



# Grasmere School Handbook

## 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.

## 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 our students

## MOTTO

Belong. Lead. Learn

## COLORS AND LOGO

The school colors are blue and green



## SCHOOL HOURS

Bus arrival	8:40	Block 6	12:40-1:15
Block 1	8:46 - 9:20	Block 7	1:15 - 1:50
Block 2	9:20 - 9:55	Recess	1:50 - 2:05
Recess	9:55 - 10:10	Block 8	2:05-2:45
Block 3	10:15-10:50	Block 9	2:45-3:20
Block 4	10:50 - 11:25	Dismissal	3:20
Block 5	11:25 -12:00		
Lunch Recess	12:00-12:20		
Lunch	12:20-12:40		

## SCHOOL STAFF

Principal	Trish Muir	
Kindergarten	Trina Lamarre	
Gr. 1/2	Megan MacDonald	Educational Assistants:
Gr. 3	Janelle Owens	Cheryl Bartlett
Gr. 4	Marina Dehek	Liz Miner
Gr. 5	Krysten Schilling	Allison McKay
Gr. 6	Sydney Blondin	Katy Plamondon
Gr. 7	Annie Carpenter	Amanda Wingenbach
Secretary	Lynn Martin	
Librarian	Liz Miner	
Inclusive Ed. Facilitator:	Trina Lamarre	
Wellness Coach:	Lisa Taylor	

## GENERAL INFORMATION

School website: [www.grasmereschool.ca](http://www.grasmereschool.ca)

School Division website: [www.ngps.ca](http://www.ngps.ca) (Northern Gateway Public Schools)

School phone number: 780-924-3758

School email: [grasmere@ngps.ca](mailto:grasmere@ngps.ca)

School Cash online: [ngps.schoolcashionline.com](http://ngps.schoolcashionline.com) (Pay for all school items, technology fees, agendas, field trips, hot lunches, Spirit Wear, etc.)

Powerschool: <http://ps.ngps.ca/> (Parent portal for attendance records, student progress reports)

## ATTENDANCE

As a school we strongly advocate regular attendance. Being on time and having regular attendance enhances the learning opportunities of children.

While we believe that attendance at school is of vital importance, we also support parents choosing to keep their child at home when they are feeling unwell, and when they have a contagious illness.

**Please call or email the school prior to 9:00 AM if your child is going to be absent.**

Should there be an unexplained absence, a phone call will be made home by the secretary.

If a student is deemed to have an unacceptable attendance record the Grasmere School Attendance Policy will be followed.

## **AWARDS PROGRAM**

Each month, students are recognized for displaying qualities of the 7 Sacred Teachings at an Acknowledgment 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.

Grades 1 - 7: Celebration of Learning is held the last week in June.

## **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. You may also sign in at <https://busplanner.ngps.ca/> to receive busing notifications and find your child(ren)'s pick up and drop off times.

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

**Please notify the office if your child was on the bus in the morning but will not be riding after school. Students are required to be at their stop 5 minutes ahead of their scheduled time.**

Please check the School Division website for daily bus status information: [www.ngps.ca](http://www.ngps.ca)

### *School Bus Operation*

School buses are required to operate as long as road and weather conditions permit them to do so.

### *Hazardous Driving Conditions*

If a driver decides not to provide service in the morning for pick-up, parents are to be notified by the bus driver *prior* to pick-up time. Drivers may also decide to pick students up early if road conditions deteriorate.

### *Students Riding Non-Usual Buses*

To promote safety, and parent/guardian wishes, we require that a note be written and signed by a parent/guardian, when a child is to be dropped off at another child's bus stop or stay after school, etc. Any variation from the regular pickup and drop-off requires a note or communication from the parent.

## **BUS DISCIPLINE**

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

- Be seated at all times facing forward.
- Speak quietly
- No food or drinks.
- No skateboards, hockey sticks, baseball bats, 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.

### **BUS ZONE**

Buses unload at 8:40 and load at 3:20. 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 and demerit points on your license.

### **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), reflects the Ministerial Order and NGPS Administrative Procedures 640 and 640-1 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, these items may be used in the classroom. Otherwise, personally-owned devices are to be stored securely in the student's locker.**

For the privacy of our students and respecting FOIP guidelines, **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.

### **CODE OF CONDUCT- NORTHERN GATEWAY PUBLIC SCHOOLS**

All members of our school community are expected to promote and demonstrate respect, civility and responsible citizenship. With these goals in mind, everyone must:

Demonstrate honesty and integrity

Respect differences in people, their ideas and their opinions.

Acknowledge the right of everyone to be treated with dignity, at all times.

Take appropriate measures to help those in need.

Use non-violent means to resolve conflict.

Honor the role(s) of persons in positions of authority.  
Show care and regard for school property and the property of others.  
Comply with all applicable federal, provincial and municipal laws

## **COLOUR HOUSES**

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

## **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. Signed consent forms are required prior to a student accessing services.

## **CONTACT INFORMATION**

It is very important for the school to have accurate contact information on file for each student. A form will be sent home each September for you to check the information we have on file and to make changes. Throughout the school year, if any of your information or your emergency contact information changes please let the school know as soon as possible.

## **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.

## **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. We aspire for all students to demonstrate the qualities outlined in the 7 Sacred Teachings.

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

- Reminder or informal talk
- Think Sheet
- In-class time out
- Out-of-class time out

- Phone call to parents/guardians
- Withdrawal of special or extracurricular activities
- School service
- Restitution
- Recess suspension
- Detention
- In school suspension
- Out-of-school suspension up to a maximum of five school days.
- 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

Indefinite Suspension/Expulsion

- referral to Board of Trustees with recommendation for expulsion

### **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 workplace, there is a distinction between casual clothing for wearing at home and appropriate clothing for school. All clothing must be appropriate for a place of learning and the workplace of our staff.

As such, clothing should meet the following criteria:

- Should be clean, neat and suitable for the weather and occasions and activities that students partake in throughout the day.
- Should not display suggestive, inappropriate, or offensive language, slogans, messages, or signs, including, but not limited to, the promotion of violence, drugs, alcohol, racism, sexism, or any form of intolerance.

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.

Hats are permitted in the building unless otherwise stated by the classroom teacher. If hats or other types of head gear (ie. headbands or sunglasses) become a distraction or safety concern, the student may be asked to remove them and potentially lose the privilege of wearing them in the building.

Shoes must be worn at all times. Students are expected to wear shoes with a rubber sole that will not mark the floor. All students must have a pair of indoor and outdoor shoes. All students are asked to remove outdoor footwear and place them in the racks provided.

**Perfumes, sprays and colognes are discouraged due to allergies.**

## **DRILLS**

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

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

We believe that people perform better when they know what is expected of 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. This may include the implementation of additional expectations and rules as required.** We have put into place a number of programs that promote good behaviour and a positive school climate.

Some of these include:

Strong academic programs	
Acknowledgment Assemblies	School-wide colour house groups
Counselling programs	
Grade 7 CTF Course	

## **STUDENTS**

Our expectations of students are derived directly from Section 12 of the School Act:  
A student shall conduct themselves so as to reasonably comply with the following code of conduct:

1. be diligent in pursuing the student's studies;
2. attend school regularly and punctually;
3. cooperate fully with everyone authorized by the Board to provide education programs and other services;
4. comply with the rules of the school;
5. account to the student's teachers for the student's conduct;
6. respect the rights of others;
7. ensure that the student's conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
8. refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means;
9. positively contribute to the student's school and community.

## **PARENTS**

Our expectations of parents are derived directly from Section 16 of the School Act  
A parent of a student has the responsibility:

1. to take an active role in the student's educational success, including assisting the student in complying with section 12,
2. to ensure that the parent's conduct contributes to a welcoming, caring, respectful and



- safe learning environment,
3. to cooperate and collaborate with school staff to support the delivery of supports and services to the student,
  4. to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
  5. to engage in the student's school community.

### **FACILITY DOG**

We are pleased to have an accredited Facility Dog named Hero, supporting our students during their time at Grasmere School. Hero will travel throughout the school with one of his handlers during the day. Students and visitors are expected to follow all of the rules regarding their interaction with Hero, as there are specific guidelines for Facility Dogs.

### **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. 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.

### **GROUPS AND ACTIVITIES**

#### **AFTER SCHOOL SPORTS**

Flag Football, Volleyball, basketball, and badminton are offered to our Gr. 6-7 students. Our sports teams begin in September and run until April. Students are expected to follow behavior expectations in order to participate. Students and parents will sign and return the Grasmere Grizzlies Sportsmanship Agreement and Parent Pledge, which outlines our expectations.

#### **RUNNING CLUB**

This opportunity is offered to students in grades 4-6. Teams of 8 prepare for Running Room Indoor Relays held in February. The implementation of this program is dependent on time and participation.

#### **HEALTH SERVICES**

A nurse from Aspen Health Services visits our school to administer vaccinations to children whose parents provide consent. 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.

#### **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.

#### **INCLEMENT WEATHER**

last updated June 2021

Northern Gateway Public Schools 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.

### **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.

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.

### **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.

### **LUNCH TIME**

Noon recess is from 12:00 to 12:20

Lunch time is 12:20 to 12:40. Students remain in their classrooms to eat their lunch.

### **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.

### **MONEY**

When sending cash to school, please try to send **exact change**. Please ensure that money, whether it be cash or cheque, is labeled with your child's name and what the money is for so that it can be accounted for.

### **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.

### **PETS**

**Pets are not allowed on school property.** If you bring your pet, please ensure they remain on the roadside of the school parking lot. This is to ensure their safety, the safety of our staff and students, as well as the safety of Hero, our Facility Dog.

### **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. All students are expected to dress appropriately for the weather.

Students shall remain inside due to the automatic cancellation of outdoor activities and /or recess activities at any temperature, combined with a wind chill of -25.

### **REPORTING OF STUDENT PROGRESS**

PowerSchool is used to communicate student progress. Parents can login to the system to see how their child is doing in all subject areas, work habits and attitudes to learning.

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.

### **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.

## **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 is also acceptable.

**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. Communication with the school in these cases needs to happen before 2:30.**

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.

## **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.

## **USE OF THE TELEPHONE**

In general, the office phone is used for business purposes. Students are permitted to use the 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.

## **VOLUNTEERS**

### **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.

### **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.

As per NGPS procedure, volunteers require 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 should be aware that prior arrangements are to be made for preschool children whenever parents are volunteering in the school. Volunteers should be aware that they are to make arrangements for volunteer duty prior to arriving at the school.

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