



**ÉCOLE**  
**CORINTHIA PARK**  
**SCHOOL**

127 Corinthia Drive  
Leduc Alberta, T9E 7J2  
(780)986-8404  
<http://ecps.blackgold.ca>

*Excellence - Commitment - Perseverance - Success*

**2017 - 2018**

**This Agenda Belongs To**

**Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**PRINCIPAL**

**Mrs. S McCubbing**  
[shelly.mccubbing@gshare.blackgold.ca](mailto:shelly.mccubbing@gshare.blackgold.ca)

**ASSISTANT PRINCIPAL**

**Mme Djordjevic**  
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## WELCOME/BIENVENUE:

Welcome to École Corinthia Park School! Rooted in rich tradition and long standing community values, we pride ourselves in upholding and supporting our mission for Excellence, Commitment, Perseverance and Success through partnerships with all stakeholders.

We hope that this 2017-2018 Student Agenda, will serve not only as a Student & Parent Handbook, but also as a home/school communication book and an assignment organizer. Students are encouraged to use their handbook/agenda diligently to ensure a successful and rewarding year.

### ECS Timetable

**Morning: 8:29 A.M. to 11:20 A.M.**

**Afternoon: 12:25 P.M. to 3:10 P.M.**

There are no ECS classes on the first Wednesday of every month.

<b>ELEMENTARY TIME TABLE</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:29 a.m.</b>	<b>Entrance Bell</b>				
<b>8:34 a.m. LATE BELL- All students entering class after this bell will require a late slip from the office.</b>					
<b>8:34 a.m.</b>					
<b>9:10 a.m.</b>					
<b>9:40 a.m.</b>					
<b>10:10 – 10:20 a.m.</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>
<b>10:25 a.m.</b>					
<b>10:55 a.m.</b>					
<b>11:25 a.m.</b>					
<b>11:55 a.m.</b>	<b>Lunch Recess</b>				
<b>12:20 p.m.</b>	<b>Entrance Bell</b>				
<b>12:25 p.m.</b>	<b>Eating Period</b>				
<b>12:40 p.m.</b>	<b>D.E.A.R.</b>	<b>D.E.A.R.</b>	<b>D.E.A.R.</b>	<b>D.E.A.R.</b>	<b>D.E.A.R.</b>
<b>12:55 p.m. LATE BELL- All students entering class after this bell will require a late slip from the office.</b>					
<b>12:55 p.m.</b>					
<b>1:25 p.m.</b>					
<b>1:55 – 2:05 p.m.</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>
<b>2:10 p.m.</b>					
<b>2:40 p.m.</b>					
<b>3:10 p.m.</b>	<b>Dismissal</b>	<b>Dismissal</b>	<b>Dismissal</b>	<b>Dismissal</b>	<b>Dismissal</b>

Early dismissal is the first Wednesday of the month from October-June. Students are dismissed at 2:25pm.

## **ÉCOLE CORINTHIA PARK SCHOOL**

**MISSION:** To provide a broad range of high quality learning opportunities for students thus developing their individual potential to become respectful, productive citizens, and life-long learners.

**VISION:** A Professional Learning Community committed to exemplary teaching and a positive and productive learning environment that encourages staff, students, and parents to achieve success by working together.

**MOTTO:** Excellence - Commitment - Perseverance - Success

**VALUES:** In order to advance our vision,

### **The staff shares the following values:**

- **Collaboration:** therefore we will share best practices, resources, and craft knowledge.
- **On-going Learning:** therefore we will keep abreast of the latest research in education and take advantage of professional development opportunities.
- **Unconditional Care for Everyone:** therefore we will be understanding and tolerant, and we will treat everyone with respect and without prejudice.
- **Great Extracurricular Programs:** therefore we will provide our students with quality activities outside the regular course of study.
- **Academic Success:** therefore we will promote goal setting and effort-based learning, provide students with second chances, and work with students to bring them into the assessment process.
- **Relationships:** therefore we will be respectful, flexible, accepting, open-minded, and we will encourage parental/community involvement in our school.
- **Sedulity:** therefore we will have high expectations of ourselves and our students.

### **The students share the following values:**

- **Respect:** therefore we will respect and be proud of our school, and we will treat others, young and old, the way we want to be treated.
- **Success:** therefore we will set goals, do our best, and believe that we can accomplish anything.
- **An Orderly Environment:** therefore we will find adult help and walk away from bullying situations, and we will follow school rules.
- **Teamwork:** therefore we will cooperate and learn while working in groups.
- **Tidiness:** therefore we will keep our classrooms and school neat and clean.

### **The parents share the following values:**

- **Participation:** therefore we will commit to being part of the school team to ensure students' social, emotional, and academic well-being.
- **Accountability:** therefore we will spend time each day going through the agenda and homework assignments with our children ensuring all homework is completed.
- **Relationships:** therefore we will attend the family interviews to maintain communication with our teachers thus helping our children succeed.
- **Education:** therefore we will make sure that our children realize that their school responsibilities are as important as their other responsibilities.
- **Nurturing:** therefore we will take care of our children striving to be positive role models.
- **Tact:** therefore we will treat our children with respect so, in turn; they will be respectful of others.
- **Success:** therefore we will ensure our children are well-fed and rested for school.

## **ABSENTEES:**

Please phone the school office between 8:00 a.m. and 8:45 a.m. if your child is not to be at school that day. You can also leave a message on the answering machine prior to 8:00 a.m. (State your child's name, class, date of absence and reason) (780)986-8404. Attendance is entered into the database first thing in the morning, and calls are sent out by 9:00 a.m. should your child not be accounted for.

## **ADMINISTERING MEDICATIONS:**

The Black Gold School Board recognizes that due to emergencies or ongoing medical needs of students, actions by staff are sometimes necessary. Students with Ongoing Medical Needs or Medical treatment, which requires staff involvement to administer or supervise, is limited to the kind of service, which can be administered by non-medical persons following written direction from a medical doctor.

1. It is not a standard responsibility of school personnel to carry out medical procedures or dispense medicine.
2. When a student requires medical procedures or medication, provision of this service will be offered only under written direction from a medical doctor, and indemnification by the parents/guardians.
3. Medication, which is to be self-administered, may be safeguarded by staff.
4. When medication is to be administered by staff, it must be provided in the required dosage in a labelled container, along with written instructions from the medical doctor regarding its administration. Information must also be included which indicates how the student should be monitored, a description of possible adverse reactions and the procedures to be followed in response to these reactions. (All over-the-counter or nonprescription medication must have a prescription label).
5. Some students may require possible intrusive measures to deal with their medical needs. Prior to placing such a student, designated staff member(s) will receive appropriate training and will work under ongoing advice from a medical doctor.

Please see Black Gold Regional Division Policies for further information regarding Student Health Services (Available on the Black Gold Web Site).

## **ANIMALS AT SCHOOL:**

We have a number of students in our school who are extremely allergic to or are fearful of animals. As a result, we request that students refrain from bringing their pets to school. We also ask you to be mindful if walking your dog to and/or from school. Please ensure your pet is leashed and kept away from the front area of the school. An appropriate and safe distance, would be to remain on the sidewalk along Corinthia Drive.

## **ASSEMBLIES:**

Assemblies are generally held at 8:45 a.m. on the first Monday of every month. We welcome everyone to attend and help us celebrate the wonderful students and events here at ÉCPS. Assembly visitors will not need to sign-in at the office during this time.

## **ASSIGNED DOORS:**

For the safety of all of our staff and students, all exterior doors with the exception of the front door, will be locked during the school day. Students are expected to enter and exit through their grade assigned doors, as these are monitored by staff during all entrance and exit bell times.

Students arriving to school beyond the second bell in the morning (8:34 a.m.), are expected to enter through the front doors in order to retrieve a late slip from the office.

All guests and visitors are expected to enter and exit through the front doors, in order to sign-in and out. Our front doors will remain open from 8:00 a.m.-4:00 p.m. on school operational days.

## **ATTENDANCE POLICY:**

Our school attendance policy is based on:

- the recognition that continuing regular attendance at school is a significant contributing factor to student learning.
- the interests of student learning that requires regular attendance at school by all students throughout the school year.
- all school personnel co-operating with parents to help solve any attendance problems.
- parents being informed of all absences through PowerSchool Parent Portal.

### Statements of Responsibility

- Students are responsible for all class work and assignments even if their absences are unavoidable or school generated.
- Parents are responsible for informing school personnel of all absences, preferably at the beginning of the absence.
- Teachers are responsible for accurate recording and reporting of attendance.
- Students away on vacations, must note that teachers cannot provide detailed daily homework assignments that replicate the missed work.

### Implementation

- Teachers will decide when student absenteeism warrants intervention and will use discretion in considering extenuating circumstances.
- Teachers will discuss attendance concerns with students, and will follow up with initial contact with parents either by telephone or through written/email notification.
- Teachers will advise administration when they believe that intervention is necessary.
- Administration will initiate contact with parents and work with the student to try to modify behavior and to improve attendance.
- In the event that a student has missed a significant number of days of school, both excused or unexcused, retention may be considered.

It is the expectation that students will attend school on scheduled school days and take holidays according to the school year calendar. In the event that parents choose to take their children out of school at times other than school holidays, the onus lies with the parents to provide educational activities for their child. Teachers cannot provide detailed daily homework assignments that replicate missed work. With this in mind, we would like to encourage families to plan family vacations around the school year calendar.

## **BEING ALLERGY AWARE:**

Ensuring the safety of anaphylactic children in a school setting depends on the cooperation of the entire school community, therefore we would like all parents to be informed of our Allergy Aware policy.

### **Allergy Aware & Nut Free Classrooms**

In an "Allergy Aware" classrooms, the child, family, medical service provider(s), and school work together to develop a reasonable safety plan. Personal allergy kit(s) can be on hand; and adults know how to use

them. Other children can be taught about respecting allergies and how to help a student in an emergency.

“Nut Free” classrooms cannot be guaranteed because schools cannot ensure that the classroom is completely free of peanuts/nuts and we cannot guarantee other parents will not send peanuts/nuts to school. If a student has a nut allergy, his/her classroom will be designated as a “Nut Aware” classroom and parents are asked to be mindful of such allergies.

When there is an allergy of any type, proper signage will be placed outside of the classroom door. Alternative eating arrangements may be made for those students who bring foods to school that may affect the health and well-being of other students.

### **BLACK GOLD REGIONAL SCHOOLS:**

Under the direction of Superintendent Dr. Norman Yanitski, École Corinthia Park School, along with 31 other schools, is part of the Black Gold Regional School Division. If you would like further information about BGRS, please visit [www.blackgold.ab.ca](http://www.blackgold.ab.ca).

### **BICYCLES, SKATEBOARDS & SCOOTERS:**

Children may ride bicycles to school so long as they ride safely and obey the rules of the road. Students should walk alongside their bike, skateboard or scooter on the sidewalk while in front of the school. **The use of bicycle helmets is mandatory by Alberta law.**

It is recommended that a suitable bicycle lock be used and that a spare key, or a note of the combination number, be kept at home. The school cannot take responsibility for loss or damage to bicycles, however caused. These items must be stored outside along the bike rack during the day, as there is not enough space in the classroom, boot room or student lockers.

### **CHANGES TO PERSONAL INFORMATION:**

Students or parents may have changes to their initial registration form during the year, i.e. medical conditions, address, place of employment, telephone numbers. **Any change should be reported to the school office as soon as possible in order to keep our records updated (780)986-8404.**

### **CLASSROOM DISRUPTIONS:**

In order for the classroom teacher to deliver the most effective instruction possible for all students, it is important to minimize classroom interruptions. If you need to drop off something for your child during class time, please leave it at the office. If you need to speak to your child during class time, call the office. The office staff will call the student to the office during break times. If you bring your child late to school, please have them check in at the office to receive a late slip to bring to their teacher.

There is no public telephone in the school. If a child needs to use the office phone, he/she will only be allowed to do so after obtaining a telephone pass from a teacher.

To allow the students to finish their day uninterrupted, we are kindly asking all parents/guardians to please remain outside the school doors until the dismissal bell rings.

Thank you for waiting quietly and respecting the classes which are in session near the front foyer.

### **CURRICULUM HANDBOOKS:**

You can find information about what students are expected to learn and be able to do at <https://www.learnalberta.ca/content/mychildslearning/>. There is a document designed specifically for parents. [My Child's Learning: A Parent Resource](#)

## **CUSTODY AND ACCESS TO STUDENTS:**

We are best able to support your child and be sensitive to particular situations when we are aware of custody, visiting rights or special instructions. If your family has these circumstances, please make sure that the school is provided with a written copy of the current legal agreement. **Unless a court order specifically prevents it, both parents have the right to visit the school, attend interviews and have access to information about the student's educational progress.**

## **DRESS CODE:**

Students are expected to conform to a reasonable dress code suitable for public places. Anything worn that is found to be offensive to others is not appropriate attire for school. Generally hats are not permitted in the school; however, exceptions may be made for specific situations (ie. Medical, religious etc.).

In an effort to preserve the cleanliness of our school, we ask that all students, parents, volunteers, and visitors remove their wet or dirty outdoor footwear when they enter the building. Students are required to bring a separate pair of runners for use within the school. Parents, volunteers and visitors should bring an extra pair of non-marking shoes to wear indoors while visiting our school.

## **DROPPING OFF OR PICKING-UP YOUR CHILD:**

Parents are asked to drop-off or pick-up students along Corinthia Drive once parked safely to the side of the road. Students should always use our Safety Patrol supervised crosswalks. Please do not drive into the staff parking lot in order to drop children off. There also is no parking in front of the garbage dumpsters.

### **Bus Lane**

The service road in front of the school is for school buses and emergency vehicles only and should not be used either for parking, turning, or for dropping off students. Please avoid driving through this service road from **8:10 a.m. - 8:45 a.m.** and again from **2:50 p.m. - 3:40 p.m.** in the best interest of student safety.

### **Parking**

There is no space for parking on school property other than staff and emergency parking. Unfortunately this means that parents and visitors must park on the street. Students should be reminded to look carefully for traffic and to use the crosswalk when crossing the road to get to their parents' vehicles. Space for handicapped people to park, is designated just outside the south entrance to the school.

### **After School**

Bus students are supervised by school and transportation personnel. Students who do not ride the buses are expected to go directly home. In the best interests of safety, students are not permitted to wait for their parents in the playground areas. The exits and the front of the school are supervised until 3:30 p.m. Children, who return to play on the playground structures after school will not be supervised by school personnel.

## **Going Home Arrangements**

Please make going-home plans with your child before school. After-school arrangements to visit with friends etc., must be made prior to coming to school. If an emergency change is necessary, please phone well in advance, as the secretaries often cannot reach children just before bus time.

If your child usually goes home on the bus, please remember that your child will be put on the bus unless we receive a note or a phone call from you prior to 3:00 p.m.

## **EMERGENCY DRILLS:**

Following the directions in Black Gold Regional School's Crisis Response Manual, there are regular emergency drills. (Lockdowns, evacuations, etc...).

If the students need to be evacuated from the school, they will go, with their teachers, to the school's alternate evacuation site (Leduc Composite High School or the Leduc Recreation Centre). Parents will be notified as soon as possible by PowerAnnouncer. **Please make sure your contact information is up to date (780)986-8404.**

## **FIELD TRIPS:**

All teachers are encouraged to take their classes on co-curricular field trips throughout the year. It is our school policy to use busses whenever possible or to take walking field trips within our community. In some cases, teachers may choose to ask parents to drive.

In the event that parents are asked to drive, Black Gold Regional Division policy requires that the vehicle carries a minimum of \$1 million of third party insurance and that the insurance company is aware. Parents using their own vehicles to transport students are asked to report to the office upon arrival at the school where a form (good for the duration of the driver's license and insurance during that school year) is to be completed. As part of this process, we must photocopy your driver's license, registration and pink card.

## **Bus Policy**

Black Gold Regional School Division provides bus transportation for many of our students. If you have any questions concerning routes or times, please contact the Transportation Department at 780-955-6034. Due to liability issues, students must be registered to ride the bus. Non-registered students may not ride the bus (i.e siblings, friends).

In order to maintain a safe environment on our busses, students are to obey the instructions of the bus driver and abide by the following guidelines. Students shall:

1. remain in the area designated as a bus loading zone
2. board or disembark a bus in an orderly manner
3. remain seated until the time they arrive at the destination
4. not put their heads or arms out of the windows
5. conduct themselves in a quiet & courteous manner, showing consideration everyone
6. maintain a noise level acceptable to the bus driver
7. refrain from talking to the bus driver while the bus is in motion
8. do everything possible to keep the bus clean, tidy, and neat
9. not eat or drink on a school bus
10. abide by instructions given by the bus driver
11. not throw anything out of a bus window
12. obey bus monitors when disembarking and crossing the road.



**Students who fail to abide by these guidelines may receive a school and/or bus incident report, and may also have their bus privileges suspended.**

### **FRENCH IMMERSION:**

This program is designed for students whose first language is not French. French is the language of instruction for a significant part of the school day; that is, most subjects are taught in French. The objective is full mastery of the English language, functional fluency in French as well as an understanding and appreciation of the French culture. All students follow the Programs of Study set by Alberta Learning and are expected to achieve established standards. English Language Arts for these students starts in Grade 2. This program begins in Kindergarten or Grade 1. Once the choice is made to place a child in the program, it is important that the student remain in this program for the duration of that school year.

### **HOMEWORK:**

Parents often request homework when their child is ill. Please be mindful that teachers are teaching in the classroom and do not have time during the day to prepare homework materials on short notice.

It is also important to remember that the classroom instruction and learning cannot always be duplicated with a worksheet. Teacher demonstrations, instructions, and student discussions are an essential part of the learning process. Parents are encouraged to review previous concepts and read with their child.

Daily home reading and general curriculum review is always encouraged. A good rule of thumb is ten minutes per grade; grade one- 10 minutes reading time or homework, grade five- 50 minutes reading time or homework etc...

### **HOT LUNCH PROGRAM:**

Our Hot Lunch Program is typically offered to students on the last day of the school week. Students choose and purchase their hot lunch in advance by visiting our school website, and clicking on the Hot Lunch link under the parent tab. No late orders will be accepted. The weekly hot lunch is brought in from local restaurants and delivered to the classrooms.

Hot Dog Days occur on a monthly basis from October to May and typically occur on a Wednesday. Hot Dog days are separate from our Hot Lunch program and need to be ordered in advance on a monthly basis via our parent link on the school website.

### **ILLNESS & INJURY REPORTING:**

#### **Illness or Injury**

Parents are encouraged to keep children home when they are ill. However, sometimes children become ill, or get hurt, while at school. Staff certified in First Aid will help to assess such situations and parents or guardians will be notified of illness or injury as soon as possible. If deemed necessary, an ambulance will be called immediately.

#### **Alberta Health Services**

Alberta Health Services works together with schools and community agencies to provide a range of coordinated community health and support services for school age children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language and dental services in schools. If you have any concerns about your child's health, please phone the Leduc Public Health Centre at 780-980-4644.

### **Pediculosis (Lice)**

The school will conduct head lice checks from time to time during the school year with a team of trained volunteer parents. If a child is found to have lice or nits, parents will be called immediately, so that treatment can begin as soon as possible. Information concerning treatment will be sent home with the child and classmates. All information is handled with the utmost confidentiality.

School staff will work with public health authorities and School Councils to describe and then communicate to parents both preventative and remedial procedures for dealing with instances of pediculosis.

1. Students will not be permitted to return to school until they have undergone a recommended course of treatment.

1.1 Students with head lice will be checked upon their return.

1.2 Should live lice be found during this check, the student will not be allowed to return to school.

2. If there are ongoing concerns about particular cases not responding or being compliant with therapy, then the Principal or designate will inform the Public Health Authority of these.

If you know that your child has head lice, please treat immediately and notify the school office.

### **Reporting Communicable Diseases:**

The following diseases must be reported to the Public Health Authority under the Public Health Act. This list includes only notifiable diseases that may be seen in schools. Please contact the Leduc Public Health Centre at 780-980-4644;

*Chickenpox, Diphtheria, Encephalitis, Gastrointestinal Infections (Giardiasis, Salmonellosis, Shigellosis), Hemophilus Influenza Infections, Hepatitis, Measles (Rubeola), Mumps, Meningitis, Polio, Reye's Syndrome, Rubella (German Measles), Tuberculosis, Whooping Cough (Pertussis)*

Please report cases of scabies, head lice, ringworm, influenza (flu), and Fifth Disease to your Public Health Centre as well.

***In the interest of the health and wellbeing of all our students, please be sure to notify the school if your child has contracted one of the communicable illnesses listed above. All information is handled with confidentiality.***

### **INTERNET USE:**

Students have access to the Internet once they have signed an 'Admirable Use Agreement'. Failure to honor this contract will result in having user privileges suspended.

### **LATE POLICY:**

It is expected that students will arrive to class on time, prepared and ready to learn. Arriving late may affect not only the learning of that student, but also others in the classroom. Disruptions should always be kept to a minimum. Should the student arrive to school late, he/she will need to report to the office in order to retrieve a late slip.

Students with **8 lates in one school term**, will receive a phone call or email home by the teacher.

Students with **9 lates in one school term**, will receive a letter home by the teacher.

Students with **11 or more lates in one term**, will receive a letter home from the school Administration, and the student will serve a detention during recess.

### **LEARNING COMMONS:**

We have a remarkable Learning Commons area and access to a full school library with a collection of materials intended to support curriculum needs and to provide enjoyment for students. Most books can be borrowed for two weeks. Students usually come to the library for book exchange once a week with their class. It is important that children learn to take care of their library books. Students must pay for any lost or damaged books. Until we receive payment, we will limit the number of books a student can take out.

### **LEARNING LABS:**

An after-school program has been established to enable teacher support for our students who need to complete assignments. The learning lab is open from 3:10 to 4:10 p.m. Monday thru to Thursday, except for early dismissal days; there will be no Learning Lab on those days. Should your child not complete an assignment in the time provided at school, or at home, he/she may receive a Learning Lab notification. A Learning Lab form will be sent home with the child, informing the parents of the missed assignment- please sign. The child will be given the opportunity to complete the assignment that night at home. Should the form and/or the assignment not return the next day, an Administrator will call the parent, informing them that the child will be required to stay for Learning Lab that day.

### **LOCKERS:**

Students may be assigned a locker by their classroom teacher. A combination lock or shower hook must be placed on the locker, (a lock is not recommended for our Gr. 1- 4 students) and the homeroom teacher will record the combination. Use of key locks is prohibited. Please note that the school reserves the right to inspect student lockers at any time without prior notification. Locker decorations, inside the locker, must be in good taste.

### **LOST AND FOUND:**

If your child has lost something, please check the lost and found. (We seem to accumulate a large quantity of items throughout the year.) The lost and found items are only kept for one term. After this time, the clothing is sorted, washed and donated to charity.

### **LUNCH PROGRAM:**

As a closed campus, we provide a supervised, comfortable, lunch period for students. Students remain at school to eat their lunches unless their parents/guardians specify otherwise with the homeroom teacher. Our designated lunch period begins at 12:25 p.m.

#### **Lunchroom Expectations**

- students are to remain seated in the designated lunch room during the eating period
- students may talk quietly after they have finished eating
- students must clean their eating area at the conclusion of the eating period
- manners, good eating habits, and cooperative behaviour are expected
- All food must remain inside and off the playground areas

## **NEWSLETTERS:**

School newsletters are posted to our school website and e-mailed home by the school secretary on the last school day prior to the start of each month: <http://ecps.blackgold.ca> A paper copy, if required, can be obtained from the office.

## **NO SMOKING POLICY:**

In order to provide a safe environment and a good example to our students, smoking is not permitted anywhere on school property. This includes the yard during school hours. It is also expected that adults who accompany the students on field trips will refrain from smoking, as per Black Gold's No Smoking Policy.

## **PARENTAL CONCERNS:**

We do our best to be an open and caring school where staff and parents work together for the benefit of the children; however, even in the most ideal conditions people have concerns from time to time. In our experience these generally arise from misunderstandings, but more serious problems do arise on occasion, no matter how hard everyone tries.

Should you have such a concern, here is the protocol to follow:

If the problem concerns an individual class or teacher, contact the teacher concerned. If that does not result in a satisfactory outcome, contact the principal or assistant principal, who will arrange a meeting between you, the member of staff and herself. If you feel your concern remains, contact the superintendent of Black Gold Regional Schools.

If the problem concerns general school issues, contact either the principal or the assistant principal. If that does not result in a satisfactory outcome, contact the superintendent of Black Gold Regional Schools.

In order to respect confidentiality, we encourage parents to speak to and/or meet with the teacher/administrator rather than sending an email. We know that it is difficult to approach people with concerns, but hopefully this protocol helps. We want the best for your children too!

## **PERSONAL ELECTRONIC DEVICES:**

Devices such as IPODS, IPADS, cellular phones and gaming devices, are not allowed in washrooms, playing fields, or in the hallways during the school day. It is best to keep these items at home. If they must be brought to school, they shall be secured, turned off, and left in the student's locker. If used in the school or on its grounds during the school day, the following will be the result: the device will be taken for the day, the student will receive an incident report, the administration will call home, and the device will be returned to the student at the end of the day. (\*Exception with supervision and permission in the class).

## **PROGRESS REPORTS:**

École Corinthia Park School will be reporting all student academic outcome results via PowerSchool. This means that parents can log into their account at anytime to see their child's progress. A paper report card will no longer be sent home. Parent Teacher Conferences and/or Student Led Conferences will be held in October and March. If a parent or teacher feels the need for a conference outside of the above times, one may be arranged. Parents should feel free to contact their child's teacher for an update on their child's overall progress at any time.

## **RECOGNITIONS AND AWARDS:**

The provision of positive feedback to students is a long-standing educational tradition. We love to honour our students for their desired behaviours and actions, as outlined in our School's Mission, Vision & Values, as well as through our monthly Character Education Programming! Here are some ways in which we recognize students:

- Bucket Fillers
- Caught You Being Good
- Daily Recognition by Staff
- French Speaking stars
- Meet the Administration
- Student of the Month

### **REMEDIAL ASSISTANCE:**

Students learn at their own rate and ability. Should a student be identified as having difficulty in an area of their educational program, they may require short-term remedial assistance through our Early Literacy Intervention Program, English as a Second Language Program and/or our teacher remedial "pull-out" program. All efforts are made to include the parents with this type of support and programming.

### **RESPECTING OUR STUDENTS AND STAFF:**

Black Gold Regional Schools encourages mutual respect and dignity for those we serve and for those who serve. We expect that visitors to our schools will understand the importance of modeling appropriate behaviour for students. Inappropriate conduct or abusive behaviour towards our students or staff is not tolerated. Visitors should appreciate the school's primary task of delivering the most effective instruction possible for all students. Any person disrupting school activities or trespassing on school property will be required to leave and the appropriate authority will be notified. Please help us maintain a positive and safe environment.

### **SCHOOL COUNCIL & PARENT ASSOCIATION:**

School Council is elected each year and works in partnership with the school staff to plan many aspects of school life. Monthly meetings are advertised and reported in the school newsletter. Generally, these meetings are held the first Thursday of every month. All parents are welcome and encouraged to attend.

*"The mission of the School Council is to provide input to the principal on school policies and support the efforts of parents and staff in providing the best education possible for all students."*

Parent Council is also elected each year and is made up of active parent volunteers. This group sponsors school dances, class field trips, hot dog days, bake sales, and various school beautification projects. The funding provided by this group assists our school community in meeting many of its goals. Monthly meetings are held and all parents are encouraged to attend. Whether you have little time or are looking for a larger volunteer commitment and fun, this is a great way to get involved!

### **SCHOOL GUESTS & VOLUNTEERS:**

At a general level, it is our desire that all visitors to the school will feel welcome and enjoy their time with us. Parents and other community members are encouraged to participate in, and contribute to, our activities with students - wherever this is practical. École Corinthia Park School has enjoyed a rich tradition of volunteer involvement over the years. Our School Council and Parent's Association are valued partners in providing enhanced opportunities for students.

It should be remembered that our primary goal is to deliver the most effective instruction possible to our students. Additionally, it is our duty to provide for the safety and security of students, and in doing so we assume some responsibility to know who is in the building - especially when students are present. On occasion, it will be valuable to have volunteers working in classrooms and/or directly with individual students. At other times, an individual may have legitimate reason to be a classroom guest. These circumstances bring with them special considerations such as Alberta Education mandates, the requirement for confidentiality regarding students, and demonstrated commitment to school goals and expectations.

It is our belief that classroom visitors should conduct themselves in a manner akin to that expected of a staff member. As such, it is important to provide guidelines which define levels of authority and responsibility in order to ensure that both school and classroom visits are positive and productive.

#### **Guidelines for School Visitors:**

- school visitors (volunteers and guests) will be screened by the principal to ensure that proper intentions and conditions are in place. A volunteer form will be sent out at the start of the school year, or may be obtained through office personnel. This must be signed by the Principal.
- classroom visits (by volunteers and guests) will be approved by the host teacher, with notification to the principal
- classroom visits will generally be by appointment so that meaningful volunteer activities can occur, and also to ensure that student circumstances are appropriate for entertaining a guest
- confidentiality regarding students must be observed, necessary disclosure of obtained information being made only to qualified professionals-or as required by law
- as the actions (or inactions) of school and classroom visitors have great potential to impact students, it is expected that all volunteers and guests will demonstrate active support for teacher efforts and avoid any undermining of school practices and routines.

**All guests and visitors to our building are required to check in at the office directly after entering the school. Should you be staying at the school to volunteer or attend to a classroom, you are required to sign-in and receive a guest tag. This has become a Black Gold safety procedure, as it lets us know who is in the building and the purpose for the visit. There are no exceptions to this rule.**

#### **SCHOOL PROGRAMS & ACTIVITIES:**

In addition to the Alberta Curriculum, École Corinthia Park School may offer the following clubs and services to our students:

- Art Club
- Career and Technology Foundations (CTF)
- Character Education Programming
- Colouring Club
- Counseling services (One on One or Small Group)
- Crochet Club
- Ever-Active Schools (Physical Literacy)
- French as a Second Language
- Global Citizenship (Empower Rangers & Recycling Club)
- I am Girl Club (Building Self-Esteem & Confidence)
- Intramurals (Seasonal activities)
- Mindful Breathing and/or Yoga Club
- Mind Up Program

- Musical Ensemble (Choir Club, Christmas Concert)
- Outdoor Education
- Playground PALS
- Safety Patrol Club
- Science Club
- Ski Club
- Sports Programming (X-Country Running, Track, Floor Hockey, Basketball, Soccer & Outdoor Education)
- Swimming
- Student Leadership (Junior Health Champions & Leadership Club)
- Technology in Education (Digital Citizenship, Gigabytes Club, Hour of Code, MakerSpace)
- Zones of Regulation

***Please Note: Clubs and activities are organized by individual staff members who volunteer their time.***

***Some of our extra-curricular clubs require an attendance commitment in order to prepare for an event (track races, choir performance etc...). Should your child miss 3 club practices or meetings because they choose not to attend or have behaviours that keep them from attending club, they may be asked to leave the club.***

## **SCHOOLYARD SUPERVISION:**

### **Before School**

Our schoolyard is supervised by staff from 8:20 a.m.- 8:30 p.m. **Please do not drop children off before 8:20 a.m.** We realize that work schedules often conflict with this timing, but your child's safety is always our first concern.

### **Lunch Recess**

The schoolyard is supervised from 11:55 a.m. to 12:25 p.m. There is no supervision in the schoolyard between 12:25 p.m. and the start of afternoon classes.

### **After School**

Bus students are supervised by school and transportation personnel. Students who do not ride the buses are expected to go directly home. The exits and the front of the school are supervised until about 3:30 p.m. Children, who return to play on the playground structures after school will not be supervised by school personnel.

## **SERVICES FOR STUDENTS:**

The goal of our Counselling and Learning Support programs is to provide support to classroom teachers who have students who are having difficulty experiencing success in an inclusive educational setting. Both the Counsellor and the Learning Support Teachers (LST) are a part of the school based support team.

Universal programs: Supporting and/or creating and implementing school-wide programs such as the Mind Up program and Character Education assemblies.

Small Group programs: supporting and/or creating and implementing small group support such as help with mastery of a specific concept, anger management, friendship groups, etc.

Individual programs: Supporting and/or creating and implementing individual support such as individual referrals or one-on-one support within the school.

## **SIGNING AUTHORITY:**

When field trips and other special activities and programs are planned, forms are sent home asking for permission to have your child participate. Two copies of the form will be sent home. Please fill out one form completely and return to school. The other form is for your records.

**Such forms must be signed by people with legal authority to make decisions for the child.** This means we cannot accept forms signed by neighbours, older brothers and sisters and such people.

Parents and guardians, who need to be away, generally send a note to the school saying with whom their children will be staying. We cannot however, have anyone other than the parent/guardians signing permission forms as they cannot give away their right to informed consent. It is best to have forms signed before parents are away.

Our fax number is 780-986-8508 and signed permission forms can be faxed to the school and addressed to the homeroom teacher. We know this seems cumbersome but the security and safety of your children are very important to us.

\*Signed permission forms will be required prior to field trips or special activities. Teachers cannot take children on field trips, or include them in certain special events, without such permission.

## **SOCIAL MEDIA:**

You can connect with us on Facebook @ École Corinthia Park School and on Twitter at #ecpscougars

## **STUDENT CONDUCT & INCIDENT REPORTING:**

A strict policy for all misbehaviours and/or incidents that happen within the school building, during recess times, as well as outside on school grounds before and/or after school, will be adhered to. Failure to meet classroom expectations (beyond the provision of regular management strategies) and breaking the school's hand-off policy will result in the implementation of our **Incident Reporting Process**:

### **1<sup>st</sup> Incident:**

The teacher will contact the parent/guardian by phone if possible, to notify of the incident. An incident report is written-up, shared with the administration, sent home and placed in the school's discipline database.

### **2<sup>nd</sup> Incident:**

The teacher will contact the parent/guardian by phone if possible, to notify of the incident. An incident report is written-up, shared with the administration, sent home and placed in the school's discipline database.

### **3<sup>rd</sup> Incident:**

Same as above, however, the administrator will call home regarding the incident, and notify the parent/guardian that further incident reports will result in an In-School Suspension, and placed in the school's discipline database.

### **4<sup>th</sup> Incident:**

Phone call home by the Administration, to inform the parent/guardian of a one day ISS. Administration also sends home a reiterating letter and incident is placed in the school's discipline database.

### **5<sup>th</sup> Incident:**

Same as 4<sup>th</sup> Incident, but a two day ISS and warning of school probation {no teams, field trips, etc.} and



placed in the school's discipline database.

**6<sup>th</sup> Incident:**

Same as 4<sup>th</sup> Incident, but a one day Out-of-School Suspension, School Probation, and placed in the school's discipline database. {See Student Conduct Policy in Division Handbook}

**7<sup>th</sup> Incident:**

Phone call home by the Administration, and a three day Out of School Suspension, School Probation, and placed in the school's discipline database. (See Student Conduct Policy in Division Handbook}

**8<sup>th</sup> Incident:**

Phone call home by the Administration, and a five day Out of School Suspension, recommendation for Division Probation ,and placed in the school's discipline database. See BGRS Policy

**Administration has the right to skip a step(s) or keep a student at the same step, based on the severity of the incident and previous consequences.**

**Due to confidentiality issues, it is not appropriate for school personnel to share information about other children's names and/or consequences imposed, etc. with parents other than a child's own parents. (This means that we cannot answer questions such as, "Did the other child get a consequence too?)**

**STUDENT RESPONSIBILITY PLAN:**

Black Gold Regional Schools, operates on the belief that all students have the right to learn in a safe and caring environment. To do so means that each student works towards creating a climate that is positive and productive. No student has the right to choose behaviour that infringes upon the rights of others.

The School Act identifies the basic minimum expectations for student behaviour. "A student shall conduct himself so as to reasonably comply with the following code of conduct":

- be diligent in pursuing his studies;
- attend school regularly and punctually;
- co-operate with everyone authorized by the Board to provide education programs and services;
- comply with the rules of the school;
- account to his teachers for his conduct; accept consequences with dignity;
- respect the rights of others.

**SUPPLIES & TEXTS:**

Please refer to the supply list for your grade level. You may be required to bring a few additional items that are not on the list. Assigned textbooks become the student's responsibility. If a textbook is lost or damaged, the student will be assessed the cost of the book, and payment is to be made at the office.

**TECHNOLOGY:**

Our motivation for using technology is to enhance and extend learning. Digital resources used throughout the curriculum help teach students to successfully live, learn, work and communicate in our evolving cross-cultural digital society. The best use of digital tools and media is to focus their application on higher order thinking skills and personalizing instruction.

Students are given the opportunity to work with technology throughout the school day and are expected to adhere to the 'Admirable Use Agreement' for safe and appropriate use. Failure to do so, may revoke the students technology privileges.

**\*Students who damage on purpose or not, a piece of technological equipment such as a Chromebook, will be charged with the fee for repair or replacement.**

**WEATHER INFORMATION:**

On cold days we get our weather information from the Environment Canada website with specific reference to the Edmonton International Airport location as well as the Weather Network for the City of Leduc. The supervisors constantly monitor the weather conditions outside and if the weather deteriorates, we ring the bell for students to come inside or we keep them inside at the onset of recess. We take many factors into consideration when determining if students should go outside for recess (wind chill, visibility, temperature, etc.). Please assume that your child will be going out for recess, and dress them accordingly.