



Welcome to A.E. Bowers!

2025-26 School Handbook

Preparing for School Entry

Summer Office Hours

As we prepare for school re-entry, please find below our office hours. Please feel free to call anytime during these hours to speak with a member of our team regarding any questions you may have. We are happy to help!

Monday, August 25: School office open (12:30 p.m. to 2:45 p.m.)

Tuesday, August 26: School office open (12:30 p.m. to 2:45 p.m.)

Wednesday, August 27: School office open (8:30 a.m. to 2:45 p.m.)

Thursday, August 28: School office open (12:30 p.m. to 2:45 p.m.)

Friday, August 29: School office open (8:30 a.m. to 12:00 p.m.)

Tuesday, September 2: Regular office hours begin (please visit the [school website](#) for information)

What class is my child in?

This time is full of excitement and anticipation! We are continuing to process registrations as changes happen over the summer holidays. Once class lists are finalized, you can expect to receive an email from your child's homeroom teacher on Thursday, August 28th.

Thank you for your patience as our team works hard to process all new student movements in Rocky View Schools.

Kindergarten Staggered Entry

Monday, September 1: No School - Statutory Holiday

Tuesday, September 2: Students with last names A-K attend

- Morning kindergarten students - 8:05 - 11:00 a.m.
- Afternoon kindergarten students - 11:55 a.m. - 2:45 p.m.

Wednesday, September 3: Students with last names L-Z attend

- Morning kindergarten students - 8:05 - 11:00 a.m.
- Afternoon kindergarten students - 11:55 a.m. - 2:45 p.m.

Thursday, September 4: Regular scheduled classes begin for all students

*If you have children with a different last name residing in the same home, please contact our school office. We will be happy to help you.

Grade 1 to Grade 6 Staggered Entry

Monday, September 1: No School - Statutory Holiday

Tuesday, September 2: Students with last names A-K attend

Wednesday, September 3: Students with last names L-Z attend

Thursday, September 4: Regular scheduled classes begin for all students

Re-Enrolment Verification & Annual Authorization Forms

The annual student re-enrolment verification form is released every August via SchoolEngage. This is found within the parent PowerSchool portal. Please log on to your parent PowerSchool account, choose the SchoolEngage icon on the bottom left side, review and make any necessary changes to your child's information. Please note, SchoolEngage can only be accessed by logging into PowerSchool via a web-browser - it cannot be accessed via the PowerSchool app.

Student Medication

If your child requires medication to be administered during the school day, please submit the RVS form, "Administering Medication or Medical Treatment to Students" within the re-enrolment verification form found on SchoolEngage via PowerSchool.

If your child requires an EPI-Pen to treat a life-threatening allergy, please bring one to your child's homeroom teacher. They will ensure it is safely stored.

What to Bring to School

All students are asked to bring every day to school:

- Water Bottle
- Indoor Shoes
- Healthy Snacks & Lunches
- Backpack
- Indoor and outdoor clothing appropriate for the weather

A.E. Bowers provides all other necessary supplies for children from Grades 1 to 4.

Students in Grade 5 and 6 are required to bring their own school supplies. A list is available on our school website.

Visitors and Volunteers

Visitors

During school hours, the grounds and building of A.E. Bowers Elementary School are closed to the public. All visitors and volunteers are required to check in to the office upon arrival.

Volunteers

We welcome our parent and community volunteers! We have many volunteer opportunities throughout the school year, from assisting with fun-lunch delivery to classrooms, volunteering on field trips, and so much more.

All volunteers must have a current Criminal Record and Vulnerable Sector Check on file at the school (application letters to obtain your record check are available at the school office). These record checks are valid for five years.

In addition to the Criminal Record and Vulnerable Sector Check, volunteers are required to complete annual forms (also available at the school office), including:

AF491-A Confidentiality/Non-Disclosure Undertaking,
AF490-B Annual Declaration-Criminal Record Check, and
AF144-D Consent for Public Use of Volunteer/Visitor/Contractors Images/Work.

All volunteers attending off-site field trips are required to log on to SchoolCash online and submit the AF260 volunteer form.

If you would like to volunteer, please email aebowers@rockyview.ab.ca or call 403.948.4511.

Managing Student Flow

Assigned Doors

We have assigned entry and exit doors based on proximity to homeroom classes. The location of your child's door is based on their homeroom. You can find the assigned doors in your teachers' welcome email.

Parent Drop-Off and Pick-Up

Many parents at École A.E. Bowers Elementary School walk or bike to school with their children. Due to the size of our school and the student population, it is recommended that students walk, bike, or scoot to school as frequently as possible.

For those who drive their children to school, drop-off is located on the South side of the school, called our "Kiss and Drop" zone. You are asked to remain in your vehicle.

The front of the school is a bus zone, not a student drop off zone for parents. Please use the designated "Kiss and Drop" zone when dropping off your child for school in the morning.

Students have designated entry and exit doors depending on their classroom location in the school.

At times, siblings or friends have a meeting spot after school so that they can walk home together. Please talk with your children about having a meeting spot.

Relaxed Entry & Drop Off

There is no supervision prior to 8:00 a.m., therefore we cannot accommodate early arrivals. Our exterior doors open at 8:00 a.m. and remain open until 8:10 a.m.

Late Students: We understand that unforeseen circumstances cause occasional late arrivals. If your child arrives after 8:10 a.m., their regular door entries will be locked. Students are then required to enter through the main entrance of the school.

Parking: Parking is always a challenge. If you are parking, please use Kingdom City Church parking lot. The "Kiss & Drop" zone is an area designed for quick drop off. Please do not sit in your vehicle or park in the "Kiss & Drop" zone.

Parking Lot: For safety purposes, parents are not to use the staff parking lot to drop off their children. This space is reserved solely for staff and 15-passenger daycare vehicles that have pre-registered with the school.

Bike Racks - "Walk Your Wheels": Bike racks can still be used. Please remember that when arriving on school property, all students are asked to "walk their wheels".

Student pick-up at end of day

Kindergarten: Staff will bring kindergarten students out the kindergarten doors and will ensure children are connected with their parents, guardians, or caregivers.

Grades 1-6: Students will leave the school independently. If you are picking them up in a vehicle, please prearrange with them where to meet you, or wait for them at a muster point that you have communicated and agreed upon.

Bell Schedule

Student Entry

Grades 1 to 5 & AM Kindergarten* Entry

Monday to Friday* - 8:00 to 8:10 a.m.

(*alternating Fridays as per kindergarten calendar)

PM Kindergarten Entry

Monday to Thursday - 11:50 to 11:55 a.m.

Friday* - 8:00 to 8:10 a.m.

(*alternating Fridays as per kindergarten calendar)

Student Exit

We cannot accommodate late pick-ups, please ensure that you have a plan to have your child picked up promptly at dismissal.

Grades 1 to 6 Exit Time

Monday to Thursday - 2:45 p.m.

Friday Classes - 1:00 p.m.

Kindergarten Exit Time

AM Classes (Monday to Thursday) - 11:00 a.m.

PM Classes (Monday to Thursday)- 2:45(M-TH)

AM & PM Alternating Friday Classes (as per calendar) - 11:00 a.m.

Student Non-Instructional Time

Morning Recess

- 10:10 to 10:30 a.m. – Group 1
- 10:30 to 10:50 a.m. – Group 2

Lunch & Noon Recess

- 12:10 to 12:30 p.m. – Group 1 outdoor recess; Group 2 eat lunch
- 12:30 to 12:50 p.m. – Group 2 eat lunch; Group 1 outdoor recess

Reporting a Student Absence

How to Use SafeArrival

If you are unfamiliar with SafeArrival, here are three convenient methods to use when reporting your child's late, absence, or early departure in advance:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store, the Google Play Store, or via the links on the SchoolMessenger website (<https://go.schoolmessenger.com/#/home>)
 - The first time you use the app, select Sign Up to create your account.
 - To report a late/absence/early departure, Select Attendance.
2. Use the SafeArrival website (<https://go.schoolmessenger.com/#/account/login>)
 - The first time you use the website, select Sign Up to create your account.
 - To report a late/absence/early departure, Select Attendance.
3. Call the **toll-free number** (1-833-244-5565) to report an absence using the automated phone system.

These options are available 24 hours/day, seven days a week. Future absences can be reported at any time. **Please note, you will be able to set up your accounts September 2, 2025.**

Item Drop-Off

Forgotten lunches? Shoes? Homework? On occasion, parents need to drop off items for their child during the school day. Please proceed to the main entrance of the school and a member of our team will be happy to help.

Appointments & Early Pick-Up

There may be times when you need to pick up your child during instructional time. If your child needs to leave for an appointment during the day, please enter the information in SafeArrival with as much advance notice as possible. We will do our best to have your child ready to go when you arrive at the front doors for pick up.

COMMUNICATION

Homeroom Teacher Communication

Families will receive newsletters from your child's homeroom teacher that will include class-specific updates, calendar events, and reminders.

School-Based Communication

At the beginning of each month, families will receive a school newsletter, the Bowers Buzz, that will include general messages, school-wide updates, calendar events, and action items.

Family-School Communication

If you have a question or concern about your child, your first line of communication is always to your child's homeroom teacher. Email is the fastest way to communicate with your child's homeroom teacher. Under normal circumstances, teachers will respond to all emails within 24 hours within normal working hours during the work week.

School Website

For access to all handbooks, calendars, and school info please check our website:

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

School Cash Online

Students will have the opportunity to go on field trip activities throughout the school year. All fees and permission forms for field trips are to be submitted through SchoolCash online at

<https://rockyview.schoolcashonline.com/>. To set up your account, you will need to know your child's powerschool number. For further details please check out

<https://www.rockyview.ab.ca/download/437259>

PowerSchool and Real Time Reporting

Your child(ren)'s teacher(s) update grades and assignments regularly via PowerSchool. You can set up how often you receive email notifications and updates. For more detailed information

please go to <https://www.rockyview.ab.ca/schools/learning/powerschool-information/powerschool-grades-attendance>

To register another student with RVS, review demographic information, or apply for transportation please use the SchoolEngage icon within PowerSchool. For more details, go to <https://www.rockyview.ab.ca/schools/learning/schoolengage-information>

Grades 1 to 6 School Handbook
École A.E. Bowers Elementary School