



Graminia School Handbook

2024 -2025



Our Motto

Meet the future: be the best you can be.

Welcome to Graminia!

About Us: Our focus is on the whole child from the time students enter the school. During that time, staff and parents are able to watch their children grow into responsible citizens who receive a strong academic program from a team of dedicated staff. We are a caring, community-oriented school that serves a largely rural population. The daily interactions between students, staff and parents reflect a high level of respect and genuine affection.

Parkland School Division: Graminia is proud to be part of Parkland School Division. PSD is a dedicated provider of quality public education, serving more than 90,000 residents living west of Edmonton. The Division is large in area, spanning almost 2,450 square kilometres, but small enough that students, parents and staff learn each other's faces and names quickly.



PARKLAND
SCHOOL DIVISION

Our Vision: Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

Our Mission: We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

Our Ultimate Goal: Student Success and Well-being

Our Values:

- Learning opportunities that are purposeful, essential, relevant, authentic and responsive;
- Excellence in achievement;
- Trustworthy, respectful relationships; and,
- Resilience with self-awareness.

Parent Communication and Bell Schedules

Website: https://graminia.psd.ca/	Phone: 780-963-5035	E-mail: graminia@psd.ca
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School Office Hours: 7:30 a.m. – 3:30 p.m

Elementary Bell Schedule		Junior High Bell Times Gr 7-9	
Bell Times	Breaks and Periods	Bell Times	Breaks and Periods
7:35 am	Buses Arrive	7:35 am	Buses Arrive
7:50 am	First Bell	7:50 am	First Bell
7:55 am	Block 1	7:55 am	Block 1
8:30 am	Block 2	8:47	Block 2
9:05 am	Block 3	9:40 - 9:55 am	Recess
9:40 - 9:55 am	Recess	10:00	Block 3
9:55 am	Block 4	10:53	Block 4
10:35 am	Block 5	11:45 - 12:45	Lunch & Recess
11:10 am	Block 6	12:50	Block 5
11:45 - 12:45	Lunch & Recess	1:42	Block 6
12:45	Block 7	2:35 pm	End of Day
1:25	Block 8	2:42 pm	Buses Leave
2 pm	Block 9		
2:35 pm	End of Day		
2:42 pm	Buses Leave		

Behaviour Expectations at Gramina

Our student code of conduct can be found here: <https://graminia.psd.ca/students/conduct>

In Parkland School Division, all members of our school community are expected to promote and demonstrate respect, civility and responsible citizenship.

- With these goals in mind, everyone must:
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and their opinions.
- Acknowledge the right of everyone to be treated with dignity, at all times.
- Take appropriate measures to help those in need.
- Use non-violent means to resolve conflict.
- Honour the role(s) of persons in positions of authority.
- Show care and regard for school property and the property of others.
- Comply with all applicable federal, provincial and municipal laws.
- We are all models for the kinds of citizens we desire to be. We teach and learn by example.

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. Students are prohibited from bringing lighters, laser pointers, knives or any type of weapon to school.
6. Follow the code of conduct, administrative procedures and all legislation

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 or paraphernalia (vape pens, drugs, alcohol, tobacco) will result in an immediate suspension.

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

- problem solving, monitoring, or reviewing behaviour/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

- behavioural contract with student
- restitution for property damage
- involvement of police
- exclusion from a school or expulsion from all Division schools

Supervision

Supervision will begin with the arrival of buses in the morning (7:35 am) and will extend until 15 minutes after our dismissal bell (2:50 pm).

Student Dress Code

Students are expected to dress in appropriate clothing while at Graminia School and our staff will focus efforts on helping students make choices that demonstrate self-respect. Guidance will be offered in the same manner as discipline – on an individual, ongoing basis. Appropriately dressed means: no sayings or pictures on T-shirts or clothing deemed offensive by staff (such as curse words, alcohol, drugs or nudity). Students will be asked to change if they are not dressed appropriately. Parents will be notified if an issue persists.

Electronics and Cell Phones

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).

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 Education Act. Principals are asked to report students with less than 85% attendance to the Parkland School Division Absence protocol and work with families to address the issue.*Three lates equal one absence. The Associate Superintendent of Student Services office works with the school to monitor and improve low student attendance. Parents will be contacted should attendance or lates become an issue.

Vacations During the 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 Google Classroom 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 either before or after returning depending on the course, as well as resource information. It is the responsibility of the family to ensure missed curriculum is covered.

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.

Curriculum and Communication

At the start of the school year, teachers will send out a class overview, introduction and general information regarding their course or class. Included in this will be a curriculum overview for the subjects that they teach with an assessment outline. Grades and comments can be accessed for gr 1-9 on an ongoing basis throughout the year on Powerschool. Teachers will send out weekly emails regarding their courses and homeroom classes with the upcoming events, coursework and assignments. Additionally, parents will receive a monthly newsletter, the Graminia Flyover, with school wide updates, important information and special events.

For students in gr 4-9, teachers are required to follow the Physical Education and Wellness curriculum (gr 4-6) or the Health and Life Skills curriculum (gr 7-9), in accordance with Parkland School Divisions Administrative Procedures 262, parent have a right to exempt tier child from the human sexuality components of the curriculum. Teachers will reach out prior to this section of the curriculum and inform parents more specifically around the dates, topics, resources and curricular outcomes of these components for their grade level.

Student Learning

During the first week of school students will receive information from their teachers about their schedule, programming and expectations. Curriculum delivery follows Alberta Education Programs of Study. Parents can access information on what learning looks like in grades K- 9 here: [My Child's Learning](#). Teachers engage in ongoing assessment of student learning to both guide their teaching and to evaluate progress of students against learning objectives. Parents have access to student assessments and marks electronically through the online grade book. Report cards are issued 2 times per year and are available electronically. For information on how to access this information and to view the assessment descriptors used in Parkland School Division click here: [Assessment and Reporting](#)

Information on appeals or questions regarding student marks can be found here: [Instruction and Assessment](#)

Off-site Activities

Throughout the year learning may take place away from the school building, either in the community or in another location. These off-site activities can be valuable educational experiences that may provide opportunities to supplement and enhance school programs. Parents will be given prior information and the opportunity to make informed decisions about participation in any off-site activities. According to Parkland School Division [Administrative Procedure 280: Off-Site Activities](#) there will be a field trip permission form to be signed at the beginning of the year regarding these types of field trips. Trips that are longer, have a cost attached, or involve higher-risk activities will have additional information and permission sent home. Administration, staff and parents work together to budget and allocate money and time for field trips. Often parents are invited to help supervise students. Staff members will contact parents when assistance is required. Generally the number of parent volunteers is limited, and parents are asked to make alternate arrangements for younger siblings.

Administering Medication

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with 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 medication to students. In each of these cases, parents are required to contact the school administration so that an Individual Care Plan can be completed. Parents will need to provide a clear and valid prescription with instructions from a regulated prescriber (physician, nurse practitioner, pharmacist, etc.). If you have any questions regarding the distribution of medication to students, please speak to your school principal. Non-prescription drugs are not to be brought to school.

Student Lockers

For students who are assigned a locker, locks will be provided and distributed through the School Office. Families need to purchase their own locks for lockers and if needed, they will be cut off if access is not possible due to lost keys, broken locks or forgotten combinations.

Lost and Found

We will have a lost and found box on the main hallway of the school and a second lost and found box located near the kindergarten door of the school. Items unclaimed in classrooms, hallways, or the playground are placed in the lost and found bins. To assist the school in identifying personal property, please label all articles. Periodically, the lost and found items will be laid out and displayed. Items not claimed will be donated to charity.

Valuables

Students should not be bringing large sums of money or valuables to school. Jewelry and other valuables should be locked in lockers, or stored securely.

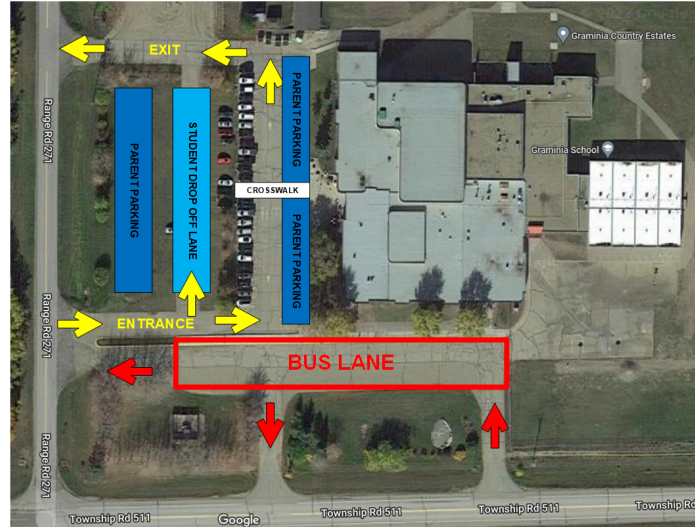
Bike Safety

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.

Transportation and Parking

Our parking lot is a one-way street. The entrance is at the South and the exit is at the North. It helps us to keep everything safe when traffic flows in this direction. In order to ensure the safety of students during pick-up and drop-off we would ask you to follow the following rules:

- If dropping off students in the lane closest to the school, please park in a parking stall following all traffic rules. No dropping off in this lane without correctly parking (no drop and roll).
- If dropping off students in the grass/gravel lane (in front of the totem pole), you may drop students off without parking (drop and roll). This can only happen in this lane, not in the lane closest to the school.
- It is critically important that students, parents and staff use the crosswalk when crossing the parking lot in front of the front doors. It is not safe to cross from in between parked cars and the Parent Parking areas have cars constantly backing up and moving.



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.

For more information contact:

Transportation Services

4603-48 Street Stony Plain, AB T7Z 2A8

Phone: 780-963-8452 Email: Transportation@psd.ca

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 weekly 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 school division social media feeds, 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 as Partners

School councils are an important forum through which members of the school community can get involved. School council is a collective association of parents, teachers, principal, staff and community representative(s) whose purpose is to advise the principal regarding matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning. We look forward to seeing many faces at our monthly council meetings.

- The 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 the 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 Library

Volunteers at School

Parent and community volunteers are most welcome at the school. Usually volunteer help is solicited through school and classroom newsletters, and email. 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.

Registration

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 harm's 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.

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 -<https://www.psd.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 <https://www.psd.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