

Queen Alexandra School

With God ALL things are possible.

Matthew 19:26



2016-2017 Student Planner



Welcome to Queen
Alexandra School ...

Dear Students:

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 through **SchoolZone.epsb.ca**. We sincerely hope you 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.

Yours in learning and in His name,
Mrs. McEwan
Principal

7730-106 Street Edmonton, Alberta T6E 4W3
<http://queenalexandra.epsb.ca> Phone: 780-439-2516 Fax: 780-433-5510



This agenda belongs to:

NAME: _____ Homeroom: _____

Student Handbook

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.

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 chromebooks 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.

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 school 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.

“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.”

Progress Reports

Students receive a progress report three times during the year. In preparation for progress report 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 | | Afternoon | |
|--------------------|------------------|------------------------------------|----------------|
| Assembly bell | 8:35 AM | Assembly bell | 12:25 PM |
| Instruction begins | 8:40 AM | Instruction begins | 12:27 PM |
| Recess | 10:15 - 10:30 AM | Recess (except Thurs.) | 2:00 - 2:15 PM |
| Morning dismissal | 11:31 AM | Afternoon dismissal | 3:30 PM |
| | | Except 2:15 PM on Thursdays | |

Students are expected to remain **outside** prior to bell time. Outdoor supervision of students is provided for **15 minutes only before school starts in the morning**. Please do not arrive any earlier. There is 15 minutes of supervision after school everyday. Students are expected to go directly home after school. We ask students to enter and leave by their assigned doors.

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 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. **Please report to the office to sign students in or out of school.** The office will call the student down from their classroom when the parent arrives, thereby decreasing the amount of class time missed.

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.

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. Students will not be sent home without first contacting a parent.

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 on Schoolzone or at school wide assemblies and events throughout the 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.

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 (Division 1), Agendas (Division 2), 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 our primary means of keeping parents informed about what is happening on a school-wide level. School news is posted on an on-going and timely manner and we encourage parents to make a habit of checking it on a regular basis. SchoolZone can be accessed at schoolzone.epsb.ca.

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, cell phones, electronics, 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 directed by the teacher. Students are not allowed to take pictures and/or videos of students at school.**

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 such as soccer and floor hockey

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

Important Dates:

| | |
|----------------|---|
| Sept. 1 | First Day of School |
| Sept. 5 | Labour Day - No Classes |
| Sept. 27 | Assembly |
| Oct. 10 | Thanksgiving Day - No Classes |
| Oct. 11 | Thanksgiving Chapel |
| Oct. 21 | Professional Development Day - No Classes |
| Oct. 25 | Assembly |
| Nov. 9 | Remembrance Day Chapel |
| Nov. 10-15 | Fall Break - No Classes |
| Nov. 18 | Progress Reports Released on SchoolZone |
| Nov. 22-24 | Parent - Teacher Conferences |
| Nov. 29 | Assembly |
| Dec. 15 | Christmas Concerts |
| Dec. 20 | Assembly |
| Dec. 26-Jan. 6 | Christmas Break - No Classes |
| Jan. 9 | Classes Resume |
| Jan. 10 | Epiphany Chapel |
| Jan. 31 | Assembly |
| Feb. 6 | Professional Development Day - No Classes |
| Feb. 20 | Family Day - No Classes |
| Feb. 28 | Assembly |
| Mar. 2 & 3 | Teacher's Convention - No Classes |
| Mar. 10 | Progress Reports Released on SchoolZone |
| Mar. 16 | Celebration of Learning and Open House |
| Mar. 17 | Professional Development Day - No Classes |
| Mar. 21 | Assembly |
| Mar. 27-31 | Spring Break - No Classes |
| Apr. 13 | Palm Parade and Chapel |
| Apr. 14 | Good Friday - No Classes |
| Apr. 17 | Easter Monday - No Classes |
| Apr. 25 | Assembly |
| Apr. 28 | Professional Development Day - No Classes |
| May 22 | Victoria Day - No Classes |
| May 23 & 24 | Non-Instructional Days - No Classes |
| May 30 | Assembly |
| June 29 | Last Day of School, Progress Reports Released on SchoolZone |