



Stakeholder Handbook 2019-20

School Calendar 2019-2020
Important School Dates

September

3 First Day of School
9 ECDP First Day
13 No school PLF
27 No school PLF

October

4 No school PLF
14 No school Thanksgiving
25 No School PLF

November

1 No School Institute Day
8 No school time in lieu PTI
11 No School Remembrance Day
22 No School PLF

December

13 No school PLF
20 No school PLF and break begins

January

6 Classes resume
17 No school PLF
31 No School PLF

February

17 No School Family Day
24-28 No School Teacher's Convention

March

13 No school PLF
27 No School PLF

April

10 No school Spring break
13-17 No school Spring break

May

8 No school PLF
15 No school time in lieu PTI
18 No School Victoria Day weekend
29 No school PLF

June

12 No school PLF
25 Last Day classes

171 Instructional Days / 193.5 Operational Days

Reminder:

If your child will be absent at any time, please call 780-743-3101
Parents will be contacted at home or work when a telephone call or note has not been received to explain an absence. All students leaving the school early or arriving late must check in at the office .

Gr. 1-6 School Hours

8:00 am First Bell-students moving into building
8:05 am Second Bell-classes begin
9:45-10:00am Recess
11:30-11:50am lunch break
11:50-12:12pm recess break
Dismissal 2:45pm

ECDP/Kindergarten Hours (Mon-Fri)

AM 8:05-10:55

AM 11:50-2:45

Parking and Traffic Flow at WGHill

Safety is our number one concern for students arriving and departing from school. Traffic flow through the lot should be slow. We have a drop off ONLY zone in the front parking lot. Parking here is for STAFF ONLY. Please be patient and remember that no matter how much of a rush you are in, there are children all around you.

The bus loop is off limits to all personal vehicles. A map of traffic is included in the appendix.

Supervision

Supervision is provided 15 minutes before and after school in the playground area. Students are not expected to arrive before 7:45am unless they are attending the breakfast program.

Bikes, Skateboards, and Scooters

From 7:45-3:00 Students are requested to walk their bikes, etc. while on school property. Bikes must be locked in racks.

Inclement Weather

Students are expected to dress appropriately for weather conditions at all times. When the combined temperature registers below -24 degrees, students shall not be required to go outside during class breaks. During inclement weather, students will remain in their classrooms. During fair weather, students are to remain outside upon their arrival at school until the 8am bell.

Subject to parental permission (in writing) and voluntary staff supervision, students may access outdoor recesses when the combined temperature and wind chill register colder than or below -24 degrees, subject to administrative approval. On outside days, all students who, because of illness, are to remain in during recess times are to proceed to the office. They must have a note from home and it must be renewed daily. Students should bring a book to read or seatwork to do.

Illness At School

When a student becomes ill, he/she should notify the classroom teacher, who will send or take the pupil to the office. Before a student will be released to go home contact must be made between a staff member and the parent/guardian. Under **NO** circumstances should a student who is ill remain in the washroom without contacting the office. A student who leaves school during the school day must sign out at the office.

Leaving School Grounds

Students in grades 1-6 are expected to remain on the school grounds so that they can be properly supervised unless prior arrangements have been made with a teacher. All departures must be checked in and out through the office and a parent or guardian should come into the building to pick up the child.

Visitors to the school

The staff welcomes visitors and volunteers to our building. In keeping with our school policies regarding safety for all people in the school, visitors and volunteers are asked to sign in at the school's office and wear a visitor's badge for the duration of their time in the school.

In order to maximize instructional time for our students, parents are asked to leave lunches, books, other items and messages for their children with the staff in the office. They will ensure your child receives the item(s)

Leave/Family Vacation

The school does not encourage students to take extended vacations/leaves during the academic year. If an extended absence will occur it is the responsibility of the parent to notify the office and teacher in advance. It is the responsibility of the student to obtain copies of any missed assignments upon their return.

Homework Policy

1. Homework will not be assigned arbitrarily. It will be purposeful and it will be an extension of regular class work.
2. Teachers will provide sufficient classroom time for students to complete assigned work so as to minimize homework expectations.
3. Teachers will establish and communicate due dates for assignments.
4. Incomplete work due to chronic absenteeism will be handled on an individual basis based on what is fair and reasonable for the student.
5. Although there will be exceptions, the minutes spent on homework should equal approximately 10 times the grade level of the student (i.e. a 2nd grader would spend 20 minutes, a 3rd grader, 30 minutes, etc.)

Teachers will use the following guidelines when assigning homework:

Division One: Homework will ordinarily be reading or math practice, or work not completed in class

Division Two: Homework will ordinarily be work not completed during class time, test preparation, or project work.

Communication

We endeavor to ensure parents, guardians and students are continually aware of school activities via:

Daily Bulletin

Through morning announcements and facebook

Newsletter: (on school website)

<http://waltergladyshill.fmpsdschools.ca/>

Facebook:

Walter and Gladys Hill Elementary Fort McMurray

Twitter: @WGHillElem

We also use Remind101

School Council meetings are open to all parents, as is the fundraising group of **"Walter and Gladys Hill Friends of Ravens Society"** with membership required.

Report Cards/Parent-Teacher Interviews

Formal report cards are issued three times a year, in November, March and at the end of the school year. Short interviews with teachers are scheduled as well and are an excellent opportunity for parents/guardians to meet and discuss student progress. Students are encouraged to attend these sessions where appropriate.

Phone calls to teachers

We encourage parents to call the school to make arrangements to speak with their child's teacher about their progress or if they are experiencing difficulties. Please note that voice messages can be left during instructional hours.

Teacher Websites

Each teacher has a website where they post information about learning, assignments, field trips, etc. Email contact information is available here as well.



WHEN STUDENTS ARE GOOD AT SCHOOL

When you follow the school expectations then you may be rewarded by one or more of the following:

1. You may be sent to the school office and the Secretary, Principal, Vice Principal or SASP students will share how proud they are of your efforts and behaviors.
2. Your parents may receive a written note or surprise phone call about your excellent behavior at school!

School wide Expectations

Location		Playground	Hallway	Classroom	Bus	Library Commons
Expectations	Mutual Respect	Stick to assigned area Play safely Take care of and return equipment Use your words; hands off	Be respectful Of other classes Straight there and straight back, no detours.	Follow classroom procedures Take care of belongings Use your words; manners	Use garbage bags Sit where you can behave	Quiet voice Take care of reading sticks and use properly Leave the library the way you found it
	Participation	Follow the rules of fair game play Help others in need Invite others to join you	Walking only Forward walking Straight line on one side of the hallway	Be prepared Get up at appropriate times Ask questions at appropriate times Try your best	Get up at your stop only	Return books on time Use computers correctly
	Attentive Listening	Listen to supervisors Line up promptly at correct door	Listen with full body	Focus during lessons Whole body listening	Listen to the bus driver	Focus during lessons in the pit Whole body listening
	Appreciation (no put downs)	Report unsafe activity (bully-free!) Be polite, patient and helpful	Keep doorways clear Manners Quiet hands; hands to yourself	Use manners: please, thank-you, excuse me	Thank the driver on your way out	Thank the librarian on your way out Save food and drink for appropriate times

Expectations Cont'd ...

Computer/ Promethean	Assembly	Bathroom	Gym/D.P.A/ Sports	Bus Loop/ Dismissal Ar-	Field Trips
Handle with care	Appropriate applause Enter and exit with an adult quietly	Respect privacy	Be aware of personal space Respect all athletic abilities Use positive language Respect the equipment	Make after school plans the day before Stay in designated areas Keep pets off school property	Respect the presenter Follow specific location rules
Use computers for active learning activities Log off when done	Prepare to share with a voice that is clear Come to all assemblies to learn and enjoy	Go straight there and straight back	Enter the gym with an adult only Wear appropriate clothing Wear appropriate footwear with non-marking	Walk all bikes, skateboards , etc. off school grounds Go where you need to safely and	Return permission slips on time Stay with the group
Focus during lessons Whole body listening	Sit with students that help you learn and enjoy Whole body listening; give 5 when	Use inside voice and refrain from loud noises	Follow adult requests	Follow adult requests	Follow presenter requests Dress appropriately for the activity
Save food and drink for appropriate times	Sing O'Canada with respect and pride	Wash hands and flush the toilet	No put downs Good sportsmanship	Use respectful words and remember patience	Represent the school positively and proudly Use respectful and polite words

WHEN STUDENTS MISBEHAVE

When a conflict arises among students, staff will help you resolve the situation and teach you the following strategies to work it out:

- apologize
- talk it out
- ignore it
- tell the other person to stop
- go to another place
- make a deal
- wait and cool off

Remember, you can talk to a supervisor, your teacher or the Principal, Vice Principal if you have a problem or need help solving a problem with another student or staff. Use your WITS!

Level 1-Inappropriate Behaviors

These are minor violations. If you break a school expectation then:

1. A staff member will talk to you. You may have a consequence within your classroom (timeout)
2. The school expectations are reviewed with you.
3. You will be asked to help fix the problem by answering the following questions:
 - a. What happened?
 - b. What effect did your behavior have on others?
 - c. What will you do to fix your problem?
 - d. What can you learn from this?
 - e. What will you tell your parents if asked?
4. You may be asked to go to the office for recess if you need more time to solve your problem or think about your inappropriate behavior. If you are outside on the playground, you may be sent to the outside wall.

You will be given an opportunity to improve your behavior. If you choose not to own or improve your inappropriate behaviors, you may face more serious consequences. Level 1 type inappropriate behaviors may include:

- running in the hallway
- rough play
- littering
- being unprepared for class
- disrupting the teacher and/or the learning of others
- name calling, teasing, put downs, foul language

Level 2-Serious Inappropriate Behaviors

Level 2 behaviors are more serious, If you choose to use seriously inappropriate behaviors the staff will:

1. State why your behavior is inappropriate or harmful
2. You will be asked to help fix the problem by answering the following questions:
 - a. What happened?
 - b. What effect did your behavior have on others?
 - c. What will you do to fix your problem?
 - d. What can you learn from this?
 - e. What will you tell your parents if asked?
3. You will be asked to serve recess timeout for anywhere from 4-10 recesses in order to learn better ways to behave. You will complete assignments during recess time. Once your time is spent learning better behaviors is up, you may go back out for recesses.
4. If your inappropriate behavior is harmful to yourself or others, you could be sent to the office. You may lose school privileges like field trips or other special events. You will be required to fix your problem. When you are sent to the office a record of your inappropriate behavior will be kept. Your parents may also be called to let them know what you did and what you need to do to fix the problem. Level 2 type of inappropriate behaviors include:
 - being late for class more than 3 times without a good excuse
 - defiance to a reasonable request by staff
 - Stealing
 - Bullying
 - Fighting, encouraging or cheering on a fight
 - Harming or harassing other students or adults
 - Repeat offence of level 1 offenses

Level 3-Very Serious and Inappropriate Behaviors

Level 3 behaviors are very serious. If you choose to misbehave or be part of a group that acts very inappropriately, then staff will:

1. Send you to the office right away and call the Principal or Vice Principal
2. The principal or Vice Principal will talk to you and record the following information on an office referral form:
 - a. What happened?
 - b. Where did it happen?
 - c. Who else was there?
 - d. Why did you do this?
 - e. What effect did your behavior have on others?
 - f. What will you do to fix your problem?
 - g. What will be your consequence(s)?

- h. Has this kind of inappropriate behavior happened before?
 - i. What will you tell your parents if asked?
- 3. Your parents will be contacted. Your parents will be told about your inappropriate behaviors and what the consequences are. Consequences are based on the seriousness of your behavior and the school board/s policy on student conduct. School consequences may include a meeting with parents, behavior contract, in school suspension, and/or out of school suspension. All school privileges are taken away until the consequences have been served. (ie: you may not attend sports events or field trips). Level 3 type of inappropriate behaviors may include:
 - willful defiance or complete disrespect of staff
 - endangering the safety of others
 - Inciting others to fight or fighting
 - vandalism, destruction of school property
 - use of tobacco or a weapon

Consequences are designed by staff and parents to be meaningful, age appropriate and enforceable. Consequences are used to help you to learn a better way to behave and to remember school expectations. These consequences however, may be individualized to better help students meet the expectations.

**To extend the learning to the home environment and provide consistency with you child, you could review this with your child and use it at home.

SCHOOL BUS EXPECTATIONS

We respect the driver and safety of others on the bus. When we frequently don't follow bus expectations we may lose the privilege of riding the bus or be suspended from the bus. The bus and bus stop are an extension of the school and school rules apply.

Students are expected to comply with the following:

Respect the driver

- We follow directions
- We sit where assigned
- We talk to them only when entering and exiting the bus

Respect the bus

- We keep it clean
- We do not damage the bus

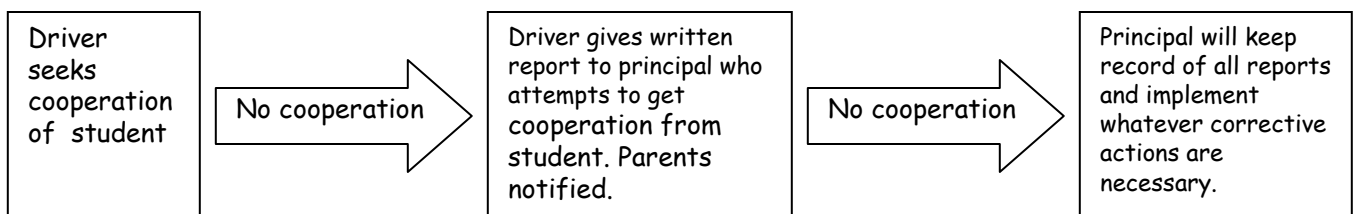
Respect others

- We keep heads, hands, objects, inside windows
- We use quiet indoor voices
- We treat others with kindness
- We help everyone feel safe

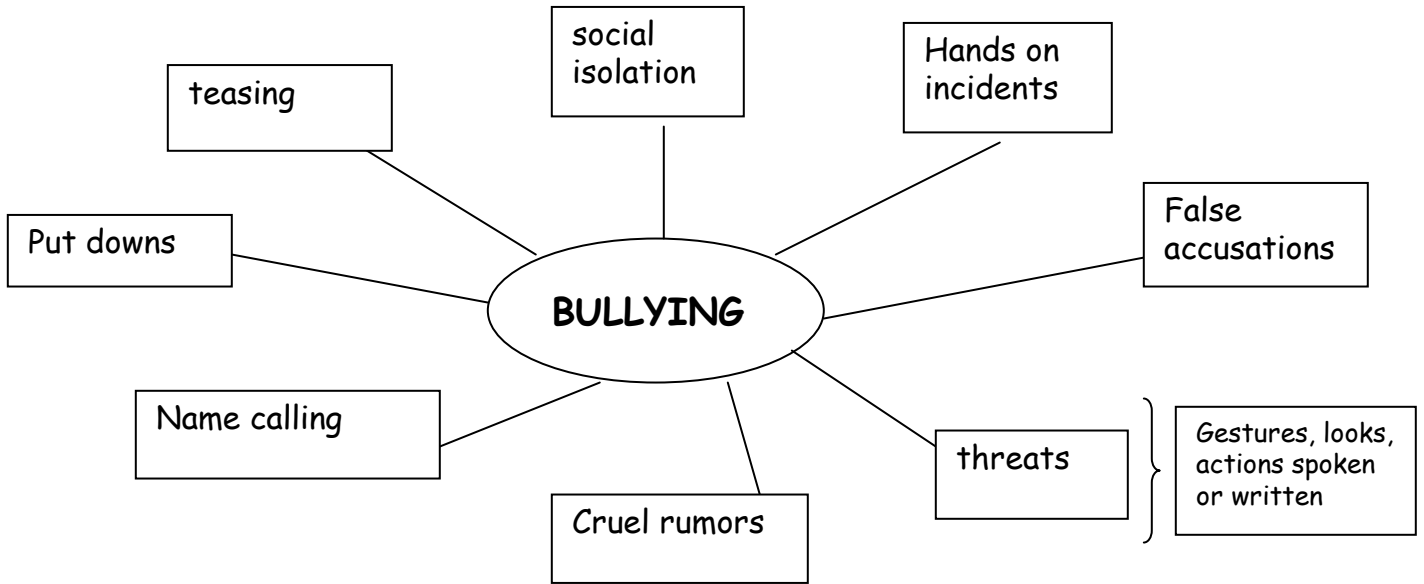



Bus Conduct Infractions

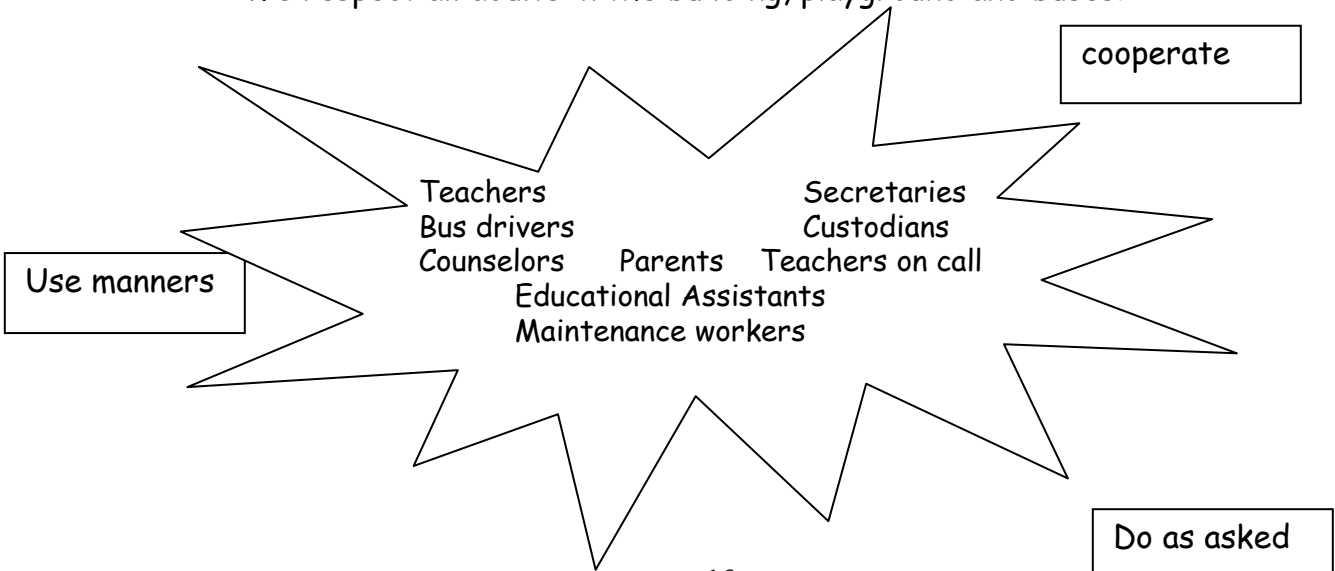
If a problem should arise between the driver and a student(s):



We do not bully other students or staff members.



- We use friendly/kind words at school with everyone.
- We use 'indoor' voices in the building. 
- We smile 😊 to show we care.
- We respect all adults in the building, playground and buses.

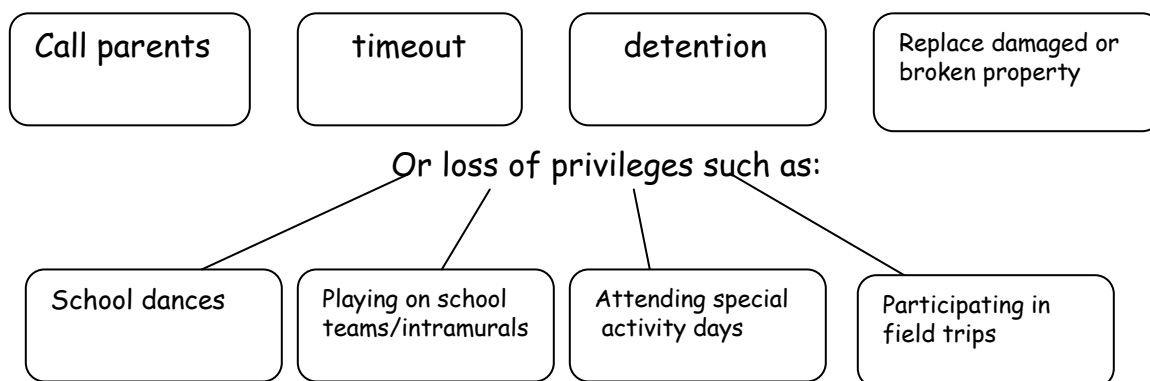


CONSEQUENCES FOR NOT FOLLOWING

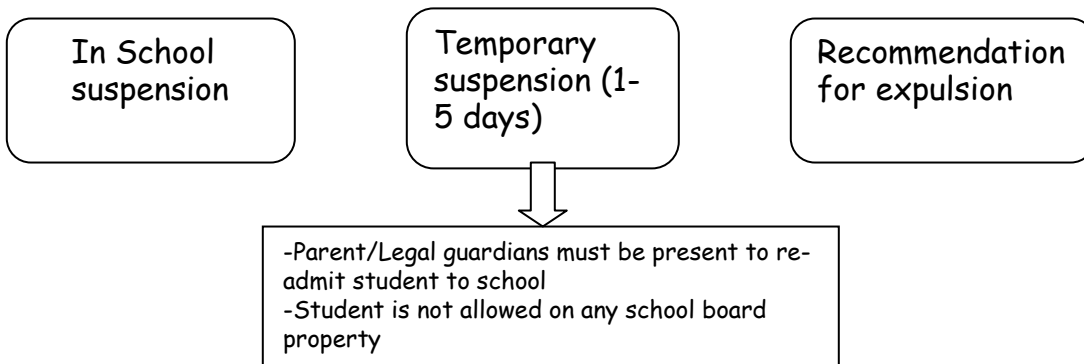
"The Student Code of Behavior"

We expect students at Walter and Gladys Hill Public School to demonstrate responsibility and respect for the rights and property of others. Responsibilities come before rights. All teachers, support staff and administrators at the school are responsible for follow-through of "The Student Code of Behavior" and have the authority to discipline students.

Consequences for Minor Infractions



Consequences for Major Infractions



Healthy School Policy (temporary, pending APPLE Core team revisions)

This policy is in place to ensure that we have a common application and understanding of the need for School Health Guidelines. It is also our mission to support and environment where all stakeholders make healthy, educated choices and are empowered to live a healthy, active lifestyle.

1. "Choose Most Often" foods and beverages will be served to students and staff during school hours. This includes Breakfast, Snack and Lunch Programs
2. We choose alternatives to food as rewards to support academic performance and preferred behaviors. When using food as rewards, staff will use food from the "Choose most often" category according to Alberta Nutrition Guidelines for Children and Youth.
3. Foods for Celebrations/Events and Holidays will meet the recommendation of "Choose Most Often" for 80% of the food and "choose sometimes" for 20% of the food. Teachers may use a sign up format for parents to help assist with this.
4. Non-food fundraisers will be encouraged, and when food is used as a fundraiser, it will include "choose most often" foods only.
5. Lunchtime movies within the classroom will be limited and used as an incentive for students. We realize that physical activity and socialization are vital to a child's development.
6. Staff is encouraged to role model a healthy lifestyle by modeling choose most often foods and being active.

Electronics Policy

21st Century Learners are connected in many more ways than the earlier generations ever were. Although electronic devices can be a very useful learning tool, they can also be disruptive to teaching and learning during class time. They also create issues of cyber-bullying and other serious problems between students. It is for this reason that usage criteria be set in place to maintain a positive academic and social climate in our school.

The use of electronic devices such as smart phones, laptops, iPads, tablets, gaming devices and personal music players are a privilege at Walter and Gladys Hill Public School. The following are expectations regarding the use of these devices in our school:

All electronic devices **MUST** be under direct staff supervision at all times and

when used anywhere in the school, the device and screen must be in plain sight.

*Due to the enormous amount of time that could be spent on lost and stolen electronic devices, the school will not investigate these situations. The security and responsibility of these items rests solely with the students. ECDP-Grade 3 students should not bring any electronic devices to school.

Classrooms: All usage of electronic devices should be related to educational learning outcomes of our curriculum of studies. Special circumstances may be applied for students who have academic accommodations or medical needs requiring them to have access to a device. This should be outlined in their IPP or medical plan and discussed with parents at the beginning of the school year. The Library Learning commons is an extension of the classroom.

Recess (outside/inside): To promote our healthy school policy, we will not use electronic devices during indoor recess with the exception of the Promethean Board or Gym projector being used to promote activity such as "Just Dance". Electronic devices are not to be used outside at recess.

Field Trips/Dances/School Events: This is an extension of a classroom and therefore no electronics will be allowed.

Hallways: There should be no electronics used in our school hallways during school hours by students or staff unless supervised.

*Under FOIP (Freedom of Information and Protection of Privacy) Act, no photographic equipment is permitted during the school day without the permission of the administration or as part of an authorized curriculum.

If a student refuses to adhere to these rules and comply with a staff member's directive regarding an electronic device, the following consequences will be enforced:

- 1) First offence: Confiscation of the device to be returned to the student at the end of the school day.
- 2) Second Offence: Confiscation of the device to be returned to the student by administration in consultation with a parent or guardian
- 3) Third offence: Confiscation of the device to be returned to a parent or guardian by administration. Consequences for further offences may result in suspensions.

Refusal to hand over a non-educational electronic device to a staff member may result in third offence status.

All staff need to demonstrate appropriate use of electronics during class time. (i.e. texting and phone calls should be reserved to break times). Parent volunteers in class will be asked to turn off their phones as well to avoid disruptions of student learning.

