

CLASS/BELL TIMES

7:35 a.m.	Buses Arrive
7:50	First Bell
7:55	Second Bell & Announcements
8:00-8:45	Block 1
8:45-9:30	Block 2
9:30-9:45	Recess (Schedule A)
10:15 – 10:30	Recess (Schedule B)
9:45-10:30	Block 3
10:30-11:15	Block 4
11:15-11:45	Lunch
11:45-12:15	Lunch Recess
12:15-12:20	Transition
12:20-1:05	Block 5
1:05-1:50	Block 6
1:50-2:35	Block 7
2:45	Buses Leave School

SCHOOL OFFICE HOURS: 7:30 a.m. – 3:30 p.m.

BEHAVIOUR EXPECTATIONS

Respect is important at our school.....

1. Follow directions the first time.
2. Use clean and courteous language.
3. Keep hands, feet and objects to yourself.
4. Keep electronic devices away unless directed by a teacher as a learning tool.
5. Dress in a modest and respectful manner appropriate to the school environment.

Students are prohibited from bringing lighters, laser pointers, knives or any type of weapon to school. Students are also prohibited from displaying any lewd or profane pictures or signs, or profanity in their lockers or on their possessions. Possession of an illegal substance (drugs, alcohol) will result in an immediate suspension.

Dressing in a manner appropriate for a learning environment is our goal. Students are not allowed to wear clothing that refers to drugs, alcohol or sex. Clothing must be appropriate: tops must be modest so that cleavage is not visible, undergarments cannot be exposed, "tops must meet bottoms" so as to not expose too much skin, shorts must be appropriate in length (arms at side, reaching to the end of longest finger). We ask that headwear be removed while in the office, during O Canada, and during all assemblies. Students dressed inappropriately will be asked to change their clothes, go home to change or work in the office area.

Electronic equipment (iPods, MP3s, Cell Phones, Cameras, Gaming Devices) will be confiscated when not used in compliance with school behavioural expectations and placed in school office for safe storage for pickup at the end of the day by the student (first time); by parents (additional times).

STUDENT BEHAVIOR AND CONDUCT

Failure to meet the expectations for behavior and conduct will result in some or all of the following consequences:

- problem solving, monitoring, or reviewing behavior/expectations with student, and/or reprimand
- parental involvement
- temporary removal of privileges
- detention of student
- temporary exclusion of student from class
- in-school suspension
- out-of-school suspension
- behavioral contract with student
- restitution for property damage to an individual or board
- involvement of police
- exclusion from a school or expulsion from all Division schools

ABSENTEES/LATES

Should your child be absent from school, please telephone the school at 780-963-5035 to leave a message indicating your child's name, teacher/grade, and the dates of the absence, the reason and the expected return date. Thank you for arranging for sick students to recover at home where they are more comfortable.

Should your child be absent with no parent message or information, you will receive a follow-up call from the school. The Division promotes 100% attendance in accordance with the requirements of the School Act. Principals are asked to report students with less than 85% attendance to the Attendance Officer. *Three lates equal one absence. The Attendance Officer works with the school to monitor and improve low student attendance. Parents will be contacted should attendance or lates become an issue.

CHECKING IN/OUT OF SCHOOL

- Students arriving late to school are asked to check in with the office before going to their class
- Students leaving the school during the day are required to check out at the office. Parents picking up students during the day are asked to prepare a written note or indicate this in their child's planner. Also note when they will be picking them up so the student and teacher can prepare the student to leave and meet the parent at the office at the correct time.

VACATIONS DURING SCHOOL YEAR

Regular school attendance is a key factor to school success. If students are going to miss school due to vacation during school time, they are responsible for learning what they have missed. Students should check with their teachers about the procedure for "catching up". Because learning is sequential and built on previous concepts that may require direct teacher instruction, some courses facilitate receiving work ahead of time, while others will mean catching up when students return. Teachers update the classroom blogs on a regular basis and revisiting these provide students with current assignments in each grade while the student is away. Teachers will provide an outline of what will be covered while the student is

away, as well as resource information. It is the responsibility of the family to ensure missed curriculum is covered.

ADMINISTERING MEDICATIONS

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel. Whenever possible, medication needs to be given at home. However, it may be appropriate in certain circumstances for school staff to assist parents in the administration of medications to students. In each of these cases, parents are required to have completed the appropriate paperwork ([Request for Assistance to Administer Medication Form](#)) which includes written instructions and signatures of the parent and physician. Forms are also available through the school office. If you have any questions regarding the distribution of medication to students please speak with your school Principal. Non-prescription drugs are not to be brought to school.

CONTACT US:

1. Website: www.psd70.ab.ca/schools/graminia
2. E-mail: First initial and last name of teacher (lower case), followed by @psd70.ab.ca (i.e. Bob Smith = bsmith@psd70.ab.ca)
3. Phone: 780-963-5035

BIKE SAFETY

Bikes ridden to school should be locked and stored in the designated area. Helmets are the law and must be worn by students. Students are to wait until all buses have departed before riding bikes.

BUSING

The school bus is considered an extension of the classroom and therefore classroom conduct is to be observed at all times. Read and retain the 'School Bus Regulations' that each family receives from your bus driver at the beginning of each school year.

All buses arrive at and depart from school property via the 'Bus Loading Area' located on the south side of the school building. To ensure student safety, no other vehicles should use this area. If a student is picked up by the school bus in the morning, but will not be riding the bus after school please inform the driver. Arrangements for riding an alternate bus are to be made in writing in advance due to limited space on some buses.

HOT LUNCH

The Hot Lunch Program is operated by the Graminia School Foundation and offers a variety of hot food and nutritious snacks to students and staff on a daily basis. Students/Parents pre-order their prepared lunches one month in advance using the order forms distributed to all students. Orders for the month of September are to be submitted by the end of the previous June.

INCLEMENT WEATHER

On days when weather conditions create a hazard to student safety, a decision will be made by the PSD Superintendent of Schools, in consultation with the Manager of Student Transportation, whether buses will/will not run. Announcements will be placed on local radio and television stations.

“School buses are not running” – means buses are not running for the entire day but the school is open to students for parents who wish to bring their child(ren) to school. Hot lunch **will not** be served and students attending must bring a bagged lunch.

PARENT ASSOCIATIONS

- **School Council** is an advisory body which considers issues related to education policy and procedures.
- **Graminia Foundation** is a registered society which hosts a variety of fund-raising activities throughout the school year to support initiatives of School Council and the school.
- All parents/guardians are considered members of both the School Council and Foundation and participation is encouraged. Monthly meetings of each group are held in the school Staff Room.

VOLUNTEERS AT SCHOOL

Parent and community volunteers are most welcome at the school. Usually volunteer help is solicited through school and classroom newsletters, and blogs. Volunteers are allotted parking in the Staff Parking Lot area designated as “Visitor Parking” on the west side of the school and are welcome to use the Staff Room. Volunteers are requested to maintain strict confidentiality regarding individual student progress and records; discipline issues are to be referred to the teacher; concerns or suggestions should be directed to the teacher(s) involved or to the school administration. All volunteers are asked to sign-in and out using the registration book in the General Office.

Volunteers who will be logging more than 10 volunteer hours per year are required to complete a Criminal Record Check, annually. Please ask for the form at the school office.

REGISTRATIONS – Updating Information

- **Changes in Registration Information:** Please inform the school office of any registration information changes/updates to facilitate quick communication in the event of an emergency. (Home Phone Number, Parents Work Numbers, Emergency Contacts, Medical Information, etc.

EMERGENCY PROCEDURES

Parkland School Division’s first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur.

We have taken steps to prepare our schools and school jurisdiction to deal effectively with emergency situations that may occur in or around a school during the school day. Our comprehensive Division Emergency Response Plan is complemented by individual plans tailored for each school. These plans are reviewed regularly.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and the fire departments, and parents.

Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below.

In The Event of an Emergency:

Do not call the school or your child's cell phone.

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information.

By calling your child's cell phone, you could potentially put them in harms way, depending on the nature of the crisis. Please do not call, we will ensure that you get the information you need by contacting you.

The quickest way to receive emergency information.

There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit the **Division website** - <http://www.psd70.ab.ca> for updated news.
- Call the Centre for Education at 780-963-4010
- Tune into a local radio or television station.

What happens during a Lock-Down or Shelter-in-Place?

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated?

It may be necessary to keep the streets and parking lot clear for emergency vehicles.

If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian.

Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

How do I reunite with or pick up my child during or after an emergency?

Should circumstances merit, the school may activate a student release procedure. This allows the school to do a controlled release of students to their parent/guardian. Should it

be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the **Division website** <http://www.psd70.ab.ca>. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian.

Instructions on where, how and when you are able to pick up your child will be posted on the front page of our website. Please also read the Procedures for Parent-Child Reunion.

Carefully read all information you receive from the school regarding emergency procedures as assembly locations are different at each school. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

Procedures for Parent-Child Reunion

To ensure your child's safety, and to assist staff in quickly reuniting you with your child, please observe the established procedures. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

1. Detailed release instructions will be posted at the secondary assembly location.
2. A designated Parent Waiting Area will be established at the secondary assembly location. Please wait in this area until your child is brought to you. This is for the safety of both you and your child.
3. No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student.

Note: Please ensure the information on your child's Emergency Information Card is current.

4. Every parent/guardian will be required to sign for the release of their child. This step is extremely important, as it is the schools only means of ensuring all students are accounted for at all times. Please do not take your child from the secondary assembly location without signing for their release. You will also be required to show valid identification during this process to ensure students are safely released to their custodial parent/guardian.

All students will be kept at the secondary assembly location until a parent/guardian can arrange to pick them up.

Note: It is imperative that the information on your child's **Emergency Information Card** is current. Each school refers to this information in the event of an emergency.

For more information contact:

The Centre for Education
Phone: 780-963-4010