



Copperhaven School Handbook 2024 - 2025

Our Vision

Our students possess the confidence, resilience, insight and skills required to thrive in and positively impact the world.

Our Mission

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

Communication Information:

Website: <https://copperhaven.psd.ca/>

Email: copperhaven@psd.ca

Registration Information: <register.psd.ca/>



[Find us on Facebook!](#)



[Follow us on Instagram!](#)

Welcome to Copperhaven School

It is a pleasure to welcome you to Copperhaven School. This handbook is designed to give you information about our school community. We sincerely hope you will find this year rewarding, and successful.

Our Ultimate Goal is Student Success and Well-Being.

We therefore value:

- Learning opportunities that are
 - Purposeful
 - Essential
 - Relevant
 - Authentic
 - Responsive
- Excellence in achievement
- Trustworthy, respectful relationships
- Resilience with self-awareness

Keeping the future in mind will help guide our decisions so that together with families and community we develop healthy, resilient, and well-educated people.

Principal of Copperhaven School:

Mrs. Michelle Visscher michelle.visscher@psd.ca

Assistant Principals of Copperhaven School:

Mrs. Donna Miners donna.miners@psd.ca Mrs. Erin Chessor erin.chessor@ps.ca

Class/Bell Schedule

8:45 Supervision Begins

8:55 Welcome Bell, Anthem, Announcements

9:00 - 9:40 am Block 1

9:40 - 10:20 am Block 2

10:20 - 10:30 am Daily Physical Activity/Snack

10:30 - 11:10 am Block 3

11:10 - 11:50 am Block 4

11:50 - 12:20pm: K-5 Recess; 6-9 Eating

12:20 - 12:50pm: K-5 Eating; 6-9 Recess

12:50 - 1:30 pm Block 5

1:30 - 2:10 pm Block 6

2:10 - 2:25 pm Recess

2:25 - 3:05 pm Block 7

3:05 - 3:45 pm Block 8

3:45 pm Dismissal Bell

3:45 - 4:00 pm Supervision

[2024-25 calendars - Parkland School Division](#)

Office Hours

Our office is open to the public from 8:00-4:00, Monday to Friday.

Copperhaven Student Code of Conduct

Our Student Code of Conduct can be found at the link below:

[Copperhaven Student Code of Conduct and Behaviour Expectations](#)

Supervision

Supervision will begin with the arrival of buses in the morning (8:45 am) and will extend until 15 minutes after our dismissal bell (3:45). At 4:00, our supervision will be finished for the day, as students should all be making their way home. Doors open at 8:45 in the morning.

Checking In/Out of School

Students arriving late to school are asked to check in with the office before going to class. Students leaving the school during the day are required to check out at the office. When possible please provide notice to the classroom teacher if dismissal time of a student will be

different from the end of day dismissal.

On Campus Expectation

Students are to remain on campus during the school day (unless signed out by a guardian), from the time they arrive at school, 8:45 until the end of day dismissal time of 3:45. Students should not leave the school property without express consent and following sign out procedures, except Gr. 9s with Off-site signed permission forms leaving at the lunch break.

Absentees/Lates

Should your child be absent from school, please call the school at 780-571-8488 or email us at: copperhaven@psd.ca indicating your child's name, teacher/grade, and the dates of the absence, the reason and the expected return date. Thank you for arranging for students who are unwell to recover at home where they are more comfortable.

Regular school attendance is the key to school success. We monitor school attendance in accordance with the Education Act. If your child's absence impacts school progress the school will contact families in order to work together and develop a plan for student success.

Student Learning

During the first week of school students will receive information from their teachers about their schedule, programming and expectations. Curriculum delivery follows Alberta Education Programs of Study. Parents can access information on what learning looks like in grades K - 9 here: [What Your Child Is Learning in Each Grade](#)

Teachers engage in ongoing assessment of student learning to both guide their teaching and to evaluate progress of students against learning objectives. Parents have access to student assessments and marks electronically through [Powerschool](#). Report cards are issued 2 times per year and are available electronically. For information on how to access this information and to view the assessment descriptors used in Parkland School Division click here: [Standards and Criteria](#)

Copperhaven School Council and Fundraising Society

School councils are an important forum through which members of the school community can get involved. School council is a collective association of parents, teachers, principal, staff and community representative(s) whose purpose is to advise the principal regarding matters relating to the school. It is a means for parents and community members to work

together with the school to support and enhance student learning. We look forward to seeing many faces at our monthly council meetings. Please see the Copperhaven School Council Facebook page for more information:

<https://www.facebook.com/copperhavenschoolcouncil/>

The Boundary Ridge Association, Copperhaven School's fundraising society, has been hard at work over the course of the school year. Please visit their Facebook page here to learn more. <https://www.facebook.com/TheBoundaryRidgeAssociation>

Volunteers at School

Parent and community volunteers are most welcome at the school. Volunteers are typically coordinated via the homeroom teacher. Volunteers are requested to maintain strict confidentiality regarding individual student progress and records; discipline issues are to be referred to the teacher; concerns or suggestions should be directed to the teacher(s) involved or to the school administration. All volunteers are asked to complete a Volunteer Registration form (available in the school office) and to sign in and out using the registration book in the General Office. We request that all volunteers wear a "Volunteer lanyard/name tag" while at the school. Volunteers who will be logging more than 10 volunteer hours per year are required to complete a Criminal Record Check, annually. Please ask for the form at the office.

Allergies

Copperhaven School is a NUT-sensitive and SCENT-sensitive school. Allergies to different substances cause some students and staff to be medically at-risk. **Parents are to inform the school if their child is at-risk.** The school will prepare a package for staff notifying them of students medically at-risk. Students will be identified by name, photo, class, and allergy. Classroom plans will be created in the event that students have severe allergies.

Accident & Injury

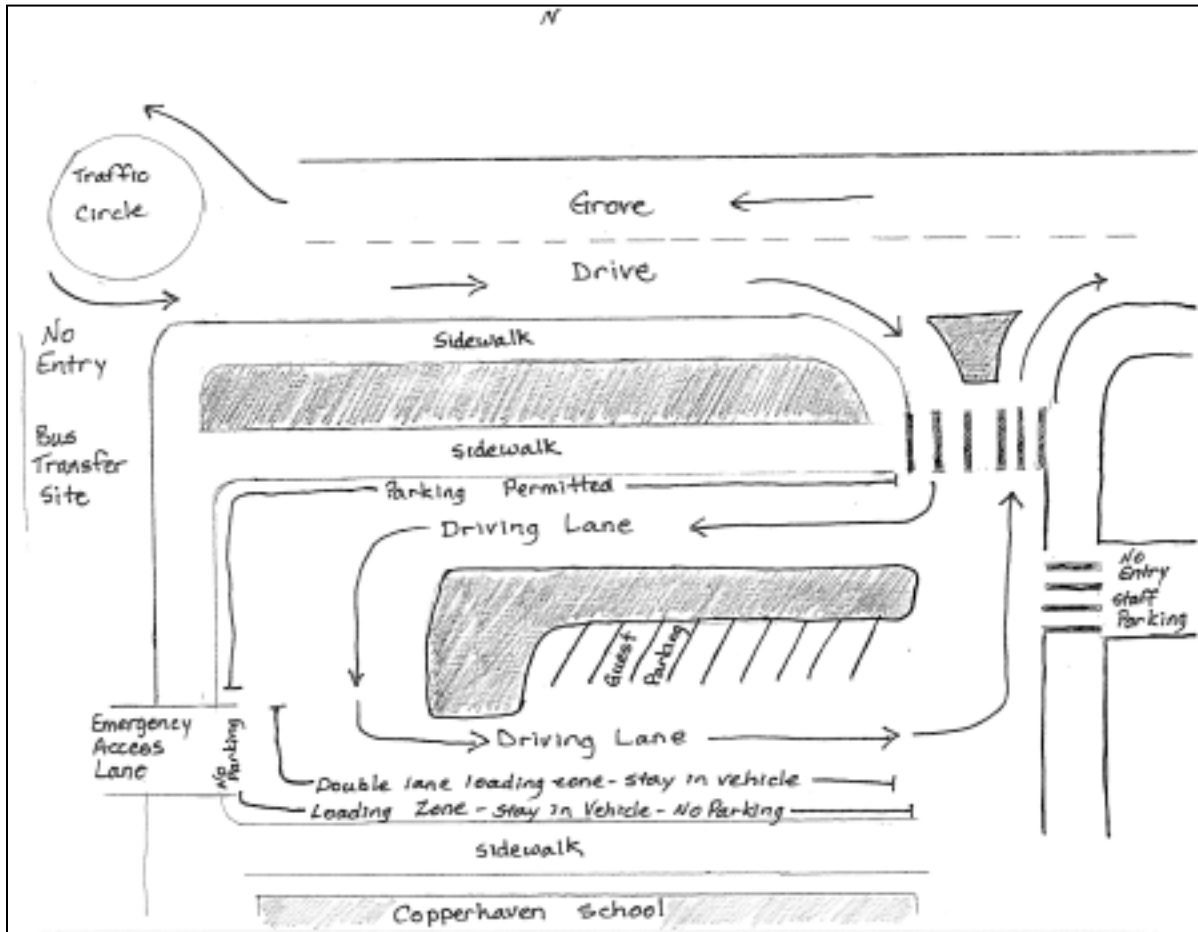
Bumps, bruises, and scrapes happen, and usually only require the most minor of treatments which will be administered at the school. If a child has been significantly injured at school, or requests to call home, then the school will contact the parents or the emergency contact number. If a child needs immediate emergency medical attention, the school will call an ambulance to have the child taken to the hospital.

Transportation and Parking

To the west of our school is located a bus transfer site with a marked crosswalk leading to our school site. Parking for guests is located in the drop off area in front of the west side of

the school.

Guest parking at the school is limited and traffic flow at the beginning and end of the school day is challenging. Patience is needed and we appreciate parents cooperating with the direction of school staff.



Busing

The school bus is considered an extension of the classroom and therefore classroom conduct is to be observed at all times. Read and retain the 'School Bus Regulations' that each family receives from your bus driver at the beginning of the school year.

All buses arrive at and depart from the bus transfer area located west of the school building. To ensure student safety, no other vehicles should use this area. If a student is picked up by the school bus in the morning, but will not be riding the bus after school please inform the driver. Students are to ride the bus to which they are assigned and students are expected to swipe their bus passes when they get onto the bus and when

they leave the bus.

Bike/Scooter/Skateboard Transportation

Bikes ridden to school should be locked and stored in the designated area. Helmets are the law and must be worn by students. Students are only able to ride in designated locations and at specified times.

Animals outside at School

Part of a healthy community is encouraging families to walk to school. At times this may mean families are inclined to bring their animal to school. We kindly ask that animals either remain at home, or remain on the outskirts of busy gathering areas during drop off and pick up times. This is to ensure the safety of all and respect those with severe allergies and/or previous challenging interactions with animals such as dogs.

Student Lockers

The Parkland School Division Locker License Agreement is signed digitally as part of the yearly registration process. For students who are assigned a locker, locks will be provided and distributed through the School Office. Students are reminded to keep their combinations private.

Lost and Found

We will have a lost and found box on the main floor of the school and a second lost and found box located on the second floor of the school. Items unclaimed in classrooms, hallways, or the playground are placed in the lost and found bins. To assist the school in identifying personal property, please label all articles. Periodically, the lost and found items will be laid out and displayed. Items not claimed will be donated to charity.

Valuables

Students should not be bringing large sums of money or valuables to school. Jewelry and other valuables should be locked in lockers, or stored securely.

Off-Site Learning/Field Trips

Throughout the year, learning may take place away from the school building, either in the community or in another location. These off-site activities can be valuable educational experiences that may provide opportunities to support and enhance school programs. Families will be given prior information and the opportunity to make informed decisions

about participation in any off-site activities. According to [Parkland School Division Administrative Procedure 280: Off-Site Activities](#), Section 12. Written parental permission: 12.3. May not be required, at the discretion of the Principal, for local off-site activities not requiring transportation, such as walking trips in the neighbourhood of the school, or to a series of curricular lessons at local sports, health, cultural, educational or municipal facilities that require brief transportation.

Administering Medication

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with family and/or the appropriate medical personnel. Whenever possible, medication needs to be given at home. However, it may be appropriate in certain circumstances for school staff to assist parents in the administration of medication to students. In each of these cases, parents are required to contact the school administration so that an Individual Care Plan can be completed. Parents will need to provide a clear and valid prescription with instructions from a regulated prescriber (physician, nurse practitioner, pharmacist, etc.). If you have any questions regarding the distribution of medication to students, please speak to your school principal. Non-prescription drugs are not to be brought to school. **At NO TIME can medication be kept with a student.**

Inclement Weather

On days when weather conditions create a hazard to student safety, a decision will be made by the PSD Superintendent of Schools, in consultation with the Manager of Student Transportation, whether buses will/will not run. Announcements will be placed on local radio and television stations, as well as on Parkland School Division social media platforms. Official notifications regarding suspension of bus services or closure of schools will be posted on the [PSD Transportation Homepage](#).

“School buses are not running” means buses are not running for the entire day but the school will remain open to families who wish to bring (and pick up) their child(ren) to school. The final decision to send a child to the bus stop or to school rests with parents, even though buses may be operational.

Please note: Except in very special circumstances, PSD schools always remain open on school days.

Suspension of School Bus Services
Weather guidelines that support the decision to suspend bus services:

- Windchill of approximately -50°C
- Visibility of less than 1 kilometer
- Impassable rural roads
- Temperature of -40°C

View School Bus Status Online Transportation Services maintains a real-time list of the status of all PSD school buses. To view the status of your child's school bus (e.g. Operating, Delayed, Not Running), visit our [Bus Schedule page](#).

For more information contact:

Transportation Services

4603-48 Street

Stony Plain, AB T7Z 2A8

Phone: 780-963-8452

Email: Transportation@psd.ca

Registration - Updating Information

Please refer to the [Parent Portal online](#), on our Parkland School Division Website, to update or change any registration information. This will facilitate quick communication in the event of an emergency. These changes could include a home phone number, work numbers, cell phone changes, emergency contacts, medical information, addresses, etc. More information for new or returning student registration can be found [here](#).

Emergency Procedures

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur.

We have taken steps to prepare our schools and school jurisdiction to deal effectively with emergency situations that may occur in or around a school during the school day. Our comprehensive Division Emergency Response Plan is complemented by individual plans tailored for each school. These plans are reviewed regularly.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and fire departments, as well as parents.

Your cooperation is vital to helping us protect the safety and welfare of all children and

school employees. Please observe the procedures explained below.

In the event of an emergency:

Do not call the school or your child's cell phone!

We understand and respect your concern but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up phone lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information.

By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. Please do not call; we will ensure that you get the information you need by contacting you.

The quickest way to receive emergency information:

There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

Visit the Division website - www.psd.ca for updated news.

- Call the Centre for Education at 780-963-4010
- Tune into a local radio or television station
- Access our Parkland School Division social media platforms including Facebook.

What happens during a Lock-Down or Shelter-in-Place?

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone, including staff, students and parents. You will not be allowed to pick up your child until after an "all clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated?

It may be necessary to keep the streets and parking lot clear for emergency vehicles.

If it is necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian.

Depending on the severity of the situation, students may be transported to a secondary

assembly location away from the school. You will be notified of this via the Division website and the media.

How do I reunite with or pick up my child during or after an emergency? Should circumstances merit, the school may activate a student release procedure. This allows the school to do a controlled release of students to their parent/guardian. Should it be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the Division website www.psd.ca. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian. Instructions on where, how and when you are able to pick up your child will be posted on the front page of our website. Please also read the Procedures for Parent-Child Reunion.

Carefully read all information you receive from the school regarding emergency procedures as assembly locations are different at each school. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

Procedures for Parent-Child Reunion

To ensure your child's safety, and to assist staff in quickly reuniting you with your child, please observe the established procedures. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

1. Detailed release instructions will be posted at the secondary assembly location.
2. A designated Parent Waiting Area will be established as the secondary assembly location. Please wait in this area until your child is brought to you. This is for the safety of both you and your child.
3. No student will be released unless you or an individual designated to pick up your child arrives to pick up that student.
4. Every parent/guardian will be required to sign for the release of their child. This step is extremely important, as it is the school's only means of ensuring all students are accounted for at all times. Please do not take your child from the secondary assembly location without signing for their release. You will also be required to show valid identification during this process to ensure students are

safely released to their custodial parent/guardians.

4. All students will be kept at the secondary assembly location until a parent/guardian can arrange to pick them up.

NOTE: It is imperative that the information on your child's Emergency Information is current. Each school refers to this information in the event of an emergency.

For more information, contact:

The Centre for Education

Phone: 780-963-4010