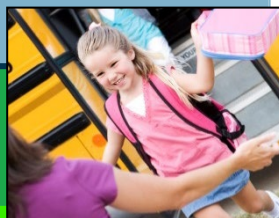
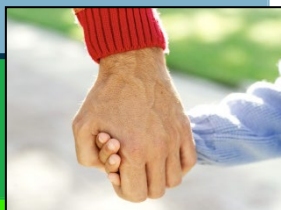


*"Be the change you
wish to see in the
world."* Gandhi

Parent Handbook 2025-2026



Glenbow School



Parent Handbook 2025-26

Message to Parents

Dear Parents,

Welcome et Bienvenue!

Welcome et Bienvenue!

On behalf of the entire Glenbow staff, welcome to the 2025–2026 school year!

As we begin this new year together, I am filled with gratitude and excitement to be joining the dedicated staff, eager students and supportive parents that form the vibrant Glenbow School community.

At Glenbow Elementary we focus on the core beliefs of our WE CARE school motto. Where we **Celebrate**, **Accept**, **Respect**, and **Explore** every day, demonstrating that we are:

“A Community of Learners Who Care”

“Une communauté d'apprenants qui a un cœur en or”

We strive each day to bring to life our school and RVS Education Plan goals of advancing students' literacy and numeracy skills, building future-ready students, and creating inclusive, engaging, healthy learning opportunities for all students. Accomplishing these goals is not possible without partnering with our school community. At Glenbow we value our strong, positive partnership between home and school. Partnering together is essential for the success of our students and our school community. We look forward to continuing our partnership with you.

We invite you to visit [our website](#) to find out what is happening at Glenbow and to follow us on our school [Facebook page](#). We also share the Glenbow Gazette biweekly with families and encourage you to regularly access the PowerSchool Parent Portal for updates and information on your child(ren)'s progress.

We are committed to supporting all students in their learning and to help them achieve great things. Thank you for entrusting us to care for your child(ren) and for being a part of the wonderful learning community that is Glenbow School. We are extremely proud to be the Administrators at this wonderful school!

Jacqueline Root – Principal
Sarah Caldwell – Assistant Principal



Glenbow Elementary School
55 Glenpatrick Road
Cochrane, Alberta
T4C 1X7

403 932 4922

<http://glenbow@rockyview.ab.ca>

School Timetables

Grades 1 – 4

Bus Drop Off:	7:52 – 7:55
Entry:	7:55 – 8:02
Recess 1:	9:55 - 10:15
Recess 2:	10:15 – 10:35
Lunch/Recess:	12:05 -12:25 12:25 -12:45
Dismissal:	2:20

Kindergarten – Morning Class

Entry:	7:55 – 8:05
Class Time:	8:05 – 10:45

Kindergarten – Afternoon Class

Entry:	11:35 -11:40
Class Time:	11:40 – 2:20

A COMMUNITY OF LEARNERS WHO CARE
UNE COMMUNAUTÉ D'APPRENANTS QUI A UN COEUR EN OR

Glenbow School Mission:

As a community of learners who *CARE* we:

Celebrate our learning, our creativity, our successes, and our diversity.

Accept each other for who we are.

Respect ourselves, others, and our environments.

Explore our wonders, our ideas, and our world.

En tant que communauté d'apprenants qui a un cœur en or, nous :

Célébrons nos apprentissages, notre créativité, nos succès et notre diversité.

Acceptons les autres tels qu'ils sont.

Respectons les autres, l'environnement et nous-même.

Explorons nos pensées, nos curiosités et nos idées dans le monde entier.

School News and Communication

Facebook / Twitter/

Please 'like' our Glenbow School Facebook to follow exciting events and learning that happens throughout the year.

Facebook

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

Glenbow Gazette





On the second and fourth Friday of the month, parents receive an email regarding events for the upcoming weeks and any important items.

School Calendar

You can find all upcoming events on our Glenbow calendar



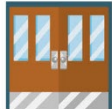



[Calendar | Glenbow Elementary School \(rockyview.ab.ca\)](https://www.rockyview.ab.ca/glenbow/calendar)



Attendance - Routines & Procedures






<p>Student Attendance</p> 	<ul style="list-style-type: none"> • Attending school on a regular basis is critical to the positive development of children. • The empirical literature shows that students who miss more than 10% of instructional days are at an increased likelihood for high school dropout, substance abuse, self-harm, mental health challenges, and a range of other negative outcomes. • Children who are excessively late miss out on important classroom announcements and teaching time. When your child enters a classroom late, he/she creates a disruption to the learning environment of all students and of the classroom routine.
<p>Notification of Absences</p> 	<p>If your child is going to be absent, please use SafeArrival to report their absence to the school. You can report your child's absence in advance using any of these three convenient methods:</p> <ul style="list-style-type: none"> • Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at https://go.schoolmessenger.com). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence. • Use the SafeArrival website, https://go.schoolmessenger.com. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence. • Call the toll-free number 1-833-244-5565 to report an absence using the automated phone system. <p>These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. In the event that your child is absent and not accounted for, you will be contacted by our automated system.</p>
<p>Student Sign In:</p> 	<ul style="list-style-type: none"> • If your child arrives after the school day begins, please sign them in at the office. • Students are not permitted to leave the school premises at any time unless they are picked up by a parent or legal guardian and signed out.
<p>Student Sign Out:</p>	<ul style="list-style-type: none"> • When picking up your child during school hours, please come directly to the office. • The student will be called from class once a parent has signed the child out at the office.
<p>Drop-off & Pick-up of Students</p> 	<p>Navigating drop off and pick up routines is challenging in our school environment due to large volumes of traffic and a high demand for parking. Thank you in advance for your patience during these times.</p> <ul style="list-style-type: none"> • Designated drop-off areas are on the west side of the street from the crosswalk in front of the school to the bus loading zone along Glenpatrick Road. Your child(ren) should exit your vehicle and then proceed directly to their designated entrance. • If you wish to remain with your child until the bell rings, then you must park your vehicle away from the drop-off zone and walk your child to their designated doors. • For safety reasons, parents are asked not to enter or drive through the staff parking lot for the purpose of dropping off or picking up students. This is a restricted area and signs are posted. • For student safety, families are to use the pathway on the south side of the school (outdoor classroom). Walking through the parking lot is a hazard and needs to be avoided at all times. • Dropping off students in a driving lane should be avoided to ensure the safety of your children. Your child's safety is at risk when they exit your vehicle in a driving lane. • Do not park or drop-off students in the yellow zone immediately in front of the school

	<ul style="list-style-type: none"> Students must use the crosswalk and cross only when the lights are flashing. We request all adults and siblings model the correct way to cross the street for our students. Relaxed Entry: Glenbow will be using a relaxed entry procedure for our students. This begins at 7:55am each day. Homeroom begins at 8:02am.
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Student Information

Bicycles 	<ul style="list-style-type: none"> Bike racks are provided and must be used by students who ride their bikes to school. Students should bring locks to secure their bicycles to the racks. Students are expected to walk their bikes when on the school grounds.
Dress Code 	<ul style="list-style-type: none"> A respectful and caring environment is enhanced by students' habits of dress and personal grooming. Clothing with suggestive/obscene words or pictures is not appropriate to wear at school.
Entrances 	<ul style="list-style-type: none"> Each class is assigned an entrance that is convenient to their classroom. Their assigned boot racks are at these entrances. Students are expected to enter and exit the building through these assigned entrances only. The main entrance is only used by visitors, volunteers, and those arriving late to school. To ensure the safety of our students, all outside doors are locked. To enter the school please ring the doorbell at the main doors, you will be buzzed in to then check in at the office.
Learning Commons 	<ul style="list-style-type: none"> We have an "open door" Learning Commons policy. Students have the opportunity to visit the Learning Commons weekly under their teacher's supervision. Students can spend time in The Learning Commons is to be used to complete research, read quietly or to exchange books. Younger students may have a blocked weekly time. A story is read to them, or they learn about 'good fit' book skills and can exchange their books. Borrowing books and returning them in good condition, and in a timely manner, is a perfect opportunity to establish lifelong borrowing habits and promotes good citizenship. Teachers encourage students to return or to renew any overdue books. Once a book has been overdue for approximately 4-5 weeks', an overdue letter to parents is generated. If your student brings home an overdue letter, please review it with your child and make arrangements to return the overdue item or if the item is lost, to reimburse the school for the cost of the book.
Lost and Found 	<ul style="list-style-type: none"> Articles of clothing or other items found around the school or playground will be placed in the Lost and Found. Students & parents are encouraged to check the Lost and Found frequently for lost items. Small items such as keys, watches, etc, will be kept at the office. Items not claimed will be donated to a local charity every few months. Clothing, shoes, boots, lunch kits, and any other valuables should be <u>labelled</u> with your child's name.
Playground 	<ul style="list-style-type: none"> The play structure is out of bounds in the morning before school and immediately after dismissal in the afternoon. This is to ensure that students arrive in their classrooms on time, and that the school can ensure that all students needing to take a bus get to their busses at the end of the day. Families are welcome to return to the playground after 2:45pm.

<p>Recess and Lunch Break</p> 	<ul style="list-style-type: none"> • Please dress your child appropriately for all types weather. Students go outside for recess each day. • Students are outside for two 20 minute recesses each day. Outdoor exercise and fresh air are beneficial to health and well-being. • Please pack a snack and lunch each day. Heating lunches at school is not permitted, please use a thermos for warm food items.
<p>Two Shoe Rule</p> 	<ul style="list-style-type: none"> • To help keep our school clean all students require outdoor and indoor shoes. • Outdoor shoes are removed upon entering the school and indoor shoes are to be worn in the building. Please make sure that the indoor shoes have non-marking soles.

<p>Food for Thought Program</p> 	<ul style="list-style-type: none"> • Glenbow School recognizes the impact of healthy eating on student learning. Nutritious foods help the mind focus and learn, as well as helping the body to function more efficiently. • Our school has snacks available to any students who feel hungry. Students can drop by the office to ask for a snack anytime during the day. • The Food for Thought program is not intended as a replacement for morning family time, however it is a valuable option when, for a number of reasons, students require 'food for thought' during the school day. • The Food for Thought program provides nutritious snacks for students all day and is NUT FREE, so all students can access it. The Food for Thought station is at the office. Any student who feels hungry after eating snacks/lunch provided from home can access Food for Thought.
<p>Fun Lunch Program</p> 	<ul style="list-style-type: none"> • Glenbow School Council volunteers offer an optional Fun Lunch program to families. • Fun Lunch is each Monday. • Fun Lunches will be offered from the following vendors on a rotating schedule: Little Caesars, Subway, and A&W. Ordering and payment is via School Cash Online Lunchbox. • Fun Lunch is an optional program. If you are not interested in ordering a Fun Lunch for your child, please send a regular lunch with them.
<p>Nut Allergies</p> 	<ul style="list-style-type: none"> • Glenbow School is a Nut Aware school. To accommodate students with severe nut allergies, families are asked to not send any food with peanuts and/or tree nuts. • Glenbow adheres to Rocky View Schools Administering Medication or Medical Treatment to Students. For more information, please go to Administering Medication • Please Note: A severe allergy means a severe allergic reaction or anaphylactic response to an allergen, which if left untreated, can lead to sudden death.
<p>Waste Reduction Program</p> 	<ul style="list-style-type: none"> • Glenbow School is proud of our award-winning waste reduction program. • Together students and staff work to recycle and compost most of our daily waste. • Each classroom is equipped with paper recycling, plastic recycling, and compost bins. • All paper towels from washrooms are also composted. • Grade 4 leadership students work to clean and collect recyclables and compostable waste. • The only garbage cans we require are a small bin in each hallway.
<p>Scent Free School</p> 	<ul style="list-style-type: none"> • To help our chemically sensitive students and staff, please do not wear scented products (perfume, cologne, lotions, deodorants or shower gels etc.) in our school. • Scented products release chemicals which can trigger serious health reactions in people with asthma, migraines, allergies or chemical sensitivities.

Parent Information – Volunteering

Parent volunteers make our school a better place; we appreciate the contributions of our volunteers!

Parents are always welcome at the school.

We encourage you to visit our classrooms and observe student learning in action.

Please make prior arrangements with the teacher if you wish to visit a classroom or become involved as a volunteer.

Volunteering has many advantages for you and our students:

- Children's self-esteem is improved
- Children are motivated to learn
- Better achievement levels
- Awareness of what is happening in school
- Two-way communication between the parents and teacher increases.



All volunteers are required to submit a Vulnerable Sector Check before being permitted to volunteer (or participate in classroom events/activities).

A Vulnerable Sector Check application is available in the office. This form must be submitted to the RCMP. When completed, the office requires a copy on file and will be considered valid for 5 years. However, each year an Annual Statutory Declaration form will need to be signed.

We ask that all adults visiting the school sign in at the office and pick up a visitor or volunteer badge prior to proceeding to a classroom. The sign-in system enables us to verify who is in the school, and who to account for in the building in the event of an emergency. This is to ensure our students' and your safety.

Parent Information – Getting Involved

FRIENDS OF GLENBOW (FOG)	SCHOOL COUNCIL
<p>FOG is the fundraising arm of Glenbow School. They are a non-profit charitable society run strictly by parent involvement. All funds raised by this society benefit Glenbow School and students. All parents are encouraged and welcome to join this society.</p> <p>Friends of Glenbow Education Society Email: fogglenbow@gmail.com</p>	<p>School Council is an opportunity to learn more about the school, your child's education, and have a voice. School Council ensures that parents and our school are working in partnership to enhance student learning.</p> <p>All parents are encouraged to join us on the 2nd Wednesday of every month at 6:30pm in the Learning Commons.</p> <p>Email: glenbow-schoolcouncil@rvschools.ab.ca</p>

**GET
INVOLVED!**

Kindergarten

Mme Tara Hornung FI (AM/PM)
Mrs. Kiltie Wilkinson (AM/PM)
Mrs. Claire Halstrom (AM)

Grade One

Mrs. Katherine Baldwin
Mme Rebecca Fairweather (FI)
Mrs. Jenn Jensen
Mme Emily Mattison (FI)
Mrs. Jessica Powers

Grade Two

Mrs. Tricia Boukall
Mrs. Jessica Pendergast
Mrs. Fiona Simoongwe
Mme Julie Taylor (FI)

Grade Three

Mme. Catherine Bernard
Ms. Deborah Dore
Mrs. Christy Williams

Grade Three/ Four

Mme Krystal Case (FI)
Ms. Julia Chapman

Grade Four

Mrs. Cailin Morrison
Mrs. Kenzie Santer
Mrs. Kara Vincent/Melissa Love
Mme Elena Ungureanu

Learning Support Teachers

Mrs. Tina Fermaniuk
Mrs. Danelle Oosterveld
Mme Nathalie Tellier (FI)

Learning Assistants

Mrs. Nancy Babin
Mrs. Suzie Barkley
Mrs. Amanda Georgeson
Mme Caro Laliberté
Mrs. Heather MacKay
Mrs. Amanda Tooth

Child Development Advisor

Miss Rebecca Carol

Learning Commons Facilitator

Lauren Folk

Caretaking Staff

Mr. Fred Jayson
Mr. Benjer Jimian

Music

Mrs. Lisa Armstrong
Mrs. Hannah Korody

Office Staff

Mrs. Kyla Stewart
Mrs. Carmen Hodges
Mrs. Tracey Viste

Tech

TBA