



LEADERSHIP IN THE ELEMENTARY CLASSROOM

We Are Your 7Habits Community School

What are the 7 Habits?

The 7 Habits were a product of the work of Dr. Stephen Covey. He researched highly effective people and found these good habits to be present:

- Habit 1: **Be Proactive**
- Habit 2: **Begin With the End in Mind**
- Habit 3: **Put First Things First**
- Habit 4: **Think Win-Win**
- Habit 5: **Seek First to Understand, Then to be Understood**
- Habit 6: **Synergy**
- Habit 7: **Sharpen the Saw**

The first three habits are habits of character which move individuals towards independence. The second three habits are habits of relationship and foster interdependence. Habit 7 is the habit of renewal and continuous improvement, which is necessary so that we can practice the first 6 Habits effectively.

But...in an *elementary* school?

This is a common response since Covey's book targets the business world – a more mature audience. A closer look reveals principles that apply to human development.

- Habit 1 Principle: Responsibility and initiative.
- Habit 2 Principle: Personal leadership: Setting goals (purpose, vision) based on clarified values.
- Habit 3 Principle: Self-management: Having the self-discipline to follow through on what matters most before what matters least.
- Habit 4 Principle: Mutual Benefit.
- Habit 5 Principle: Empathic Communication.
- Habit 6 Principle: Creative Cooperation.
- Habit 7 Principle: Renewal, continuous improvement.

The developmental goal of the school-age children is to become independent, self-regulated and socially adept. Therefore, these habits can be tailored to help children reach these milestones.



Iron Ridge Elementary Campus A Great Place to Learn!

Our Mission:

Empowering Learners to Lead and Succeed

Our Vision:

**A Culture of Excellence - A Community of Learners - A Community of Leaders -
A School of Choice**

A Culture of Excellence

- Creating a collaborative environment
- focused on student learning
- based on assessment for learning and instructional design
- Empowering students for success
- Creating a safe and caring community through the principles of *The 7 Habits of Highly Effective People* (Covey).

A Community of Learners

- Preparing independent learners for:
- Critical thinking
- Problem solving
- Collaborating
- Working in diverse teams
- Applying technology
- Leadership

. . . in the 21st Century and for a Changing World

Trilling and Fadel (2009)

A Community of Leaders

- Be Proactive
- Begin with the end in mind
- First Things First
- Think Win Win
- Seek First to Understand, Then To Be Understood
- Synergize
- Sharpen the Saw

Covey (2008)



Message From the Iron Ridge Elementary Campus Administration Team

On behalf of the entire staff of Iron Ridge Elementary Campus, we would like to welcome each of you. A special welcome to those students and parents who are joining us for the first time. You will find us a friendly, caring, and hardworking group of people.

Every person at IREC has the right to feel and to be safe. We work very hard to ensure this happens. In doing so, we are better able to focus on our two main priorities: teaching and learning. Generally if students do their best, allow those around them to do the same, and treat others with respect and dignity, it will be a successful year.

The education of children is a cooperative effort involving school, home and community. We urge you to take an active role in this process by first ensuring your child has good rest and healthy food. Then, by being engaged with all the amazing learning that your child is accomplishing. They grow so fast!

If you have comments or concerns, please feel free to contact your child's teacher or the school administration team.

Have a great school year!

Maureen Schlemko
Principal

Vicky Sahlin
Assistant Principal



COMMUNICATION

To ensure you are up to date on the latest events that are happening in the school. Go to our website at irec.wolfcreek.ab.ca, Twitter or Facebook page!

- To find out what is happening daily, you can follow us on **Facebook at Iron Ridge Elementary Campus** & on **Twitter @IREC1** to keep up with the latest school news and happenings.
- Check out our newsfeed at <https://irec.wolfcreek.ab.ca>
- Under the *Menu* section of our school website you can find a variety of information including our school calendar, registration programs, fees, emergency response drills, etc.

IRON RIDGE ELEMENTARY CAMPUS SCHOOL COUNCIL

School Councils, through commitment and creativity, will generate a strong community spirit. Community spirit makes a school more than just a building - it creates a learning environment where students feel the commitment of their fellow students, their administration team, their teachers, support staff and their parents. This shared commitment will make the common goal a reality - better education.

Our first general School Council meeting in which all parents are invited to attend will be **announced early in the fall. Please check our website, Facebook and Twitter for dates and times of meetings.**

PHONE NUMBERS:

WOLF CREEK REGIONAL DIVISION #72 (403) 783-3483

Superintendent of Schools	Mr. Jayson Lovell
Assistant Superintendent	Mr. Mark McWhinnie
Assistant Superintendent	Ms. Danica Martin
Assistant Superintendent	Ms. Corrine Thorsteinson

BOARD OF EDUCATION:

Chairperson	Pamela Hansen
Blackfalds Area	Brent Buchanan & Kelly Lowry

BUSING: Ron Rarick Phone (403) 785-0726

**Iron Ridge Elementary Campus:
Box 160, Blackfalds, AB T0M 0J0**

Located at 4710 Broadway Avenue
Office: (403) 885-4646
Fax: (403) 782-8738
E-Mail: ire@wolfcreek.ab.ca
Website www.irec.wolfcreek.ab.ca
Twitter: [@IREC1](https://twitter.com/IREC1)
Facebook: [Iron Ridge Elementary Campus](https://www.facebook.com/IronRidgeElementaryCampus)

IREC Principal: Maureen Schlemko
IREC Assistant Principal: Vicky Sahlin
IREC School Secretaries: Kari Predinchuk & Kim Springinatic

DAILY SCHEDULE (subject to change)

Grades 1-3		Pre-K and Kindergarten	
Main Doors Open	8:00	Doors Open	8:00
First Bell	8:00	Morning Classes	8:10 – 11:00
Lunch	12:00-12:40	Afternoon Classes	11:40 – 2:40
School Dismissal	2:40		



STAFF COLLABORATION DAYS/PARENT-TEACHER INTERVIEWS

Full day staff meetings and professional development days will occur each month. Check out our website to keep updated on a monthly basis throughout the year.

Please watch our website for Parent/Teacher Interviews and Celebration of Learning. These events are important opportunities for parents and teachers to meet to discuss students. Other parent-teacher interviews may take place at any mutually convenient time and can be arranged by calling the school and speaking to your child's teacher. Parents should feel free to contact the school or child's teacher to discuss a school related matter. **We encourage close communication between home and school.** The teachers and administrators express a sincere and ongoing hope that parents will discuss both positive comments and concerns with them at any appropriate time.

ATTENDANCE

In order to gain maximum benefits of education, consistent and regular attendance is expected at Iron Ridge Campus. Parents have the responsibility to see that students attend, practice literacy & numeracy and, are positively active in the school-approved, teacher-directed, learning experiences. There is a direct relationship between student achievement and regular school attendance. **Please notify IREC at 403-885-4646 or ire@wolfcreek.ab.ca if your child is going to be absent.**

SCHOOL SOCIAL WORKER PROGRAM

The School Social Worker Program provides assistance to families experiencing difficulties with their children at school, home, or in the community by:

- Encouraging cooperation and communication between families, schools and community agencies
- Helping families access community services
- Providing short term counseling and support
- Providing resource material (ex. Pamphlets, books, etc.)
- Providing options for specific child problems
- Working with the family to find the best solution to a particular situation
- School based support groups on social and friendship skills, peer mediation, and anger and conflict management.

Involvement with a family may include support services with us and/or a referral to a community agency that can help. Our School Social Worker will help locate an appropriate agency and assist you with connecting with outside services. Often, families find a combination of assistance from the Social Worker Program and another agency to be most beneficial.

If the family or student are interested in this program, they can meet with the School Social Worker at Iron Ridge Campus to arrange for a first visit. This can take place in your home or at school. At this meeting the School Social Worker will begin to explore the concerns you may have. The School Social Worker may wish to see the rest of the family during the initial meeting or in future meetings.

When the family and the school social worker are clear about the concerns, they will work together to identify goals that will improve the situation. The school social worker will stay with the family until the goals are met or until the family is settled with another agency.

If you are interested in this service, please contact the School Social Worker at Iron Ridge Elementary Campus at 403-885-4646.

BUSING

The transportation supervisor looks after the operation of Wolf Creek School buses. Information regarding the bus that your child rides on, expected time at your residence and any problems that may arise could be dealt with by contacting the Wolf Creek Transportation office at 403-785-0726.



STUDENT ABSENCES/ILLNESS/MEDICAL

Parents are asked to call the **school's main office (403-885-4646)** or email ire@wolfcreek.ab.ca before school starts to let us know that their child/children will be absent from school. We also have a 24 hour voicemail system that is checked throughout the day. An automatic reminder service and the school will phone the home of each student who is absent if the absence is unexplained.

Teachers appreciate a note from the parents if children have an appointment that requires them to leave school early. Teachers request that parents make their children's appointments out of school hours whenever possible. All students will be required to sign in or out at the office if they arrive late or leave early.

ADMINISTRATION OF MEDICATION

Parents need to inform the school if their child has severe medical problems or is taking medication, which may affect their performance or safety. **Teachers do not administer medications.** The Wolf Creek Administrative Procedure 310, Section 4, states:

Administration of Medication to Students

School system employees should not be charged with the responsibility of administering medication to children. However, in exceptional circumstances, students may be assisted with their medication at school if:

- 4.1 *An employee is willing to accept responsibility for administering the medication;*
- 4.2 *The medication is required while the student is in attendance;*
- 4.3 *Written request and authorization have been provided by both the parent and the physician;*
- 4.4 *Adequate instruction has been received to enable the employee to administer the medication; and*
- 4.5 *Appropriate storage procedures have been mutually agreed upon.*

School personnel will not administer over the counter oral medication, such as aspirin, to students.

There are occasions when students are injured accidentally or become ill suddenly. It is important that we have someone to contact in such an emergency for required student care and attention. Parents are requested to ensure that the school is aware of how to contact them in an emergency, or, that we have the name and telephone number of an alternative, responsible person to contact in such an emergency.

The school does not have an infirmary space or supervision for students who may become ill during the school day. Therefore, in the event of a student becoming ill during the day, parents will be called to take their child home. If parents cannot be reached, the emergency contact person provided on the registration form will be called.

EMERGENCY CLOSURES

On occasion, it has become necessary, on very short notice, to close the school that morning due to inclement weather or send students home for other unforeseen circumstances. It is therefore strongly suggested that **parents make every effort to ensure that their children have some place where they can go** in case of an inclement weather day or an emergency.

INCLEMENT WEATHER

Any closure of school due to inclement weather will be as per the guidelines stated in Wolf Creek Policy 131. The decision to cancel bus runs and/or close schools is made by the transportation manager and the Superintendent of schools. **Once a decision is made to cancel bus runs/close schools due to inclement weather, this information will be sent out to Parents via PowerAnnounce phone call, text, email, posted on our website, social media and announced on our local radio stations.**

EMERGENCY RESPONSE DRILLS

Students' safety is always a concern of our staff. Fire drills, Hold and Secure, Shelter-in-Place, Drop-Cover-Hold,



Evacuation and Lockdown drills will be held to teach students how to react in a safe and orderly manner should any crisis occur. **See our Hour Zero Emergency Response Plan in the registration or first day packages.**

INSURANCE

The School Board provides accident insurance coverage to all students for all activities involving school. Additional choices for accident insurance are available from Seaboard Insurance and forms will be sent home separately. You are encouraged to consider these options.

Parent Volunteers

We are always in need of volunteers throughout the year! Some examples are crossing guards, hot lunch and class helpers. Please contact your child's teacher to fill out an application form. Application forms are also on our website.

IREC School Code of Conduct

Statement of Purpose

At Iron Ridge Elementary Campus (IREC) we value a positive and responsive learning environment that optimizes student learning and success. Iron Ridge Elementary Campus is committed to providing an environment free from bullying, harassment, discrimination and violence. With the combined responsibility of all of the school's stakeholders; school trustees, school staff, students, parents, and community partners, a safe, caring, respectful and inclusive learning environment is possible to achieve.

The *School Code of Conduct* is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community. Our purpose is to promote student learning, growth and understanding as well as ensure that students possess a strong connection to their schools as welcoming, caring, respectful and safe places focused on their individual success. This *School Code of Conduct* will be reviewed annually and publicly available on the school's website.

Statement Regarding the Alberta Human Rights Act (AHRA)

In accordance with Wolf Creek Board Policy 22 all schools within Wolf Creek School Division No. 72, an attitude of respect for each other is fostered and nurtured amongst all members of the broadly based school community and members of the general public who may attend at schools, or school supported or sponsored functions. Acceptable behaviors must be consistent with the avoidance of discrimination, as discrimination is defined by the Alberta Human Rights Act. AHRA prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income or sexual orientation. Discrimination or bullying of any form, including but not limited to the use of electronic media, at any school or school supported or sponsored functions is not acceptable.

Responsibilities of Students, Guardians and Staff

Student Conduct Expectations:

The *School Code of Conduct* establishes expectations, interventions and possible consequences for student behaviour. Students will be held accountable for unacceptable behaviour and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment. Behavior may include use of electronic means (e.g. social media).

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of their



school community and accept the responsibility for their behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. While school staff are not able to control what students do outside of school, when the behaviour has impact on the school environment, there may be consequences or interventions for inappropriate behaviour. Students shall comply with the *School Code of Conduct* and the requirements of section 12 of the *School Act* as outlined below:

Acceptable Behaviour:

In accordance with Section 12 of the *School Act* and *the School Code of Conduct*, students have the responsibility to:

- be ready to learn, and actively engage in, and diligently pursue your education;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the Board of Education;
- know and comply with the rules of your school;
- be accountable to your teachers and other staff for your behaviours;
- respect yourself and the rights of others in the school by demonstrating appreciation of diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, socioeconomic status, or appearance;
- ensure your conduct contributes to a welcoming, caring, respectful, inclusive and safe learning environment that fosters a sense of belonging with others in your school;
- refrain from, report and discourage bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school;
- always demonstrate behaviours that positively contribute to and honour your school and community.

Unacceptable Behaviour:

Minor offences may include:

- Conflict
- Rough-housing

Minor Offences will be “mediated” by a staff member or the students themselves through the 7Habits conflict resolution process.

Major Offences may include:

- when a pupil is guilty of open opposition to authority
- when a pupil is guilty of willful disobedience
- for habitual neglect of duty
- for the use of improper or profane language
- other conduct injurious to the moral tone or well-being of the school.
- ongoing behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions;
- acts of bullying, harassment, or intimidation/discrimination;
- acts of violence, physical aggression or threatening behavior;



- retribution against any person in the school who has intervened to prevent or report bullying, harassment, or stop an incident that might cause harm to others;
- illegal activity such as: possession or use of weapons; possession or use of alcohol, drugs or other forms of intoxicants; possession or use of tobacco or tobacco products
- theft or damage of property.

Major Offences may result in the suspension and/or expulsion of students as per section 24 of the Alberta School Act which states:

(1) In this section, “suspend” has the meaning given to it in the rules made by the applicable board.

A student may be suspended or expelled:

- a. If in the opinion of the teacher, the principal, or the board, as the case may be, the conduct of the student does not comply with section 12 of the Alberta School Act,
- b. Or for any other reason the teacher, the principal or the board, as the case may be, considers appropriate.
- c. The student’s conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.

Consequences of unacceptable behaviour will take into account the student’s age, maturity and/ or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as students who engage in inappropriate behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the *School Code of Conduct* is to help students learn how to communicate effectively, resolve conflict, tolerance, understanding, develop empathy and become positive citizens both within and outside of the school community.

School Supports and Interventions

- Using 7Habits proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are welcoming, caring, respectful, safe and are conducive to teaching and learning.
- When responding to unacceptable behaviour, first consideration will be given to the safety and security of students, staff, and other members of the school community;
- Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- Appropriate behaviour is consistently encouraged and reinforced, thus increasing social emotional competencies including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making;
- On-going and timely communication exists between staff and parents/guardians to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.

A pyramid of supports addresses how IREC creates a safe and caring environment and positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society.

Positive intervention supports for academic and behaviour are listed in [IREC Pyramid of Interventions](#). Some examples include: 7Habits, leadership awards, mentoring, restorative processes, conflict resolution, regular check-ins, counselling.



Parent(s)/Guardian(s) Conduct Expectations:

Parent(s) and guardian(s) are partners with respect to their child(ren)'s education. Section 16.2 of the School Act states a parent/guardian of a student has the responsibility:

- a. to take an active role in the student's educational success, including assisting the student in complying with Section 12,
- b. to ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- c. to cooperate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- d. to encourage, foster, and advance collaborate, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the schools, and
- e. to engage in the student's school community.

Staff Conduct Expectations:

Staff members are partners in the education of the students. WCPS staff have various codes of conduct that they must comply with that stipulate standards of professional practise expected to be demonstrated by teachers and support staff.

Definitions that Pertain to the School Code of Conduct

Bullying: According to Alberta Education (2015) bullying is a **repeated** and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.

Bullying behaviours are a form of aggression and can be:

- Physical – For example: poking, elbowing, hitting
- Verbal – For example: name calling, insults, racist, sexist or homophobic comments, put-downs or threats
- Social – For example: gossiping, spreading rumours, excluding someone from the group, isolating, ganging up
- Cyber – For example: social or verbal bullying through the use of email, text messages or social media.

Discrimination: The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act (AHRA)* (2015). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons is prohibited.

Harassment: Harassment occurs when someone is subjected to unwelcome verbal or physical conduct. Harassment is a form of discrimination that is prohibited in Alberta under the Alberta Human Rights Act when it is based on one or more of the following grounds: race, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation.

Respect: To show regard or consideration for others.



Responsibilities of Wolf Creek Public Schools

Wolf Creek Public Schools has the responsibility to ensure the safety and well-being of all school stakeholders by adhering to the:

- [Alberta School Act](#)
- [Alberta Human Rights Act](#)
- Wolf Creek Public Schools Administrative Procedures
 - [Administrative Procedure 105: Safe and Caring Schools](#)
 - [Administrative Procedure 106: Protocols for Schools Dealing With Threat and Risk Assessment](#)
 - [Administrative Procedure 308: Sexual Orientation and Gender Identity](#)
- [Teacher Professional Code of Conduct](#)

References

[*School Act, Alberta Education \(June 2015\)*](#)

[*Alberta Human Rights Act \(2015\)*](#)

[*Alberta Human Rights Commission \(2017\)*](#)

[*What is Bullying?*](#)

See Student Code of Conduct and Pyramid of Interventions on our school's website: <http://irec.wolfcreek.ab.ca/>