

## We Are Your 7Habits Community School Building Leadership in the Elementary Classroom

### What are the 7 Habits?

The 7 Habits are a product of Dr. Stephen Covey's work. 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 that move individuals towards independence—the second set of three habits are the habits of relationship and foster interdependence. Habit 7 is the habit of renewal and continuous improvement, which is necessary to practice the first 6 Habits effectively.

The developmental goal of 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 21<sup>st</sup> 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)

September 2025

## Message From the Iron Ridge Elementary Campus Administration Team

*Welcome to Iron Ridge Elementary Campus! We're thrilled to have each of you here, especially those students and parents who are joining us for the first time. We are a friendly, caring, and hardworking community.*

*At IREC, we prioritize everyone's safety and well-being, which allows us to focus on teaching and learning. We believe that if students do their best, respect others, and create a supportive environment, we will have a successful year.*

*Education is a team effort involving the school, home, and community. We encourage you to ensure your child gets enough rest and healthy food and to be engaged in their learning journey. They grow up so fast!*

*If you have any comments or concerns, please don't hesitate to contact your child's teacher or the school administration team.*

*Wishing you all a wonderful school year!*

**Vicky Sahlin**  
Principal

**Katelin Fesyk**  
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](https://irec.wolfcreek.ab.ca), Instagram or Facebook page!

- To find out what is happening daily, follow us on **Facebook** at [@Iron Ridge Elementary Campus](#) & on **Instagram** [@ironridgeelementarycampus](#) to keep up with the latest school news.
- Check out our newsfeed at <https://irec.wolfcreek.ab.ca/about/school-news>
- Under the *Menu* section of our school website, you can find information, including our school calendar, registration, fees, emergency response drills, etc.
- Read the Weekly updates via email from the school and posted on the website.



## **IRON RIDGE ELEMENTARY CAMPUS SCHOOL COUNCIL**

School Councils, through their commitment and creativity, will generate a strong sense of 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, which all parents are invited to attend, will be **announced early in the fall. Please check our website for dates and times of meetings.**

## **PHONE NUMBERS**

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

Superintendent of Schools	Mr. Tim De Ruyck
Assistant Superintendent	Mrs. Sonja Dykslag
Assistant Superintendent	Mr. Kevin Newman

### **BOARD OF EDUCATION:**

Chairperson	Luci Henry
Blackfalds Area	Darryl Stendie

<b>BUSING:</b>	Betty Clark	Phone (403) 785-0726
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### **Iron Ridge Elementary Campus:**

**Box 160, Blackfalds, AB T0M 0J0**

Located at 4710 Broadway Avenue

Office: (403) 885-4646

E-Mail: [ire@wolfcreek.ab.ca](mailto:ire@wolfcreek.ab.ca)

Website: [www.irec.wolfcreek.ab.ca](http://www.irec.wolfcreek.ab.ca)

Facebook: [Iron Ridge Elementary Campus](https://www.facebook.com/IronRidgeElementaryCampus)

<b>IREC Principal:</b>	Vicky Sahlin
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<b>IREC Assistant Principal:</b>	Katelin Fesyk
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<b>IREC School Secretaries:</b>	Kari Predinchuk & Chelsy Gavins
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## DAILY SCHEDULE

Doors Open at 8:10am (1st bell)

Soft Start	8:10 to 8:20
Period 1	8:20 to 8:55
Period 2	8:55 to 9:30
Period 3	9:30 to 10:05
Snack/Health	10:05 to 10:15
Recess 1	10:15 to 10:30
Period 4	10:35 to 11:10
Period 5	11:10 to 11:45
Period 6	11:45 to 12:20
Lunch	12:20 to 12:40
Recess 2	12:40 to 1:00
Period 7	1:05 to 1:40
Period 8	1:40 to 2:15
Period 9	2:15 to 2:50

	Pre-K	Kindergarten
Morning Class	8:05 to 11:05	8:05 to 11:05
Afternoon Class		11:50 to 2:50

## 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 monthly throughout the year.

Please watch our website for Parent/Teacher Interviews and Celebration of Learning. These events are significant 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

To gain maximum benefits of education, consistent and regular attendance is expected at Iron Ridge Elementary Campus. Parents have the responsibility to ensure that students attend, practice literacy & numeracy, and are actively engaged 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](mailto:ire@wolfcreek.ab.ca) if your child is going to be absent.**

## SCHOOL SOCIAL WORKER PROGRAM

The School Social Worker Program assists 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 are based 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.

## BUSING

The transportation supervisor looks after the operation of Wolf Creek School buses. Information regarding the bus your child rides on, expected time at your residence and any problems that may arise can 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) ext 8** or email [ire@wolfcreek.ab.ca](mailto: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 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 outside 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. The Wolf Creek [Administrative Procedure 316](#) states:

- 1. When a parent requests that their child receive medication or medical treatment during the school day or school activity, staff may agree to do so once written parent consent is provided on the Administration of Medication Form. ([Form 316-1](#))
- 4. All parent requests must be supported by an authorized health care provider substantiating the fact that medication is to be provided during school hours, as per the Administrating Medication or Medical Treatment [Form 316-1](#), and include the following information:
  - 4.1 Child's name;
  - 4.2 Name of medication and/or treatment provided in the original container or device with the child's name clearly labelled;
  - 4.3 Dosage or amount to be administered each time;
  - 4.4 Possible side effects;
  - 4.5 Procedures to follow in case of an adverse reaction.
- 8. The staff member who administers or supervises the administration of each medication must document each administration of medication, including the date, time, the name of the medication, dosage, and the staff member supervising ([Form 316-2](#)). All



medication shall be stored in a secure place.

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

There are occasions when students are accidentally injured or become suddenly ill. We must have someone to contact in an emergency for required student care and attention. Parents are requested to ensure that the school is informed 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 event.

**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 someplace where they can go** in case of an inclement weather day or an emergency.

## INCLEMENT WEATHER

Any closure of schools due to inclement weather will be as per the guidelines stated in [Wolf Creek Policy 132](#). 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 at:**  
<https://irec.wolfcreek.ab.ca/parents/emergency-response-plan>

## INSURANCE

The School Board provides accident insurance coverage to all students for all activities involving school. Please contact the Division Office should you have any further questions.

## PARENT VOLUNTEERS

We are always in need of volunteers throughout the year! We encourage parents to be actively involved in their children's education, and volunteering is an excellent opportunity to do so. Volunteer opportunities include:

- Field Trips
- Sports Days
- In classroom helpers/readers
- Helping with laminating, bulletin boards, etc

Should you wish to volunteer, please contact your child's teacher. The following application forms must be completed.

1. [Volunteer Application Form \(WC Policy form 490-1\)](#). This form must be completed annually.
2. [Criminal Record Declaration \(WC Policy Form 490-2\)](#). This form must be completed annually.
3. Vulnerable Sector Check-- This can be obtained from the RCMP office in Blackfalds. This document is valid for 3 years. You will require a letter from the office to obtain your VSC. Please stop by during school hours for this letter.

Please return all completed forms to the school for the Principal's approval.

Application forms are also on our [website](#).

## Iron Ridge Elementary Campus 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 designed to strike a balance between individual and collective rights, freedoms, and responsibilities within 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 19, 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 behaviours 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, 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. 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. Behaviour may include the 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 an 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 Part 3, Division 1, Section 31 of the Education Act as outlined below:

### **Acceptable Behaviour:**

In accordance with Part 3, Division 1, Section 31 of the Education Act and *the School Code of Conduct*, students have the responsibility to:

- attend school regularly and punctually;
- be ready to learn and actively engage in and diligently pursue your education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- respect the rights of others in the school,
- refrain from, report and not tolerate 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,
- comply with the rules of the school and the policies of the board,

- co-operate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community.

### **Unacceptable Behaviour:**

Minor Offences will be "mediated" by either a staff member, the students themselves, or with the assistance of the Administration Team.

**Minor offences** may include:

- Conflict
- Rough-housing and play-fighting

**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 detrimental 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 36 in the Education Act which states:

- 36 (1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal
- a) the student has failed to comply with section 31,
  - b) the student has failed to comply with the code of conduct established under section 33(2),

- 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, or
  - d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- 2) A teacher may suspend a student from one class period.
  - 3) A principal may suspend a student
    - a) from school,
    - b) from one or more class periods or courses,
    - c) from transportation provided under section 59, or
    - d) from any school-related activity.
  - 4) When a student is suspended under subsection (3), the principal shall
    - a) immediately inform the student's parent of the suspension,
    - b) report in writing to the student's parent all the circumstances respecting the suspension, and
    - c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.
  - 5) A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

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

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

Parent(s) and guardian(s) are partners with respect to their child(ren)'s education. Part 3, Division 1, Section 32 of the Education Act states that a parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- a) act as the primary guide and decision-maker with respect to the child's education,
- b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- c) ensure that the child attends school regularly,
- d) ensure that the parents' conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- g) engage in the child'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 practice expected to be demonstrated by teachers and support staff.

### Definitions that Pertain to the School Code of Conduct

**Conflict:** According to Alberta Education (2023), conflict is a disagreement about different beliefs, ideas, feelings or actions. It is a normal part of healthy relationships. For example, friends may disagree over which movie to see or what game to play. Learning skills to resolve conflict appropriately is very important for building and maintaining positive relationships.

**Bullying:** According to Alberta Education, 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) (2023). 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 Education Act](#)
- [Alberta Human Rights Act](#)
- Wolf Creek Public Schools Administrative Procedures
  - [Administrative Procedure 175 - Safe and Caring Schools](#)
  - [Administrative Procedure 167 - Protocols for Schools Dealing with Threat and Risk Assessment](#)
  - [Administrative Procedure 176 - Sexual Orientation and Gender Identity](#)
- [Code of Professional Conduct for Teachers and Teacher Leaders](#)

## **References**

[\*Alberta Education Act \(April 2023\)\*](#)

[\*Alberta Human Rights Act \(2023\)\*](#)

[\*Bully Prevention for Educators\*](#)

See Student Code of Conduct and Pyramid of Interventions on our school's website:

<http://irec.wolfcreek.ab.ca/>