

Touches Minds, Shapes Futures

Supplies

Students are expected to come prepared for their daily school work. This includes having homework completed and having the necessary supplies. Students from grades 1-6 must purchase their own supplies according to the lists provided by the school. Parents are requested to periodically check to make sure their children have all the necessary supplies.

Chrome Books

Athlone has a chrome books. Students are expected to display responsibility in their treatment of this equipment and with their use of the Internet. Failure to demonstrate this responsibility will result in the student's loss of privileges.



Athlone School Handbook

 EDMONTON PUBLIC SCHOOLS



2016-2017

12940-129 Street

Edmonton, AB T5L 1J3

Phone: 780-455-5823

Fax: 780-455-6469

Email: athlone@epsb.ca

Web: <http://athlone.epsb.ca/>

Table of Contents

School Hours	3
Principal's Welcome	4
Athlone School Beliefs	5
Athlone School's Instructional Focus	5
School Programs	5
Respectful Learning and Working Environment	5 & 6
Discipline Policy	6 & 7
Lunch Program	8
Attendance Policy	8
Illness	9
Valuable	9
Bicycles/Skateboards/Rollerblades	9
Homework	9
Communicating Student Growth	10
School Zone	11
Agenda	11
Student Dress and Footwear	11
Lost & Found	12
Supplies	12
Chrome Books	12



School Zone

School Zone is an important means of keeping parents informed about events that are happening at school, homework and fieldtrips. A monthly calendar of school wide events may also be found on School Zone.

Individual Program Plans (IPP's) -special needs students only) and Report Cards can be accessed through School Zone. Please contact the school office to access your account information.

Student Dress and Footwear

Students must come to school dressed according to weather conditions. This is especially important in the winter when walking to and from school as well as going outside for recess. It is expected that children will be dressed warmly enough to be outside for 15 minutes when the temperature is above -23 Celsius (including wind-chill). All students and visitors are required to remove outside footwear when they enter the building. This helps ensure the safety and cleanliness of our building. Also, all students must have indoor running shoes to wear while inside the building and for physical education.

Students are asked not to wear clothing with inappropriate or suggestive pictures or writings, nor 'short' shorts, halter tops, spaghetti straps, or having midriff (tummy)-showing outfits.

Lost and Found

Our lost and found boxes are located in the main hallway in front of the office. Unclaimed items found in classrooms, bathrooms, hallways, or on the playground are placed in them.

Periodically, all articles in the Lost and Found will be laid out and displayed in the hallway for several days. Items not claimed in that time will be donated to charity.

Communicating Student Growth

Information regarding student growth will be communicated throughout the year in the following ways:

1. Parents Information Nights
2. Agendas
3. School Zone
4. Classroom Newsletter
5. Phone calls

Students will receive their report cards three times during the year. In preparation for report cards, teachers keep records of observations, student work, homework, quizzes and tests. They also evaluate student participation, behavior and attitude.

Conferences will be held this year six weeks prior to report cards being sent home. It is our belief that this new format will:

- Allow the report card to be *Assessment For Learning* not just *Assessment of Learning*
- Give parents a glimpse of where their child is at before report cards come home
- Provide students with the opportunity to set goals with their parents to improve on their learning prior to report cards.
- Provide a more relaxed conference time for all to celebrate learning and plan for improvement.

Following the report card in March, we will follow a student led conferencing format.

PERFORMANCE is determined by judging work relative to agreed upon criteria. Performance is rated by letter grades, percentage grade or descriptors.

Letters	Percentages	Descriptors
A	80-100%	Work meet standard of excellence
B	65-79 %	Work exceeds acceptable standard
C	50-64%	Work meets acceptable standard
D	0-49%	Work does not meet the acceptable standard

School Hours

Morning

Assembly bell	8:30
Instruction begins	8:35
Morning Recess	10:15-10:30
Noon Dismissal	12:00

Afternoon

Assembly bell	12:33
Instruction begins	12:38
Afternoon Recess	2:15-2:30

Dismissal

All classes are dismissed	3:30p.m.
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NOTE: Every Thursday: Dismissal at 12:00 all classes

Students are expected to remain outside prior to bell time. Outdoor supervision of students is provided for 15 minutes before school starts in the morning. Students should not arrive any earlier than 8:20 a.m., and must go directly home after school. We ask students to enter and leave by their assigned doors keeping the front doors clear.

At dismissal time, parents and older brothers and sisters may wait for students in the main foyer. When footwear is wet or dirty, we kindly ask that you remove them at the door to keep our floors clean and safe.

Parents are encouraged to make appointments through the office to see their child's teacher.

Principal's Welcome

Welcome to Athlone School and Welcome to the 2016-2017 school year!

This handbook is a resource to assist you in understanding the day to day happenings in the school. We have updated some information so if you are a returning family please take a few minutes to read through this booklet.

Our vision at Athlone is to assist our students to become: caring, responsible and contributing members of society. Our staff will work hard to model and support our students as they grow and learn. We believe strongly that it is a team effort and we need your cooperation and support. I encourage you to contact your child's teacher if you have any questions, comment or concerns. Remember, communicate don't frustrate! It is through our joint effort, home and school that we will ensure that this school year is the best yet!

The staff and I look forward to working with you and your children. If there is anything I can do to be of assistance please do not hesitate to contact me at the school.

Have a great 2016-2017 school year.

Brenda Schmermund
Principal, Athlone School



Illness

Children coming to school with colds or other illnesses are unable to function well, provide a source of infection for other students, and would recuperate faster at home.

If your child is too ill to go outside for recess they are too ill to be at school.

If a child becomes ill, he/she should tell the classroom teacher who will send or take the student to the school office. If the student appears to be seriously ill, the parent will be notified immediately and appropriate steps will be taken. First aid will be given to a student who may become injured. If an injury requires medical attention, the parent will be notified immediately. Please make sure we have an emergency contact number or an available neighbor or relative in the event that we are unable to contact the parent.

Valuables

Students should not bring any valuables such as ***money, cell phones, cd players, electronic games, collector cards or other toys to school.*** The school will not be responsible for those items if they are misplaced or damaged. If it is absolutely necessary to bring money to school, it is advisable for students to give it to the teacher for safe-keeping. All cell phones must be kept by the classroom teacher or in the office until the end of the day

Bicycles/Skateboards/Rollerblades

The school is not responsible for bicycles kept at school, and owners are responsible for locking bicycles in the racks provided behind the school and ensuring that all safety rules are followed. Bicycles are not to be ridden on the school grounds between 8:20 a.m. and 3:30 p.m. In addition, skateboards and rollerblades shall not be used on school property between 8:20 a.m. and 3:30 p.m. for safety reasons.

Homework

Grades 1-3-Home Reading will be expected on a daily basis. Parents are asked to sign reading logs. Other homework assignments will be occasional only, usually involving practice or unfinished work in a specific area.

Grades 4-6-Homework may involved up to one hour per day by the time students reach grade 6. Homework assignments will normally include completion of unfinished assignments, portions of research reports and projects, or studying for tests.

Research shows that a good rule for daily homework is ' 10 Minutes per Grade', which should include Home Reading.

Lunch Program

Athlone School offers a supervised lunch program for those students who must bring lunches. Students must bring their own lunch, and they cannot “buy” lunch. Also, there are **no microwaves** in the lunchrooms.

Students **MUST** be cooperative, respectful and responsible if they are staying during the lunch hour. Failure to meet these expectations will result in suspension from staying at school during this time.

ALL STUDENTS who attend the lunch program MUST complete a lunch contract and return it to the school prior to attending the program

Attendance Policy

One of the most important factors contributing to student success is regular and prompt attendance.

We are concerned about the safety of our students and must know when they will be away from school. We appreciate your cooperation and ask that you notify the school when they are going to be absent. Please call the school (780-455-5823) and leave a message with your child’s name and room number if they will be away.

If a student needs to sign out or leave the school during class time, parents should call ahead or send a dated note indicating a definite time for students to leave the school. If you are picking your child up, please come to the office to sign them out.

If students are late and not in their classroom when attendance is taken, they are expected to report to the office to get a late slip. This will ensure that parents are not telephoned because their child has been already marked absent on the attendance register.



Athlone School Beliefs

All children can be successful regardless of their circumstances
Together we create a safe, caring and supportive learning environment
High standards of expectations are set for all community members
Learning involved the whole child and is more than just academics
Opportunities come in many forms
Need to be responsible and accountable for learning and behavior
Each child, parent and staff member has their own unique story

Athlone School’s Instructional Focus

A school-wide coordinated effort to have all students of Athlone School show growth in numeracy and literacy across the curriculum. Growth will be measured by the results of EPSB Highest Level of Achievement Tests, Year End Provincial Achievement Tests (grade 3 & 6), Teacher Observations, Student Work and on-going school-wide literacy assessments.

School Programs

Athlone is a Full day Kindergarten to Grade 6 School. Also, we are a district site for students with severe special needs (Behavior and Learning Assistance Program). We have a school-wide instructional focus in the area of developing literacy and numeracy across the curriculum. Our programs and organization of the school reflect this instructional focus.

The Alberta learning curriculum, used in both the regular and the Behaviour and Learning Assistance program, is organized into separate subjects or course areas. Teaching methods and schedules vary from class to class to meet the diverse learning needs of our students.

Respectful Learning and Working Environments

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff, parents, and the community at large.

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

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

Discipline Policy

The teaching and learning of good behavior and being respectful towards others is the responsibility of all staff members, parents, guardians, and students. To help our students develop their potential as positive, productive citizens of our community, we encourage everyone involved in the education of our students to lead by example.

Behavior Expectations

The staff and supporters of Athlone School expect all students to:

- be respectful of others at all times
- display appropriate behavior in class and on the school playground
- give fellow students the opportunity to learn without disruption
- cooperate with teachers, staff, classmates, and volunteers
- complete classroom and homework assignments

Misbehavior and Consequences

Athlone Staff believe in mentoring student behavior by teaching responsibility and creating a caring school community. In a positive way, we attempt to help misbehaving students deal with the harm they have caused to individuals and to the school community. Our framework encourages accountability and responsibility.

If this process is unsuccessful or behavior reoccur, further intervention will take place as indicated in Levels and Consequences (below).

Levels and Consequences

Behavior Incident Reports (Level 1, 2 and 3) are filled out according to the severity of the infraction.



Level 1 infractions are *minor issues* which are recorded and handled by the *classroom teacher* as part of each individual classroom behavior program. Incidents are running in the building, littering, spitting, unexcused late, failure to follow classroom expectations failure to follow playground expectations, classroom disruption, uncooperative behavior, disruptive transitions, play fighting, chewing gum, inappropriate use of personal equipment (skateboards, roller shoes, hats, personal electronics), and inappropriate clothing.

Level 2 behaviors that are more serious are dealt with the following day. Students serve all breaks that day in the THINK TANK with all Effective Behavior Support team members helping them write a plan for better choices in the future. This form must be signed by an adult and returned to the school the next day. This is not a punishment place but rather a “work environment” for improving behavior. Level 2 incidents are: cheating, lying, swearing, defiance, possession of matches/lighter, malicious put downs, spitting, disrespect towards others and physical aggression.

Level 3 are very serious and are directly forwarded to Administration. Level 3 incidents are: stealing, fighting/assault, vandalism, possession of weapon, intimidation/verbal threats, harassment, verbal abuse/directed profanity, racial slurs, possession/under influence of illegal substance, unexcused absence (skipping), sexual behavior, leaving school property without permission, non-emergency Fire Alarm/911, inappropriate internet sites, &/or print material, forgery, and inappropriate representation of school on fieldtrips.