



# Parent Handbook

**With God ALL things are possible.**

**Matthew 19:26**



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# Welcome to Queen Alexandra School ...

Dear Parents/Guardians:

Welcome to the 2016-2017 school year! It is a pleasure to welcome you to Queen Alexandra School. This handbook is designed to give you information that can help everyone have a successful year at Queen Alexandra School. It is meant to serve as a reference during the year and any updated information will be available on **SchoolZone.epsb.ca**. We sincerely hope our students will find this year inspiring, engaging, and rewarding.

## **Our Vision ...**

Queen Alexandra School aspires to be a spiritually rich learning community in which all children see themselves and others as precious gifts from God.

## **Our Mission ...**

In partnership with parents, we strive to provide a stimulating and secure learning environment that enables students to grow spiritually, intellectually, socially, emotionally, and physically in who they are in Christ Jesus.

Historic Queen Alexandra School, located in the heart of Old Strathcona, promotes a rich educational experience for children and professional growth for teachers. Students come from a variety of communities in south west Edmonton to be part of the Logos Christian Program. All of our students receive a strong academic education in a spiritually nurturing environment.

We encourage you to join our school community by volunteering in the school, participating in our School Council, or supporting our many school-based activities. Your support is always welcome and demonstrates to your child the importance you place on their education. Let's work together to build our 'Queen Alexandra Family' as we *grow together in faith and learning*.

Yours in learning and in His name,

Laurel McEwan  
Principal

## **District Vision**

Transforming the learners of today into the leaders of tomorrow

## **District Mission**

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

## **District Values**

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

## **District Priorities (2014-2018)**

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

## **Logos Alternative Program**

Queen Alexandra School serves students from Kindergarten to Grade 6 interested in the Logos Program, and alternative faith based program within Edmonton Public Schools.

The Logos program provides instruction of the provincial curriculum within a Christian setting using a structured approach. The non-denominational environment is based on traditional Christian principles as set out in the Bible and the Apostles' Creed. It focuses on the principles of loving God and one another, a commitment to Christ's teachings, and an understanding that we are ultimately responsible to God for our actions. This environment is created through:

- **integration of a Christian context into the curriculum**
- **Bible study and scripture memorization**
- **selection of resources consistent with Christian beliefs**
- **mentoring students to develop a personal relationship with God**
- **prayer and daily devotions**
- **chapels for students**
- **parents who pray**

Further, the Logos component believes that "Sustained by Christ's teaching and God's love, students will develop the knowledge, skills and attitudes to seek after whatsoever things are true" and to become citizens who lead moral, healthy and productive lives.

## **Academic Focus**

As we prepare our students for an effective Christian lifestyle, it is imperative that they are given an opportunity to learn in an environment that provides for the highest of standards, not only in a biblical sense, but also from an academic perspective. There is a strong expectation that students are willing to work and seek to achieve academic excellence.

In a coordinated, school-wide effort, all students at Queen Alexandra School will learn and demonstrate improved literacy and numeracy skills as measured by teacher-generated, district, and provincial assessments.

Teachers use a variety of instructional strategies to develop the literacy skills of children from kindergarten to grade six. Instruction is typically divided into three areas:

**Word block** - where work focuses on learning word recognition, phonics and spelling skills.

**Reading** - reading strategies for word recognition and comprehension are emphasized. Each child will be reading at his/her instructional level, using leveled books. Home reading books are sent home regularly.

**Writing** - focuses on pre-writing planning, on teacher demonstrations of good writing practices and on the children's independent writing.

### ***Programming for Student Differences***

Leveled Literacy Intervention is a short term intervention designed to accelerate students' reading and writing progress. It includes small group daily supplementary reading and writing lessons through the use of high quality texts. Specific attention is made to the deep comprehension of texts, writing strategies, word work, assessment to guide teaching and the classroom to home connection. LLI is targeted to support students in Grades K-3, including English Language Learners.

Occasionally, a student may demonstrate learning or behavioral difficulties. When this happens, teachers and parents will first discuss the student's strengths and needs. The school may request assistance through administration of diagnostic or ability testing and through provision of a specialist's recommendations for programming. Parents will be consulted prior to making referrals requesting assessment or programming recommendations.

### ***Parental Involvement***

There is a strong expectation that parents will be committed to the program and its educational principles, goals, methods and practices. They are expected to provide encouragement for their child and work cooperatively with the teachers to maintain a challenging, disciplined learning environment. Parents are asked to sign a parental commitment of support for the mission statement and objectives of the Logos Society.

### ***Home Study Expectations***

Homework is meant to help support your child's learning, reinforce what your child learned in school, and give your child more practice. At Queen Alexandra School, homework assignments will normally include:

- daily reading
- word and math study

- completion of unfinished assignments, portions of research reports and projects
- studying for upcoming tests

Homework must be completed appropriately and in a timely manner. Students are expected to hand in homework on the due date. Parents will be informed if their child repeatedly missed homework due dates.

## **Daily homework and study is an expectation.**

### **21st Century Learning**

Queen Alexandra is configured with wireless technology capabilities which allow students to use our portable chromebook and netbook computers throughout the school. In addition, SMARTboards, documents cameras, and overhead speaker systems are available in each of our classrooms in order to integrate technology seamlessly in all learning contexts.

Students are expected to display responsibility in their treatment of the computer equipment and with their use of the Internet. Failure to demonstrate this responsibility will result in the student's loss of computer privileges. Students and parents are expected to sign an Acceptable Use of Technology agreement before students will be able to participate in using computers throughout the school.

*“If Edmonton Public School Board staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the District’s Student Behaviour and Conduct Policy and/or the School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.”*

Students will be using Google Applications which allows them to create word documents and other projects both at school and by logging on to Schoolzone at home. Schoolzone is a web based program that allows parents to access progress reports, attendance information and news. Schoolzone generates a login and password for all parents and students registered at any EPSB school. Contact the school if you require information regarding your Schoolzone account.

### **Progress Reports**

Students receive a progress report three times during the year. In preparation for progress reports teachers use observations, conversations, and products to determine students’ achievement and performance levels. Parent-teacher conferences are held following the November progress report and student-led conferences are held following the March progress report. Teachers and parents will work together to help students be as successful as possible at school.

## School Hours

### Morning

Assembly bell	8:35 AM
Instruction begins	8:40 AM
Recess	10:15 - 10:30 AM
Morning dismissal	11:31 AM

### Afternoon

Assembly bell	12:25 PM
Instruction begins	12:27 PM
Recess (except Thurs.)	2:00 - 2:15 PM
Afternoon dismissal	3:30 PM, except 2:15 PM on Thursdays

Please note that the school does not open until 8:15am and supervision for students begins at 8:20am. Students are expected to remain **outside** prior to bell time. **Do not drop off your children before these times as there may not be any adults in the building to ensure their safety.** We ask that parents make alternate arrangements for before and after school care.

There is supervision for 15 minutes after school, however students are expected to go directly home. We ask students to enter and leave by their assigned doors.

## Parking

Queen Alexandra School is a busy place! We are located in a residential area with one busy street and three narrow streets bordering our school so parking and student safety are a real concern for us. You can help us keep all children at school safe by following these guidelines:

### ***Staff and Visitor Parking***

- the parking lot is for staff, school related business or volunteer visitor parking only, drivers are NOT to pull into the parking lot to bring children into the school building between 8:00 a.m. and 4:00 p.m. on school days.
- a five minute drop off zone is available along 78th avenue for a quick “hug and run”
- street parking is available on...
  - 78th Avenue (North side of the school grounds)
  - University Avenue (South side of the school grounds)
  - 107 Street (West side of the school)

## Attendance

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 students will be away from school. We appreciate parents' cooperation and ask that they notify the school when their child is going to be absent or late.

To report an absence or late arrival, please call 780-439-2516 and leave a message with the office or on the answering machine. If students are late and not in their classroom when attendance is taken, **they will need to report to the office before going to class**. This will ensure that parents are not telephoned because children were already marked absent on the attendance register.

If you are taking your child to an appointment during school hours, please call the school in advance and come in to sign your child out. **When you arrive**, we will call your child down to the office so they can remain in class for as long as possible. Please have your child check in at the office when they return.

Please note that students are not dismissed until 3:30pm. We ask that you make necessary arrangements to ensure that your child is able to receive all instructional minutes and complete classroom routines without disrupting the class.

**We do, however, request that if students are sick that they not be sent to school.** Sending them to school slows their recovery and can spread the illness to others. If a child becomes sick at school we would like them to go home.

## Student Conduct

The promotion of good behavior is the responsibility of all staff members, parents, guardians, and students. To help our student body develop their potential as positive, productive and responsible citizens of our community, we encourage everyone involved in the education of our students to lead by example through their own behavior.

### ***Behavior Expectations***

The staff and supporters of Queen Alexandra expect all students to:

- complete classroom and homework assignments,
- cooperate with teachers, staff, classmates and volunteers,
- display appropriate respect and behavior in class and on the school playground,
- move in a quiet and orderly fashion through the school, and,
- give fellow students the opportunity to learn without disruption.

Students following these expectations may receive positive comments, and or recognition through Schoolzone or at school wide assemblies and events throughout the school year.

## **Misbehavior and Consequences**

### **Minor offences**

Minor offences will be handled 'on the spot' by any staff member. Staff will encourage students to recognize occasions of poor judgment and help them to develop appropriate problem solving techniques. Each classroom teacher has developed a set of classroom rules and consequences. A teacher might use private talks, problem-solving strategies, or prayer to help bring about acceptable behaviors. Students may also be asked to have a reflection time in the office so they may gather their thoughts and try again.

### **Major offences**

- repeated minor infractions
- fighting, physical confrontations
- disrespectful and abusive language and gestures
- vandalism, stealing
- bringing dangerous objects to school
- disobedience, defiance
- continuous disruptive behavior
- throwing potentially dangerous objects

Major offences will usually be handled through use of a Behavior Plan. This is a written statement prepared by the student to explain their actions and presented to school administration for review and discussions of consequences. The Behavior Plan is sent home for parents to sign and return. Depending on the severity of a major offence, consequences may range from a warning to recess detentions to an in-school suspension to an out-of-school suspension.

## **Lunch Program**

Lunch supervision is offered to our parents as a service they can purchase if required. The fee is set by Edmonton Public Schools and is consistent throughout the district. These fees pay the supervisors' salaries and can be paid at the school office.

Students are expected to:

- demonstrate respect to lunchroom supervisors and classmates.
- remain seated while eating and while others are eating.
- ask for permission to leave the lunchroom.
- use their inside voices at all times.
- clean the table and area around their space after eating.

Students who fail to comply with lunch program expectations will:

- be removed from their area and placed in another supervised area to eat.
- receive a phone call to their parents to work in partnership to resolve the issue.
- be suspended from the lunch program indefinitely if problems persist.

## Communication Between Home and School

Homework Binders (Kindergarten - Grade 2), Agendas (Grades 3 to 6), and SchoolZone are used to communicate information between the school and home, including information regarding homework assignments and classroom events. Parents are asked to read their child's agenda/binder each day and to check SchoolZone on a regular basis to assist children in developing good homework habits. Parents are also asked to sign the agenda/binder daily to indicate that they have seen it. Teachers and parents both find these useful for exchanging notes on a variety of school matters.

SchoolZone is used to keep parents informed about what is happening on a school-wide level. School news is posted in an on-going and timely manner. Parents can access SchoolZone at [schoolzone.epsb.ca](http://schoolzone.epsb.ca). If you require your login information again, please contact the office.

If parents would like to meet with teachers or administrators, it would be best if they phoned for an appointment so adequate time and attention can be given to their concern.

## Accidents and Illness

If students are injured or get sick while at school, they should tell a teacher. One of the staff members trained in first aid may be called upon to help them. If an injury requires medical attention or if they are too sick to remain at school, the school will call parents to come and pick them up. If immediate medical attention is required, the school will contact 911 and parents will be contacted as to which hospital their child has been taken to. It is important that parents provide the Alberta Health Care number and emergency telephone contacts on their child's school registration form.

## Edmonton Public Schools Weather Policy

Students are expected to come to school **dressed appropriately for the weather**. However, during inclement weather (eg. colder than -23 °C, or in heavy rain) an outside recess break may not be possible. On these days, students will participate in a school 'walkabout' during the recess period or may stay in their regular classroom as determined by their teacher. Dismissal will be at the regular time.

## Student Dress and Footwear

All students must have indoor running shoes to wear while inside the building and for physical education. **All students are required to remove outdoor footwear when they enter the building during wet or muddy conditions** and all winter long. This helps ensure the cleanliness of the building.

Clothing with inappropriate words and/or pictures is not to be worn in school and may result in a student being asked to wear a shirt inside out or change the article of clothing before being permitted to return to classroom instruction or activities.

## Personal Property

The safekeeping of personal property rests with the students. Therefore, we discourage students from bringing valuables (i.e. **money, iPOD/MP3 Players/Video Games, collector cards**) to school. The school will not be responsible for any items if they are damaged or stolen. If it is absolutely necessary to bring any personal money in excess of approximately \$5.00 to school, it is advisable for students to give it to a teacher for safe-keeping.

Students are welcome to bring cell phones to school when permitted by their parents. As with all personal property, students are responsible for the safekeeping of their phones. **Please note, cell phone must be turned off and kept in student backpacks during the school day unless otherwise requested by the teacher. Students are not allowed to take pictures and/or videos of students at school**

## School Council

Queen Alexandra's School Council plays an important role in the education of our students by providing input and assistance to the school administration regarding educational issues. These include input on educational matters such as:

- program planning, school budgets, and school operations;
- serving as a liaison between parents, the school, and community groups;
- locating resources such as speakers or volunteers;
- supporting the goals and objectives of the school.

Serving on our School Council or attending the monthly meetings is an excellent opportunity for parents to work with the school to effectively support and enhance student learning.

## **Extra-Curricular Activities**

During the noon hour, activities may be organized for interested students. These will run during the lunch break periodically throughout the school year. Information regarding sign-up for these groups will be posted in classroom and school newsletters. During the past school year, these included:

- Running Club
- Choir
- Worship Team
- Student-run intramurals

**All the best in your studies  
and as you grow in your faith...**

