



École Georges H. Primeau Middle School

Student/Parent Handbook

2016 - 2017

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PRIDE AND FAITH IN OUR STUDENTS

District Mission Statement

Greater St. Albert Roman Catholic Separate School District No. 734

Nurturing excellence in student learning through faith, relationships and engagement.

École Georges H. Primeau Middle School Mission Statement

École Georges H. Primeau Middle School is a welcoming, inclusive and student-centered community that cultivates the spirit of excellence. Every student, through relationships that foster hope, wellbeing and engagement is inspired to learn and serve others.

School Vision

Every student will have the opportunity for a personalized learning journey that ignites passion and creativity to expand their understanding of one's potential in becoming and contributing leaders with the global community.



CLASS OPERATING TIMES

<p><u>Monday, Tuesday, and Thursday</u></p> <p>8:00 am – School Opens – Supervision Starts 8:07 am – Warning Bell 8:10 am – Announcements and Attendance</p> <p>XL Advisory 8:13 – 8:18 AM Block 1 8:20 – 9:05 AM Block 2 9:07 – 9:52 AM Break 9:52 – 10:02 AM Block 3 10:02 – 10:47 AM Block 4 10:49 – 11:34 AM Lunch Eating 11:34 – 11:49 AM Activities 11:49 – 12:14 PM Block 5 12:19 - 1:04 PM Block 6 1:06 – 1:51 PM Block 7 1:53 – 2:38 PM Dismissal 2:38pm</p>	<p><u>Friday</u></p> <p>8:00 am – School Opens – Supervision Starts 8:07 am – Warning Bell 8:10 am – Announcements and Attendance</p> <p>XL Advisory 8:13 – 8:25 AM Block 1 8:27 – 9:11 AM Block 2 9:13 – 9:57 AM Break 9:57 – 10:07 AM Block 3 10:07 – 10:51 AM Block 4 10:53 – 11:37 AM Lunch Eating 11:37 – 11:52 AM Activities 11:52 – 12:17 PM Block 5 12:22 - 1:06 PM Block 6 1:08 – 1:52 PM Block 7 1:54 – 2:38 PM Dismissal 2:38pm</p>
<p><u>Wednesday/Assembly Day</u></p> <p>8:00 am – School Opens – Supervision Starts 8:07 am – Warning Bell 8:10 am – Announcements and Attendance XL Advisory 8:13 – 8:18</p> <p>Health/Religion/Assembly 8:20 – 9:20 AM Block 1 9:22 – 9:58 AM Block 2 10:00 – 10:36 AM Break 10:36– 10:46 AM Block 3 10:46 – 11:22 AM Block 4 11:24 – 12:00 AM Lunch Eating 12:00 – 12:15 AM Activities 12:15 – 12:40 AM Block 5 12:45 – 1:21 AM Block 6 1:23 – 1:59 AM Block 7 2:01 – 2:38 AM Dismissal 2:38pm</p>	<p><u>Early Dismissal (Three Fridays per year)</u></p> <p>8:00 am – School Opens – Supervision Starts 8:07 am – Warning Bell 8:10 am – Announcements and Attendance</p> <p>XL Advisory 8:13 – 8:25 AM</p> <p>Block 1 8:27 – 9:11 AM Block 2 9:13 – 9:57 AM Break 9:57 – 10:07 AM Block 3 10:07 – 10:51 AM Block 4 10:53 – 11:37 AM Dismissal 11:37am</p>

SCHOOL PROGRAMS

Recognizing individual learning needs for each child is essential to maximize a student's' potential. In light of this, our faculty uses a variety of strategies/technologies and accommodations in the classroom to empower students in their learning. Regardless of individual strengths or abilities, engaged learners, excel. It is our expectation that students are active participants in their learning.

Primeau PRIDE (being Prepared, showing Respect, being Involved, making good Decisions and achieving Excellence) is an expectation of all students.

We will recognize the many great things our students routinely do throughout the year including a variety of service projects. It is celebrated daily during announcements and during special celebrations throughout the year. It also clarifies how we will treat ourselves, others and how we will act.

BRING YOUR OWN ROBUST DEVICE

École G.H Primeau is proud to actively prioritize technology-use to engage our students in their learning! Our staff is incorporating the latest in instructional strategies that infuse technology into teaching and learning. Students who have ipads, chromebooks or laptops will be using them in classes for learning. Although it is not necessary for your child to come to school with a robust device, they are certainly used in each of their classes as a learning tool. We have additional devices on portable carts that are used throughout the day by various teachers! Students are able to access by way of their device, handouts, assignments, educational links and educational video clips from the teacher's website and their google classrooms. With use of their devices, students and teachers are able to provide immediate feedback and projects can easily be shared and projected on classroom smartboards.

FRENCH IMMERSION: 'EN FRANCAIS'

Our school is a dual track school housing grade five to eight students in English and French Immersion programs. French Immersion programs are intended for students whose parents wish for them to receive a large part of their schooling in French. The language of instruction is French for all classes except complementary courses, English Language Arts and Physical Education.

COMPLEMENTARY COURSE DESCRIPTIONS

NOTE: All complimentary courses are subject to a sufficient enrollment as well as a maximum enrollment. As a result, we cannot guarantee that all preferences can be met. We will strive to match your interests and requests with our scheduling, but it is important that you identify your preferences in rank order, from first to last.

Religion 5, 6, 7, 8

Discover and explore the wonders of faith. This course is uniquely designed for you to learn and grow in the Catholic faith. We welcome students of all faiths. In order to fully experience the diversity of faith learning, students will have the opportunity to participate in classroom, community and church experiences over the course of the school year. Retreats, service projects, liturgical learning, group and individual activities will all be part of the exciting program.

Health 5, 6, 7, 8

Explore and celebrate the leader you are called to be! This course is designed to motivate and educate students in what it means to become thoughtful and active citizens. Topics will include teamwork and responsibility, healthy relationships, career exploration and planning, volunteerism, community involvement, decision-making, and so much more. Students who are not enrolled in Religion will be assigned this course.

French Second Language 5, 6, 7, 8

Parlez-vous Francais? Here is your opportunity to develop knowledge, skills and understanding necessary to communicate effectively in French in a variety of real-life situations. You will gain an appreciation for the language through songs, games, and plays. This is primarily an oral class designed to teach French in a low-stress, fun environment.

Art 5, 6, 7, 8 – Let's Create!

Draw, paint, sculpt, and create - what are your artistic abilities? Explore your talents as you learn about the various media and design elements. Learn about Canadian and international artists and their work. The emphasis in this class is not on artistic ability, but on the enjoyment of art and the understanding of art concepts.

Advanced Art 7, 8

Advanced art is for students who have already completed a term of art in the current school year. It is especially geared for students who are passionate about art and would like another term full of awesome art experiences! Any student who has taken Art in Term 1 or Term 2 can have the option of taking Advanced Art in Term 3.

Band 5 & 6 (1 term)

Let's make music together! All Grade 5 and 6 students in Alberta need a music course, and at Primeau, we are pleased to offer introductory instrumental band. The program is designed to provide our students with the opportunity to learn a wind instrument. Learning music through playing an instrument provides a hands-on approach to music class. Playing an instrument fosters creativity, improves confidence and teaches patience. Most importantly, learning an instrument is fun!

Full Year Band 6, 7, 8 (3 terms)

Welcome to the world of music! Music provides you with an excellent opportunity to work together in a cooperative setting. The study of music encourages critical thinking skills and problem solving as well as building self-confidence and poise through public performances. Learning an instrument today provides you with opportunities for the future as well as a lot of fun and interaction with others! This full year instrumental band program is 'hands-on' - where students learn to develop their own skills while working cooperatively as part of the whole band. As well as classroom instruction, students will participate in concert performances, music festivals, and a three-day band camp.

Performing Arts 8 (1 Term)

Students in this complimentary course have as a culminating activity the performance of a play! Through the instruction of movement, speech, improvisation and theatre studies, students will learn how to be perceptive viewers, more poised speakers and discerning listeners. Students acquire skills in both the off-stage and on-stage process of performance, and in doing so discover in themselves: responsibility, leadership, patience and self-confidence. No prerequisite is required to register other than a keen interest in drama and a willingness to participate in one after school rehearsal per week, and the production of a school play at the end of term 1!

Fit for Life 6, 7, 8

Students who wish to enhance their physical activity and build on their athletic skills beyond the physical education class. Students will have the opportunity to explore age-appropriate physical activities that would not typically be covered in their physical education classes. Students will not be able to opt out of any of the activities. To participate, students will require their own bicycle and helmet.

Health & Nutrition 7 & 8

Are you interested in becoming a GHP Health Champion? Students in Health & Nutrition will learn more about best practices when taking care of their brains and bodies! They will lead healthy school initiatives throughout the school year. They'll experiment with growing greens and encourage others to lead ACTIVE lifestyles!

Girls Empowerment 7 & 8

The course is taught in the format of both applicable and relevant activities that engage all learning styles in topics, and with great focus on group conversation. We use a talking piece where each girl is encouraged to share their thoughts, beliefs and feelings freely and equally with the group as per questions of reflection towards subject at hand. The course explores 4 topics that are adjusted based on assessment of the class at hand. These topics include: who are you/self, relationships, internet safety, and mental wellness. Each topic is addressed; some in more depth based on time and need of the girls. Each unit is given approximately three weeks to a month's time to go through it. A two day retreat is organized to allow students to experience further activities that enhance the concept of community, of relationships, and a time for self-reflection in an environment that is conducive to this. The goal of this course is to provide a safe environment for girls to identify these subjects in their lives and talk about them freely and openly. The goal is to provide them with the tools they need to go into the next grades in their adolescence with confidence with who they are and what they need to be healthy mentally and emotionally.

Men of Honour 8

The goal of this option is to explore many of the expectations and myths young men are faced with today, as well as, on a personal level to develop coping skills, self-awareness and confidence. Through discussion of various topics and providing engaging activities students will develop personal skills needed to navigate through life. Some of the key concepts and topics to be covered are media and pop culture influence, anger and aggression, identity, leadership, male role models, conflict resolution, problem solving, goal setting, mentorship, family relationships, and masculinity. Assessment will come from class discussion, assignments, group work, personal contribution and participation.

Home Economics 5, 6, 7

Cook for yourself, your family, your friends and learn to sew your own clothing. In this class, you will learn the basics of simple food preparation, nutrition as well as sewing. These practical life skills are learned in an environment where you will learn to manage your time and resources. Students will have the opportunity to be cooking lunches, suppers, desserts, and take part in a variety of sewing projects.

Foods 8

Cook for yourself, your family and your friends. In this class, you will learn the basics of simple food preparation and nutrition. These practical life skills are learned in an environment where you will learn to manage your time and resources. Students will have the opportunity to be cooking lunches, suppers, and desserts.

Sewing 8

Interested in making your own piece of clothing or sprucing up your bedroom with new pillowcases and curtains? This course is for you! Explore fashion trends and create your own fashion portfolio! Learn more about design elements and challenge yourself with an elaborate sewing project!

Fabrication Studies 5, 6, 7, 8

Do you like to make things? This course provides practical hands-on learning experiences including various woodworking opportunities. Fabrication Studies students learn how to use differing tools effectively and efficiently to solve problems and produce usable products in a safe working environment.

Innovations 5, 6, 7, and 8

Innovations will give students the opportunity to explore a passion! This passion may be in travel, science, media, a particular career choice, technology, literature or business! The possibilities are endless! Students, with the support of a teacher, will design a project to explore that interest. Connections to experts in the community will be encouraged! At the conclusion of the term, the student will have the opportunity to showcase their learning to parents and our school community.

Outdoor Education 6, 7, 8

Are you adventurous and love to explore the outdoors? Our Canadian backyard offers many opportunities for exciting expeditions and, to help you prepare for these, we offer our Outdoor Ed. class. You will discover the outdoors through skills of conservation, preparation and no trace camping, survival quests, wildlife identification, and a wide range of indoor and outdoor leadership pursuits. Bring your outdoor gear and be ready to have fun!

Robotics 7

Build your own Lego robot and program it to carry out a task! You will learn aspects of problem solving while mastering a number of mathematical and scientific concepts. Combine software with hardware to get a job done! You will design a Lego robot based on the nature of the task you want to complete and use programming software it to carry it out! We will also debate ethical issues such as "What impact will robotic technology have in the working world?" and "Is it ethical to replace humans with robots?"

Sports Medicine 7 & 8

This course is intended to provide learning opportunities for students with career plans in medical and related fields, as well as active student athletes. The sports community recognizes the importance of learning proper training principles, sports psychology, goal setting, and personal development. Sports experts believe that it is these skills that will ultimately be the most important component of a student's experience, one that will help to shape a productive caring citizen of our community in the future.

Student Diversity Groups

Greater St. Albert Catholic Schools is committed to using its LIFE (Lived Inclusion for Everyone) Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, justice, and respectful relationships and language. This Framework is a component of the District's Safe and Caring Learning Environment Administrative Procedure, and is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework / Diversity Groups. The school will keep you informed as these groups are established by placing notices within our ongoing news notifications.

HOMEWORK AND STUDY

There will be times this year when students will have homework. A very important part of homework is studying. Our teachers will work hard at providing quality study guides and teaching students effective study techniques. Doing well with your homework has a number of key benefits:

- a. You will know the subject better.
- b. You will get better grades.
- c. You will do better on tests and quizzes.
- d. You will find it easier to study for exams and quizzes.
- e. You will gain more confidence

Check your teacher's GOOGLE CLASSROOM for homework reminders and assignments!
Remember, you are responsible for your homework even if you are absent.

Every class has different requirements. Successful students know what is needed for each course and make sure that they have their materials. If they are running out of supplies, they make sure someone knows before they are out. The way our timetable works, there are breaks provided between periods two and three as well as our lunch break.

Focus, Focus, Focus:

During the course of the year, there are a lot of things that will draw your attention away from your desire to be successful. Things like disagreements with friends, rumors, family issues, fooling around, etc. can sometimes cause students to lose focus. It's important to know that there are a lot of supports here for you. Use them! Successful students do their best to keep focused on their goals.

HOMEWORK AND ABSENTEE GUIDELINES

- ◆ Homework: G.H. Primeau School believes make up work is the responsibility of the student. Students who are absent are expected to contact their teachers for makeup work either via email, school website – teacher homework pages, or in person with teacher.
Online website: www.ghp.gsacrd.ab.ca
- ◆ Students can phone and arrange for a classmate to get any assignments and/or homework for you.
- ◆ Students with incomplete homework will have access to a Learning Lunch Room. If they are not in a Learning Lunch Room/Intramurals or Club, all students are expected to go outside or choose an activity to attend for the recess after the lunch eating period.
- ◆ Parents/Guardians must notify the School Office (780) 939-3593 as soon as possible when they know a student will be absent due to vacations or family emergencies. Extended absences due to trips and family vacations can affect student learning. Such absences are by choice of the parents; consequently the teachers cannot be expected to provide any special tutoring or help with makeup work. Help with makeup work will be at the teacher's discretion. Our teacher website pages will have the homework posted to assist students.

Information and Communication

Good communication is very important so that everyone knows what's going on around the school. Communication occurs in many different ways:

Announcements: Announcements are made in the morning, before lunch, and right before the end of school. It is critical that when the announcements come on, everyone needs to stop what they are doing and listen. Even if the announcement doesn't concern you, there's a good chance it concerns someone else in your class.

Website: Our website has a wealth of information. Check it out! www.ghp.gsacrd.ab.ca/

XL Homeroom: Every morning, students are alerted to upcoming events with smartboard slides that are reviewed in every homeroom. They are reminded daily of weekly events. They pray together and watch inspirational videos that reinforce our Primeau PRIDE!

Newsletters: Every month, we prepare a newsletter. It contains important information about the upcoming month. The newsletters are posted on the website and parents are sent an email synvoice to alert them when they are ready!

Report Cards: Report cards come out three times a year: December, March and June. On top of that, many teachers send home emails, notes in the agendas, and make phone calls. These reports are to help you know your progress. Paper copies of the report card will only be sent home at YEAR END in June!

Twitter and Facebook: Check out our twitter messages and facebook page for highlights

throughout the year!

Google Classroom: ALL HOMEWORK should be posted for student reference on their google classrooms!

Parents and Students can easily access the Powerschool Portal on our website to see their child's current grades and attendance if in grade 6, 7 or 8. The successful student will learn from these reports and make adjustments as needed. It is helpful to check your child's powerschool often! It is easy to check all your children's records as it is now under one parent user i.d. and login.

Parent-Teacher Interviews: These are scheduled for four evenings throughout the year. Appointments are booked online in 10 minute increments. The staff at École G. H. Primeau School also has an open invitation for parents and guardians to make an appointment for a meeting at any time. Please let us know and we are more than happy to take the time to meet with you about your concerns! October & January instead of March.

Telephones: There is a phone for students to use in the office in case of an emergency. Please have your child make arrangements with friends or either parent before school. **Smart phones and ipods (or other text messaging devices) are not to be used in class unless directed by staff.** These devices may be used before/after school or at lunch. See our "Technology Device Agreement" for procedures regarding electronic devices.

PARENT CALLS TO SCHOOL

We believe that parent involvement is essential for a student to be successful. Please contact the school office or your child's teacher whenever you have a concern, question or if you are interested in volunteering. We also understand that emergencies arise when you must speak to your child or get a message to them during school hours. We do ask, however, that whenever possible, please discuss appointments and after school arrangements with your child before school. To ensure your child has uninterrupted class time, we try very hard to keep disruptions to a minimum by making announcements first thing in the morning and at the end of the day only.

MEDICATION POLICY AND PROCEDURES

In the event that a student is on medication that should be administered during school hours and **requires assistance**, the following procedure is to be followed:

1.) If the student is on prescription drugs, the parent/legal guardians must complete an "Authorization for the Administration of Medication" form. Parents/legal guardians are responsible for bringing the medication to the school office. The medication must be clearly labeled to include: the doctor's instructions, the student's name, the time to be administered, and the dosage. The medication will be stored in the school office.

2.) Non-prescribed medication may be administered only with the written request and direction of the parent/legal guardian. The medication should be clearly labeled with the student's name, type of medication, the amount to be given, the time of day to be administered and the duration of the administration.

3.) Any change of instruction must be sent to the school in writing.

4.) A written record of each administration of medication will be kept in the school office.

5.) At GHP, we are committed to ensuring a compliance that the '7 Rights of Drug Administration' are followed:

- o Right Student
- o Right Drug

- o Right Dose
- o Right Route
- o Right time
- o Right Reason
- o Right Documentation

COLD WEATHER

Inclement weather may force cancellation of busing and school closures. **Check our website for any information.** If in-town busses are cancelled, schools will be open for students. As well as resulting cancellation of regular bussing services, inclement weather conditions may necessitate early dismissal of rural and out-of-district students or cause scheduled busses to be late. PLEASE NOTE: The policy does not specify a specific temperature for the cancellation of bussing or school closures.

Allergy Awareness

SCHOOL SERVICES

LEARNING LUNCH ROOM

If students have missed assignments or need extra time to complete coursework, there is a learning lunch room open every day at lunch break supervised by a teacher. Students can access teacher help or complete assignments during this time. Student can go to learning lunch on a voluntary basis or they may be asked to attend by one of their teachers.

CAFETERIA

The cafeteria will be open everyday for lunch. There is a set menu each day of the week. Please see our website for the menu. It will change as weeks go on to meet student requests!

LIBRARY LEARNING COMMONS

The Library Learning Commons at our school supports research, literacy, and learning and has an excellent selection of fiction and nonfiction books. The library's online catalog can be accessed through the Library link on the school website. The Library webpage provides links to websites related to the curriculum and reading. Computers, Chromebooks, iPads, and iPods are available for student use and students have access to the library during regular class times and during lunch break. The library learning commons is a busy place at lunch break! Students come to draw, read, play chess or other games, and build with Lego!

MEDICAL SERVICES

Students who are ill may temporarily remain in the infirmary until such time that parents are contacted and arrangements are made. Students requiring immediate attention will be transported to the appropriate medical facility. According to board policy, Tylenol or Aspirin may not be provided or administered by school personnel. Prescribed medication will be administered when required. Parents must complete necessary forms to allow for this.

Capital Health works together with schools and community agencies to provide a range of co-coordinated health and support services for school children and their families. Our common goal is to build on the health and education potential of all students. Services include: transition support, case management and follow-up for students with complex and chronic health conditions, vision, hearing and dental screening, immunizations, speech and language services for Kindergarten to Grade Six, emotional/behavioral support and occupational therapy. If you

have any concerns or questions about your child's health, please talk to the school principal or contact the school's community health nurse at Morinville's Public Health Centre at 780-939-3699.

TRANSPORTATION

Students outside of the walk boundary are provided with transportation. **Students are required to carry their bus pass with them at all times.** Passenger regulations require that they remain seated and refrain from acting in any way that is distracting to the bus driver. **The school administration** may suspend students involved in incidents on school buses. Students are **not permitted** to ride on an alternate bus unless parents have officially requested a day pass from the Division Transportation Dept. (780) 459-7711. G.H.P. staff will not give permission for this. Questions regarding fees and bus routes may be directed to the transportation department at **(780) 459-7711.**

Bike racks are provided. We would ask that bikes be locked up.

Parents are asked to refrain from entering the staff parking lot to drop off or pick up their child from school.

TEXTBOOK RENTAL

The system of textbook rental provides the necessary texts for all grades. All books will be signed out through the library. **All textbooks will be handed out in good condition. If a student loses his/her textbook then they will have to pay the replacement cost. If a book requires rebinding the cost will be \$12.00 per book. Lost or misused texts must be paid for prior to writing final exams.**

Sports, Clubs, and Activities

Successful students are involved students; so, we expect our students to get involved. Many different activities will be available to you this year. Be sure to listen to announcements, read the newsletter and watch for posters. Being a member of the G.H.Primeau School community means that **YOU** are encouraged to participate!!

Remember, as much as we can provide the activity, it's up to you to get involved. Below are some critical details about our teams, clubs, and activities.

In order to ensure a safe and caring learning experience, parents and players are required to read and sign the School's Athletic Handbook and Athletes/Parents Code of Conduct.

Costs: Many of the programs will have a minimal cost. This covers some of the expenses to run the program. Some of the programs have no cost (intramurals, library, chess / games, student council, and many more). We also believe that no student should miss out because of money. If money is an issue, see your coach / coordinator.

Clothing: Students will be able to purchase G. H. Primeau logo clothing throughout the year. Shorts, t-shirts, sweatpants, hoodies, and sweatshirts will be available.

Noon hour activities / games: Many clubs and activities often develop throughout the year. Be sure to listen to announcements and get involved. **After the lunch eating period, all students not involved in intramurals, makerspace, learning commons or learning lunchrooms are expected to go outside.**

Intramural Activities: Intramurals are activities that go on after the lunch eating period. Dodgeball, Uni-hockey, basketball, floor hockey and badminton are some of the ways that you can get involved. Successful students have a good balance of work, rest, and play.

Sports Clubs and Teams: Need a good sweat? Some physical exercise? Be sure to look into one of our sports clubs. (Cheerleading, basketball, cross country running, Journal Games relays, volleyball...) As your coaches are volunteers, we hold high expectations. Respect is essential. Listen to announcements to find out more!

School Sponsored Activities: Many different activities will be offered throughout the school year: celebrations, theme days, dances, homeroom challenges, band trips, etc... The successful student gets involved and makes the most of these opportunities. They are there for your benefit. Enjoy them. **You need to know that dances and any extracurricular events, are a privilege you earn by being on time, completing homework, and cooperating with staff and other students.** Students not meeting expectations may lose these privileges.

Dances

Dances are open to designated grades at Ecole Georges H. Primeau Middle School. As dances are privileges for all of our students, students must be in good standing at the school to be in attendance. While at the dance, all school expectations are expected to be adhered to. If a student is required to depart the dance due to conduct concerns, his/her privileges for attending the remaining dances for the school year are removed as well as face additional disciplinary action the following day at school.

As a school, we receive a number of requests from our students to bring guests from other schools. Students are permitted to bring a guest provided that:

- All guests must be approved by school administration in advance to ticket purchases.
- There is a maximum of one guest per student.
- The student is responsible for the conduct for his/her guest. Should there be any concerns regarding a guest's conduct, then both the student and their guest will be required to leave.
- For guests to be approved, the guest must be the same ages and grade as those students in attendance and their guest must be in good standing at their school.

SCHOOL PROCEDURES

Student Lanyards:

A lanyard is a cord or strap that is used to hold identification, information, keys, or personal possessions. Lanyards that are designed to be worn around the neck are deemed to be potentially dangerous to the safety of students. Monitoring for the effectiveness of lanyards worn around student's necks cannot be appropriately controlled in the school environment. For this reason, use of a lanyard of any kind that involves placing a cord or strap around the neck area of a student is prohibited. Students are expected to use other approaches to manage their personal possessions while at school.

After school dismissal: Unless you are involved in an after school activity or event, you are expected to clear out of the school immediately after the dismissal bell.

Care of Property: Successful students have considered that our school is a home away from home. They have figured out that it is important to do the little things like throwing garbage into a garbage can and respecting equipment (band, phys. ed., CTS, computers, drama, etc...). When we all pitch in, our school stays neat and tidy. Here are some ways to respect our school:

- Wear only indoor shoes in the gym; it will keep the floor clean and dust-free.
- Label all your school supplies. If you lose something, people will know to whom to return it.
- Likewise, if you find something, get it back to the person or bring it to the office.

Keep your locker neat and mold free. It's always easier to find your supplies when your locker is organized. Also, since as you will have to clean your locker at the end of the year, please do not use markers or stickers.

Lockers: School lockers are the school's property. As a result, the school has a right to search a locker at any time without notice. If there is a big enough concern, the RCMP can be called in to conduct a search. The school will provide you with a lock. Keep the combination a secret. Only school locks can be used on a locker. All other locks will be cut off. You may not change lockers or locker partners without first getting permission from your homeroom teacher. **Finally, make sure you lock your locker at all times!!**

Valuables: Do NOT leave valuables in an unsecured location. This can include a locker to which many people know the combination to the lock, an unlocked locker, or (especially) a change room. If you are concerned about something going missing, you may bring the item to the office for the school to hold for you.

The school is not responsible for lost/damaged or stolen items.

LOST AND FOUND

Students should ensure that all their personal belongings are clearly marked and locked up. A large box is provided across from the library for lost articles. Students should not wait too long to search for missing articles as this box is emptied periodically. Lost textbooks and notebooks are brought to the office. Watches, glasses, keys or jewellery items may be claimed at the front office.

We will make every endeavour to assist students in recovering lost articles. Students are not to share their locker combinations with other students, unless it is their shared storage locker.

Student Guests:

From time to time, we do receive requests from students to have a friend or relative join their class for the day as they may be visiting from out of town or are out of school for the day. With the introduction of a new student in the class, the dynamics of the class change, which impacts the learning environment. Unless the student guest is serving to support an educational function in the class (guest speaker/presenter), there are no student guests in our classrooms.

Code of Conduct

(D.O TEMPLATE WILL BE ADDED HERE)

Student Expectations

We, at G. H. Primeau School, have high expectations of our students. Our ultimate expectation is for you to be successful. We don't consider failure to be an option for you.

You will have a successful year if you are consistently:

✓ making your best possible effort.

✓ being considerate of others, (think safe, caring, positive) participating – it's extremely rare for a student who is very active in school activities to do poorly in school.

Here are some more specific expectations that we have:

1. Clothing:

-Please remember to have a pair of gym shoes for PE class.

- Please place all coats and boots in your locker.
- Please have a change of clothes for Phys. Ed. Class. You are at a stage when your body is changing and hygiene can be an issue. Please have a change of clothes for gym class and have them washed regularly.
- Shorts should be at least an arms with closed fist in length.
- Midribs and undergarments should be kept hidden under clothing.
- Clothing should be free of offensive or vulgar words or images

2. Contraband Items:

Contraband items are things that should never be brought to school. Items like tobacco, vaporisers or e-cigarettes, knives, ammunition, fireworks, pornography, alcohol, illegal drugs, etc... are not permitted on school property. Contraband items will be confiscated. To ensure the safety and well-being for all members in our school community locker and desk searches will be conducted to ensure no further contraband items are on school property. The R.C.M.P. or other outside agencies will be brought in to deal with certain situations.

3. Appropriate Language:

Our school is a place of learning. As a result, Primeau Pride sets a high standard when it comes to language usage. Profanity, sexist, racist, homophobic, rude, insulting, intimidating, and abusive language (whether written or spoken) will not be tolerated.

4. Gum Chewing: Gum is permitted at the discretion of the classroom teacher, like having water in class, gum chewing is a privilege...abuse it and lose it.

5. Respectable Behavior: Whether on a break, walking to or from school, or out in the community, you represent our school. Please act in such a way that our community thinks positively of the students and staff at École G. H. Primeau School.

Students leaving the school during the school day::

There are instances where parents/guardians will come to the school to pick up their child for a variety of reasons. **We are requesting that parents/guardians inform their child's teacher if they will be leaving the school.** If a student is missing, our emergency response plan is enacted where we contact parents and then emergency contacts. If not contact can be made to a parent/guardian and emergency contact; our next step is to contact the RCMP.

When students are leaving the school, we require the student's parent/guardian to sign them out of the school. This is intended to confirm that the child is leaving with the parent/guardian's knowledge and with an adult that is authorized to remove the child from the school.

Late: Successful students know that it is important to be on time. If you are late in the morning or after lunch, you must report to the attendance secretary for a late stamp. Your teachers will hold you accountable for coming late to class. Remember when the second bell rings you should already be in class ready to work.

Permission to Leave: If you need to leave during the day (between 8:00 and 2:36 pm– which includes lunch), you need to sign out at the office. The school needs to know that you have permission to leave BEFORE you go. Not following this procedure can result in loss of privileges (i.e. dance).

Medical Illness: Make sure your teachers and the school office know of any medical conditions with a note from your doctor or parent(s) / guardian(s). In PHYSICAL EDUCATION class, the expectation is that you participate to the best of your ability, regardless of your medical condition. Instead of running, you may be asked to walk, referee, or keep score.

Family Vacations During the School Year: Many families choose to take vacations during the school year, which has a significant impact upon the learning opportunities for their children and the possible achievement that students may attain. Requesting that school staff put together work assignments for students that would be missed during this time takes staff preparation time away from the other students in the class and the instructional load that each staff member has in all their subject, potentially impacting opportunities for other students. Vacations mean that a student is avoidably absent from school potentially creating an educational gap that may be evident when that child returns to school from the holiday.

A student absent from school over a one-week period equals over 26.9 hours of lost instructional time. These absences are avoidable, as the family has chosen to be away from instructional time at school. Parents are encouraged to try to schedule holidays around the school calendar as much as possible. When students are away during instructional time, they may access their work from the teacher Google Classroom websites, which are linked to the school website at: <http://www.ghp.gsacrd.ab.ca/>.

This means that students must take their schoolbooks with them on holiday and then access the website, in order to try and stay current and not fall too far behind in their academics. Most vacation spots have computers that are available for use or have wi-fi for other computer technology that families may take with them.

This method of accessing the schoolwork that would be missed during such trips or illness is more current and exact for students and assists student and parents to take ownership for learning. This also permits students to email work to teachers and possibly ask for clarification of questions that they may have. It is very important that students and parents understand their shared responsibility for learning and use the tools that are available through the school staff.

School staff will assist students when they are in the building. Education is a partnership between home and the school, involving students, parents and school staff. Use of teacher websites is also an excellent manner in which parents can stay abreast of what is happening in each class and support their child(ren) at home with their learning and current information to their child(ren)'s attendance and grades on PowerSchool.

Attendance Concerns

As a first step to begin addressing concerns surrounding punctuality and attendance, contact will be made by the classroom teacher. However, if there is still a continuation of unexcused late arrivals and/or unexcused absences since this correspondence, formal correspondence will be issued by school administration. This correspondence will serve three purposes:

1. To inform the parent/guardian that their child has continued to arrive to class late and/or has missed a number of classes/days.
2. To inform the parent/guardian of the school's concern over your child's attendance or regular late arrival and the impact that this may be having on their learning.
3. If improvement in attendance or punctuality does not occur then a meeting with school administration will be scheduled in order to work together for a solution to address attendance and punctuality concerns.

If attendance continues to be an issue following the meeting with school administration, students may then be referred to the Alberta Education Attendance Board. The Attendance Board has the same power as the Court of Queen's Bench to summon witnesses and obtain information and records. The Attendance Board may direct the student to attend school or to take an education program or course. The Attendance Board may direct the parents to send the student to school.

And, the Attendance Board may impose a fine on parents not exceeding \$100/day up to a maximum of \$1000. The Attendance Board may give any direction to the student, parent or school that it considers appropriate, and enforce that ruling by registering its order in the Court of Queen's Bench. The order then becomes an order of the Court, and failure to obey the order may result in contempt of court charges being brought against the student or others.

Role of the Parent:

Parents / Guardians have such an important role in their child's success. We encourage and expect regular communication between teachers and parents through phone calls, emails, notes, meetings, and the use of this agenda. Success at school is largely determined by the support of parents at home.

Here are a few suggestions to help guarantee your child's success:

1. Require regular attendance.
2. Be in regular contact with your child's teacher. All teachers have an email account. The office will take phone messages as well.
3. Give your child the support he/she needs: monitor homework, ask how they are doing, ask what they learned (and don't accept 'nothing' as an answer), reward accomplishments with loving praise, etc).
4. Be involved in your child's learning / education.
5. Get involved in school life (visit the school and the teachers whenever possible).
6. Attend Parent – Teacher Interviews.
7. Limit TV watching and computer game time (check latest research online.)
8. Encourage at least 15 minutes of daily free reading time.
9. Provide a healthy diet and adequate rest.
10. Expect that your child will do his/her best.
11. Provide a functional study area.
12. Attend School Council Meetings.
13. Become familiar with school and school board policy, review them with your child, and cooperate with us to make them work.

Visiting: We encourage parent(s) / guardian(s) to visit the school regularly as an active way to monitor their child's education. We ask that all visitors check in at the office before going to the classroom. For interviews / meetings, please contact your child's teacher.

PARENT SCHOOL COUNCIL:

The regular meeting for the Parent School Council is held the second Wednesday of each month. Joining the School Council is an excellent way to have input into your child's education. All parents are invited to participate.

What is a School Council?

- The School Act regulates School Councils in Alberta.
- A School Council is a means for parents and community members to work together with the school to support and enhance school learning.
- A group of people who work together to advise the principal and the board respecting matters relating to the school. Who is the School Council?
- School Council membership is a principal, teachers and parents of children enrolled in the school must be majority.
- Quorum will be attained when the majority of voting members present at any school council meeting are PARENTS and the principal are present. If there are more staff than parents it is advised to reschedule the meeting until quorum is met.

Responsibility of School Councils

- Foster, develop, maintain and reflect the culture of the school.
- Provide the opportunity to participate in an advisory role.
- Create the forum for discussion.
- Seek and represent school community views.

REFERENCE: Alberta School Council Workshop

School Emergency Protocols

DURING ANY EMERGENCY, OUR FIRST PRIORITY is the safety of our students and staff. In order to provide an effective response to any school crisis, the District relies upon its Emergency Response Plan. The Plan works in conjunction with other local emergency plans, since a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the District Plan, are reviewed annually and after an emergency occurs.

There is an on-site emergency response team at each school, along with a District-based Emergency Response Team that provides support and aid to schools at time of an emergency. All staff members are regularly trained on emergency protocols and drills are practiced at each school.

Although standardized protocols and procedures provide the basis for our response, the way in which we respond to an emergency is greatly influenced by the specifics of an incident. We are driven foremost by our concern for ensuring student and staff safety.

Our District collaborates closely with local emergency personnel to ensure plans are coordinated with appropriate agencies. The District's plans do not replace the authority of law enforcement, fire or EMS – staff members. As such, we work in full co-operation with these agencies.

For security reasons, certain components of our emergency response plans are not publicly available. However, this guide outlines the key elements of the Plan and answers questions parents frequently ask regarding emergency preparedness. I hope you find this guide helpful and informative.

We appreciate your support and assistance with our continued safety efforts.

Keeping Safe:

THROUGHOUT THE YEAR, SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

In addition to the procedures described below, schools also practice protocols such as "Drop-Cover- Hold," a method of protecting vital body parts during some natural disasters, and conduct fire drills. All staff and students are required to participate in these drills.

- **Lock Downs:**
Lock-Downs are usually used in response to acts or threats of violence to students and/or

staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.

- **Hold and Secure:**
Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.
- **Shelter-in-Place:**
Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.
- **Evacuation:**
An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.
- **Dismissal:**
Under some circumstances, it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

Reuniting with your child:

WE RECOGNIZE THAT WHEN AN EMERGENCY OCCURS parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen. However, to ensure every child's safety and the safety of staff, specific procedures have been established for releasing students.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. However, please understand the process will still take some time: we ask for your patience when you arrive at the Parent-Child Reunion Area.

Parent-Child Reunion Procedures:

1. A Parent-Child Reunion Area will be established. Parents will be notified at the time of the emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
2. You will be required to fill out a Student Release Request Form. This ensures all students are accounted for at all times and students are only released to authorized individuals.
3. Students will only be released to an individual designated as legal guardian or emergency contact on the student's Emergency Card, which is completed at time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
4. Valid identification is required to pick up your child. This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school

personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.

5. You will be required to sign for the release of your child. This is extremely important, as it ensures your child, along with other students, are accounted for at all times. Please do not just take your child from the school or evacuation center without signing for his/her release.
6. Once you have been reunited with your child, please leave the area immediately. This is for your own safety and that of your child.
7. If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Center until alternate arrangements can be made. Your child will be supervised at all times.

When an Emergency Occurs:

ALTHOUGH YOUR NATURAL INSTINCTS IN AN EMERGENCY may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews' and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. Please do not come to the school to pick up your child unless requested to do so.

If you arrive at the school in the midst of an emergency, please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.

Parents are asked not to call the school or their child's cell phone during an emergency.

- Phone systems need to remain available for handling the actual emergency.
- Overloading the system may mean the school cannot communicate with first responders.
- Calling your child's cell phone during an emergency may be putting them at higher risk disclosing their location or drawing attention to them during a lock-down.
- Experts advise that under some circumstances cell phones and other electric devices may actually act as an ignition source for fires or explosions.

Keeping Informed During an Emergency:

DURING AN EMERGENCY, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

Crisis Notification Network and/or the Media

Parents will be alerted to emergency situations via the School's Crisis Notification Network (phone or electronic notifications) and local media. Stay tuned to local TV and radio stations for news alerts.

Website, Social Media and Community Hotline

The District will also keep parents informed by posting information regarding the emergency on the District website, through social media and recordings on the District Community Hotline.

Website	www.gsacrd.ab.ca
Twitter	twitter.com/gsacrd
Facebook	www.facebook.com/gsacrd

