



## PARENT - STUDENT HANDBOOK

2010 - 2011

*The mission of Glen Allan Elementary School is to enable students to be creative and critical thinkers who are flexible in coping with challenges and change.*



106 Georgian Way, Sherwood Park, AB T8A 2V9  
Tel **780-467-5519** fax 780-467-3436  
principal.gln@ei.educ.ab.ca  
www.glenallanelementary.ca



## **ELK ISLAND PUBLIC SCHOOL POLICIES**

Policies are developed for the school system and are approved by the Board of Education. These policies are available at [www.eips.ca](http://www.eips.ca)

The Glen Allan Parent-Student Handbook explains how policies of common interest to parents and students are carried out at Glen Allan Elementary School.

At the school level, the system's policies are operationalized.

## **TELEPHONE NUMBERS**

Glen Allan School	780-467-5519
Glen Allan FAX	780-467-3436
Student Transportation	780-417-8151
Health Unit	780-467-5571
Recreation, Parks & Culture	780-467-2211
Elk Island Public Schools	780-464-EIPS (3477)
Glen Allan Out of School Care	780-467-5312

## **OFFICE TELEPHONE**

Students will be allowed to use the telephone for emergencies, e.g., illness, unexpected delays.

## **BELL SCHEDULE - GRADES 1 TO 6**

8:30 a.m.	Students enter school
8:38 a.m.	Classes commence
10:27 a.m.	Recess dismissal
11:48 a.m.	Noon dismissal
12:35 p.m.	Students enter school
12:39 p.m.	Classes commence
1:54 p.m.	Recess dismissal
3:15 p.m.	Students dismissed

## **E.C.S. CLASS TIMES**

8:38 a.m.	Morning Kindergarten commences
11:17 a.m.	Morning Kindergarten dismisses
12:32 p.m.	Afternoon Kindergarten commences
3:15 p.m.	Afternoon Kindergarten dismisses

**E.C.S. classes run Mondays through Fridays**

## **EARLY DISMISSALS FOR STAFF MEETINGS**

All students, **E.C.S. to Grade 6, are dismissed at 2:15 p.m. on the first operational Wednesday of each month** to provide for staff meetings. Please note that the lunch break on the first Wednesday of each month will take place from 11:43 a.m. to 12:29 p.m.

## **PARENT/TEACHER COMMUNICATION**

Parents are encouraged to contact the appropriate staff member as soon as any concern arises or any time information is desired.

School staff will keep parents informed regarding their child(ren)'s progress and school program. At grades 1 to 6, agenda books are used as communication tools on a regular basis. Your cooperation in using this book is greatly appreciated. Direct parent contact (in person or by phone) is always welcome.

## **STUDENT ABSENCES**

Regular attendance at school is crucial for a child's academic success. However, a child should not come to school when ill with fever, coughing, sneezing, vomiting, diarrhea or other contagious conditions. Sending a sick child to school often prolongs his/her recovery and exposes others to disease and illness.

## **STUDENT ILLNESS AT SCHOOL**

If a student is too ill to remain in class, school staff will contact the parents to ask the parents to take the child home. In the event that parents cannot be contacted, are unable to collect the child, or if the illness is not of a serious nature, the child may rest in the infirmary if space is available. The emergency contact for the ill child is only made if the parents cannot be reached and the child is too ill to rest comfortably at school.

## **KIDSAFE PROGRAM**

This program is designed to ensure that the whereabouts of all students in kindergarten to grade 6 can be accounted for each day.

If a child will be late or absent from school, the parent is asked to notify the school office by calling 467-5519. Absences may be reported on the telephone answering machine.

## **ADMINISTERING MEDICINE TO STUDENTS**

If a parent requests the school give a pupil a certain amount of medicine or a certain number of pills a day, **THE PARENT MUST FIRST COMPLETE a Medication/Personal Care Request Form which is available on the EIPS website <http://www.eips.ca/files/ihcdc.pdf>**, and give full instruction on the procedure to be followed by the principal or designate.

Copies of Policy IHCD, “Medication/Personal Care” are also available at the school office. It is the parent’s/guardian's responsibility to obtain a copy of this policy and be familiar with it when submitting the “MEDICATION/PERSONAL CARE REQUEST AND AUTHORIZATION FORM” to the office.

EIPS authorizes the principal to agree to or refuse the request to undertake the responsibility of administering medicine or pills. A staff member may be designated to administer medicine.

## **ALLERGIES**

Severe allergic reactions can be triggered by ingredients in snacks and lunches. Please be alert to information coming from your child’s classroom, particularly regarding severe allergies, e.g. peanuts. If your child has severe allergies, to ensure communication to all staff, please obtain a copy of the “Emergency Anaphylactic Allergy Alert Form” from the office, complete it, including a picture of your child, and supply three copies of this form to the office. Also, please contact your child’s teacher directly at school opening annually.

We have an allergy aware policy and are sensitive to providing a safe school environment for all of our children.

## **ACCIDENTS AT SCHOOL**

When minor accidents, that do not appear to require immediate medical attention, occur, parents may be contacted by phone to make them aware of the incident. If the accident appears more serious, the parents are contacted and requested to come to the school. The decision will rest with the parent, in consultation with school staff, to decide on the need for medical attention. In the case of serious accidents, students are sent via ambulance to hospital where parents meet them.

If parents are unable to be reached, a member of the school administration will make a decision about the type of medical attention required.

## **SCHOOL PATROL**

The crosswalk in front of the school will be supervised by School Patrol members during school days from 8:15 a.m. to 8:30 a.m.

Selection of School Patrol members is made in early April from Grade 5 students who exhibit qualities of leadership and reliability. Additional pupils may join in September.

School patrols assure our students a safe and orderly crossing in accordance with the street signals at the crosswalk. **All students are expected to obey the directions of the School Patrol members on duty.**

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Outside supervision is provided at 8:15 a.m., 15 minutes prior to the 8:30 entry bell and again from 3:15 to 3:30 p.m. as students leave to go home.

## **RECESSES**

Because so much of a child's day is structured, we feel it is most desirable not to have compulsory organized activities at recess times. In order for children to become thinking, creative, social beings, time for freedom of activity is essential. However, during many noon hours and occasional recesses, scheduled activities are available for interested students.

Before a student is permitted to stay indoors for medical reasons, parents must inform school staff either by letter or telephone.

When the weather is inclement, i.e. raining more than a light sprinkle, or a wind chill factor present where prolonged exposure will result in frostbite as determined by the weather station, students will be permitted to enter the school. At those times, students will remain just inside the entrances, in an orderly manner, until the warning bell rings, when they will be asked by a teacher to proceed to their classrooms. During days of inclement weather, all students will remain inside during the recess breaks, and noon, if applicable.

When the weather is not inclement, students remain outside until the warning bell rings. They assemble in an orderly manner, at their assigned entrances. Students are not permitted to enter the school by the front entrance, unless accompanied by a parent/guardian.

## **PLAYGROUND AREAS**

Students are required to use the playground areas designated for use by their grade level.

## **STUDENT SAFETY**

Students play in their assigned play areas away from out-of-bounds areas (staff parking lots, lawn in front of the school, bicycle parking area, pumping station, storage shed).

Students engage in team sports in areas away from the playground equipment and unscreened windows.

Students must remain on the school grounds at all times during supervised play periods unless granted permission by an adult supervisor.

## **NOON HOUR SUPERVISION OF STUDENTS**

All students who stay for lunch are required to pay a fee. The funds are used to cover the costs of supervision. Students are supervised for the entire noon break. Students remaining at school must stay on the school grounds for the entire noon break. The program is operated on a non-profit basis.

Supervisors are persons of authority in the school. Acceptable student behaviours must be safe and respectful at all times.

## **FIELD TRIPS**

A field trip is defined as any organized educational experience involving travel outside the school property. All field trips are planned in conjunction with the school's education program. Signed parental consent forms must be in the possession of the school before children are allowed to participate in a field trip. During field trips, students are subject to school rules, behavior expectations and to the authority of teachers and supervisors.

## **STUDENT ACTIVITIES AFTER SCHOOL**

Occasionally, students may voluntarily remain after school to participate in practice sessions for extracurricular activities. At those times, it is the students' responsibility to inform their parents of their expected arrival time at home.

## **REPORTING STUDENT PROGRESS**

Report cards are issued three times during the school year. Students are involved in “Celebration of Learning” conferences with their parents and teachers approximately three weeks before the distribution of the first two reports.

Final report cards are issued on the last day of school. Students not present will have their report cards mailed to them unless reports are complete and ready for distribution at the time of student departure.

## **APPEAL PROCEDURE**

Every student and/or parent/guardian has the right to appeal final assessment results to the principal or designate. The appeal procedure is noted in the Learning Assessment Policy.

## **HOMEWORK AND STUDY**

Normally, assigned homework and routine review of subject matter by elementary students averages a half-hour daily. However, students may be assigned additional homework for the following reasons:

- to enable those who have been absent from school to catch up with the rest of the class;
- to develop a particular skill;
- to keep up with the rest of the class;
- to facilitate review;
- to foster deeper investigation and enrichment;
- to develop good study habits;
- to facilitate project work, e.g. models, reports, experiments.

Where parents have a concern regarding homework assignments or quantity, they are encouraged to speak to the classroom teacher, directly.

For students in grades 1 to 6, agenda books will be used daily for home and school communication.

We encourage students to read daily or to be read to daily at home.

## **FAMILY HOLIDAYS**

An increasing number of families are opting for extended holidays during the school year. We encourage regular attendance for successful learning throughout the school year.

Since learning happens best during the instructional process, teachers will attempt to help students catch up after their return from holidays, rather than sending instructional materials ahead of time. We encourage you to have your child read and write daily while on vacation.

## **SPECIAL SERVICES**

### Counselling

Parents or teachers may make referrals to the counsellor. Students may also make an appointment to see the counsellor, either through the office, through the homeroom teacher, or directly with the counsellor.

### Speech/Language Pathology

Parents or teachers may request a speech/hearing evaluation by a referral to the speech pathologist. When warranted, the pathologist will establish a therapy program after informing the teacher and parent. Because of the potential case load, students requiring therapy may be placed on a waiting list.

## **SPECIAL NEEDS**

At Glen Allan School, we attempt to provide for the unique learning needs of students in a variety of ways. After appropriate referral and assessment, the Student Support Team may develop an Individualized Program Plan (IPP). The IPP is a written plan that outlines the goals and objectives for a student's learning during a school year. Parents are integral members of our Student Support Team.

Some special needs students require placement in different Elk Island Public Schools Programs. Parent consent for placing students in these programs is a requirement. Parents have the right to formally appeal decisions that significantly affect the education of students with special needs. Where the dispute resolution process has not been successful, an appeal may be made to the Superintendent.

## **ASSESSMENT FOR DAMAGE TO SCHOOL PROPERTY**

Vandalism - A policy of rigorous prosecution and recovery is endorsed by the Elk Island Public School Board of Education. Parent(s)/guardian(s) and student(s) may be assessed the total cost, including labour.

Acts of Carelessness - In this case, the actual material cost, excluding labour, may be assessed.

Accidents - Where breakage or damage is purely accidental, no charges will be assessed the student(s) involved.

## **SAFEKEEPING OF PERSONAL PROPERTY**

The responsibility for the safekeeping of personal property brought onto the school premises rests with the owner of the property. Although the school is unable to accept responsibility for the recovery of lost or stolen property, staff will investigate, as much as is reasonable, reports of missing personal property. **Valuable items (MP3 and iPods, hand held video games, cell phones, etc.) are not to be brought to school.** All personal property, including clothing, should be **clearly labelled** as to the owner.

Toys are **NOT TO BE BROUGHT TO SCHOOL** unless requested by the teacher for an educational application.

Schools do not carry liability insurance covering the loss of personal property.

**Weapons, including slingshots, knives, or weapon replicas are not permitted in Elk Island Public Schools.**

## **BICYCLES, SCOOTERS, IN-LINE SKATES, SKATEBOARDS AND HEELIES**

Students who bring their bikes or scooters to school must park and lock them upon arrival. **Students are to walk bicycles and scooters on the school grounds.** The bikes and scooters must remain securely locked until dismissal time.

For student safety, the use of bicycle helmets is mandatory for anyone under 18 years of age as per the Highway Traffic Bicycle Safety Helmet Amendment Act.

Skateboards, in-line skates and heelies (shoes with wheels) are not permitted at school.

## **STUDENT DRESS CODE**

Appropriate attire for wet and cold weather is necessary. Halter tops, very short shorts, bathing attire, t-shirts with inappropriate slogans or pictures, tank tops with spaghetti straps, etc., are **not** acceptable school dress. Caps and make-up are not to be worn in school.

Students are required to wear shoes at all times. This is necessary to promote good hygiene and safety and to be prepared for emergency evacuation of the school or fire drills at any time. Outdoor shoes and boots are to be removed in the entry and placed on the shelves provided. **Runners must have nonmarking soles.**

It is important that your child participate safely and comfortably in the physical education program. As all students have physical education every day it is important that they dress appropriately for physical education every day. Students in grades 3 to 6 must have proper running shoes for the weekly Fit Kids Program. **Platform soled running shoes are not permitted.** The wearing of an eyeglass band and/or shatterproof lens is recommended if your child wears glasses that cannot be removed during physical education classes.

## **LOST AND FOUND**

Receptacles are provided in the hallways. Students and parents are invited to look through the "Lost and Found" bins to claim missing items.

**To assist in identification of lost and found items, students should have all personal items identified with their names.**

Students must clear all personal items off the hallway shelves daily. The school facility is often rented out in the evening and there is little control over items in the hallways.

During parent-student-teacher conferences, and for the last week of school in June, all lost and found items will be displayed on tables in the hallway by the music room. Students are encouraged to peruse the items and claim personal belongings. Any items remaining in the school past the last school day in June will be donated to a local charitable organization.

## **LIBRARY AND OTHER SCHOOL BOOKS**

Library materials are selected from lists recommended for school libraries. Parents are encouraged to review materials for suitability for their child(ren).

Books and magazines may be signed out for two weeks and may be renewed if not reserved.

The combined maximum number of items that may be signed out at any given time is three, unless special permission is granted by the teacher.

Although overdue library book fines are not levied, if a book has not been returned after a reasonable number of overdue reminders, the student will be required to pay for the missing book. Students with overdue books are unable to sign out more books until the overdue is returned. If a magazine is lost or not returned, a \$5.00 charge will be levied.

Students are responsible for the safekeeping of textbooks. They are required to pay for lost or damaged books.

### **GLEN ALLAN SCHOOL COUNCIL (G.A.S.C.)**

The primary function of the School Council is to provide parents and the school community with the opportunity to advise the school principal on matters pertaining to the school and its operations. The School Council may carry out other functions as requested by the principal, or the Board of Education, i.e. fund raising, organization of events, recruiting volunteers, reviewing proposed policy.

The Glen Allan School Council is governed by specific bylaws, a copy of which is available to parents upon request from the chairperson.

Elections for the G.A.S.C. executive are held annually in May. Every parent or guardian with a child attending Glen Allan School is a voting member of the Council. The school principal and elected teacher shall be voting members of the council. As issues arise, the student population may be represented on the School Council by a Glen Allan student.

Meetings are held as required, generally on the third Tuesday of the month in October, November, January, February, April and May. All parents and guardians are informed of meeting dates by newsletter and on the school website, and are encouraged to attend. Information about GASC business is included in monthly school newsletters. These newsletters are available on the Glen Allan School Website - [www.glenallanelementary.ca](http://www.glenallanelementary.ca).

The purpose of the Council is threefold:

- to provide information and a forum for interaction among parents, community, and the school;
- to provide social, educational and enrichment experiences for the students in cooperation with the school;
- to raise funds to further supplement the resources and facilities available at the school for students, e.g. computers, playground equipment.

In addition to the many "one time" Council undertakings, some events have become annual activities due to student popularity and enthusiastic parent support:

- Hot Lunch Days
- Spring Carnival
- Book Fairs, to provide students with the opportunity to purchase reading material.
- Family Dance

## **ELK ISLAND PUBLIC SCHOOLS SUSPENSION OF BUS SERVICE DUE TO INCLEMENT WEATHER BULLETIN**

### *Student Transportation*

*Policy EBCD - Inclement Weather* forms the basis to suspend busing services as necessary when weather and/or road conditions constitute a potential hazard for students.

- Schools will remain open to students should school bus service be suspended for the day;
- Elk Island Public Schools (EIPS) is effectively divided into four regions, each having a distinct location within the region to determine temperature and wind chill factor;

When considering bus suspension due to inclement weather or region-specific, adverse conditions, EIPS defines regions in the jurisdiction as:

- Region 1, Strathcona Region
- Region 2, Urban Region - Hamlet of Sherwood Park and the City of Fort Saskatchewan
- Region 3, Lamont Region
- Region 4, Minburn Region

### **Weather and Road Conditions**

School bus service, including all Payride bus services, shall be suspended when:

A temperature of -40 Degrees C or a wind chill factor of -50 Degrees C is measured at the **Edmonton International Airport** at 5:00 a.m., or at the **Edmonton Weather Office** at 5:00 a.m., or at **Lamont Elementary School** at 5:00 a.m., or at the **Vegreville Environment Centre** at 5:00 a.m.

In the event that conditions are extreme, bus service may be suspended in any or all regions of EIPS when weather or road conditions warrant. In this instance:

- suspension of bus service information will be released to the public by local area radio and television stations commencing at 6:00 a.m.; and
- a message will be placed on EIPS' central switchboard (**464-3477**).

**Parents must use their discretion when sending their children to school during inclement weather conditions, even when buses are running and schools are open.** For the safety of the students, it is the responsibility of the parents to ensure that their children are suitably dressed for coping with weather conditions and arrangements have been made for alternate shelter for their child if no one is home.

**GLEN ALLAN ELEMENTARY SCHOOL  
STUDENT RESPONSIBILITY PLAN**

*STUDENTS and PARENTS and STAFF as PARTNERS IN EDUCATION*

**Belief Statement**

We, the community of Glen Allan Elementary School, believe that the students of Glen Allan are our greatest assets! A partnership in learning and responsibility is essential for their academic, social and moral success. Research has shown that the more active the parents are in the school process, the greater student achievement. We believe this community supported Responsibility Plan will assist parents in enhancing responsible and respectful behavior in their children.

**Purpose**

The purpose of this responsibility plan is to provide specific guidelines for action which will be taken when addressing inappropriate student behaviour. While every child has a right to receive an education, students in a classroom environment also have the responsibility to support the learning and safety of others. Students whose behaviour significantly interferes with the safety and learning of others or self may lose the privilege of recess, attending classes, field trips, or riding on the bus.

**The Three R's of Glen Allan Elementary:**

<b>RESPONSIBILITY:</b>	<b>I am responsible for my own behavior</b>
<b>RESPECT:</b>	<b>I treat people and property with respect</b>
<b>RESULTS:</b>	<b>I am responsible for my own learning</b>

Occasionally errors in judgement do occur. Making choices, both good and bad, are a natural part of the learning process. A small number of students may need individualized responsibility plans or specialized intervention. School rules and behavioural expectations will be reviewed with all students at the beginning of the school year and these will be posted in each classroom. In addition, Glen Allan Elementary School continues to develop our Character Education Program. This on-going initiative is designed to provide students with a common understanding and knowledge of the qualities of good character and citizenship. You can assist us by reinforcing this focus at home. These character traits are featured in our monthly newsletters, on our website and posted on our school's street sign. The staff of Glen Allan Elementary School demonstrates their commitment to Effective Behavior Initiatives by promoting and modelling an environment that fosters and maintains respectful and responsible behaviours. We wish to thank you for the good job of parenting that is the foundation of such widespread positive behavior and for your support of our school plan.

**"It takes a whole community to raise a child"**  
*(adapted African proverb)*

## **STEPS IN OUR STUDENT RESPONSIBILITY PLAN**

Our administrative team reserves the right to adapt the following steps by omitting or repeating actions depending upon factors such as age, student needs, the severity of the offence, and the frequency of offences. This flexibility encourages students to improve their behaviour. Every incident is discussed with each student as an opportunity to enhance a teachable moment and may include student reflection sheets and/or student-directed activities, as determined by the administrative team.

### **Minor Offences: (examples, but limited to):**

- disrupting other's learning or the teacher's teaching; put-downs, running in halls, littering; etc.

### **Major Offences: (examples, but not limited to):**

- repeated minor offences; habitual neglect of duty; conduct injurious to the physical or mental well-being of others in the school; disrespectful and abusive language and gestures (including bus drivers); leaving the school grounds without permission; willful disobedience; bullying which includes, but is not limited to teasing, roughing, intimidation, harassment; open opposition to authority (including bus drivers); physical abuse; possession of weapons and/or controlled substances; vandalism (a financial assessment for damages will be forwarded to parents/guardians).

### **Steps:**

Minor offences – are handled by the staff member(s) present. Logical consequences: ie. Warning issued, time-out, discussion, loss of privilege and/or Referral initiated.

- Step 1: Referral to office – Student Responsibility Plan completed by student. A loss of recess is a possible option.
- Step 2: Two recesses – Student Responsibility Plan completed by student and sent home for parent review, including a parent signature. This signed sheet must be returned to the office.
- Step 3: Four recesses – Student Responsibility Plan reviewed by administration and parents. School counselling services may be advised.
- Step 4: ½ day in-school suspension – Conference with student and parent(s) may be required. School counselling services will be advised. Student will complete work at school.
- Step 5: 1-5 days in or out-of-school suspension – Conference with student and parent(s) is required before student is allowed to return to classes. School counselling services may be continued.
- Step 6: Suspension with a recommendation for expulsion to the Board of Trustees – Alternative educational opportunities and program are explored through counselling. These may include home schooling or Outreach Programs.

*Note: The severity of an offence may result in steps 4-6 being implemented immediately.*

### **The Appeal Process:**

1. Discuss with an administrator (780-467-5519); if still not satisfactorily resolved
2. Discuss with Elk Island Public Schools Student Support Services  
Policy concerns, not individual cases, should be brought to the attention of an administrator

## **ELK ISLAND PUBLIC SCHOOLS SCHOOL BUS TRANSPORTATION RULES FOR STUDENT CONDUCT**

1. Students shall ride only their assigned bus. Exceptions may be granted upon written request from parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations principals may make alternate arrangements and contact Student Transportation.
2. Students are expected to be at their designated boarding location five minutes prior to departure time.
3. Students are responsible for their personal property (Elk Island Public Schools shall not be responsible for lost or stolen property).
4. Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
5. Students must sit in an assigned seat and remain seated while the bus is enroute.
6. All objects and parts of the body must be kept inside the bus.
7. While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
8. Disruptive, destructive or unsafe behaviour such as pushing, spitting, fighting, use of profane language or gestures, or the throwing of objects, or acts of vandalism are prohibited.
9. Eating or open beverage containers are not permitted. (Medical exemptions may be made upon written request to the Director, Student Transportation.)
10. The use of personal cellular phones, cameras, and recording devices are prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
11. The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
12. Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
13. The possession, use, or conveyance of potentially dangerous items is prohibited.
14. In conjunction with the *Traffic Safety Act*, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles being transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.

**NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.**