



Cherishing and Challenging Every Child

Philosophy

All students can experience personal success and reach their full potential in a safe and nurturing environment.

Glen Allan Elementary

School of

Dignity and Respect

The mission of Glen Allan Elementary is to achieve educational excellence in preparing students for their future. As a community of learners, we are working to make today's dreams, tomorrow's reality.

2016 - 2017 School Handbook

Principal

Mr. Tracey Arbuthnott

Assistant Principal

Mrs. Judy Anderson

GLEN ALLAN SCHOOL HANDBOOK

<http://www.glenallanelementary.ca>

Please visit our website for the most current information concerning the calendar, staff and e-teacher pages, special events, important announcements, GASC (Glen Allan School Council) information, school procedures, parent resources, newsletters, assessment information, etc.

Motto

Everything we do is about helping people achieve all that they can be. It is about believing in dreams and building the skills needed to achieve them.

We engage, motivate and inspire by focusing on individual strengths, interests, real world activities, and building partnerships with our families.

We ensure our students have the skills for successful futures.

Glen Allan Elementary School Goals

Goal 1: Glen Allan School will enhance student engagement and achievement by focusing on research based effective teacher practices and its implementation throughout the school.

Goal 2: Glen Allan School will enhance student's critical thinking, problem-solving skills and creativity.

Goal 3: Glen Allan School will maintain our positive school culture that acknowledges the academic, emotional, and social needs of students.

Mascot

Bamboo (panda)

CONTACT INFORMATION

780-467-5519 MAIN OFFICE
106 Georgian Way, Sherwood Park, AB T8A 2V9
www.glenallanelementary.ca

Glen Allan Out of School Care at 780-467-5312

ELK ISLAND PUBLIC SCHOOLS INFORMATION AND ADMINISTRATIVE PROCEDURES

Please visit www.eips.ca for current news releases and to access all EIPS Board Policies and EIPS Administrative Procedures that govern school operations.



BELL SCHEDULE

Grade 1-6

Entry Bell	8:30 a.m.
Classes Commence	8:38 a.m.
Recess	10:27-10:40 a.m.
Noon Hour	11:48-12:39 p.m.
Recess	1:54-2:07 p.m.
Dismissal.....	3:15 p.m.

Kindergarten

Morning Class	8:38-11:25 a.m.
Afternoon Class	12:28-3:15 p.m.
No class on the first Wednesday of each month.	

Staff Meeting Days - Grade 1-6 Early Dismissal The first Wednesday of each month

Entry Bell	8:30 a.m.
Classes Commence	8:38 a.m.
Recess	10:22-10:35 a.m.
Noon Hour	11:43-12:33 p.m.
Recess	No Recess
Dismissal.....	2:15 p.m.

SCHOOL PHILOSOPHY

We, the staff of Glen Allan Elementary, believe that students learn best when they

- feel safe, happy and are enjoying learning
- value their work and see that it is valued by others
- apply their learning in meaningful contexts
- see that their efforts make a difference to themselves, to the school and to others
- see the important people in their lives working together

We believe that an effective education is based upon a partnership between the school, the home and the community. We encourage and are appreciative of the involvement of the home and the community in the life of the school.

GLEN ALLAN SCHOOL ADVISORY COUNCIL (GASC)

The Glen Allan School Advisory Council provides parents and the school community with a means to consult with and provide advice on school policies to the Principal on matters pertaining to the school and its operations. The School Advisory Council also provides an opportunity for parents to facilitate fundraising activities for the school that can enhance the educational programming for our students above the basic level provided by Alberta Education.

Glen Allan School Advisory Council meets at 6:30 pm on the third Tuesday of September, October, November, January, February, April and May. Everyone is welcome and encouraged to attend.

ATTENDANCE / ABSENCES / ILLNESS

Regular attendance and punctuality at school is critical to student success. The school should be notified before 8:30 a.m. and 12:35 p.m., either by telephone or by a note sent to the teacher/office staff, if your child will be absent or late. If we have not received notice of late or absence, the office staff will call to ensure student is accounted for.

Students should not come to school when ill with fever, coughing, sneezing, vomiting, diarrhea or other contagious conditions. If a student becomes too ill to remain at school, parents will be contacted to pick up the student. Children may rest in the infirmary if space available.

BEFORE/AFTER SCHOOL SUPERVISION

Outside supervision is provided from 8:20 to 8:30 a.m. as students are coming to school and from 3:15 to 3:25 p.m. as students leave for home. Students will have entry into the school when the warning bells ring at 8:30 a.m. and 12:35 p.m. If it is necessary to bring children to school earlier, please contact the **Glen Allan Out of School Care at 780-467-5312**. This is a private business, available at a cost, operating from 7:00 a.m. to 6:00 p.m.

INCLEMENT WEATHER

Parents must use their discretion when sending their children to school during inclement weather conditions. If school buses are not operating, the school is still open. For the safety of the students, it is the responsibility of the parents to ensure that their children are suitably dressed for weather conditions and arrangements have been made for alternate shelter for their child if no one is home. Students are kept in for recess in inclement weather.

STUDENT ENTRY AND EXIT

There are designated entrances for students. With the large school population and limited space, designated entrances help to create an efficient traffic flow. All students line up outside before school in the morning and are escorted into the school by a staff member when the bell rings. In inclement weather, students may wait in the boot rooms.

NOON HOUR SUPERVISION

All students are required to pay a noon supervision fee. The funds cover the cost of paid supervisors. Students are supervised for the entire noon break. The teacher should be notified if students are going home for lunch. Supervisors are school employees and persons of authority.

ALLERGY AWARE

We have students and staff with severe allergies in the school. Please assist in making our school a safe place by refraining from sending food that contains known nuts and also committing to scent free products. If a student has specific allergies requiring special care, the teacher and office must be notified and reasonable precaution will be taken to ensure student safety.

MEDICATIONS

Some students will require prescribed or over the counter medications during the school day. **All medication that the school is to administer is kept in a secure spot in the office and must be labelled in the original packaging.** Parents/guardians may allow their child to carry EpiPens and inhalers or they may be kept in their classrooms. Parents/guardians must have a signed consent form on file at the office prior to a student taking **ANY** medication. The form must be re-submitted annually and is available at the office.

ACCIDENTS

If a student is injured, the supervisor or classroom teacher will check to determine the extent of the injury. Minor injuries are treated in the school. Should the injury be of a serious nature, parents are contacted and/or an ambulance summoned.

VOLUNTEERS IN SCHOOL

Volunteers are an integral and much valued part of the Glen Allan Elementary School community. All volunteers in schools must sign an annual Volunteer Information waiver. This form includes a section on confidentiality and a declaration that the volunteer has never been charged or convicted of a criminal offence.

All visitors and volunteers are required to sign in at the school office and wear a “Volunteer” tag.

SCHOOL VISITORS & GUEST POLICY

All school and school grounds are private property. Only students registered at Glen Allan Elementary are authorized to be on school grounds or in the building during school hours. All school visitors must report to the office to pick up a visitor’s pass.

VISITOR PARKING

There are two possible options for parents to use when dropping off their children to Glen Allan Elementary. The first is if you wish to walk your children in to the school is to park in the front two rows of the shared parking lot directly across from the school in front of Jean Vanier and then use the crosswalk to safely cross with your children. The second is to use the Drop off area in the west parking lot and let your child walk into the school from there. **Please remember that the drop off on the west parking lot is meant for vehicles to pull up, quickly drop off students and then proceed. Parking is not permitted in this lot before and directly after school.** Thank you for helping us make sure we have a safe area for your children, our students to safely enter and exit before and after school.

HOME/SCHOOL COMMUNICATION

It is expected that all students will use the agenda book to the best of their ability throughout the year as a reminder of any work and as a means of communication for home and school. They should not leave home or school without it.

The monthly newsletter is published the second week of the month on the website. www.glenallanelementary.ca

The school maintains a Twitter account. @GlenAllanElem

Individual teachers have an e-teacher link on the school website where relevant information and links are posted.

Except in emergencies, staff are unavailable to accept phone calls during class time. Office staff will be pleased to take messages or direct your call to their voicemail. Students are asked not to make calls from school unless it is regarding a serious issue. Students are expected to make after-school arrangements before coming to school, and should not use the phone for social planning.

HOMEWORK POLICY

The school does not support the assigning of lengthy, continuous homework or curricular material that has not been taught in the classroom. Therefore, teachers plan to ensure that the vast majority of a student's formal instruction and learning will take place at school under the professional guidance of the staff. It is important that students come to school refreshed and ready for more learning, rather than tired and frustrated by forms of onerous homework. At the same time, it is important that students see the connections between the world and the classroom, have opportunities to share their school learning with their parents/guardians, and complete essential work.

Therefore, homework may be assigned in order to:

- finish work that could have been completed in class
- study for tests
- organize notes
- work on special projects
- practice reading

Students are always encouraged to read regularly at home for recreation.

Homework is entered in the daily organizer, along with any other notes to go home. If parents would like extra work or practice to do at home, please talk to the classroom teacher.

MONEY/VALUABLES

Students are discouraged from bringing large sums of money or valuable items to school. Students are responsible for the safekeeping of all personal property. Our school does not have lockers and open storage/cubbies are available in the hallways for student coats/possessions. Make sure that a name is on all possessions.

LOST AND FOUND

All personal items should be marked with student name. This is particularly important for shoes and boots. We encourage the children to stuff mittens and hats into the coat sleeve for safe-keeping. Students must clear shelf items daily as the school is often rented out in the evening. Any items remaining in the lost and found bins past the last day of June will be donated to charity.

LITTERLESS LUNCHESES

Please pack lunches in reusable containers as much as possible and students are asked to take home all lunch garbage for sorting and recycling.

STUDENT DRESS AND APPEARANCE

School is a place of learning and we are in the business of education. Students are expected to dress accordingly. Good taste should determine dress and grooming, since personal appearance influences to a great extent how people feel towards each other. T-shirts with inappropriate slogans/pictures, exposed midriff, and revealing tops are **not** acceptable. Shorts should be at mid-thigh or longer. Tube tops, spaghetti straps, or narrow strapped muscle shirts are considered inappropriate school attire.

FOOTWEAR

Our school enforces a two shoe policy to help keep our school clean. All students must have two pairs of shoes – one non-marking for indoor use and outdoor footwear for recess/lunch. Shoes must be worn at all times in case of emergency evacuation.

HEADWEAR

In keeping with our school's hat policy, please remember that caps, visors, bandannas, toques, hoodies, kerchiefs, and other types of head cover may not be worn in the building.

BICYCLES/SKATEBOARDS/SKATES

Students who ride their bikes to school must park and lock their bike upon arrival. No riding of bikes, scooters, skates and/or heelies on school grounds is permitted. By law, cyclists under the age of 18 must wear a helmet in Alberta.

CLUBS / TEAMS / EXTRA-CURRICULAR

Many opportunities exist during the school day and after hours for students to get involved in a variety of athletic, academic, leadership and other activities and we encourage everyone to participate. Opportunities are announced through Panda TV and on the daily announcements.

LIBRARY

The library is an integral part of the school wide instructional program. As lifelong learners, Glen Allan students have access to an extensive collection that includes: reference and nonfiction, paperback fiction, magazines, newspapers, software, and online Internet databases. Students gain valuable computer experience using the online catalogue, word processing, desktop publishing programs, mind mapping software and the internet. Remote access to the Online Reference Centre encourages our students to search and research from home.

Website: www.learnalberta.ca

Username: LA15 Password: 3950

TECHNOLOGY/DIGITAL CITIZENSHIP

Technology provides excellent opportunities for learning. It is important that students are respectful and responsible in their use of these devices. While the device may belong to the student, the bandwidth belongs to the school and the staff direct the instructional use of technology. Whether technology is brought from home or provided by the school, the school requires:

- That the device is used responsibly and at the discretion of the teacher/administration.
- That students not share personal devices.
- That responsibility for the care and safe-keeping of student owned devices rests with the student.

- **Students who choose to bring electronic devices do so at their own risk.**
- That students take appropriate care of school devices.
- That student cell phones remain off during the instructional day, unless directed by staff for instructional use. Staff may use cell phones during supervision and/or during instructional time to facilitate learning and for needed emergency communication. If an emergency occurs at the school, the administration and office will contact parents/guardians using email, phone calls and Synervoice and ensure that information is shared in a timely and accurate manner. We ask that students avoid using cell phones during drills or an emergency.
- That no digital recording occurs of other students/staff without express permission of staff and the person being recorded.
- That a signed EIPS Technology User Agreement is on file.

CYBERBULLYING

- e-mail, instant messaging, chatrooms, websites, other technological devices (digital cameras, cameras on cell phones)
- Young people should be aware that some forms of online bullying are considered criminal acts. Under the Criminal Code of Canada, it is a crime to communicate repeatedly with someone if your communications causes them to fear for their own safety or the safety of others. It's also a crime to publish a "defamatory libel" – writing something that is designed to insult a person or likely to injure a person's reputation by exposing him or her to hatred, contempt or ridicule.

COMMUNICATING STUDENT LEARNING

Progress Reports are issued three times during the school year. Parent/student/teacher conferences are held twice during the school year. Final report cards are issued on the last day of school. Students not present will have their report cards mailed. Every student and/or parent/guardian has the right to appeal final assessment results to the principal.

STUDENT-PARENT-TEACHER CONFERENCES

Discussion about a student's assessment and achievement are an ongoing process between the student, parents/guardians and the teacher throughout the year. Parents/guardians and staff are strongly encouraged to contact each other at any time to discuss the progress and/or needs of their child.

Conferences are an opportunity to celebrate the progress and achievements of a student, to consider his or her strengths and areas for growth, and to make plans for the future.

GLEN ALLAN SCHOOL RESPONSIBILITY PLAN

At Glen Allan we believe that a safe and caring learning environment is a responsibility to be shared by students, parents and staff, and that responsible choices are best made when all school members accept responsibility for their own behaviour. The right choices not only include what is best for an individual, but must also consider what is best for the safety and learning environment of all students. The foundation of our responsibility plan is focused on the following areas:

Responsibility: I am responsible for my choices.

Respect: I treat others, myself and property with respect.

PROACTIVE PRACTICES

We proactively encourage, teach and recognize responsibility and respect through our Character In Action and Positive Mental Health Program, buddy classes, DARE program, house teams, winter clubs, field trips, leadership activities, extra-curricular teams, celebration certificates, assemblies and family events that all contribute to a positive learning community.

STUDENT RESPONSIBILITIES

Students have a responsibility to respect the rights and dignity of others, and to be actively involved in their own academic and social growth. In accordance with the School Act, students are expected to conduct themselves so as to comply with the following code of conduct:

- a) be diligent in pursuing their studies
- b) attend school regularly and punctually
- c) co-operate fully with all school staff
- d) comply with the rules of the school
- e) respect the rights of others.

DISCIPLINE BEHAVIOR PLAN

In our school we spend the majority of our time teaching and modeling cooperative, respectful and caring behavior. Our school behavior plan is based on the principle of making choices and accepting responsibilities for those choices.

Discipline, not punishment, is used in our school to develop the growth of self-discipline and responsible behaviour. Students are asked to be accountable at all times throughout the school day for their actions with logical consequences. When assigning consequences the following factors are considered:

- The age of the student.
- The understanding the child has as to the appropriateness of the behaviour.
- The emotional state of the child and if willful intent was present or not.
- The specifics of the situation which may include special circumstances.
- The frequency of the inappropriate behaviour.

Consequences may include time out, restitution, reflection writing, think papers, phone calls/notes home, lunch detentions and office referrals. If necessary, a very serious consequence may include an in-school or out of school suspension.

The Elk Island Public Schools Administrative Procedures for Student Conduct (350) and Suspension or Expulsion of Students (351) are available publicly at www.eips.ca.

School Emergency Preparedness and Response



ELK ISLAND PUBLIC SCHOOLS (EIPS) FIRST PRIORITY DURING AN EMERGENCY is the safety of our students. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and

other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan uses well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

During an emergency please do not come to the school to pick up your child unless requested to do so. Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews' and school personnel's effort to respond to the situation. During an emergency it is unlikely you will be able to reach the school by phone. We will however make every effort to contact you with further instructions through our crisis notification network, social media, EIPS website and our Community Hotline 780417-8122.

<p>Evacuation</p>	<p>Evacuation requires all students and staff to leave the school and go to a designated location. In some cases this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation centre. Parents would be informed of the alternate location via the school's crisis notification network.</p>
<p>On Alert</p>	<p>On- Alert gives staff and students a "heads up" of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an "All-Clear" is called.</p>

<p>Shelter-in-Place</p>	<p>During a Shelter-in-Place students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school's emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.</p>
<p>Hold and Secure</p>	<p>Hold and Secure is used if there is a security risk outside or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an "ALL-Clear" is called.</p>
<p>Lock-Down</p>	<p>Lockdown is used when there is a security threat inside the building. During a lock-down, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.</p>
<p>Controlled Release or Dismissal</p>	<p>Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a Parent-Child Reunion Area will be set up and parents will be required to follow specific procedures to pick up their child.</p>

For more information on the division and school emergency preparedness plan visit the division website at www.eips.ca or contact the school principal.