



École Parc Élémentaire Handbook 2018-2019

Principal: Daniel Verhoeff
Assistant Principal: Tandy Atchison

9607 Sherridon Drive
Fort Saskatchewan, Alberta
Phone: 780.998.3741
Fax: 780.992.0400
<http://www.ecoleparc.ca>
Twitter & Instagram: @ecoleparc

Mission Statement:

We are a diverse French Immersion learning community that inspires a love of learning, encourages student individuality and promotes global citizenship in a safe, caring and enriched environment.

Vision:

We value the importance of strong learning partnerships between students, teachers, parents and the community, while wanting each student to be successful to his/her greatest capacity. We value the development of a positive attitude toward learning while celebrating and enhancing personal strengths.

Mascot:

The Grizzly exhibits patience, intelligence, independence and bravery.



Bienvenue chez les grizzlis!
School Calendar 2018 2019

<i>August Août 2018</i>	Aug. 30	Professional Learning Day - Staff
	Aug. 31	Operational Day - Staff
<i>September Septembre 2018</i>	Sept.3	Labour Day – STAT No School
	Sept.4	First Day of School Gr.1-6
	Sept.4	Kindergarten Staggered Entry Starts
	Sept.5	Early Out – Staff Meeting
	Sept.10	Kindergarten Bussing/Full Class starts
	Sept.21	5-7 Mtg/6:30-8:30 Dance Meet the Staff /Welcome Back Dance
	Sept.27	Terry Fox Run School Event
<i>October Octobre 2018</i>	Oct.1-5	Read In Week
	Oct.3	Early Out – Staff Meeting
	Oct.5	Division PD Day No School
	Oct.8	Thanksgiving Day – STAT No School
	Oct.22	INDIVIDUAL PHOTOS
	Oct.23 & Oct.24	Parent Teacher Interviews
<i>November Novembre 2018</i>	Nov.7	Early Out – Staff Meeting
	Nov.9	Remembrance Day Assembly
	Nov.12-16	Remembrance Day – STAT No School
	Nov.20	RETAKES
	Nov.23	Report Cards Online
<i>December Décembre 2018</i>	Dec.5	Early Out – Staff Meeting
	Dec.7	Winter Concert @ 1:00/7:00 pm
	Dec.25-Jan.5, 2018	Winter Break No School
<i>January Janvier 2019</i>	Jan.7	Classes Resume
	Jan.9	Early Out – Staff Meeting
	Jan.14	2019 2020 Kindergarten Registration
<i>February Février 2019</i>	Feb.6	Early Out – Staff Meeting
	Feb.7&8	Teacher’s Convention No School
	Feb.15	School Closure Day No School
	Feb.18	Family Day - STAT No School
	Feb.26 & Feb.27	Parent Teacher Interviews
<i>March Mars 2019</i>	Mar.6	Early Out – Staff Meeting
	Mar.8	District PD Day No School
	Mar.20	Report Cards ONLINE
	Mar.22	Day in Lieu No School
	Mar.25 – Apr.1	Spring Break - Easter No School
<i>April Avril 2019</i>	Apr.3	Early Out – Staff Meeting
	Apr.19	Good Friday - STAT
	Apr.22	Easter Monday - STAT
<i>May Mai 2019</i>	May 1	Early Out – Staff Meeting
	May 17	School Closure Day No School
	May 20	Victoria Day - STAT No School
<i>June Juin 2019</i>	Jun.5	Early Out – Staff Meeting
	Jun.27	Last Day – Final Report Card ONLINE
	Jun.28	Last Day - Staff

School Routines, Procedures and General Information

Absences/Attendance/Leaving School Early – The School Act requires that each student be in regular attendance throughout the school year. If a prolonged absence is necessary or known in advance, please notify the office. Parents are required to notify the school if a student is going to absent or will be arriving late or leaving early.

Teachers send their attendance to the office first thing in the morning and first thing in the afternoon. When no prior notice has been received, the school secretary or an administrator will call home to verify the absence after morning and afternoon attendance. Please contact the school at 780-998-3741 if your child will be absent or arriving late. If students need to leave during the day, the following procedures must be followed:

- Bring a note from home or have parents call the school
- Bring the note to the office
- Check out at the office when leaving

If parents come to check a student out during the day, they are asked to sign him/her out in the office.

It is the student's responsibility to find out about missed work and to complete the assignments missed during any absence. Students absent for medical reason will receive consideration from staff to assist in completing the work missed. Teachers are not required to provide work ahead of time for students going on extended vacations and missing instructional time.

Assessment – Assessment is the process of collecting and communicating information about student achievement. In essence, assessment informs students, teachers, and parents about what students have learned and how well they have learned it. Teachers regularly gather information about students' learning through a variety of assessment tools. These tools can include conversations, observations, the submission of student work, and tests or quizzes. Through these feedback opportunities, teachers determine students' areas of strength, and the areas in which students may need more time or practice. All of these opportunities allow teachers to give parents and guardians a clear and accurate picture of student achievement and growth.

Assessment is based on the knowledge and skill areas outlined in the Alberta Programs of Study or a student's Instructional Support Plan (ISP). Teachers do not use a child's behaviour, effort, or work habits to determine grades or marks unless otherwise stated in the Alberta Programs of Study. Alberta Education publishes curriculum handbooks to help parents learn more about the province's outcomes-based curriculum. Free downloads of handbooks are available at <http://www.education.gov.ab.ca/parents/handbooks/>. For more information regarding student assessment, please refer to the Guide To Reporting Student Achievement document on the École Parc website (<http://ecoleparc.ca/download/85841>).

Report cards are issued three times a year, and can be viewed online via PowerSchool. Please contact the office for more information regarding how to access your PowerSchool account.

Homework Policy – If/When homework is assigned, it should consist primarily of work not completed during class time, studying for tests, reviewing spelling words and reading routinely at home. Classroom teachers may offer additional resources for review at home. We believe that time after school is valuable family time. Through a focused effort at school during the day we hope that students spend their evenings playing outside, having positive social interactions, eating dinner as a family, reading together and getting to bed early.

Bicycles, Skateboards, Rollerblades, Heelys – Students are encouraged to use alternate modes of transportation to get to school. For safety reasons, students are not allowed to use their bikes or skateboards until they have reached the public sidewalk or pathway. Additionally, Heelys shall not be permitted on buses or in the school. Safety gear is recommended and helmets are mandatory. Parents should expect their children to observe all safety precautions while riding at all times. Bicycles should be securely locked to the bike racks and students are asked to stay away from the bike racks during the day. The school is not responsible for lost or stolen items.

Building Hours – **Outside supervision is provided at 8:15 a.m.** Students will have entry into the school when the warning bell rings at 8:17 a.m. Prior to 8:17 a.m. students remain outside. On days with inclement weather, students will be permitted to come inside and wait in their classrooms until the bell rings. Students in kindergarten will access their entry on the path behind the parking lot. Grade 1-3 students will wait at the front of the school and students in grades 4-6 will wait behind the school near the basketball court.

Counselling – The school counsellor's role includes counselling, child advocacy, school-based consultation, coordination of services and educational programming. Students wishing to meet with the School Counsellor should talk to their classroom teacher and/or speak to the Counsellor to set up a meeting time. Parents wishing to schedule an appointment should contact the school. Our Counsellor also helps draft Instructional Support Plans (ISPs) for students, delivers a variety of programs to students, often in collaboration with community supports, and assists students with program and school transitions. When deemed appropriate, the Counsellor may assess students or provide information to support referrals students for further assessments. Parents will be involved in any decisions regarding student assessment.

If you need help...

Kid's Help Phone: 1-800-668-6868 Distress Line: 780-482-4357
Fort Saskatchewan FCSS: 780-992-6267 RCMP and Victim Services: 780-992-6100
Saffron Sexual Assault Centre: 780-449-0900 Bully Hotline: 1-888-456-2323
Family School Liaison: 780-992-6175 Child and Family Services: 780-992-6700
Alberta Mental Health: 780-998-5225 Mental Health Crisis Line: 1-888-255-3353
Suicide Distress Line 780-482-4357 Addictions Help Line: 1-866-332-2322
Psychologists Association of Alberta Referral Line: 1-888-424-0297

Locked Exterior Doors

We will continue to lock outside doors as a safety measure, after students have arrived at school. Only the main doors will be open. We request that all visitors and parents enter through the main doors, sign in at the office and if they are remaining in the school to pick up a lanyard. This informs the office staff of who is in the building at all times. Thank you for helping us keep you children safe.

Elk Island Public Schools Administrative Procedure 170

1. Signage shall be posted in main entrances of all Division facilities clearly stating that all visitors are to report to the office/main reception.
2. All visitors shall register at the office/main reception and shall wear appropriate identification.

Start/End Times

School starts at **8:17 a.m.** and ends at 3:10 p.m. *Please note: students are dismissed at 2:10 p.m. on the first Wednesday of every month.* Please do not drop off students before **8:17 a.m.** as we do not have adequate supervision in our school before this time. Learning takes place until 3:10 and voices in the hallway carry into the classrooms. Thank you for helping us maximize the instructional time for all our students.

Electronic Devices and Cell Phone Use – Technology has an important role to play in student learning. As such, we have many forms of technology available for students to use at École Parc. Student-owned technology will not be necessary during the day. Students may bring their own devices, but they should be kept in their backpacks during the day. Students are not permitted to make phone calls or send text messages from their personal devices during the day. Any parent needing to contact their child should contact the office.

Emergency Drills – Emergency drills are held several times throughout the year, consisting of emergency evacuation, shelter in place, lock down, duck-cover-hold, hit the floor, on alert, bus evacuation, and stay put. Guidelines for these drills are reviewed by the students and staff regularly as there are distinct procedures that must be followed. It is vital for each drill that students cooperate fully with the staff and conduct themselves in an appropriate manner. Staff members accompany students during each drill. In the event that a fire bell sounds during the noon hour or when classes are not in session, students should use the nearest exit to leave the school proceeding to a designated area. A signal will be given when students are to return to the school. In the event of an external emergency (toxic chemical or inclement weather), all students, staff, parent volunteers must go their designated areas in the school building.

Exam Bank - Students wishing to practice and review for PAT exams may access the site. Login information will be given

to the students in class.

Fees – Parents will have a choice to pay school fees via Powerschool Parent Portal using Visa or Mastercard or in person at the office. We will accept cash or cheques (made payable to Ecole Parc Elementaire). Each student will receive an individualized fee statement at the beginning of the school year. To access the Parent Portal, the school will be sending home a letter which outlines how to either add an elementary student to an existing Parent Portal or create a new one. Payment plans may be arranged by contacting the principal.

First Nations, Metis and Inuit – École Parc Élémentaire honors Treaty 6 territory and welcomes students from Metis settlements and First Nations communities throughout Western Canada and the Northwest Territories. We strive to build a safe and caring environment where cultural practices and traditions are honored and celebrated. We work closely with community Elders to bring the truth of Canada’s history to our students as we work towards shared reconciliation.

Footwear – Students are **required** to have a separate pair of indoor shoes (preferably gym shoes), since these are required for physical education and are to be worn inside the school at all times. Footwear that marks or damages the floor will not be permitted. Appropriate footwear must be worn at all times during the day.

Home and School Communication – We have many systems in place to promote good communication amongst parents, students and staff.

Classroom – Each classroom teacher establishes a system of communication with students and parents. Please look for this communication system at the beginning of the year. Each teacher will send out a monthly newsletter, other examples include notebooks/agendas, digital platforms such as Remind and through email.

Weekly Parent Grizzly Gazette Newsletter – A weekly Grizzly Gazette newsletter will be sent out to parents via Synrevoice each Sunday evening as well as posted on our website.

Synrevoice/School Messenger – An automated system using either a call or email notification sent out to parents for a variety of reasons including the weekly Grizzly Gazette, permission form for field trips, or various other urgent information. It is imperative that the school office has up to date information on file to ensure this system is effective. *Please contact the school office whenever phone numbers/email addresses are changed.*

Website – www.ecoleparc.ca – is full of information including, calendars, special events, community events, forms, and Teacher web pages.

Twitter – Follow us on Twitter @EcoleParc

Instagram- Follow us @ecoleparc

Email – Staff can be contacted through email. All addresses use the first name, separated by a period followed by the last name (lower case). The name is then followed by @eips.ca For example – joe.smith@eips.ca

Lates – Any students arriving late (after 8:30am and 12:35pm) must report to the office to check in and request a late slip. A phone call should precede his/her arrival or a note should accompany the student, which states the reason for his/her reason being late. Teachers who are concerned about excessive tardiness will:

- a) Talk to the student. Clarify expectations.
- b) Contact parents with concerns; contact administration with concerns.

The Learning Commons - The library is open daily for whole class or individual student use. This is a comfortable and welcoming place where students can access print and digital resources, do research, complete assignments, write tests, use a computer or simply relax and read a good book. Students are to care for the school property they borrow. In the unfortunate event that items in their care are lost or damaged, it is expected that families pay for the replacement of these items. However, if a student returns a lost item in good condition he/she will receive a full refund. In order to keep this space clean and ready for use by all students, we ask that no food or beverages be consumed in the library.

All students and parents are required to sign the EIPS Network User Agreement and Parent Permission Form prior to student use of school computers.

All students and their families in the province of Alberta have access to the www.LearnAlberta.ca website with its many resources. The Online Reference Centre is an excellent collection of reference databases including many online versions of popular encyclopedias like World Book. The account information is as follows : www.learnalberta.ca Username : LA15 Password : 3950

The EIPS Destiny catalog is also accessible anywhere, any time! Students search for and reserve that book for a project or your own enjoyment. Teachers search for resources for an upcoming unit or project.

<https://destiny.eips.ca> Please note: you must add **https**, as this is a secure site.

Lockers/Backpacks – Lockers are provided for the convenience of students. Students are expected to keep their lockers clean and neat at all times.

Lunch Time – Students will have 25 minutes of recess and 25 minutes for lunch. Division 1 (Grades 1, 2, 3) students will eat first while Division 2 (Grades 4, 5, 6) goes outside to play and at 12:10 pm students will switch. Students may also participate in other extracurricular activities during the lunch hour (Ex. Intramurals) Lunchtime supervisors or staff will provide supervision during lunch. Students who are not remaining at school for lunch, may go home at 11:45 and return at 12:35.

Grades 5 and 6 students **are allowed to** leave school property during the lunch hour if certain guidelines are followed. Parents who wish to allow their student to go for lunch must write a note each time. It must include: the date, name and grade of the student, location he/she is allowed to go to (DQ, Grandma's house, etc), and who he/she is to walk with or if he/she may go alone. The student must present that note to the office staff when they are ready to leave and staff will sign them out. When the student returns, he/she must check back in at the office before proceeding to the playground or to class.

During inclement weather, students will be informed by an announcement if it is an inside recess. Students are kept inside at -22 degrees or equivalent wind chill conditions.

Medication – Parents/guardians requesting the administration of prescription medication must complete a Medication/Personal care form available at the school office. Medication is to be brought to school by parents or guardians. The school will not provide any form of medication (e.g. Tylenol). Students are not permitted to keep and/or self-administer any type of medication.

Messages for Students – When it is necessary to pass a message to a student, we ask that you try to phone as early as possible during the school day. This is so we have sufficient time to relay the information before your child leaves the school.

Nut Aware – Some students with severe nut allergies attend our school. We would like to thank all EPE parents for their support in assisting in the wellbeing of students who have a life-threatening allergy to nuts by refraining from sending food that contains known peanut/nut products to school.

Student Dress Code - Clothing must be in good taste which includes: T-Shirts and pants that cover the midriff, and shirts with appropriate sayings or logos. Hats are to be only worn outside except for special events or theme days. If a student arrives at school dressed inappropriately, they will be asked to find more suitable clothing or call home.

Valuables and Money – Students are discouraged from bringing large sums of money, valuable items, or special irreplaceable items to school. Students are responsible for the safekeeping of all personal property. Make sure your name is in your books, your footwear and on other valuable items.

Visitors and Volunteers– Visitors are welcome at École Parc, and we ask that they sign in at the office and obtain a visitor badge that should be worn while in the building. Visitors are asked to respect the importance of instructional time and not interrupt classes by asking to speak to teachers or students during this time. Teachers are pleased to make appointments outside of class hours. Volunteers must complete a "Confidentiality Undertaking for Volunteers" form on a yearly basis. These can be obtained from the office.

Respectful Working and Learning Environments- Elk Island Public Schools is committed to creating a healthy, respectful learning environment for students, staff members and community. We recognize the worth of every person without discrimination. We are committed to creating an environment that is respectful, safe, nurturing and positive for everyone. Thank you for helping us achieve this goal by interacting in a manner which respects the dignity and value of others. (As per Elk Island Public Schools Admin Procedure 490)

School Behavior Plan

At École Parc Élémentaire, we believe that all students have the right to learn. It is, therefore, our aim to establish and maintain a positive school climate in which:

- All students feel safe, valued and happy
- Appropriate behavior and self-control are consistently encouraged
- Consequences for inappropriate or disruptive behavior will be dealt with on a case by case basis ensuring that they are logical and appropriate for the misbehavior and considering the intensity, frequency, duration and intent of the misbehavior
- Frequent communication exists between the staff and parents, to encourage and provide the opportunity for active and constructive parental involvement in the education of their child; (methods of communication include Synrevoice, our website, email, twitter and student agendas)
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents.

While the ultimate responsibility lies with the student, there are shared responsibilities for staff and parents.

Student Responsibilities - Students have the responsibility to respect the rights and dignity of others, and be actively and productively involved in their own academic and social achievement.

In accordance with Section 12 of the Alberta School Act, students are expected to conduct themselves 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 everyone authorized by the Board to provide education programs and other services
- d) Comply with the rules of the school
- e) Account to his/her teacher for his/her conduct
- f) Respect the rights of others

Staff Responsibilities – In accordance with Section 18 of the Alberta School Act, staff is responsible for establishing a positive school climate in which structure, support, respect and encouragement is provided to assist the student both in understanding the importance of education, and in developing positive character virtues. This is a climate in which staff works with students so that:

- Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation
- There is a feeling of mutual respect among staff, students and parents
- Students are provided encouragement and positive support for appropriate behavior
- Ongoing communication exists between staff and parents to involve all stakeholders in the education of students

Parent Responsibilities – In accordance with Section 16.2 of the Alberta School Act, parents have a responsibility to ensure that their children are ready to learn, and to help them make good academic progress by:

- Establishing a positive learning atmosphere in the home
- Supporting the staff in carrying out school policies and procedures, and assisting children to understand, respect and follow school rules
- Attending meetings with the school staff when parental involvement is necessary to assist a student such as Student/Parent/Teacher conferences
- Keeping the staff apprised of necessary emergency contact phone numbers so that parents may be reached when needed
- Maintaining communication with staff regarding learning and/or behavioural issues

Parents are expected to honour the Elk Island Public Schools' Credo by appreciating and respecting the roles and responsibilities of all staff members. Parents with a concern about their child's progress and/or behavior should communicate directly and reasonably with the classroom teacher at a convenient time to avoid classroom interruptions. Should the concern not be resolved, a parent is welcome to bring the issue to the attention of the administration. As

administrators are often in the classroom, it is appreciated that parents contact the school to arrange an appointment. This will allow the issue to be addressed in a timely manner and with the attention it deserves.

Nutrition – Elk Island Public Schools Administrative Procedure 164 provides direction in the promotion of healthy eating. Students are encouraged to use water bottles during the day. Other beverages will not be permitted during instructional time. Students are provided with a recess in the morning, at lunch time and in the afternoon. Students should consume any snacks during that time and not during instructional time. Additionally, any classroom events (parties or other activities) involving food should provide healthy options for students.

Summary Remarks

The purpose of the school handbook is to provide parents and students with details about the school's operation and every effort has been made to provide information which is accurate and current. As this handbook was edited in June 2018, there may be changes in the dates noted. Please check the website and weekly newsletter for the most up-to-date information. Moreover, in such a document it is impossible to deal with all of the procedures, issues and concerns. Parents who have questions or would like clarification on any issue should call, e-mail the school, or drop by for a visit. We welcome all our École Parc students and their families to a new school term. *May the 2018-2019 school year be the best one ever!*

From <https://eipsca-my.sharepoint.com/personal/margie_davidson_eips_ca/Documents/OFFICE%20doc/Student%20Handbook/EPE%20Handbook%202018%202019.docx>