



# **GARNEAU**

## **SCHOOL**

**2017–18**

# **School Handbook**

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## **Vision**

Transforming the learners of today into the leaders of tomorrow

## **Mission**

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

## **Values**

Supporting the Vision, Mission and Priorities are the District's cornerstone values of accountability, collaboration, equity and integrity.

## **District Priorities 2014-2018**

- Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
- Provide welcoming, high quality learning and working environments.
- Enhance public education through communication, engagement and partnerships.



## **Welcome to Garneau School**

Garneau School supports in-depth learning focused on 21st century knowledge, skills and attitudes to help children develop creativity, collaboration, innovation and communication skills. Our dual-program school includes the Garneau (regular) program and the Child Study Centre (CSC) program. Both Kindergarten to Grade 6 programs provide rich educational experiences for children, options for parents and professional growth opportunities for staff. Our families come from a variety of backgrounds and communities. Regardless of which program their children attend, our parents value Garneau School's family atmosphere, quality education, cultural diversity and collaborative learning approach.

# School Philosophy

We believe that education is a shared responsibility and that every person in our global society is unique and valuable. All staff members are dedicated to providing meaningful instruction and fostering high academic standards consistent with the foundations and principles of both Garneau programs.

## Programs

### Garneau (Regular) Program

The Garneau program provides students with opportunities to be meaningfully engaged and active participants in their learning by using an inquiry- and project-based approach to education. Our classrooms are flexible and collaborative. Literacy and numeracy are central to instruction in all classes.

### Child Study Centre (CSC) Program

Child Study Centre programming takes an inquiry and project-based approach to delivering Alberta's curriculum. Teaching and learning in the CSC program are based on the following educational principles:

*Children learn best when:*

- *Teachers are responsive to individual student learning needs and interests*
- *Children are interested in what they learn*
- *There are opportunities to learn in-depth, building on everyday experiences*
- *There is provision for active investigation, observation and discussion*
- *Children's inquiry is guided by their own questions and desire to learn*
- *Children can interact first-hand with people, objects, places and events*
- *Children can represent their learning in a variety of ways*
- *Learning is memorable rather than memorized*

Relationships among children, teachers and parents are central to the CSC program philosophy. The classroom culture is collaborative rather than competitive.

Visit [garneau.epsb.ca](http://garneau.epsb.ca) to learn more about the Child Study Centre Program.

### Kindergarten

Kindergarten is a half-day program. The Garneau (regular) Kindergarten class is in the afternoon, and the Child Study Centre Kindergarten class is in the morning. At the beginning of the school year, Kindergarten students have staggered entry dates. Parents will be contacted regarding their exact start date.

# Hours of Operation

<b>GRADES 1–6 Hours</b>	
First Bell	8:35 a.m.
Second Bell (classes commence)	8:40 a.m.
Morning Recess	10:10–10:25 a.m.
Lunch Recess	11:31 a.m.–12:24 p.m.
Afternoon Recess	2:10–2:25 p.m.
Afternoon dismissal (except Thursday)	3:30 p.m.
*Early dismissal every Thursday is at 2:21 p.m.	
<b>Kindergarten Hours</b>	
Morning	8:35–11:31 a.m.
Afternoon	12:24–3:30 p.m.
*Early dismissal every Thursday is at 2:20 p.m.	



# Student Conduct

## School Rules

Our school rules are based on respect.

I respect **myself**:

- I always put my best effort into my learning
- I will take responsibility for my actions

I respect **others**:

- I will learn and play co-operatively
- I respect and accept the differences of other children and adults

I respect **property**:

- I will use school equipment and resources in a safe manner
- I will keep my work and play area clean

## School Behaviour Policy

Our goal is to help children see themselves as being responsible for their own behaviour. In most cases, the classroom teacher deals with unacceptable behaviour. However, there may be occasions when the principal, teacher, parents and child may meet to examine behaviour problems and develop positive solutions. We follow Edmonton Public Schools' Student Behaviour and Conduct Policy which can be found at [epsb.ca/ourdistrict/policy/h/hg-bp](http://epsb.ca/ourdistrict/policy/h/hg-bp).

## Respectful Learning & Working Environments

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy and respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

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

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

# Parent Involvement

## Volunteering

We encourage and welcome parental involvement. Volunteers are always needed for regular or special tasks and their assistance is greatly appreciated. Please inform your child's teacher or the office if you are interested in volunteering. When you arrive to volunteer, visit the office to sign in and let us know that you are in the building.

## Garneau School Council (GSC)

The GSC consists of parents, teachers, staff, school administration and community members working together with the leadership of the school to support and enhance student learning. This is one of many ways parents can collaborate with teachers and administrators to ensure that all students receive the best possible education. Our school council is open to all parents and guardians who have children attending Garneau School. Throughout the school year, the GSC meets on a regular basis. Parents are encouraged to check School Zone for meeting dates and times.

## Child Study Centre Parent Society (CSCPS)

The CSCPS consists of parents of children enrolled in the Child Study Centre (CSC) program. Working in collaboration with the school principal, the parent society supports the delivery of the CSC program in a number of ways.

The parent society:

- provides program-related advice and input to the principal
- assists with the promotion of the program
- collects financial contributions from parents to donate to the program

Throughout the school year, the CSCPS meets on a regular basis. Parents are encouraged to check School Zone for meeting dates and times.

## Friends of Garneau School Society (FOGSS)

The Friends of Garneau School Society is a registered charitable organization under the Societies Act. FOGSS works collaboratively with School Council and the school to identify priorities and raise funds to support the students of Garneau School. Parents are encouraged to check School Zone for meeting dates and times.

## Field Trips

Field trips are planned to supplement the curriculum. Some field trips are specific to individual class lessons while others involve the whole school or division. Examples of some field trips include skating, skiing, and swimming.

All parents are asked to sign a field trip consent form which gives the teacher permission to have your child participate in all field trips within walking distance from the school. In addition, information letters will be sent to parents indicating the date and time of all other field trips and asking permission for your child to participate. Children cannot participate unless written permission has

been received. If a child cannot participate in a field trip for any reason, they will be accommodated in an alternate class, or kept occupied with work they may need to finish, in the school for the period of time involved. Parents may be asked to accompany students on field trips to help with supervision.

## **Homework**

Generally, a large amount of homework is not assigned in the elementary grades except as special circumstances warrant. Students are encouraged to work efficiently during class time and develop good work habits. From time to time, children who do not complete their work in class may be requested to do it at home. We appreciate your support in checking whether your child has homework and inquiring about their learning. Even when homework is not assigned, daily reading is a critical activity to ensure student success.

# Communicating with Parents

We encourage parents to maintain ongoing dialogue with their child's teacher and the school. There are many ways to receive information from the school:

## SchoolZone

Check [schoolzone.epsb.ca](http://schoolzone.epsb.ca) regularly to keep up-to-date on school activities and classroom information.

## Reporting Student Growth & Achievement

Progress reports are posted to SchoolZone; paper copies will be printed upon parent request. To guide student growth and achievement, all Edmonton Public Schools have a school assessment plan. Review the Garneau School Assessment Plan on SchoolZone or [garneau.epsb.ca](http://garneau.epsb.ca).

## Have a Concern?

We are committed to finding a solution to any concerns that arise at the school level. Here are the steps you should follow in seeking a resolution to your concerns:

1. Speak **directly** to the classroom teacher first. The classroom teacher is the primary source of information regarding your child; they have the most accurate knowledge regarding situations in the classroom or at recess. Information you receive from other sources may not be accurate.

**If further conversation on school-related matters is required:**

2. Contact the principal, Ann Parker at 780-433-1390.

# Student Attendance

Consistent attendance is one of the main factors that affects student achievement. Please ensure that your child is on time every day and attends school regularly.

## Absences

### Illness and Appointments

Notify the school office if your child will be absent due to illness or an appointment. In the event that a child is absent from school, and we are not aware of the reason for the absence, parents will be contacted.

### Family Trips

If you are planning a family trip during the school year, please notify the school office and your child's homeroom teacher.

### Catching up on Missed Work

If your child misses school because of illness or family holidays, it is their responsibility to catch up on missed work. Parents are asked to help their child take responsibility for missed work.

## Early Release

If you wish to have your child leave early for an appointment or lunch (when they would normally stay at school), please pick them up from the office or classroom. Children must be signed out in the office by an adult before they leave the building. We will not send a child home alone for an appointment or any other reason. The teacher and office staff must be aware when students leave the school during school hours for any reason.

## Lateness

If a student is late they must report to the office and sign in. Once signed in, they will receive a late slip which they can give to their teacher.

# Student Safety & Well-Being

At Garneau School, we believe that all children have the right to learn and should be physically, emotionally and intellectually safe at school. Safe and caring schools provide children with feelings of confidence and freedom from worry that any harm can come to them. When children trust that they are safe, they can focus on learning without distraction.

## School Security

For the safety of our students and staff, all entrance doors are locked during the school day. An east entrance door will be open 8:15-8:45 a.m. and 3:15-3:45 p.m. All parents, students, families and visitors accessing the school may enter by the east entrance or the main entrance, north of the school on 87 Ave. Please press the buzzer and identify yourself to gain entry. Remember to sign in at the office upon arrival and sign out upon leaving.

## Supervision

Children can arrive at school any time after 8:20 a.m., at which time staff are on supervision. In the morning, students can enter the school through the east or main doors. We ask that children avoid arriving early, as supervision is not provided before 8:20 a.m.

Children who arrive prior to bell time and are not accompanied by a parent are asked to wait outside with the supervisor. When the weather is very cold or wet, students may wait quietly in the entrance on the main floor until the bell rings.

## Rules for Outdoor Activities

Generally, Division I and II students play on the east and west side of school on different days:

<b>Day</b>	<b>Division I (K to Grade 3)</b>	<b>Division II (Grades 4 to 6)</b>
Monday & Wednesday	East	West
Tuesday & Thursday	West	East
Friday	Students play on whichever side of the school they choose	

During recess, the exterior school doors are locked, and students may re-enter the school with the permission of recess supervisors.

For their own safety, students are not allowed to play on the large boulder beside the northeast corner of the east field. We also ask that students do not climb the trees and be careful to not damage or break branches off our trees and shrubs.

For the winter months, the sliding hill is monitored during the lunch break.

## **Going Outside in Harsh Weather**

Children should be prepared to go outside every day. In the event of storms, rain or very cold weather (below -23 Celsius including wind chill, according to the EPSB Administrative Regulation HHFA.AR), children will be allowed early entry to the building before classes start. In addition, outdoor recesses may be cancelled, and children will have recess breaks inside. They will not be dismissed early at lunch or at the end of the day.

In rare instances of severe weather, check SchoolZone for regular updates.

## **Footwear**

Weather-appropriate footwear should be worn outdoors. Upon entering the school, all students and adults are asked to remove outdoor footwear and place it in the designated shoe rack on the first floor. Children **MUST** have a second pair of indoor running shoes (no black soles please) for use in the building and physical education classes.

As a parent, if you often visit the school, consider leaving an inexpensive or old set of slip-on footwear in the parent boot racks. Parent boot racks are located inside the east entrance for your convenience.

## **Illness**

Children who are too ill to go outside are generally too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to concentrate properly in class and may be a source of infection for other children. Please allow your child the time they need to recover from an illness at home.

## **Injuries at School**

From time to time, students are injured at school. First aid will be administered as needed. Parents will be notified as soon as possible if the situation warrants it.

Find out more about other health-related issues, along with information on who to contact about student health, on SchoolZone in the Resources section.

## **Emergency Drills & Evacuation Site**

We practice six fire drills and two lockdown procedures during the school year. If the school ever needs to be evacuated, students will be taken to the Telus Centre on the University of Alberta campus.

# Eating at School

## Nut-Aware

We have several students in the school who are allergic to nuts. In some cases, even the presence of peanuts in a room can be enough to trigger a severe reaction. For the safety of our students with these allergies, we ask that you do not include nuts when preparing your child's lunches and when you send any type of food item to school for classroom or school functions.

## Lunch Program

Children who stay at school for lunch must register for our lunchtime program. A number of paid supervisors, assisted by staff, are responsible for supervising the children during lunch. Once students finish eating, they move outside where they're supervised until afternoon classes begin.

We charge a monthly fee to hire lunch program supervisors. For more information about fees, please contact the office.

# Personal Belongings

The school does not carry insurance that covers the loss of, or damage to, personal belongings. Children are asked to leave irreplaceable items at home. **Please mark your child's personal belongings, especially outdoor clothing and boots.** Check our lost and found if your child is missing a particular item.

## Lost & Found

Lost and found boxes are located on each floor. Please encourage your child to check the boxes occasionally. Periodically, we will display these items. Items unclaimed after being displayed will be donated in December and June.

## Bikes, Skateboards & Sleds

All bicycles are left on school property at the owner's risk. Students should not ride their bikes in the schoolyard (unless it is part of a school activity) and should lock them in the racks provided. During the winter months, reasonably sized sleds or sliding carpets may be brought to school. Children are asked to avoid bringing toboggans because they are too large to store. Sleds and sliding carpets should be marked for identification and kept downstairs or in the designated classroom container and only be used after school. The school is not responsible for lost or stolen bikes, skateboards, or sleds.



## **French Instruction**

All students in Grades 4, 5 or 6 receive 150 minutes per week of instruction in French.

## **Library Learning Commons**

All classes visit the library each week during their allotted time. Students are allowed to check out two books at a time.

We're proud of our fine collection of books, purchased through school funds and parent donations. We ask that all library books be treated with respect, protected from damage and returned within the two-week loan period. Replacement of lost books will be a family responsibility.

The Library Learning Commons is located on the third floor. Please come for a visit!

## **Extra-curricular Activities**

Various student clubs and activities are organized each year by teachers and students with special interests or expertise. Students are encouraged to become involved and behave responsibly in these activities. Decisions on the number of children involved, the time involved, and the location of activities are the responsibility of supervising teachers and parents in consultation with the principal. Clubs and activities will be scheduled outside of school hours.

## Parking

Parking is in high demand at Garneau School. Learn about the different parking areas and restrictions:

### Street Parking

**Park:** on the street surrounding the school for student pickup and drop-off. Please read the signs carefully as parking times vary.

**Do not park:** in the two designated bus zones on 86 Avenue during the day.

### East Lot

**Park:** in the designated spaces for visitor/parent parking. You must report to the school office and sign in if you are staying longer than 20 minutes.

**Do not park:** in the numbered spaces which are designated for staff.

**Do not park:** in the designated **emergency parking areas**

### West Lot

**Do not park:** in most of these stalls. This area is designated as staff parking for the Garneau University Early Learning Centre (GUELC) and the Garneau After School Care (GASC) staff.

**Do not park:** in the designated **emergency parking areas**

**Park:** in the few visitor parking stalls.

## Sharing Space with our Community

### Child Care at Garneau School

Currently Garneau School also houses two lease groups that serve families:

- **Garneau After School Care**  
Before school, lunch, and after school care is provided for children from Grades 1 to 6.  
Contact: 780-432-0345
- **Garneau University Early Learning Centre**  
Full day program available for children ages 19 months to six years.  
Contact: 780-439-9050







# **GARNEAU**

## **SCHOOL**

10925 87 Ave NW  
Edmonton AB T6G 0X6

**T** 780-433-1390

**F** 780-439-5184

**E** [garneau@epsb.ca](mailto:garneau@epsb.ca)

[garneau.epsb.ca](http://garneau.epsb.ca)



**EDMONTON PUBLIC SCHOOLS**

Edmonton Public Schools is helping to shape the future in every one of our classrooms. We're focused on ensuring each student learns to their full potential and develops the ability, passion and imagination to pursue their dreams and contribute to their community.