



**Grasmere School Handbook  
2016-17**

## **WELCOME TO GRASMERE SCHOOL**

We hope the information contained in this handbook will be helpful to new as well as continuing students and parents. This handbook is meant to cover the most important aspects of school procedures and environment. We love to see parents in the school. Please come in or call 780-924-3758 if you need assistance or wish to volunteer. You may also contact the Principal by email, [shelley.wyman@ngps.ca](mailto:shelley.wyman@ngps.ca)

## **SCHOOL PHILOSOPHY**

Our school aims to provide activities that inspire our students to be the best that they can be. We hope to motivate them in a safe and caring environment, to pursue knowledge and understanding far beyond the realm of the classroom. Our concern is not only in academic proficiency but in the development of positive attitudes that foster self-worth and self-improvement.

## **MISSION STATEMENT**

Grasmere School will promote lifelong learning in a positive school environment for all of our students.

## **SCHOOL MOTTO**

Today's Child, Tomorrow's Future

## **SCHOOL HOURS**

Bus arrival	8:45	lunch	12:00-12:20
period 1	8:58 - 9:35	period 5	12:20-1:05
period 2	9:35 - 10:12	period 6	1:05 - 1:42
recess	10:12 - 10:22	recess	1:42 - 1:52
period 3	10:26-11:03	period 7	1:56 - 2:33
period 4	11:03 - 11:40	period 8	2:33 - 3:10
lunch recess	11:40 -12:00	dismissal	3:10

## **GRASMERE SCHOOL STAFF**

Principal	Shelley Wyman	Secretary	Mrs. Lynn Martin
E.C.S.	Kristal Saunders	Librarian	Mrs. Amy Ouderkirk
Gr. 1	Trina Lamarre	Educational Assistants:	
Gr. 2	Megan MacDonald	Ruth Terry	
Gr. 3	Susan Brayford	Cathy VandenBiggelaar	
Gr. 4	Diane Hill	Liz Miner	

Gr. 5            Anna Secord  
Gr. 6            Sharon Hansen  
Gr. 7            Damon Shirley

Cheryl Bartlett  
Inclusive Ed. Facilitator: Trina Lamarre

## **1. ATTENDANCE**

Attendance at school is absolutely necessary for success. Students are expected to be here every day and to be on time unless they have an appointment or illness. Homework cannot replace the learning that takes place in the classroom each day. If a student is going to be absent, please contact the school at 780-924-3758 to notify the office. If we do not hear from a parent/guardian when a child is away, we will be contacting you to confirm their absence.

In accordance with the School Act, prolonged or chronic absenteeism may be referred by the Principal to the Attendance Officer. It is important to note, that for reporting purposes, two late days are equivalent to one absent day.

## **2. AWARDS PROGRAM**

Each month, students are recognized for displaying leadership qualities and the habits of highly effective people at a celebration assembly. Parents of those students being recognized for the month are contacted in advance. Those students who are awarded for the month also attend a pizza lunch with the Principal the following week, called Leader's Lunch.

Grades 1 - 7:

An awards celebration is held the last week in June.

## **3. BUSING**

Most students come to Grasmere School by bus. If you are not aware of the route or pick-up and drop-off times, please contact your child's bus driver or the Northern Gateway Transportation Dept. Make sure you and your children are familiar with the rules set out by Northern Gateway Public Schools.

**Transportation ph# 1-877-881-3811.**

## **4. BUS DISCIPLINE**

Bus drivers have a tremendous responsibility to deliver students safely to and from school. Students must obey the rules on the bus which include:

- Be seated at all times facing forward.
- Speak quietly
- No food or drinks.

No skateboards, hockey sticks, etc.  
Be respectful to the driver and other students.

The bus drivers will give warnings and may call parents to discuss misbehaviour. Fighting, defiance of authority, or repeated disregard for the rules will result in suspension from the bus for a period of time to be determined by the Principal.

## 5. BUS ZONE

Buses unload at 8:45 and load at 3:10. At all times the bus lane is only for buses, deliveries, maintenance vehicles, staff parking and emergency vehicles. Parents who unload or pick up students should park on the street side of the parking lot. Passing buses in the bus lane could result in a fine up to \$400 and demerit points on your license.

## 6. CELL PHONES/HANDHELD DEVICES

Northern Gateway Public Schools recognizes the important role that technology plays in today's educational context. At Grasmere School, our policy on personal electronic devices (such as cell phones), reflect the NGPS Administrative Procedures 145 and 140 on digital citizenship and personal electronic devices.

We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology (software, hardware, Internet) or their own personal electronic devices. The Technology Use Agreement was signed on the registration form and will be reviewed with students at the start of the school year. This document will act as an agreement between Grasmere School and each student and parent/guardian.

With a move towards the Google platform, students are now able to access their documents, presentations and school-assigned Gmail account anywhere, anytime, on any device. **When a teacher determines an educational purpose for personally-owned devices (cell phone, iPod, etc), these items may be used in the classroom. Otherwise, personally-owned devices are to be stored securely in the student's locker.**

Cell phones/personal electronic devices are not permitted outside at recess times or in non-supervised areas. Texting and the use of social media is not permitted at school. Parents and guardians are encouraged to exercise judgment in whether a student should be bringing an item to school that they consider to be valuable. The school will not assume responsibility for damage or loss to a device brought to school. Students

who bring their own devices fall under the Technology Use Agreement when at school.

## **7. COLOUR HOUSES**

Grasmere School has a colour house program where students are divided into six colour houses. They remain in the same colour houses throughout the year. Points are earned through participation in various events.

## **8. COUNSELLING**

It is our belief that each child should be given the opportunity to strive toward reaching his or her full potential. The counselling services available to our students not only assist with academic growth, but with their personal and social development as well. To this end, the counselling services provided by our school are designed to help students, parents, teachers and administrators in meeting educational and personal needs of the students, as well as to provide resource materials or referral information from community agencies to parents.

## **9. DISCIPLINE GUIDELINES**

The goal of discipline is to develop and promote self-control and to encourage and reinforce responsible behaviour. If a student is unable or unwilling to follow the behavioural expectations of the school, staff must intervene.

Every effort is made to maintain a positive learning environment. Unacceptable behaviour is addressed by the teacher and support staff, in most cases. However, there may be occasions when the principal, counsellor and/or parents may need to be involved.

Teachers establish their own classroom rules and teach and reinforce the expected school wide behaviours.

## **10. DISCIPLINE POLICY**

Students are expected to show respect for themselves, others, and property at school and on the bus. We have three basic rules that students are expected to follow: Be Safe. Be Respectful. Be Responsible. Respectful behaviour includes:

- Keeping hands to themselves.
- Speaking politely.
- Walking in the halls.
- Keeping the school clean.

Obeying adults.

### **Steps for Dealing with Misbehaviour**

1. Reminder or informal talk
2. In-class time out
3. Out-of-class time out
4. Phone call to parents/guardians
5. Withdrawal of special or extracurricular activities
6. School service
7. Restitution
8. Recess suspension
9. Detention
10. In school suspension
11. Out-of-school suspension up to a maximum of five school days.
12. Automatic Suspension

Serious behaviour will result in an automatic suspension. The following will serve as examples:

Drug or alcohol possession	Vandalism
Instigating a serious fight	Defiance
Participating in a fight	Serious threats
Smoking	Use or intended use of a weapon

13. Indefinite Suspension/Expulsion
  - referral to Board of Trustees with recommendation for expulsion

Grasmere School staff foster a safe and caring environment where students are encouraged to cooperate, show tolerance, and develop self-discipline. If a student cannot work in and contribute to such an environment, then other options, such as home schooling, may be considered.

## **11. DRESS CODE**

Grasmere School believes students should be dressed in a manner conducive to learning and respectful of community standards. We expect students to understand that, similar to the work place, there is a distinction between casual clothing for wearing at home and appropriate clothing for school. Clothing worn to school should be clean, neat and suitable for the occasion and the weather. Short shorts, revealing tops, excessively short skirts, pajamas and shirts with inappropriate messages are not acceptable for the learning environment. Hats are not to be worn indoors.

- apparel will not advertise nor promote drugs or alcohol
- apparel will be sufficient to cover backs, behinds, bellies and chests.
- apparel will be worn so as not to expose undergarments; shorts and skirts must

fall below the fingertips when arms are held by the student's side. Students who fail to follow our dress code will be asked to change their attire. If that is not possible they may be given alternate clothing for the day.

Shoes must be worn at all times. Both an indoor and an outdoor pair of shoes are required year round. No wheelies. High-heeled shoes are not suitable for school activities.

## **12. DRILLS**

Grasmere School practices fire drills and lockdown drills throughout the school year to ensure that all students know the routine in the case of an emergency.

## **13. EXPECTATIONS OF MEMBERS OF OUR SCHOOL COMMUNITY**

We believe that people perform better when they know what is expected from them. Behavioural expectations are established for the whole school in general and then teachers have a set of expectations within their classrooms. Since each teacher has a different style and age group, specific expectations and procedures will vary from class to class. We have put into place a number of programs that promote good behaviour and a positive school climate.

Some of these include:

a strong academic program	parent volunteers
special presentations	school wide options program
school wide colour house groups	intramural and extramural sports
counselling programs	junior high options
7 Habits & Student Leadership program	Leaders' Lunch program
Snowbusters ski program	field trips

### **13. (a) STUDENTS**

Our expectations of students are derived directly from Section 12 of the School Act:

A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing the student's studies
- b) attend school regularly and punctually
- c) cooperate 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 the student's teachers for the student's conduct
  - f) respect the rights of others

### **13. (b) STAFF MEMBERS**

As staff members, we will do the following:

- Teach in a manner that respects the dignity and rights of all persons without prejudice.
- Treat students with dignity and respect and be considerate of their circumstances.
- Diagnose educational needs, prescribe and implement instructional programs and report progress of students.
- Supervise and direct any activity delegated to non-certified personnel.
- Respect the confidentiality of information received about a student in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is not in the best interest of the student.
- Encourage students to take responsibility for their own learning and behaviour.

### **13. (c) PARENTS**

As parents of a student at Grasmere School, you are expected to:

- Ensure your child has adequate, quiet time for homework and reading.
- Keep informed about and respond to education issues.
- Participate in an informed and democratic way in such decisions as the school's environment, programs and practices.
- Encourage and support your child by becoming involved in his/her education.
- Support the school and help the school provide a safe and friendly environment.
- Ensure your child attends school regularly.
- Inform the school if your child will be absent.
- Demonstrate respect in communications with staff.
- Attend all parent-teacher interviews.
- Adhere to deadlines for fees and forms.

### **14. FIELD TRIPS**

Field trips and extracurricular programs are a complementary part of children's learning experiences. A field trip is an extension of the classroom learning environment and the same rules of behaviour apply. Students may be excluded or sent home from a field trip if their behaviour is not satisfactory. School fees must be paid in order to participate. Consent forms and trip information are sent home for each trip. Consent forms must be returned on time or the child may not go on the trip.



## **15. GROUPS AND ACTIVITIES**

### **15. (a) AFTER SCHOOL SPORTS**

Volleyball, basketball, and badminton are offered to our Gr. 6-8 students. Our sports teams begin in September and run until April. Students are expected to keep up their grades and follow behavior expectations in order to participate.

### **15. (b) INTRAMURALS**

Intramurals are offered from 11:40-12:00 Monday, Tuesday, Thursday and Friday throughout the school year. Activities are optional, organized games for grade 3-5 and grades 6-8. Participation is the main objective as opposed to competition.

### **15. (c) RUNNING CLUB**

Practices begin in January, two days per week for half an hour after school. This opportunity is offered to students in grades 4-6. Teams of 8 prepare for Running Room Indoor Relays held in February.

### **15. (d) LEADERSHIP GROUPS**

In the fall, students will have the opportunity to sign up for Leadership groups. These groups offer the students an opportunity to become involved, learn valuable skills and make a difference to our school community.

## **16. HEALTH SERVICES**

A nurse from Aspen Health Services visits our school to administer vaccinations. She can be contacted at other times through the Aspen Health Services at the Morinville Office 939-3699 or the Onoway Office at 967-4440.

Qualifying students may receive speech services, occupational therapy, physical therapy, and psychological assessment and treatment services from Aspen Health at school.

## **17. HOMEWORK**

Homework is assigned at the teacher's discretion. As students progress through the grades, they are expected to spend more time on home study. Teachers will be more than happy to assist parents in developing a study plan for their child. If students have

been absent, it is their responsibility to ask what work they have missed and to get it done. Students may also attend Homework Room at lunch recess four days per week for extra help and for homework.

## **18. INCLEMENT WEATHER**

Northern Gateway Public Schools #10 acknowledges the rights of parents to make decisions regarding the safety of their children. The Board encourages parents to decide for themselves whether children should ride the bus when weather and/or road conditions are suspect. Parents are reminded that students must be dressed appropriately for cold weather in the event of mechanical failure or some other factor that may cause a bus to become stranded.

It is very important that parents arrange for alternative drop-off locations in the event of emergency school closures during the day. School closures could possibly occur due to power failure, water shortages, as well as bad weather and/or road conditions. The bus drivers should be informed regarding where children should be unloaded in such cases. The arrangement is particularly vital when parents are working or may not be at home for any reason.

## **19. LIBRARY**

Students need to learn how to access information, use resources and manage information. We have an extensive collection and our library is open for classes during the school day. Each Monday during lunch recess, the library will be open to students who wish to exchange books or sit quietly and read.

Books must be signed out. Books should be returned after two weeks, unless the student arranges for an extension. If the book is not returned after two weeks, the student will be given an overdue notice. After 3 weeks, a letter is sent home requesting the book or payment. Students who repeatedly return books late or in poor condition may not be allowed to take books home anymore. In some cases library privileges may be suspended.

## **20. LOST AND FOUND**

A Lost and Found area is located in the hallway. Unclaimed articles collected throughout the year will be donated to a local charity at year end.

## **21. LUNCH TIME**

Noon recess is from 11:40 to 12:00.

Lunch time is 12:00 to 12:20. Students remain in their classrooms to eat their lunches.

Students who have not finished will be allowed to continue eating into the instructional time.

We strongly discourage the practice of going home for lunch. Students must have a note from their parent/guardian to leave the school grounds during lunch time. The note must be presented to the office.

## **22. MEDICATION / ILLNESS**

No medications of any kind will be administered to students without parental request and the proper forms signed. Staff members can only comply with requests to administer prescription drugs. If you are sending medication with your child, be sure to send only the required dosage for one day.

Parents should not send students to school with suspected cases of communicable diseases or other contagious diseases. Normally, if children are too ill to go outside at recess, they are too ill to be at school and would probably recuperate faster at home.

In the case of an accident at school, students are brought to the office and an attempt is made to contact parents. In an emergency an ambulance will be called but only parents can give permission for medical attention. For this reason, it is imperative that parents keep the office informed of current contact information.

Many people have allergies to airborne products. Therefore, we do not allow spray bottles of any kind at school and discourage the use of perfumes and aftershaves.

## **23. MILK PROGRAM**

Grasmere School participates in the Alberta School Milk Program. The program is based on a pre-order/pre-pay basis. An order form is sent home every other month with the student.

## **24. MONEY**

When sending money to school, please try to send **exact change**. Students should not have more than \$10 in their possession at school except when paying for field trips, fees, etc.

## **25. PERSONAL BELONGINGS**

Students are responsible for their belongings. Clothing and other personal belongings

(especially footwear) should be clearly marked with the student's name. This is of utmost importance since much valuable time is wasted trying to locate unmarked items. The school is not responsible for the safekeeping of bicycles. Bikes must be placed in the bicycle racks and should be locked. Bike racks are out-of-bounds except when students are arriving or leaving the school grounds. ATV's and dirt bikes are not allowed at school. Bicycles, skateboards, and roller blades are not to be used on school property.

## **26. PETS**

Pets are not allowed on school property due to allergies and for safety reasons. Please do not bring your pets when you come to pick up your children.

## **27. RECESS**

All students are expected to behave in a safe and courteous manner on the playground and around the school. All students are expected to go out for recess for fresh air and exercise to maximize their learning potential. Staff supervision is provided during that time.

Dressing for the weather is imperative. As the temperature with the wind chill factor approaches minus 22 degrees Celcius, recesses will be shortened or cancelled. In case of an emergency, students need to be dressed well enough to be out in the cold or rain for a longer period of time.

## **28. REPORT CARDS**

Three report cards are issued during the school year. Parent-teacher interviews are held in October and March to discuss student progress. However, parents are encouraged to contact the school at any time if they have questions or concerns.

## **29. SCHOOL CLOSURE DUE TO WEATHER**

If weather and/or road conditions are bad, or predicted to be bad, the Director of Student Transportation in consultation with local bus drivers will decide whether bus operations will be restricted in a school attendance area or throughout the Division. The Director of Student Transportation will also decide (after consultation) whether a school or schools will be closed. When applicable, the decision will be conveyed, prior to 6:30 AM. on the Northern Gateway website [www.ngps.ca](http://www.ngps.ca) and to the following radio stations: 790 CFCW, CISN, 740 CBC, XM 105, RIG/YR, MIX 96, 630 CHED, 92 JOE FM, Global TV, CITY TV.

### **30. SCHOOL CURRICULAR FEES**

Grasmere School of Northern Gateway Public Schools has set a school fee of \$60.00 for kindergarten to Grade 6 and \$85.00 for grades 7-8. These fees are due September 30<sup>th</sup>. Students are responsible for their own materials such as binders, paper, pencils, etc. Student supply lists are included in the June report card and are available in the office.

School fees offset the costs for the required instructional materials for the year, such as replacement texts, consumable workbooks, lab materials, student agendas, technology equipment, musical instrument repairs, and general school and classroom supplies.

### **31. SIGN OUT**

For our students' protection, the school policy regarding the late arrival or early release of students during school hours is as follows:

- Students who arrive late must check into the office and receive a late slip
- Parents sign the log book when picking up students before dismissal time.
- Any other person designated by a parent to pick up a student from our school must have a signed and dated note from the child's parent. Permission by phone will only be accepted in an emergency.

Whenever students will not be following the usual routine, notes signed by parents must be presented to the Principal in the morning. Students who ride the bus, and are to be dropped off elsewhere, walk, or be driven by someone else, must have written permission from the parent.

If you are picking your child up from field trip locations, you must be there at the designated time and sign them out. The child will return on the bus if the parent is not on time.

All students **MUST HAVE WRITTEN PERMISSION** if they are staying after school for extracurricular activities.

### **32. STAFF PLANNING AND DEVELOPMENT DAYS**

The School Division has adopted a common calendar for all its schools. It includes staff planning and professional development days during the instructional year. Students do not attend on those days. Please refer to the Northern Gateway calendar and our website for the dates.

### **33. TUCK SHOP**

Tuck shop begins in mid September and runs until early June. Students may purchase items from 12:00-12:15 every day, excluding Wednesdays and Foodie Fridays. Please send exact change if possible.

### **34. USE OF THE TELEPHONE**

In general, the office phone is used for business purposes. Students are permitted to use the hall phone with permission from their teacher or other staff member.

We do not disturb classes in session for phone calls to staff or students. The secretary will gladly deliver the message at recess. Only for emergencies will we call someone to the phone or deliver a message immediately.

### **35. VOLUNTEERS**

#### **35. (a) School Council**

The School Council is a parent advisory committee whose mission is to foster the well-being and effectiveness of our school community and thereby enhance student learning. Elections are held during the first School Council meeting of the year.

#### **35. (b) Other Volunteers**

Grasmere School invites parents and community members to participate in the life of the school by volunteering. There are many ways to volunteer depending on a person's interests and time. Please contact a teacher or the principal for more information. Scheduled volunteering in the ECS classroom is an expectation of all parents with ECS children.

As per NGPS procedure, volunteers must have a recent criminal record check and have filled out a *Volunteer Service Agreement* prior to volunteering. The school will provide all volunteers with a letter in order for them to get a free criminal record check.

Volunteers, visitors and parents in the school must sign in and out at the office for safety and security reasons.