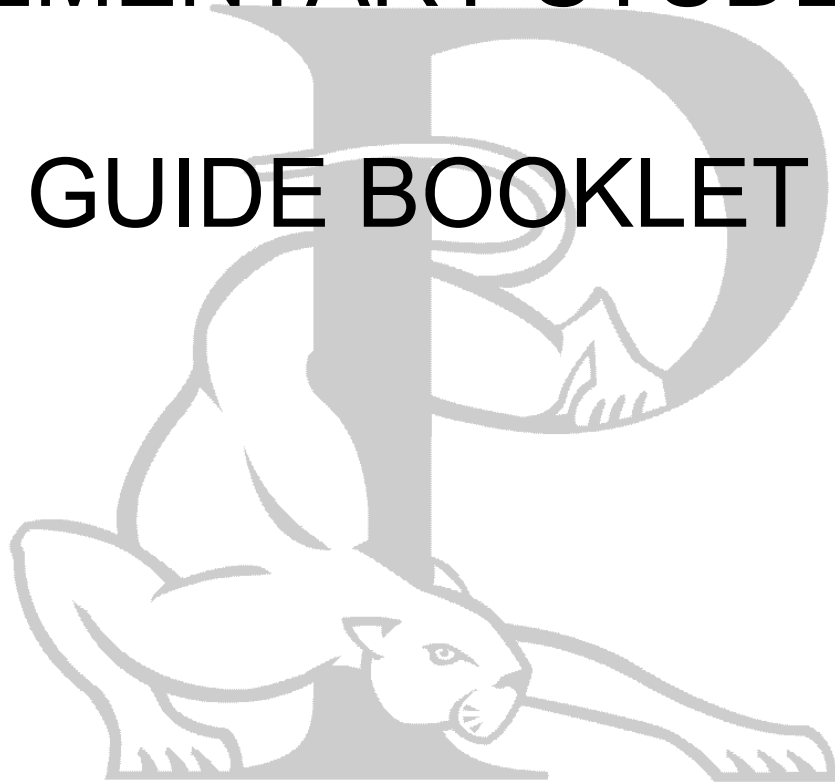


# ELEMENTARY STUDENT GUIDE BOOKLET



2015 – 2016

# PARKVIEW SCHOOL

14313 92 Avenue NW  
Edmonton, Alberta  
T5R 5B3

Phone: (780) – 483 – 3415

## Welcome to Parkview School

**Parkview School is committed to the academic and personal success of all students.**

The success of the school depends on the cooperation of school staff, students, parents and the community. Each member of the school community must be responsible for respecting the rights of everyone. This includes respecting yourself and others.

The high expectations we have in the school lead to excellent results for our students. We expect everyone to work hard and achieve his or her personal best. We will celebrate our many successes through positive recognition and encouragement.

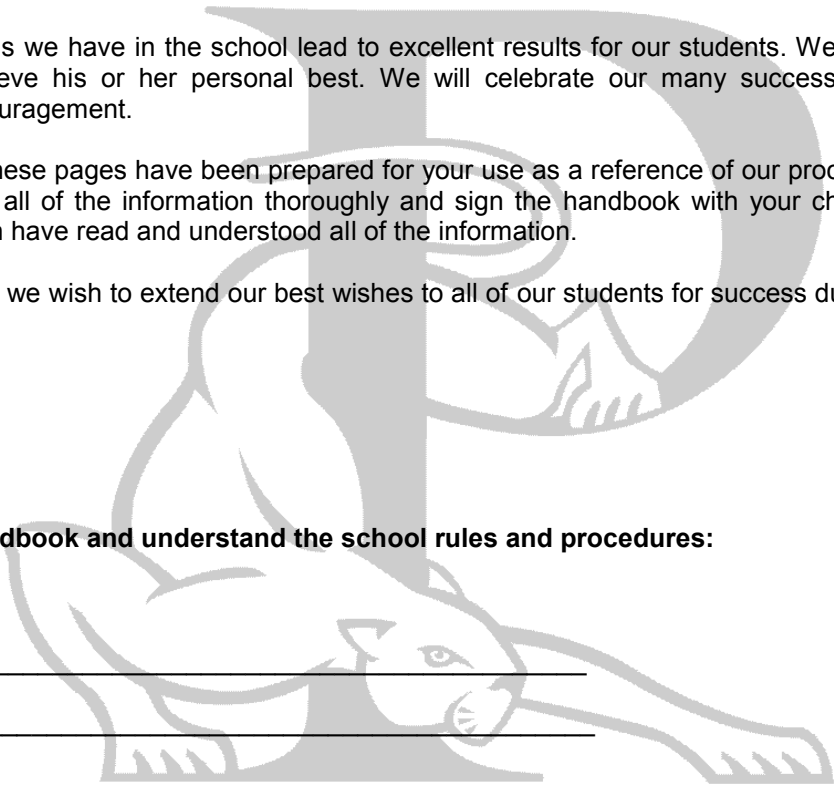
The information on these pages have been prepared for your use as a reference of our procedures and conduct policy. Please read all of the information thoroughly and sign the handbook with your child. The signatures indicate that you both have read and understood all of the information.

On behalf of the staff we wish to extend our best wishes to all of our students for success during the new school year.

**I have read this handbook and understand the school rules and procedures:**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



# Elementary Student Guide Booklet

## SCHOOL HOURS OF OPERATION

### Monday to Friday

8:35 A.M.	First Bell
8:40 – 10:15	Classes
10:15 – 10:30	Recess
10:30 – 11:36	Classes
11:36 – 12:21	Lunch
12:21	First Bell
12:26 – 2:00	Classes
2:00 – 2:15	Recess
2:15 – 3:17	Classes

Kindergarten will run from 8:35 to 11:36 am.

**Students should not arrive at school before 8:20 a.m. and 12:15 p.m. Parents are responsible for the supervision and safety of their children before these times. Students are not permitted in the school prior to the first bell at 8:35 a.m. and the noon bell at 12:21 p.m.**

**Students also should exit the building before 3:30 p.m. unless they are involved with a school sponsored event. Parents are responsible for the supervision and safety of their children after 3:30 p.m.**

## ADMINISTRATION

Principal	Mr. D. Beharry
Asst. Principal	Mr. C. Simpson

**The school office is open from 8:00 A.M. till 4:00 P.M. during regular operational days.**

### Accountability for Success

Treat others with politeness and respect.

Be responsible for your behaviour.

Come with a positive attitude. Be willing to try your best.

Ask for help if needed.

Attend regularly and punctually.

Complete all work on time.

Develop good study habits and prepare well for exams.

Help in relaying information between your parents and the school.

Follow school and district policies.

Show respect for the schoolyard and community by keeping it clean and litter free.

## **RESPECTFUL LEARNING AND WORKING ENVIRONMENTS**

Edmonton Public Schools is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

## **PARKVIEW SCHOOL POSITIVE BEHAVIOR PLAN**

### **Attitude**

Parkview School operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others.

Home and school alike must share the responsibility for teaching appropriate and acceptable behavior. By working together we can ensure positive student conduct. Discipline is essential in building accountability, responsibility, respect for others, and most importantly respect for oneself.

Students must understand that they are responsible for their behavior and they must recognize that any behavior which disrupts or detracts from the educational climate of the school is unacceptable. Any behavior which encroaches upon the rights of others is not responsible behavior. Parkview School's students are expected to follow rules, which are established for the benefit of the student body as a whole as well as the community.

### **Student Expectations/Responsibilities**

We expect that students of Parkview School will be responsible citizens who make positive choices and respect the rights of others. Expectations have been established for safety, well being, and the success of all members of Parkview School. Please:

- have materials and supplies
- use time wisely

- seek extra help
- set regular study schedules
- observe specific classroom and school expectations
- be courteous, friendly and positive
- conduct yourself safely and responsibly
- follow directions of person in charge
- respect the personal space of others
- use appropriate language
- be responsible for your behavior

### **Dealing with Behavior**

Teachers and students will develop a Classroom Code of Conduct outlining acceptable behavior and clearly defined appropriate consequences. In cases where it is necessary to remove a student from the classroom, an alternate class placement will be used except in matters of gross misconduct. In the case of serious misconduct an administrator will be requested to remove the student from the classroom.

### **Bullying**

Every student has the right to feel comfortable and accepted in his/her school. Bullying is considered a serious issue and a bylaw is presently in existence in Edmonton to educate and deal with the issue effectively. If any student is being bullied or witnesses an act of bullying, the incident **MUST** be reported to a teacher or administrator. The situation will be investigated and appropriate measures will follow. We encourage Parkview students to take an active role by standing up, speaking out and acting against injustice.

### **Detentions**

From time to time students may be kept at lunch time, during recess or after school for extra help to complete unfinished work.

### **Fighting**

Physical or verbal threatening, as well as fighting or watching a fight, is not permitted.

Parents of students who were involved will be immediately notified and students will be suspended. The possession of any weapons will lead to automatic suspension and possible expulsion.

### **Items not permitted at School**

Skateboard, rollerblade and scooter use is not permitted on school property or in the school, due to concerns for safety. Wallet chains and

other items that could be used as a weapon are not permitted.

### **Cell Phones**

Cell phones are ***not to be used in the school to make or receive phone calls, texts, etc.*** and must be stored in their backpacks on their hooks, or in the teacher's desk, during school hours. Students may use their phones, with teacher permission, for educational purposes (i.e.: calculator).

### **Cameras and Electronic Devices**

Electronic devices may be used prior to school and during the lunch hour, and they are permitted in classes for educational purposes (i.e.: calculator), with teacher permission. Electronic devices not used for educational purposes must be stored in their backpacks on their hooks, or in the teacher's desk, during instructional times.

Students are **not** permitted to take pictures, or videos, of other students or staff with any device while on school property.

If students do not follow the above electronic guidelines, devices will be confiscated by staff and turned over to school administration. *Parkview School is not responsible for lost or stolen electronic devices, phones, etc.*

### **Visitors**

All visitors to the school must report immediately to the office. If you wish to bring a friend to school you must obtain prior approval from the office.

### **Dress Regulations**

School Board policy requires students to meet acceptable standards of dress and grooming. The guidelines include being neat, clean, modest and appropriate. All students need to be fully clothed from their shoulders to mid-thigh. ***No straps (bra, spaghetti top, etc.) showing, no underwear showing, no midsection or cleavage showing, etc. Skirts and shorts need to be appropriate length, past the fingertips of the student, with their arms hanging loosely at their sides.*** Suitable indoor footwear is required and students are to leave jackets, headwear, sunglasses and other outerwear in their lockers. No hats or headgear are allowed to be worn inside the school.

*All backpacks, purses, handbags, etc. are not permitted in the classrooms.* These items must

be stored on the student's hook outside the classroom during instructional times.

### **Attendance Policy**

Regular and punctual attendance is required at Parkview School. If a student is ill, at a medical appointment, at a funeral or honouring religious events/activities, please call the school and inform the office staff so the absence can be recorded as "excused". Any other absence, such as vacations, cannot be excused according to the Alberta School Act. If a student is continuously late or has an inappropriate amount of absences, the school will notify the parents/guardians by letter of the school's concerns around attendance, or may make a referral to the Alberta Attendance Board.

**All students are required to be present for term exams and finals. Students are not permitted to write their exams early.**

### **Late Policy**

You will be considered late if you are not seated in your classroom desk when the bells ring. If you arrive late, you must report to the office. If you do not have a medical note or phone call excusing your late there will be detention assigned by the administration to make up this time. Students who are late require a late slip from the office before they will be admitted into their classes.

### **Leaving School**

**Under no circumstances is a student to leave the school during the school day without first obtaining permission from the general office.**

If a student has a note from home for permission to leave school early, he/she will show it to the teacher and then present it to the general office for permission to leave. Since we are responsible for the students' well being, we must know their location at all times.

When a child is to be excused early, please follow this procedure:

- Parents or guardians should pick up their child.
- Parents are required to call or sign out the student at the office.

### **Illness / Injury Procedures**

Children who are ill **should not** be sent to school.

If a student becomes ill while at school the following procedures will be followed:

- A member of the staff will attempt to make contact with the parent / guardian or with the emergency contact person. Only after approval by a parent or a guardian will a child be sent home.
- If the parent / guardian cannot be reached, the child will be made as comfortable as possible. If the illness / injury appear serious, the family doctor will be contacted and his/her advice will be followed.
- If the doctor cannot be reached or if the doctor so advises, the child will be taken to hospital (by ambulance if necessary). School personnel will accompany the child.

### **Shoes**

All students must have a separate pair of labeled indoor shoes suitable for gym and general classroom wear. These shoes should be kept at school.

### **Personal Property of Students**

We cannot accept the responsibility for the personal property of students. Please label all outer clothing, footwear and school supplies with your child's name using an indelible felt pen. Please do not allow your child to bring valuables to school.

### **Money**

It is advised that when sending any money to school that it be placed in a labeled envelope with the name of the school, room number, teacher's name and child's name. Students should not be leaving money in their bags in the hallway.

### **Lost and Found**

Lost and found boxes are placed in the corridors. Found articles of clothing and footwear are placed in these boxes. Please check these boxes from time to time for lost items. Watches, rings, keys, glasses, and jewelry are kept in the office.

### **Bicycles**

Bike racks are located at the south east side of the school. This area is out of bounds except when parking or picking up your bicycle. All students should lock their bikes, as we do not assume financial responsibility for damaged or stolen bikes.

### **Inclement Weather Policy**

EPSB policy is students are outside unless the temperature is below -23 degrees Celsius. Please make sure students are prepared and dressed accordingly for the day's weather.

### **Exemption from Physical Education**

Request for a lengthy exemption for medical reasons must be accompanied by a doctor's note.

### **Lunch Program**

Children bringing lunch to school must not leave the school grounds without written permission. There is a fee for the lunch program. Information regarding the school's lunch policy and payment of fees is sent home in September. Summary information about revenue/expenditures associated with lunchroom supervision will be available on request. The classroom teacher should be notified in writing if a child, who normally eats lunch at school on a given day, will not be eating at the school. All lunch students need to keep the lunchroom clean and behave appropriately.

### **School Store**

The school store will be open during lunchtime. Any proceeds from the store go directly to items that may directly benefit the students. The store sells a variety of healthy lunch choices.

### **A.M.A. School Patrols**

Students in grade 6 form our school patrol team. The Alberta Motor Association and the Edmonton City Police train patrollers. The role of the school patroller requires the cooperation and encouragement of staff, students, parents and the community. Students and parents are asked to use crosswalks and obey all traffic signs. Crosswalks on 143 Street and 92 A Avenue are patrolled each day.

### **Parking and Traffic Safety**

We request that parents do not use the staff parking lot at the rear of the school. For safety reasons the staff parking lot should not be used as a drop off or pick up point. Students may be

dropped off along the north or east sides of the school. We would also request that parents obey all signage and abstain from dropping off your son or daughter in the crosswalk at the front of the school.

### **Parent Volunteers**

Every year many parents and other community members volunteer their services for a variety of activities at the school. The help of volunteers is sincerely appreciated.

### **School Newsletters**

A newsletter will be posted on SchoolZone on the first Friday of each month to outline upcoming events and activities of interest to parents and students. You are invited to submit information regarding community events and activities.

### **Library**

The library provides books to read for both pleasure and information. Students may use the library at supervised times during the school day. **Students are responsible for books they sign out and will be required to reimburse the school for lost or damaged books.**

### **Report Cards**

Report Cards are issued to students in grades 1 to 6 three times each school year. Student-parent-teacher conferences are held twice a year. If a parent feels the need for a conference, one may be arranged by making an appointment with the teacher anytime throughout the school year.

### **Meeting with Teachers**

It is best to schedule an appointment to talk with a teacher if you have a concern. Teachers need to get the students quickly on task in the mornings and therefore this time is not conducive to discussing issues surrounding your son or daughter.

### **School Council**

Parents are invited and encouraged to participate in the School Council. The purpose of each meeting is to discuss school and educational issues. These meetings are usually held on the third Thursday of each month. At the first meeting held in September a schedule will be made for future meetings.

### **Field Trips**

Field trips are an integral part of the school program. They offer first hand experiences

related to the topics being studied in the school. Moreover, they extend learning beyond the walls of the classroom and help students gain an appreciation for the wealth of community resources available to them. While there are no instruction fees charged for field trips, monies are collected to pay for admission fees and/or transportation charges. Throughout the year, classroom teachers will send home information sheets outlining the purpose, format and cost for each field trip or cultural event.

### **School Property**

Textbooks and some instructional materials are lent to students. We expect students to take good care of these materials. Charges for damage or loss will be applied.

### **Homework**

Since children have responsibilities at home and interests outside of school, they are generally given class time to work on assignments with teachers who provide guided practice. Homework consists of completing unfinished assignments, extra drill in an area requiring practice and review of work taken that day. In grades 4 to 6, homework may also include completing long term assignments. Homework helps students develop self-reliance and good study habits. It enables parents to see their child's progress, and strengthens the ties between home and school. Please review your child's **Agenda Book** each evening to ensure that all assignments are completed. Parents can help with assignments by:

- Providing a quiet, regular place to work.
- Helping the student to organize their materials and use their time effectively.
- Being the audience for reading practice and spelling and math drills.

The support and interest of parents has a considerable influence on a student's attitude toward homework. If you have questions about the amount of time spent on homework, please talk to the teacher.

### **SchoolZone**

Parkview is a participant in the EPSB web service which is available to students and parents. Through a personalized login and password, students and parents have secure access to school events, attendance profiles and district events. All families were asked to complete the registration forms in June. If you

require these forms please contact the school at 780-483-3415 and we will be pleased to send this information home.

### **Homework during an Absence**

*It is the student's responsibility to make up any work they miss while absent.* Here are some ideas that may help:

1. Homework Buddy – Arrange for a person in your class to bring you the work you miss while you are away.
2. **SchoolZone** – Homework assignments can be accessed on a daily basis. School news and class news can also be obtained from this resource.
3. If you are going to be away for an extended period of time you need to inform your teachers and the office as soon as possible. This will allow you and your teacher's time to set up alternative dates for assignments and tests. You will be expected to keep up with your work while you are away from school.

### **The Seven Habits of Highly Effective Students**

1. Be Punctual – Punctuality applies to arriving in class on time. Teachers dislike interruptions because students shift their focus to the student arriving late. Punctuality applies also to handing in assignments on time. Teachers often deduct marks for assignments that are handed in late.
2. Ask Questions – Although students hear this in every class, few students heed the advice. Just remember, it's likely that many other students in class don't understand everything about the topic. Students should get into the habit of asking questions about the topic and related topics.
3. Review Material Every Day – This is one of the most constructive habits that a student can adopt because reviewing material reduces the pressure of surprise quizzes, review need not take hours; simply reviewing material covered that day is beneficial.
4. Rest and Eat – Everyone needs a good night's sleep and to eat properly every day. A tired and hungry student does not concentrate on his or her studies. The key is to get adequate rest on a regular basis. Well-rested and well-fed students have less trouble getting out of bed in the

morning, absorbing material and staying awake in class.

5. Organization – This subject covers many things, but the important points are “naming everything” (with a date and appropriate title) and “remembering assignments”. Recording assignments and their due dates in your organizers is essential.
6. Prioritize – Now here's a challenge. This calls on students to review what is due and to gauge how much time will be needed to get the work done. It's wise to plan ahead. Students who have plans for the weekend should do extra work during the week. Students need to learn to look at the big picture.
7. Develop a Positive Attitude – There is one way to have a good attitude. Students don't have to be all smiles and cheer nor do they have to like all their teachers or fellow students, but they need to respect each person.