



EVANSVIEW SCHOOL

Parent / Student Handbook

2016 – 2017

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INTRODUCTION

Welcome to Evansview School. This handbook is an introduction to some of the policies and procedures that are in place at Evansview School. We hope you find it useful. If you have any questions or concerns, please feel free to contact the school.

- **GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION - MISSION STATEMENT**

In union with the community, our commitment is to inspire each student to develop a passion for learning and to become a socially responsible citizen in a changing global society.

To this end, we will provide relevant, challenging, and empowering life-based learning opportunities.

- **EVANSVIEW SCHOOL MISSION STATEMENT:**

A Caring Community of Learners Working Together to Achieve New Heights with an emphasis on language arts

STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES

It is our goal that each child should be free and able to pursue his/her education without disruption. It is our expectation that students accepting their rights and demonstrating their responsibilities will achieve this goal.

Rights

Responsibilities

Students have the right to learn.	Students have the responsibility to work to the best of their ability and allow others to learn.
Students have the right to experience a variety of physical activities.	Students have the responsibility to participate and play in a safe manner that does not endanger themselves or others.
Students have the right to have opportunities and assistance in developing a positive self-concept.	Students have the responsibility to recognize their strengths and weaknesses and to be tolerant of the differences they find in others.
Students have the right to be provided with the opportunities and assistance to develop positive peer relationships.	Students have the responsibility to get along with others.
Students have the right to be respected as an individual.	Students have the responsibility to respect others and themselves.

Students have the right to a safe and clean environment.	Students have the responsibility to treat the school environment with care and respect.
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EVANSVIEW SCHOOL AND GRANDE YELLOWHEAD DIVISION INFORMATION

A. 2015 - 2016 Evansview School

<u>Teaching Staff</u>	<u>Position</u>
Debra McKinnon (0.8)	ECS / Kindergarten am - K/1 pm
Lindsay Collard	Grade 1 & Learning Support Teacher (LST) & Assistant Principal
Brenda Rusin (0.2)	Grade 1
Sharon Allers	Grade 2 am - Gr 1/2 pm
Jaden Ostapowich	Grade 3/4
Jenelle Hargas	Grade 5/6
Tina Morrison (0.7)	Grade 4/5
Mike Gray	Principal
 <u>Support Staff</u>	
Viola Able	Secretary
Elisha Scherger	Teacher Aide
Courtney Bartel	Library Aide/ Teacher Aide
Suzan Rybak	Teacher Aide
Linda Bruce	Teacher Aide
Brandy Benson	Teacher Aide

B. Education Services Centre Staff

Cory Gray	Superintendent of Schools
Ewen Murray	Deputy Superintendent
Karen Shipka	Assistant Superintendent, Learning Services
Gail Prokopchuk	Director of Transportation

C. Trustee for Evansburg area

Brenda Rosadiuk

SCHOOL YEAR – 2016 - 2017

School Bell Schedule

First bell at 8:35A.M. (classes start at 8:40)

Morning Recess: 10:15 - 10:30 A.M.

Noon: 12:00 - 12:40 P.M.

Afternoon recess: 2:00 – 2:15 P.M.

Dismissal: 3:05 P.M. except Fridays, dismissal is at 1:50pm

Calendars

Divisional calendars are sent home in early September with the oldest member of the family. The calendar contains information about planned school closing, board meeting dates, as well as listings of the Division goals, the Board of Trustees and schools in the Division. Monthly calendars are also sent with the newsletters. For more specific information, please refer to the monthly calendar in the newsletter.

SCHOOL POLICIES AND PROCEDURES

ABSENCES

At Evansview we have a safe home/safe school policy. If your child is absent, please contact the school office to let us know your child will not be at school. If you do not contact the school, the school secretary will phone to check that your child is safe at home (Unless we have already been notified that your child is going to be absent). If a student is absent for 2 or more consecutive days we do not phone after the first day.

Regular school attendance is critical if a child is going to make progress over the course of the year.

At Evansview we monitor how often a student is absent, if that rate of absenteeism reaches 15 % Mr. Gray will contact the parent or guardian of the child and let them know that attendance has become an issue. If no improvement is noted and the absences are not health related the matter will be brought to the attention of the superintendent of schools and if necessary an attendance board hearing may be required.

ACHIEVEMENT TESTING

Provincial Achievement tests are administered to Grade 6 in May and June of each year. Other types of exams are also administered during the school year.

ARRIVING AT SCHOOL

School doors are unlocked at 8:15 A.M. *Please do not have your child arriving prior to 8:15 as there is no direct supervision prior to that time.* We encourage you to send your child to arrive at school at approximately 8:30 A.M. Students will be able to wait in the mud rooms until the first bus arrives.

AWARDS

Students are recognized for achievement and contributions to the school and community throughout the year. Students will be recognized for their achievements at a formal awards ceremony at the end of the school year.

BICYCLES

Students who ride bicycles to school are asked to park them in the bike stands. Bike riding is not permitted on the school grounds during the school day. Students are required by law to wear appropriate helmets. Skateboards and scooters are also not to be used during the school day. Students must walk their bicycles while buses are loading and unloading.

BUSSING

If your child is a bus student and will not be taking his regular bus home for whatever reason, or will be taking another bus home, please inform the bus driver by note. This is a necessary procedure as the bus driver has a legal responsibility in the transportation of students. As well, if a student who is not a bus student has planned to go to a friend's home by bus, a note is also needed.

When a child is on the bus, he/she is expected to follow the school's guidelines for behaviour. The bus driver is in charge and will remind students to discipline themselves. Safety is our main concern. The driver and/or the school will discipline students who do not behave responsibly. Extreme misbehaviour may result in removal of riding privileges.

Any questions or concerns regarding bussing may be made to the Director of Transportation at 1-800-723-2564.

COMPUTER USE AND INTERNET

Students at Evansview have access to computer technology in our computer lab, classroom and library. All students are required to have a signed permission form for internet use. There are very strict internet use guidelines. Any student violating these guidelines will have their internet and/or computer privileges taken away by the school administration. A copy of the computer and internet use guidelines and a permission slip will be sent home at the beginning of the school year.

CURRICULUM HANDBOOKS

Alberta Learning Curriculum Handbooks are available on the internet at www.learning.gov.ab.ca/parents/handbooks/. These are also available to download and print. If you do not have access to the internet, the same documents are available by calling 310-0000 (toll free) and asking for Alberta Education Publications, or The Queen's Printers.

DEMOGRAPHIC INFORMATION

To keep our office records up to date, please call the school office to inform us of changes in personal information like phone numbers, cell numbers, emergency contacts, etc. This form is included with the information sent home at the beginning of September.

DISCIPLINE

Evansview takes a common sense and reasonable approach towards discipline. A list of school rules, which apply to all students from Kindergarten to Grade 6, is sent home at the beginning of the school year in the first school newsletter. We state very clearly what expectations we have for student behaviours. Parents will be actively involved in the discipline process and will be contacted by either their child's teacher or the school administration if a problem arises. Parental contact is initiated when the behaviour in question is severe or continues to be a problem after the student has been given an opportunity to correct the behaviour in question. Consequences for inappropriate behaviour will be dependent on each individual incident. The general procedure for discipline, depending on the severity of the incident is a conversation with the student first. However if the incident is more serious the consequences could involve detentions, letters of apology, suspension, etc. as well as contacting parents. If the behaviour continues after the initial conversation then parents will be contacted in order to help resolve the outstanding issues. Our goal is to provide a safe and caring learning environment for all the students of our school.

FIELD TRIPS

All classes at Evansview go on a field trip during the school year. Parent Council pays the costs for one trip per classroom per year. Additional trips may require some fundraising. All field trips must be linked back to the curriculum. Signed permission slips are required for field trips outside of the community. If you are notified of a field trip and would like to go as a supervisor, please feel free to contact your child's teacher.

EDUCATIONAL SUPPORT SERVICES

Evansview has made support for students' education their highest priority. We have access to Consulting Services and contract psychologists through RSCD as well as divisional staff. We have a four day a week kindergarten program which runs 2 days per week, Tuesday /Thursday, for the first two weeks of September. From the third week in September until June they attend 4 days per week on Monday, Tuesday, Thursday and Friday

We have regular access to community support services e.g. Public Health Nurse, Speech Pathologist, Family School Liaison Worker, Family Student Therapist.

FIRE ROUTES, DRILLS AND EMERGENCIES

Regular and alternate maps (routes) are posted in the classrooms and practices are held at intervals throughout the year.

1. Students and teachers **do not** stop to pick up materials or clothing on their way out.
2. Students are expected to move out in a quiet and orderly fashion to designated areas.
3. Teachers take attendance when outside and report it to the school secretary.

(FIRE ROUTES, DRILLS AND EMERGENCIES; cont'd)

If an emergency situation arises which requires the removal of students from the building, they will be housed at Grand Trunk High School, ph.727-3925 (first option) and/or the Legion Hall, ph.727-3879.

FOIPP (Freedom of Information and Privacy Protection)

The government of Alberta has passed legislation requiring all government and government related agencies to have permission to deal with personal information about individuals. Parents are asked to sign a FOIPP release form, which allows the school to display student work and photographs for school business.

FOOTWEAR AND SCHOOL DRESS

Students are asked to wear footwear appropriate to the weather conditions. Outdoor shoes can be placed on shelves at the entries used by the students. Students are to wear shoes at all times in the school for health and safety reasons. Clean running shoes with non-marking soles are needed for gym classes. Please use some means to identify your child's footwear.

If students are wearing clothing that is either inappropriate due to a violation of dress code (see page 15 for dress code) text, graphics or weather, they will be asked to cover up with clothing they have, or they will be provided something from lost and found.

HOMEWORK

Homework generally consists of work not completed during the day. In grades 1 - 3, homework will generally not be assigned. In grades 4-6, homework may involve an extra assignment, a special project, research, etc. on a limited basis. If students are not completing their homework, the homeroom teacher may contact parents. School planners are given to every student from Grade K -

6 to record homework assignments and up-coming tests, so parents may check their child's planners for information about what their child is doing.

INCLEMENT WEATHER

Bad weather conditions may force us to stop running the busses. The safety of all students is our main concern. On these days notification will be on the school webpage, radio stations CHED (630 AM), CFCW (790 AM) and The Fox (YR Radio, 970 AM) as soon as the decision has been made.

The doors of the school will be manned and open to make certain that all children who do come can get in.

Over the winter months outside recesses will be replaced by inside recesses when the "feels like" temperature drops below -25 degrees Celsius. (The "feels like" temperature is the result of calculations on thermometer temperature and wind-chill factors.)

INSTRUCTIONAL MATERIALS FEES

Instructional fees for K-6 for 2016 – 2017 are \$70.00 per student with a maximum of \$245 per family. This provides your child with textbooks, workbooks and a wide variety of materials and equipment used in all subject areas. Instructional fees that are not paid will be deducted directly from our school budget. Board Policy dictates that we must then use a collection agency. Payment schedules can be arranged with the school, if necessary.

LIBRARY

We will have a part time Library Teacher Aid again this year. Mrs. Bartel nee Ms. Whipple will assist students with learning how to find books and other reference materials within the library as well as with other library based skills.

Every class has a regularly scheduled class times for signing out books and also for research work and special projects, etc. Students are expected to promptly return books to the library. If a student does not return books, their lending privileges may be suspended. Books are loaned for one week and students may have two books signed out at one time. Encyclopaedias and some research titles are only for use in the library.

Lost/damaged books will be charged for to help cover cost of books and their processing. According to School Policy 3.10, replacement costs will range from \$5.00 to \$25.00 depending on the cost of the book.

Two book fairs will be held (fall and spring) as a fundraiser for the school library.

LOCKERS

All students will be assigned lockers. Grades Kindergarten – 3 are not permitted locks. Grade 4, 5, & 6 students will have the use of combination locks provided by the school. The homeroom teacher and the office will keep a record of the lock's serial number and combination. Locks may be cut off if a student is unable to gain access to their locker and all other methods of entry have been attempted. Lockers are the property of GYPSD and may be accessed and searched by school staff if there is an appropriate reason.

LOST AND FOUND

Lost and found articles are kept in the west entry, past the gym doors, and valuables are kept in the office. Students should check these areas for missing items.

LUNCH HOUR AND FOOD PROGRAM

Bus students and town students who bring lunches eat their lunches in their homerooms. Students have 20 minutes (12:00 - 12:20) to eat their lunch. At 12:20 the bell rings again and students can go outside at that time. Town students who bring their lunches are expected to stay within the school grounds during lunch hour. Students may stay in the building after 12:20 to finish their lunch if needed. Microwaves are available for student use.

We will be selling some food items from the vending machine this year. The vending machine will be stocked with a variety of lunch items.

MEDICAL INFORMATION

If your child is on medication, please call the school for information about use of medication covered in Grande Yellowhead Administrative Procedure #313 regarding administering medication in schools. You will be required to sign a release form.

When a student becomes ill, parents will be contacted. In the event that parents or designated guardians cannot be reached, the child will be able to lie down in the sick room, under the supervision of the school secretary. If your child is too ill to function at school please consider keeping him/her home for the day.

If a student is injured at school, we will try to contact the parents; first at home, then at work, then the first emergency contact and then the second emergency contact. If we have been unable to reach any of the above, the child will be transported to the doctor or hospital, by ambulance if necessary.

Grande Yellowhead School Division arranged accident insurance coverage for all students under the 'Basic Plan', which covers students only while participating in school activities. Parents can get additional coverage by purchasing the "Full Coverage Plan". Information is available at the school.

NEWSLETTERS AND SCHOOL CALENDAR

Parent newsletters will be sent home on a monthly basis indicating dates to remember. It also includes a detailed calendar for the month to come. Newsletters are sent home with the oldest child in the school. It is your child's responsibility to bring the newsletter home. If you do not receive one, we have spare copies at the school office. Newsletters and calendars are available on the school web page at <http://evansviewschool.ca/>. Divisional Calendars are sent home with the oldest child in September.

PERSONAL PROPERTY

If students bring personal items to school such as tapes, CDs, remote control toys, etc., they must understand that the school is not responsible for such items in the event of damage or theft.

PLAYGROUND

Students shall play in a responsible manner that does not endanger the safety of themselves or others. It is expected that Grades Kindergarten to Grade 3 play in the area north west of the school and that Grades 4 to 6 play in the southeast area of the school. The playground equipment is divided so that the North end is for K-3 and the South end is for grades 4 – 6. It is believed by staff and administration that exercise is important.

PHONE CALLS and STUDENT CELL PHONES

We encourage students to make reasonable use of the phone e.g. phoning home if cancellation of a practice occurs or if student is sick and needs to be picked up. Personal business must be arranged in advance. Students are to check with their teacher or the school secretary before using the phone.

Except in emergencies, it is requested that messages be left with the school secretary who will pass them along to the students. This will help to minimize disruptions during class time. Please note there may be times when there is no one available in the school office. Staff members have voice mail for messages, but there is no guarantee that the messages will be retrieved before the end of the day.

Student cell phones are not permitted in classrooms under any circumstances. Due to the nature of current technology, cell phones have the capability of instantly compromising an individual's privacy. Therefore, cell phones must be left in the student's locker or at the office during class times and students still require their teacher's permission to make phone calls during breaks. If you have concerns over this issue, please contact the Principal.

SUPPLIES

School supply lists will be included with the June report cards to help students come prepared for the next term. Copies are also available at the office and are available on-line.

STUDENT EVALUATION and REPORTING STUDENT PROGRESS

In Grande Yellowhead Public School Division, each school must report on student progress 5 times per year, either verbally or in written form. At Evansview we have 3 written and 2 verbal reports. These are spaced throughout the year.

The reporting dates this year are:

October 26 from 4:00 – 7:00 & October 27 from 4:00 – 7:00	- Parent / teacher interviews and book fair
December 2	- Report Cards
March 10	- Report Cards
April 26 from 4:00 – 7:00 & April 27 from 4:00 – 7:00	- Parent / teacher interviews and book fair
June 29	- Report Cards

If you would like an update on your child's progress at any other time, please call the school at least one day in advance to arrange an interview. Likewise, teachers may also call you if they have concerns, to arrange for an interview.

VISITORS

For the safety and security of all students and staff, **all visitors must check in at the office.** Students from other schools, friends/relatives who are visiting at Evansview, may, *with advance notice and at the discretion of the administration and teachers* of the classes involved, attend classes. However, the safety and education of our students will always be our first concerns.

VOLUNTEERS

We appreciate parent volunteers in the school. The safety of our students is our primary concern. The School Board for Grande Yellowhead Public School Division has developed a policy that requires all volunteers to have an RCMP Check and a Child Welfare Check on file at the school office. If you have these documents for another reason, we will be taking and filing these at the school office this school year. Volunteers are protected by FOIP and no one other than the school principal will have access to these. Volunteers are also asked to sign “standard of conduct” and “confidentiality agreement” forms at the beginning of the school year.

SPECIAL PROGRAMS AND EVENTS

CHRISTMAS CONCERT AND SPECIAL EVENTS

Evansview holds an afternoon and evening Christmas Concert each year. A tentative date for the Christmas Concert will be set early in the school year, but may be changed depending on the availability of the stage.

Book sales, concerts, track meet, library, and activity days are some of the types of activities students may become involved in. An outdoor education camp is offered to the grade 6 class. The type and number of activities will vary from year to year. Please check your monthly newsletter for upcoming events.

COMMUNITY USE OF SCHOOLS

Grande Yellowhead Division policy allows for a variety of non-profit organizations to use the school. For further information and scheduling contact the school office.

Early Childhood Services (Kindergarten)

We have an E.C.S. program which runs 2 days per week, Tuesday /Thursday, for the first two weeks of September. From the third week in September until June they attend 4 days per week on Monday, Tuesday, Thursday and Friday

PUBLIC HEALTH NURSE

The public health nurse provides a variety of services including immunizations, etc., to students attending our school.

PARENT ADVISORY COUNCIL

Evansview Parent Advisory Council is a group of parents and school personnel whose purpose is developing community and school resources for the benefit of students and community. This is a body designed to discuss issues, and co-ordinate activities that relate to the School and Division goals. It is not a forum for concerns about individual students. These concerns should be addressed with the student's teacher and the principal.

The Evansview Parent Advisory Council will act in a supportive and proactive way to enhance the education offered to the students and the community. We also encourage communication and cooperation with parents and school staff. The Council will work with the school, students, and parents in all aspects of education in our community. The Council meets monthly and encourages all parents and members of the community to attend the meetings.

If you have any questions or inquiries about the Council, please watch for the first meeting in September.

SCHOOL PICTURES

Life Touch Photography will take individual photos on Thursday September 22, 2016. Please watch your monthly school calendar for a reminder. Class pictures are taken later in the school year. Notification will be sent home prior to this date when we receive information. Life Touch Photography may be offering a family plan if your children attend Evansview and Grand Trunk schools. **Pictures must be pre-ordered and prepaid. No orders will be accepted on picture**

day. Those students who do not pay for pictures will be photographed for school records only.

Evansview School – Dress Code Policy

