

*Welcome to Nose Creek Elementary School* - your child's school, your school. I believe in communicating a strong vision for parents, students and staff. It is with vision that a community will work together to reach their collective goals. In this case my objective will be to work with and on behalf of all stakeholders to ensure Nose Creek Elementary School becomes one of the best elementary schools in the province of Alberta. Our students deserve nothing short of a fantastic educational experience that will set them up for success wherever life's travels may take them.

*Reading is the cornerstone of success in education.* Our students are immersed in a print environment constantly and therefore need to have command of the written word. All students are expected to read or be read to every night. I would consider this one of the fundamental building blocks of success in school. There will be a Home Reading Program, a Division 1 Guided Reading Program, use of the Fry Word List, Word Walls, testing and data collection of student reading ability by trained professional teachers using various academic means, plus a focus on comprehension, and a practice of assessment of learning rather than assessment solely for evaluation purposes.

*Parents make a difference!* This I believe to be true, therefore parents are actively encouraged to work in the building on behalf of the school community. I have set up a parent station in the building just for you to drop by and visit whenever you can. Be assured that I believe you have many roles in the building. Your experience should not be limited to cutting paper or photocopying. I would like for you to work with students, staff and me on roles ranging from input on report cards to school culture to academic support to helping your child with homework. Yes, you are partners with the school in your child's education. I expect active involvement from all parents on one level or another.

*Your child is your most precious gift.* I know this because I am a dad and will treat your child with the utmost respect. I will demand that they be treated with dignity and be given many chances. I will also expect that they adhere to school rules and learn and grow from their mistakes in a dignified manner. I have high expectations for children as I know all can learn and most can excel if given a warm and invigorating environment to grow in. Put simply, I believe in children. Although they are our future, we need to work with them in the present. Since a child will spend the vast majority of their time outside of school, a parent's support of the school's vision is imperative.

In closing, I ask that you support a school with the vision of being great - a school that honors children, one that challenges them to reach their full potential. My door is always open. I expect to hear your views and your solutions.

Yours in Education,

*John Murphy*

Principal, Nose Creek Elementary School



# NOSE CREEK SCHOOL PARENT HANDBOOK

## School Calendar

September 2	First Day of School
September 7	Labour Day— No School
October 9	PD Day— No School
October 12	Thanksgiving Day
October 13	PD Day—No School
November 11	Remembrance Day-No School
November 30	PD Day—No School
December 21—January 1	Christmas Break
January 4	First Day Back to School
January 29	PD Day—No School
February 15	Family Day—School
February 16, 17, 18, 19	No School—Days in Lieu & Teachers' Convention
February 22	PD Day—No School
March 24	PD Day—No School
March 25	Good Friday—No School
March 28	PD Day—No School
April 11—15	Easter Vacation
May 20	PD Day—No School
May 23	Victoria Day
June 28	Last Day of Classes

### SCHOOL VOLUNTEERS

RVS requires that all school volunteers have a **criminal records check**. If you wish to volunteer please pick up an application form from the school office.

### BUS SERVICE

If you live in our attendance area, bus service is available at a cost of \$220/student to a maximum of \$440/family. Application forms are available online at [www.rockyview.ab.ca/](http://www.rockyview.ab.ca/)

### STUDENT ARRIVAL TIMES

Supervision of students is provided 10 minutes before entry time in the morning and 10 minutes after school. Students should not arrive at school earlier than 8:00 AM .

#### SCHOOL BELL TIMES

8:08 AM	Entry
8:10 AM	Morning Start Time (M-Fr)
10:15 AM	Recess (M-Th) 9:45 AM (Fr)
12:00 PM	Lunch (M-Th) 11:05 AM (Fri)
12:38 PM	Entry
12:40 PM	Afternoon Start Time (M-Th) 11:45 AM (Fr)
2:45 PM	Dismissal Mon.- Thurs.
12:50 PM	Friday Dismissal

#### KINDERGARTEN TIMES

AM Class 8:05—11:01AM Mon.—Thurs.

PM Class 11:49 AM—2:45 PM Mon.—Thurs.

\*AM and PM classes will alternate designated Fridays (8:05—11:01 AM)

### ATTENDANCE

When your child is absent from school, please contact the school attendance line at **945-1627**. Leave your child's name, reason for absence and necessary details. If a child's absence has not been reported, our automated synervoice call system will attempt to contact you for verification. The School Act requires regular attendance by all students. It is often difficult to catch up on all aspects of missed lessons especially if absences are frequent.

### SCHOOL FEES ARE DUE BY SEPTEMBER 15TH.

**Instructional supply fees for Grades 1-4** cover the cost of textbooks, photocopied materials, readers, computer supplies, basic supplies and student agendas. Rocky View School Division has set this fee at **\$105.00** .

**Kindergarten fees are \$25.00** for the year. This is a non-refundable registration fee.

### UPDATE INFORMATION PLEASE

It is vital that you notify us of changes to phone numbers and care givers so that we can contact you in the case of an emergency.

### SCHOOL TELEPHONES

The school phones are for business use. Students will not be allowed to use the telephones for personal arrangements. Students will be allowed use of the telephone to contact their parents if they are ill or if an emergency arises.

### NATIONAL ANTHEM

During the week, the national anthem will be sung, either in French or English as part of the daily announcements.

## A UNIVERSAL LEARNING ENVIRONMENT...

Our school houses a collection of over 10,000 shared resources together with 1000 books per classroom. Our collection is always changing to meet the interests and academic needs of our students, as well as the instructional needs of our teaching staff. Nose Creek Elementary is an inviting place where children can explore their interests and build confidence through reading and research. In supplying a wide range of high quality resources and literature, we strive to encourage life-long learning, foster a true love of reading and at the same time, instill the values of community, responsibility and sharing.



## LEARNING TO READ, LOVING TO READ ...

### INTRAMURAL SPORTS

We encourage daily physical activity and exercise. Many different intramural sports are offered to students in Grades 1-4. Watch for announcements on upcoming intramural events.



### FIELD TRIPS

Field trips are an important adjunct to classroom teaching. Students are able to observe first hand some of the things learned at school, and this leads to inquiry and further discovery and learning. Prior to each field trip you will receive notice of the trip, details of the itinerary and other pertinent information. Parent permission slips must be signed and returned to the school for each trip. Teachers will ensure appropriate supervision.

### NEWSLETTER

Each month a newsletter will be sent home to parents. This newsletter outlines important dates, upcoming events and items of interest. This will be sent home with the oldest child in each family the middle of the month.

### CLOTHING & FOOTWEAR

Please clearly mark your child's clothing, shoes, boots, books etc. with his or her name and homeroom. In order to assist the caretaking staff to keep our school clean, students must have two pairs of shoes (indoor and outdoor). Inside shoes should be of the soft-soled variety so they can also be used for physical education.

### FINE ARTS

All Grade 1-4 students benefit from a fine arts focus through instruction by a music specialist.

### STUDENT SNACKS

Children are given time midmorning during which they may eat a healthy snack. Instructional time is provided for this purpose so that we can reinforce the principles of good nutrition which are part of the curriculum. *Soft drinks and candy should not be sent to school as snacks.*

### CHARACTER EDUCATION

A "Virtues Program" is embedded throughout the school to enhance citizenship and global awareness. Students are involved in the "Me to We" program presently supporting clean water in Africa.

### RECESS

We encourage all students to go out for recess breaks. At times of inclement weather, students will be kept in. A note from the parent is required each day the child is requested to remain indoors at recess. **Please remember that if a child needs to remain indoors, it is likely that he/she should be at home instead of spreading germs in the classroom.**

### FIRE/EMERGENCY DRILLS/ LOCKDOWN

A number of drills will be held throughout the year to practice safety procedures and/or evacuation routines.

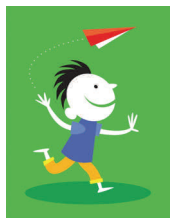
## PARENT VOLUNTEERS

Parent volunteers are an important part of any elementary school. We encourage all parents to get involved in their children's education. All volunteers **must have** a criminal records check (application forms are available at the school office). All volunteers will also be asked to sign a pledge of confidentiality at the start of the school year. Each time you are assisting at the school, please sign in and out at the office.

## CHILD DEVELOPMENT ADVISOR

### *Who or what is a Child Development Advisor (CDA)?*

The primary role of the CDA at Nose Creek School is to work closely with students who are experiencing behavioral, social and/or emotional difficulties. In addition, the CDA assists in developing and maintaining a positive school climate which enhances school life for all students. This is evident in the dedication shown by our Grade 4 "Food for Thought Team" and "Peer Helpers". Our "Nose Creek Cup Challenges" and intramural programs compliment the character-building that we strive to provide. The CDA promotes our school goal of "**Learning to Read, Loving to Read**" by regularly reading to the students in each of the classrooms. There is always an open door policy where children and parents are free to come in to discuss issues, concerns or share suggestions.



## HEALTH SERVICES

The following health programs are carried out in the school:

**Prevention & Promotion Services:** The public health nurse visits the school one half day a week. Her role is to promote the physical, emotional and social well-being of students and the school community. Her duties include:

- Communicable Disease Control—assessment of vaccination status of Kindergarten, Grade 1 and transfer students.
- Referral and Consultation of student health concerns.
- Health Education—support to staff/students
- Health Promotion—within school and community.

### **Speech and Language Pathology:**

If you are concerned about your child's speech and language skills, a referral to the speech language pathologist (who visits the school) can be set up by contacting your child's classroom teacher.

## STUDENT SERVICES

When our School Resource Team, in consultation with your child's regular classroom teacher, requests a formal or informal assessment, permission will be sought from the parent, first. When permission has been given, a referral is made to Rocky View School Division's Student Services. Intellectual and educational assessments are done by a Psychologist and a Program Consultant when requested through this referral procedure. Counseling and personality assessments are not provided. After the assessment has been completed a written report is prepared and will be shared with the parents and teacher. Parents will always be invited to the school as a valued partner in education. They can provide another perspective and hear details of the assessment and learn of its recommendations. Our School Resource Team creates Individual Program Plans for those students identified as having special learning challenges or needs. Those plans are discussed with the child and his/her parents during the course of the year. If your child requires an IPP you will be contacted by your child's teacher.

## PLAYGROUND NOTES:

Students must come to school prepared for the weather. If severely inclement weather develops during the day, students will remain indoors. Parents are asked to ensure their children are properly attired. While we strive to keep everyone's property safe and secure, some things invariably get lost. We ask that you check to make sure all of your child's belongings are clearly marked for easy identification. Students should not bring expensive items to school. Our lost and found box contains most large objects. Very small or valuable objects are kept at the office. Objects not claimed are given to charity at the end of the school year.

## STUDENT CONDUCT

### Student Responsibilities:

Nose Creek Elementary School prides itself as a caring, sharing and safe environment. Anger is a normal human emotion; however violence will not be tolerated. Parents are asked to review these responsibilities with their children each year. Everyone in our school is expected to assume these responsibilities.

- ✓ **Be considerate.** Treat others as you would like to be treated. Be friendly and use good manners. Listen to others.
- ✓ **Be respectful.** Know and follow the rules. Respect other's rights and responsibilities. Know that you are a special person, as are all others in this school.
- ✓ **Be safe.** Do not harm yourself or others. Do not bring unsafe items to school. Avoid rough or violent games. Report any unsafe activity to a teacher or supervisor.

### Non-Negotiable Rules:

Nose Creek School has six school rules that deal with serious, unacceptable behavior. These rules are called non-negotiable rules. They identify behavior which will not be accepted under any circumstances. Our school has zero tolerance for infractions of the following non-negotiable rules:

- \* There will be no fighting, physical or verbal violence or aggression toward anyone under any circumstances. Bullying will not be tolerated.
- \* There will be no defiance of authority.
- \* There will be no profane or indecent language.
- \* There will be no willful damage to or theft of property.
- \* There will be no continual disruptive behavior.
- \* There will be no weapons or items that can be physically dangerous allowed at school.

### Procedures:

- ✓ Students will be helped to understand why inappropriate behavior is unacceptable.
- ✓ Students will be guided in solving the problems they have created.
- ✓ Students will be encouraged toward self-discipline and responsibility for their actions.
- ✓ Home and school will work together to help students grow and develop into socially responsible people.

We attempt to use logical consequences for misbehavior and to exercise justice and fair play. Our emphasis is on helping and encouraging personal accountability and acceptance of responsibility. When students do not follow the general guidelines for behavior, the following will occur:

- ✓ The problem will be discussed with the student using a problem solving approach: *What is the problem? What are some solutions for solving the problem? Which one would work? Which will you try?*
- ✓ If the problem persists, the problem solving approach will again be used with the student, and parents will be notified. Referral may be made to the CDA. An appropriate plan of action to improve the student's behavior will be determined which may include staying in at recess, working as a volunteer with students, walking with the supervisor, or in severe cases, an in-school suspension.
- ✓ Depending on the nature, severity and frequency of the problem, other resource people such as counsellors, administrators, psychologist, Family Liaison Workers or police may be called to work with the parents and school.
- ✓ In known cases of bullying, attempts will be made to counsel both the victim and the offender.

## STUDENT CONDUCT

**Schools are required to communicate details from the Alberta School Act regarding the policies for suspension.**

*Section 12: A student shall conduct himself or 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"*

*"24(1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal*

- (A) the student has failed to comply with section 12, or*
- (B) the student's conduct is injurious to the physical or mental well-being of others in the school.*

*(2) A teacher may suspend a student from one class period.*

*(3) A principal may suspend a student*

- (A) from school,*
- (B) from one or more class periods, courses or education programs, or*
- (C) from riding in a school bus.*

*(4) A principal may reinstate a student suspended under subsection (2) or (3).*

*(5) When a student is suspended under subsection (3), the principal shall*

- (A) forthwith inform the student's parent of the suspension,*
- (B) report in writing to the student's parent all the circumstances respecting the suspension, and*
- (C) if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.*

*(6) If the student is not to be reinstated within 5 school days after the date of the suspension, the principal shall*

- (A) forthwith inform the board of the suspension, and*
- (B) report in writing to the board all the circumstances respecting the suspension and the principal's recommendations.*

*And the student remains suspended until the board has made a decision under subsection (8).*

*(7) The principal may recommend that the board expel the student if*

- (A) the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 12, or*
- (B) the student's conduct is injurious to the physical or mental well-being of others in the school.*

*(8) The board shall within 10 school days after the date of the suspension*

- (A) reinstate the student, or*
- (B) expel the student from school in accordance with section 25.*

*(9) Before the board makes a decision under subsection (8), the student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.*

## **HOMWORK POLICY**

Homework is one way to teach children responsibility. The regular completion of homework has been shown to contribute to academic success and be one of the ingredients to prepare students for the transition to middle school. The skills necessary for homework such as record keeping, planning, organizing, as well as developing a positive attitude and self-discipline, are prerequisites for life.

### **Students should read at least 5 nights per week.**

#### **What constitutes homework?**

- Silent reading or reading together as part of the Home Reading Program
- Assigned homework or work not completed during class time
- Allotted time to work on upcoming assignments, reports and projects
- Practice skills not yet mastered and review skills that might otherwise be forgotten
- Test and quiz preparation
- Missed school work due to absences
- Securing parent's signature on formal tests and returning signed tests to school

#### **Although homework is work done at home, it requires the cooperation of three stakeholder groups:**

##### **Students**

- Be responsible for recording in your planner any assignments and upcoming tests
- When absent, approach the teacher or classmates for any missing notes or assignments
- Show responsibility and effort in the completion of your assignments and preparing for tests
- Learn to organize, plan and finish tasks on your own
- Keep parents up to date about your progress in completing homework each evening
- Contact the teacher regarding any questions or concerns you may have regarding assignments, tests or other factors that may affect their studies
- Be prepared for class with all essential materials and assignments

##### **Parents**

#### **Monitor and check your child's agenda for homework and teacher communication**

- Contact the teacher regarding situations that might affect the student's ability to learn or complete their homework (i.e. holidays, family emergency)
- Contact the teacher regarding any questions or concerns they may have about an assignment
- Decide on a mutually agreeable timeslot and place for homework
- Offer encouragement and any assistance they can with regards to their child's homework
- Consult the Alberta Learning Website for on line curriculum handbooks for parents at <http://www.learning.gov.ab.ca/parents/handbooks/>
- Depending on the teacher, you may be asked to initial homework as complete

##### **Teachers**

- A dedicated space should be in your homeroom for student reference
- Contact parents by phone or student planner regarding late or missing assignments
- Avoid overlapping deadlines or bunching up of assignments
- Allow students to begin assignments in class so that they understand assignments
- Establish deadlines and maintain those deadlines as well as what marking criteria will be used
- Give advance notice of major projects and tests (minimum 1 week)

#### **Time Requirements:**

The quantity of homework will also depend upon the students' use of class time and how organized they are in preparing for projects, assignments and tests. If you find your child is exceeding or not achieving these study recommendations by a large margin you should contact their teacher to address any concerns. The general expectation is that homework time will not exceed the following:

- |                                    |   |
|------------------------------------|---|
| ECS – approximately 10 minutes     | Grade 3 - approximately 30 minutes                |
| Grade 1 – approximately 10 minutes | Grade 4 – approximately 30 minutes + reading time |
| Grade 2 – approximately 20 minutes |   |

## SCHOOL CLOSURE POLICY

***It is the responsibility of the parent to determine whether or not it is safe for a student to leave for school under severe weather conditions as well as other times.***

In the event of severe weather conditions the following factors will be considered by a committee designated to determine the need for school closure.

- (A) Blizzard or whiteout conditions exist throughout the area.
- (B) All school buses, both urban and rural are cancelled by the bus contractor.
- (C) Severe sustained temperature or wind chill factors exist.



In compliance with Board policy, the following procedures will be followed in the case of emergency school closure and cancellation of bus service.

Closure procedures due to weather will be initiated by 6:00 AM before students are picked up by the school bus in the morning. Once school begins for the day, school will not be closed because of weather conditions until regular dismissal time. Should it be deemed unsafe to dismiss students at the usual time, students may be kept at the school until it is deemed safe to depart, or until other arrangements have been made.



Decisions to close school because of inclement weather or other emergencies will be announced on radio stations, CBC Radio, CHFM Lite 96, 66 CFR, JACK FM, QR 77, Q 107, Country 105, CKMX 1060, CJAY 92 as well as CITY TV and Global News Morning Edition. This information will also be available by telephoning the Rocky View Transportation information line (250-0016).



In the event that school is open but an individual driver deems it unsafe to drive his/her route, the driver will telephone parents. Parents will have the option of transporting their children to school but, unless otherwise informed by their bus driver, must be prepared to pick up the children at the end of the school day.

There is a possibility that schools may be closed during the day because of power failures, heating or plumbing or other emergencies. Every effort will be made to hold the children at school or transfer them to the Rocky View School Division office until regular dismissal time. It is the parents' responsibility to ensure that the school has an emergency contact number for their children.