assigned work to the best of your ability. • Make positive decisions. • Ask for help, when required. 	<ul style="list-style-type: none"> • Use appropriate, positive language. • Help others. • Follow instructions. • Respect opinions and decisions that differ from your own. • Treat others as you want to be treated.
WHEN USING TECHNOLOGY	<ul style="list-style-type: none"> • Use appropriate websites. • Report anything inappropriate immediately. • Think before you post. 	<ul style="list-style-type: none"> • Report any issues with the technology. • Follow the RVS' Acceptable Use Policy. • During class time use technology for its intended purpose. 	<ul style="list-style-type: none"> • Respect the property of others. • Ask permission before videotaping/photographing others.
WHEN EATING LUNCH OR SNACK	<ul style="list-style-type: none"> • Follow all lunchtime rules. • Eat in designated areas. • Ask permission to leave the lunch area. 	<ul style="list-style-type: none"> • Clean up your eating area • Take uneaten food home. 	<ul style="list-style-type: none"> • Follow the directions of supervisors. • Use an indoor voice during lunch. • Help others. • Respect the food choices of others.

WHEN USING THE BATHROOMS	<ul style="list-style-type: none"> Practice proper hygiene (i.e., wash hands with soap). Ensure an adult knows where you are. 	<ul style="list-style-type: none"> Use and dispose of materials appropriately. 	<ul style="list-style-type: none"> Respect the privacy of others. Flush the toilet. Use an indoor voice.
BUSES	<ul style="list-style-type: none"> Walk on the sidewalk when around the buses. Stay alert to your surroundings. Stay seated. 	<ul style="list-style-type: none"> Be honest. Follow the bus rules. Go straight to your bus. 	<ul style="list-style-type: none"> Follow the directions of supervisors and bus drivers. Use an indoor voice when on the bus. Use respectful language.

ROCKY VIEW SCHOOLS CODE OF CONDUCT

Rocky View Schools endorses a set of desirable personal and interpersonal character traits that incorporate universal values common to all religions and ethnic-cultural groups, including respect, integrity, empathy, compassion, independence, cooperation, responsibility, and self-control. Rocky View Schools affirms the rights of each student enrolled in a school operated by the Board as provided for in the Alberta Human Rights Act and the Charter of Rights and Freedoms.

Students are expected to learn, practice, and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Students are to foster a sense of belonging amongst all students.

Within this context, students are expected to pursue academic and cultural studies to maximize their individual potential in becoming self-reliant, responsive, and contributing members of society.

IMPORTANT DATES

**Dates may be subject to change. Please check the Fireside School Website calendar for any changes. **

August 29 – Welcome Back Breakfast	January 28 – No School
September 2 & 3 – Staggered Start	February 14 to 22- No School
September 29 & 30 - No Classes	March 20 – No School
October 13 – No School	March 31 & April 1 – Celebration og Learning
October 20 – No School	April 3 to 13 – No School
November 10 & 11 – No School	May 15 – No School
November 20 & 21 – 3-Way Conferences	May 18 – No School
December 21 to January 4 – No School	June 26 – Last Day of School

ATTENDANCE

As per the Alberta School Act, attendance is compulsory, and necessary for success. Attendance for the day is taken during homeroom first thing in the morning and after lunch. We ask that parents who know their child will be away for the day report this in Safe Arrivals (<https://go.schoolmessenger.ca/#/home>). Students leaving the school before the end of the school day are required to be signed out by a parent or guardian. If a student is late, or returns after being signed out, they are required to sign back in before going to class.

ABSENCES (EXTENDED)

In the event of any extended absence, other than for illness, parents are asked to inform their child's homeroom teacher along with the office. Please consider extra holidays during the school year carefully as student achievement may be affected. Teachers will not provide instruction or materials for students who miss school due to extended holiday absences.

ARRIVING LATE AND LEAVING EARLY

Fireside school has a "soft start" each day with doors opening at 7:50 and classes officially beginning at 8:05. Late arrivals are disruptive to instruction and do not provide the best start to the day for your child. Students should be seated and ready to learn in their classroom by 8:05 a.m. Students who arrive after 8:05 a.m. must be signed in at the office. Students are expected to arrive promptly to all classes. The classroom teachers will handle individual incidents of tardiness. Chronic tardiness will be referred to Administration.

A parent or guardian must sign out students leaving school at any time during the day, other than regular dismissal. For security purposes, the school reserves the right to decide if a student can be released to the care of an adult based on permissions and custody orders that are on record. Parents are asked to ensure our records are up to date, including phone numbers. **Parents are also asked to send an email for someone other than those listed in PowerSchool prior to them picking up your child.**

BUSSING

Parents new to the school who qualify for bussing, must register their children with Rocky View transportation prior to the student taking the bus. Information with regards to bus registration, bus fees and routes can be found at <https://www.rockyview.ab.ca/schools/busing-transportation>. Bus route assignment, pick up times, alternate drop offs, or any other concerns should be clarified with bus drivers. Conduct and discipline matters occurring on the bus will be handled by the driver, the school administration, and the parents. Matters of misconduct are recorded in a "Misconduct Report" which are filed with the bussing supervisor and may result in suspension of bus privileges.

Misconduct is the type of behaviour that distracts the bus driver from his/her primary task, which is the safe transportation of our students. Misconduct includes indecent or vulgar language, horseplay, loud or unruly behaviour, standing or moving from seat to seat, failure to obey the directions of the driver, and failure to sit in assigned seats.

CHILD DEVELOPMENT ADVISOR (CDA)

When students are having social or emotional difficulties, we encourage them to consult with one of our CDA's. We have one of our CDA's, Mr. MacDouell who focuses on students in Grades 1 to 4, and our other CDA, Ms. Soch, who focuses on students in Grades 5 to 8. The CDA may, in consultation with the family, also refer to other individuals or agencies.

COMMUNICATION

Contact can be made via email, through a phone call, or by booking an appointment. Under normal circumstances, school staff will respond to emails within 24 hours on school days (not after 6 p.m.) or by the end of the following workday if received on the weekend/holiday. Across all RVS, we do not expect school staff/teachers to read or respond to emails after 6pm on school days or on weekends/holidays. Each week, we issue our weekly newsletter called the Fireside Focus. The newsletter is a terrific way for parents and students to learn about what is happening in the school, it will be sent out each week to your email and can also be found on the school website.

DRESS EXPECTATIONS

It is recognized that there is a diversity of opinion in society as to what constitutes suitable dress for school activities. At Fireside School the following minimum standards of dress wear have been developed in consultation with staff and the parental community.

- Clothing must not display inappropriate or offensive language or slogans. Any messages that display or promote discrimination, hatred or violence, profanity or obscene gestures, the use or promotion of drugs/alcohol are unacceptable.
- Clothing worn must be such that it is appropriate and safe for the activities that are typically done during a day, including Physical Education, Grade 7 and 8 Option Classes and outdoor activities.
- There is a clean-shoe policy. Outdoor shoes shall be changed for clean indoor shoes upon entering the building in kindergarten to Grade 4, for students in Grades 5 to 8 we ask that shoes are thoroughly wiped off and clean before entering the building.

If clothing is deemed inappropriate by staff, the student will be asked to put a “hoodie”/sweater on or phone home to request a change of clothes. If neither are available, the student may borrow some clean clothing from the office.

‘FAMILIES’ AT FIRESIDE

At Fireside, we’ve divided our school into four ‘families’. Each family consists of classes from different grades that collaborate, connect, compete and celebrate the values that define Fireside School. We will compete against each other to earn points for our ‘Family Cup,’ which is awarded at the end of the school year.

Forest	Mountain	River	Valley
Ms. Gorczyca Mr. Cox Mrs. Pedersen Mrs. Hanson Ms. Mrak Mrs. Doll Mrs. Loewen Ms. Fuller Mr. Lofthouse Mrs. Goss Mrs. Cheverie Mrs. Rezeli Mrs. Erika	Mrs. Hall Mrs. Carriere Mrs. Wells Ms. Simpson Mrs. O’Neal Mrs. Colling Miss. Smith Mrs. Lawrence Mrs. Soroka Mrs. Hamilton Mrs. Wedderburn Mrs. Soch	Mr. Shaun Ms. Larsen Mr. McCormick Mrs. Pyle Mr. Russell Mr. Shaw Ms. Duong Mr. Whittleton Mrs. Pare Mrs. Alison Mrs. Clancy Mr. MacDouell Ms. Campbell	Ms. Stark Mrs. Nakesch Mrs. Espersen Ms. Waugh Mrs. Nusi Ms. Holzier Ms. Auclair Mr. Chung Ms. Niki Ms. Judy Mrs. Dempster Mrs. Johnson Ms. Warwick

FIRE DRILLS AND SCHOOL LOCKDOWNS

Safety is our primary reason to practice drills. Drills are completed at regular intervals throughout the year. It is essential that everyone obeys the signals and follows instructions quickly and quietly.

HOMEWORK

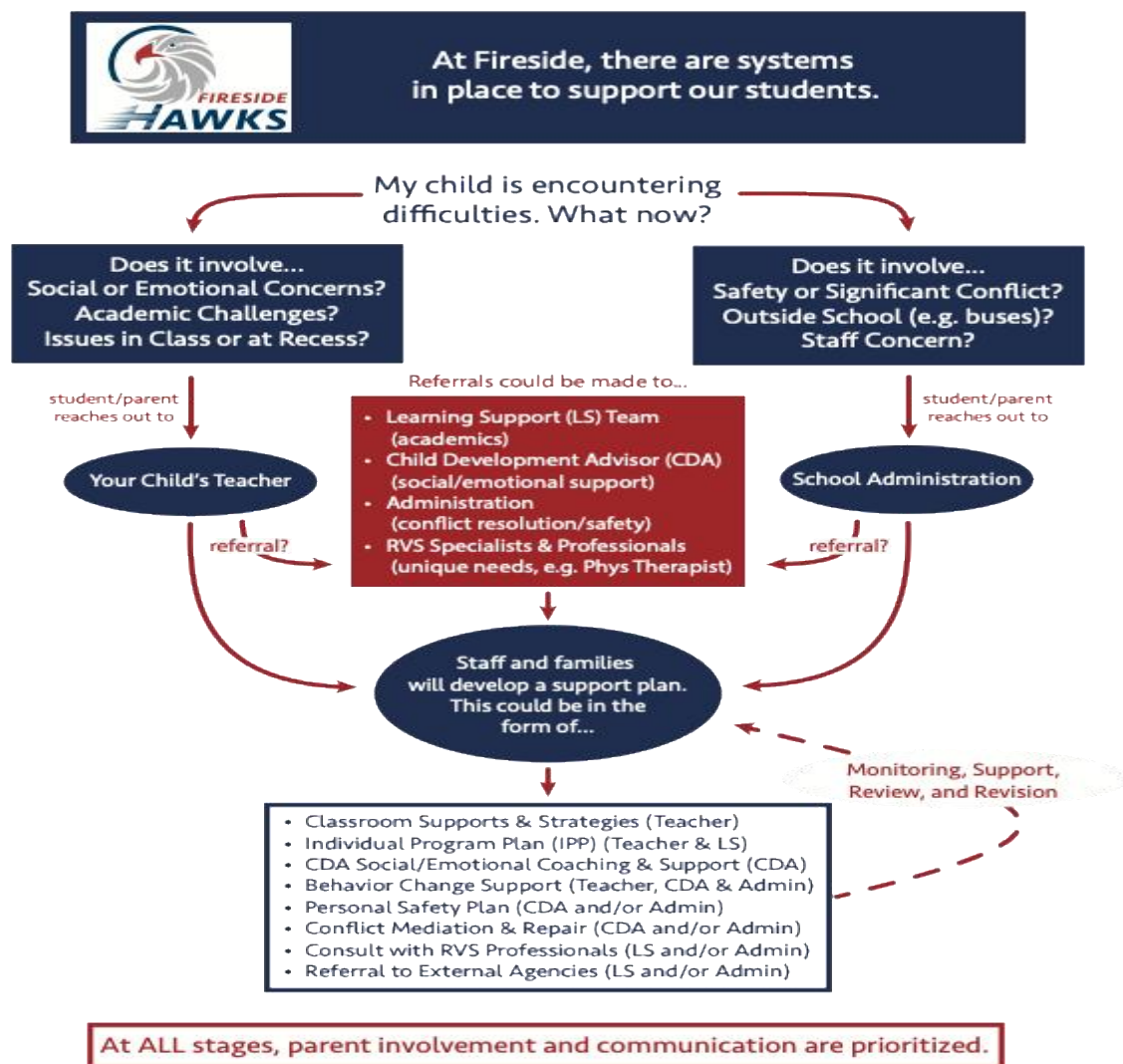
During the school year parents can assist teachers by establishing a quiet time each day where your child is encouraged to do their homework, read or review material. Encourage your child to regularly read every evening. Formal written homework should amount to no more than 20 minutes per evening for elementary age children and 30 minutes for middle years students. However, the quantity of homework will be influenced by the students’ use of class time. You can monitor your child’s work/assignments through your child’s agenda, PowerSchool and/or Google Classroom.

LEARNING SUPPORT AT FIRESIDE SCHOOL

At Fireside we have 2 certificated staff members, and 11 Learning Assistants who make up the Learning Support team. Learning Support staff work collaboratively with classroom teachers to best meet the needs of our students. Some of the ways the Learning Support Team supports staff and students at Fireside are through whole class, small group, or individual instruction. If you have questions, please contact Jenny Dempster for kindergarten to Grade 4, and Janet Cheverie for Grades 5 to 8.

Learning Support also supports the development of Individual Program Plans (IPPs). Fireside IPP's are collaboratively created with families in the fall and then reviewed again in the winter and spring. Parents are encouraged to reach out to their child's teacher or learning support team any time throughout the year to discuss their child's progress, ask questions, or voice concerns.

Below you can see a flow chart of how to access assistance.



LOCKERS

Lockers are assigned to students by their teachers at the beginning of the year. Students in Grades 1 to 5 do not use a lock as typically lockers are shared by two students. Locks are provided to each student in Grade 6 or if you are new to the school. In Grade 7 to 8 we ask that they continue to use the lock they have been provided in past years, if a student loses their lock, the school can replace them for a fee.

LOCKER SEARCHES

Lockers are the property of Rocky View Schools and are loaned to students. The storage of any unsafe or illegal items is prohibited. Use or expected use of a locker in this manner will result in searches by authorized school staff.

LOST AND FOUND

Students are expected to accept personal responsibility for their possessions. The school will endeavour, as much as possible, to help recover lost articles. The Lost and Found racks are in various locations throughout the school. Articles left in Lost and Found will be donated to the Cochrane Activettes intermittently depending on the number of articles left behind.

LUNCHTIME

All students are invited to eat their lunch at school. We have two sittings, that are grouped by grade level, please see the bell schedule for the grade level's lunch and recess times. Students are expected to spend time outside for personal health and wellness. Throughout the year, organized lunchtime and intra-mural activities will take place during the recess portion of lunch.

Students in Grade 8 will be permitted to leave the school during lunch if an 'off-campus form' has been completed and submitted to the office. All other grades are required to stay on campus for the duration of the lunch break

All students must act respectfully off-campus as they represent themselves and Fireside School, failure to do so could result in a loss of the privilege.

MEDICATION, ALLERGIES AND OTHER MEDICAL CONDITIONS

Fireside School will not issue any medication or provide any medical attention beyond that of first aid treatment. Parents, emergency contacts, or an ambulance will be contacted. Students who require Epi-Pens should keep at least one at the office in case of an emergency. Although Fireside School is 'nut-aware,' parents should **not** assume that the school is allergen free. We have requested that nuts not be brought to school, but we **cannot guarantee** that everyone will comply with our request.

Parents of children with severe allergies are strongly encouraged to:

- Secure a medic-alert bracelet for your child.
- Educate your child around safe and unsafe foods, symptoms and how to self-administer the (auto- inject) Epi-pen if age appropriate.
- Ensure you have discussed the matter with the classroom teacher.
- Provide a second Epi-pen to be housed in the school's infirmary, in addition to the one they carry.

Parents are required to complete the "Request for Administration of Medication" form if your child has medical conditions of which the school must be aware. Teachers review Epi-pen use for seizures and diabetes as part of required Occupational Health and Safety modules each fall.

MOBILE DEVICES

The provincial government established [standards](#) for personal mobile devices and social media use in schools to be implemented by Sept. 1, 2024.

RVS is committed to fostering a focused and engaging learning environment. By establishing clear expectations for the responsible use of cell phones, personal mobile devices, and social media in schools we can work together to reduce distractions and maximize valuable instructional time. [Administrative Procedure \(AP\) 148: Responsible use of Personal Mobile Devices and Social Media in Schools](#) has been developed and provides clear direction in all RVS schools for students and families. This administrative procedure is in effect as of the first day of school.

RVS teachers and administration teams will work with students to help them understand the expectations of personal mobile devices and social media at school. Families are encouraged to read the new AP and discuss it with their child(ren).

AP Highlights:

- The safest place for students' devices is at home. Should they choose to bring them to school, they must be out of sight and turned off or silent. Parents/guardians and students assume full responsibility if their device is lost, stolen or damaged.
- Students cannot use their personal mobile device in school during instructional time, unless specially authorized by their school's administrator or their teacher for educational purposes. This includes any personal electronic device that can be used to communicate with or access the internet. Examples include cell phones, smart watches, laptops, and tablets.
- Students with health or medical reasons or special learning needs may be granted permission to use personal mobile devices during instructional time, upon completion of [Form AF148A](#) or as indicated in the student's Individualized Program Plan.
- Students will not have access to social media platforms at school over the school's Wi-Fi network and are not permitted to access it at school using their own data plans to ensure students remain focused on educational tasks.
- The AP includes progressive consequences designed to have teachers and administrators work with students and parents/guardians toward the common goal of limiting distractions and staying focused on learning.

Consequences for Non-Compliance:

Event	Action	Description	Follow-Up
First Incident	Verbal Warning	Student is reminded of the expectations regarding responsible use of Personal Mobile Devices and/or social media.	The teacher will notify the student of the potential consequences for repeated offenses.
Second Incident	Confiscation and Parent/Guardian Informed	The student will turn in the Personal Mobile Device to the teacher, and it will be returned to the student at the end of class.	The teacher will record the incident and inform the student that subsequent offenses may result in more significant consequences. Parent/guardian is informed by the teacher.
Third Incident	Confiscation and Parent/Guardian Involvement	The student will turn in the Personal Mobile Device to the office and can retrieve the device at the end of the school day from the office. School administration will document the incident.	An Administrator will contact the parents/guardians to inform them of the repeated infractions to discuss the issue and reinforce the procedure and to notify of next step.
Fourth Incident	Loss of Privileges	For a period of one school week the child will not bring the mobile device to school or will turn it into the office at the beginning of day and retrieve it when they leave for the day.	A formal letter will be sent home to the parents/guardians from administration outlining the repeated offenses and the disciplinary actions taken. School administration will document the incident.

SCHOOL CLOSURES

In the event of inclement weather preventing bus travel to school, parents will be advised of any decision to close the school by announcements made on local radio stations as early as a decision can be reached. Closure information will also be posted on the Rocky View Website at www.rockyview.ab.ca. After students have been conveyed to school, the school **WILL NOT** be closed by the administration. Please ensure that your child wears appropriate footwear and clothing to accommodate the weather. Schools in an individual attendance area may be closed as per the procedures established by the Local Emergency School Closure Committee if any of the following apply:

- Road or climate conditions are such that travelling to and from school is hazardous to the well-being of students.

- Road conditions prevent enough staff from being available to ensure adequate instruction and supervision.

It is the parent's decision to determine the safety of your child's travel to school.

BUS CANCELLATIONS/DELAYS

Bus routes may be cancelled when a driver feels the road / weather conditions are unsafe. More information can be found on Rocky View Schools website <http://www.rockyview.ab.ca/transportation>. Please remember if the buses do not run in the morning, the buses do not run after school.

SCHOOL EDUCATION PLAN

Each year, Fireside School writes a School Education Plan compliant with the goals of Alberta Education and the requirements of Rocky View Schools. The School Education Plan is finalized in October of each school year and then posted on the school's website: [Fireside School Website](#)

SPECIAL LUNCH PROGRAM

About once a month, our school has a special lunch organized through Healthy Hunger. Parents can set up an account with Healthy Hunger, where they can order lunches for those days and can also specify special dietary requirements. The website for Healthy Hunger: <https://www.healthyhunger.ca>

STUDENT ASSESSMENT AND EVALUATION

There are two types of assessment. Formative assessment is the day-to-day; in the moment coaching gives students feedback they need to improve. It can come from the teacher, from peers, or in the form of self-assessment as students use rubrics or samples of quality work. Summative assessment is a formal snapshot of what a student can do and may happen during any part of a unit, with the goal of providing a representation of what students know. Summative information is what is communicated to parents on a report card.

Teachers regularly input students' academic information into an on-line program called PowerSchool, which can be found at the following link: <https://ps.rockyview.ab.ca/public/home.html>. In addition, one formal report card will be issued at the end of the school year. It will indicate student achievement in relation to the Alberta Program of Studies and include information on student learning habits.

STUDENT LEADERSHIP

Student Leadership is an important part of Fireside School. Students are encouraged to be part of student leadership from grades five to eight, and we have also had some participation from students in the younger grades, depending on the activity. At Fireside School, we have a Student Leadership class, run during our Grade 7 and 8 options, and a club that meets at least once a week. Some of the activities and events our leadership students are a part of are planning and hosting school assemblies, welcoming and touring new families and special guests, and supporting staff in planning and implementing positive school culture activities and events.

STUDENT RECOGNITION

SOARING at Fireside – What does it mean to SOAR at Fireside?

- Kindergarten to Grade 2 students will learn how to SOAR together by doing activities in class and the community.
- Grade 3 to 6 students will be nominated for school awards when they show exemplary conduct at Fireside.
- Grade 7 and 8 students will also be nominated for school awards, additionally they will assist in organizing school assemblies and celebrations to honour how students are Soaring at Fireside.
- At the end of the school year, we then recognize one/two students from each class who represents the ideals of SOARING

SCHEDULE

FIRESIDE SCHOOL 2025-2026 Bell Times & Daily Period Schedule

Bell Rings:	Grades 1 - 8		Monday	Tuesday	Wednesday	Thursday	Friday	Kindergarten	
7:50	7:50 - 8:05	15	Student Arrival and Entry						
8:05	1 8:05 – 8:48	43						AM 8:05 - 10:46	
8:48	2 8:48 – 9:31	43							
9:31	3 9:31 – 10:14	43							
10:14	10:14 – 10:30	16	Gr 1 - 4 Recess / Gr 5 - 8 Literacy						
10:30	10:30 – 10:46	16	Gr 1 - 4 Literacy / Gr 5 - 8 Recess						
10:46	4 10:46– 11:29	43						PM 11:35 – 2:16	
11:29	5 11:29 – 12:12	43							
12:12	12:12 – 12:33	21	Gr 1 - 4 Recess / Gr 5 - 8 Lunch						
12:33	12:33 - 12:54	21	Gr 1 - 4 Lunch / Gr 5 - 8 Recess						
12:54	6 12:54 – 1:37	43							
1:37	7 1:37 - 2:20	43							
2:20	2:20		Student Dismissal						
	2:30		Bus Departure						

SCHOOL COUNCIL

All parents and guardians of students attending Fireside School are automatically part of our school council. The school council meets once a month, and it is an excellent way to participate in the life of our school. The School Council is an advisory body that helps the school administration to make decisions and give feedback on initiatives and programs. Fireside School Council has a webpage on the Fireside website. You can access meeting dates and times, agendas, and minutes at the following link: <https://fireside.rockyview.ab.ca/get-involved/school-council>

TECHNOLOGY

Fireside School aims to leverage technology as an access point to learning. We are a one-to-one school in grades seven and eight, encouraging students to bring their own device. We provide access to Chromebooks, MacBooks, and iPads, depending on the grade level a student is in. Technology should be used to make learning accessible for students, to provide choice in how student work is produced and delivered and to provide another instructional strategy for staff. All students and staff are required to sign a Responsible Use Agreement at the beginning of each year.

VOLUNTEERS

For security and safety reasons, ALL volunteers must sign in at the office and receive a volunteer sticker that is then visible while in the school.

A Criminal Record and Vulnerable Sector Check must be completed, and a copy must be submitted to the school prior to volunteer activities. You can get the Criminal Record Check from the RCMP detachment based on your address. There may be a fee charged by the RCMP detachment related to obtaining the Criminal Record Check. Volunteers must submit a new Criminal Record Check and Vulnerable Sector Check every 5 years. In addition, a Confidentiality Form must be done every school year.

Volunteers play a key role in helping us provide a quality education for all students. Moms, dads, aunts, uncles, older siblings, guardians, and grandparents are certainly welcome. Volunteers may be asked to prepare classroom materials, read with students, serve hot lunches, help in the library, accompany students on field trips, etc.

