



# Student-Family Handbook

## 2019-2020

### **Administrative Team:**

Principal ~ Mrs. Shelby Hines  
Assistant Principal ~ Ms. Kerri Remeika  
Counsellor ~ Ms. Suzanne Stevens

### **Office Support:**

Secretary – Mrs. Lisa Waselenkoff  
Secretary - Mrs. Lisa Leitch

**133 Pine Street**  
**Sherwood Park, Alberta**  
**Telephone: (780) 467-2246**  
**Fax: (780) 464-2761**

**Web Site:** <http://www.pinestreet.ca>

**Twitter:** @PNESchool

## **MESSAGE FROM PINE STREET STAFF**

Welcome to Pine Street Elementary School! Our students, staff, and families continue to demonstrate *A Tradition of Pride and Excellence* by actively supporting our vibrant learning community and assisting students to achieve academic, social, and behavioral growth. The Pine Street community believes in a diversity of growth opportunities for every child through active, daily involvement in learning, both in the home and at school. Students also benefit from the gifts and talents of community volunteers who share their expertise and enhance our learning environment. Our staff and families demonstrate character, competence, and compatibility by fostering relationships that make learning possible and this translates into success for all students.

### **Our Vision**

- We act in a manner that models respect and responsibility and recognizes the dignity and worth of all individuals.
- We work to create confident, caring children through meaningful relationships that are founded upon a belief in empowerment and trust.
- We utilize a variety of teaching strategies to enable all children to strive for personal excellence.
- We work together as a professional learning community that builds upon a tradition of best practices, so that all students can achieve high standards academically, socially, and behaviorally.
- We interact with students in a manner that promotes creative and critical thinking skills.
- We share and celebrate student, staff, and community accomplishments with pride.
- We welcome students, parents, and partners as active members of our learning community.

### **Our Mission**

Our safe and caring school community is built upon meaningful relationships and is committed to providing quality learning opportunities where students achieve academic excellence as self-directed, life-long learners and develop into responsible global citizens.

### **Our Beliefs**

- All children can learn and experience success.
- Children have the best opportunity for growth when home and school work as a team.
- The most successful children are those who take responsibility for their learning and for their actions.
- Children learn from peers, adults, and members of the greater community.
- When children are taught in meaningful and engaging ways, their knowledge, skills, and attitudes improve.

**PINE STREET STAFF**

<b>Acting Principal</b>	Mrs. Shelby Hines
<b>Acting Assistant Principal</b>	Ms. Kerri Remeika
<b>Counsellor</b>	Ms. Suzanne Stevens
<b>PALS</b>	Mrs. Shauna Birtles
<b>PALS</b>	Mrs. Rachelle Gagnon
<b>PALS</b>	Ms. Zoe Larsen (AM) Mrs. Christie Harty (PM)
<b>ECS</b>	Ms. Jennifer Appleby
<b>Grade 1</b>	Mrs. Jocelyne Kavalinas
<b>Grade 1</b>	Mrs. Lorna Magnan
<b>Grade 2</b>	Mrs. Wendy Forbes
<b>Grade 2/3</b>	Mrs. Heather Ferguson
<b>Grade 3</b>	Mrs. Lisa Bochek
<b>Grade 4</b>	Mrs. Debbie Bessette
<b>Grade 4</b>	Mrs. Susan Woodbeck
<b>Grade 5</b>	Mrs. Heather Weber
<b>Grade 5</b>	Mrs. Deneen Zielke Ms. Suzanne Stevens
<b>Grade 6</b>	Mrs. Cheryl Hawryluk
<b>Grade 6</b>	Mrs. Heather Lockwood
<b>Music</b>	Mrs. Michelle Vetro
<b>Secretary</b>	Mrs. Lisa Waselenkoff
<b>Secretary</b>	Mrs. Lisa Leitch
<b>Library Tech. Assistant</b>	Mrs. Darlene DeMarco
<b>Educational Assistant</b>	Mrs. Janet Alty
<b>Educational Assistant</b>	Mrs. Diane Antoniuk
<b>Educational Assistant</b>	Mrs. Janelle Caldwell

<b>Educational Assistant</b>	Mrs. Denise Conrad
<b>Educational Assistant</b>	Mrs. Keltie Herzog
<b>Educational Assistant</b>	Mrs. Tonya Kemp
<b>Educational Assistant</b>	Mrs. Tracy Kent
<b>Educational Assistant</b>	Mrs. Linsey Marwick
<b>Educational Assistant</b>	Mrs. Nikki Rufenack
<b>Educational Assistant</b>	Mrs. Leanne Rosko
<b>Educational Assistant</b>	Mrs. Louise Wall
<b>Educational Assistant</b>	Mrs. Mellissa Willisko
<b>Custodian</b>	Mr. Michael Exconde (Day)

### **Pine Street School 'Year at a Glance' Calendar - 2019/2020**

\*Be sure to check the calendar on the Pine Street School website as dates may change.

September 2	Labour Day – Statutory Holiday, No School
September 3	First day of school for students
September 4	Early Dismissal 2:15 – Staff Meeting
September 17	Welcome back BBQ
September 27	Terry Fox Run
September 30	Orange Shirt Day
October 2	Early Dismissal 2:15 – Staff Meeting
October 4	Picture Day (ECS Group A and Grades 1-6)
October 11	Professional Learning Day – School Closure Day
October 14	Thanksgiving Day – Statutory Holiday, No School
October 16 & 17	Student/Parent/Teacher Conferences
October 25	Halloween Family Dance
October 29	Picture Retake Day (ECS Group B, PALS and Grades 1-6)
November 6	Early Dismissal 2:15 – Staff Meeting
November 8	Remembrance Day Assembly
November 11-15	Fall Break (Statutory Holiday, No School: November 11)
November 22	Family Movie Night
November 29	Professional Learning Day – School Closure Day
December 4	Early Dismissal 2:15 – Staff Meeting
December 6	Report Cards Published
December 11	Christmas Concert
December 20	Last Day before Christmas Break
January 6	School Resumes
January 8	Early Dismissal 2:15 – Staff Meeting
January 23	Math Night

February 5	Early Dismissal 2:15 – Staff Meeting
February 6 & 7	School Closure Days/Teachers’ Convention
February 14	School Closure Day
February 17	Family Day – Statutory Holiday, No School
March 4	Early Dismissal 2:15 – Staff Meeting
March 6	Professional Learning Day - School Closure Day
March 13	Report Cards Published
March 18 & 19	Student/Parent/Teacher Conferences
March 27	Day-in-lieu – No School
March 30	Spring Break begins
April 6	School Resumes
April 8	Early Dismissal 2:15 – Staff Meeting
April 10	Good Friday – Statutory Holiday, No School
April 13	Easter Monday – Statutory Holiday, No School
April 27	Class Photos (ECS Group A and Grades 1-6); School Groups/Clubs/Team Photos
April 28	Class Photos (ECS Group B and PALS); Sibling Photos; Whole School Photo
May 5	Gr. 6 PAT English Language Arts Part A
May 6	Volunteer Appreciation and Early Dismissal 2:15 – Staff Meeting
May 15	Professional Learning Day – School Closure Day
May 18	Victoria Day – Statutory Holiday, No School
May 29	Family Movie Night
June 3	Early Dismissal 2:15 – Staff Meeting
June 15	Gr. 6 PAT English Language Arts Part B
June 16	Gr. 6 PAT Mathematics Part A & B
June 17	Gr. 6 PAT Social Studies
June 18	Gr. 6 PAT Science
June 23	Track Meet
June 25	Gr. 6 Celebration of Learning Assembly
June 26	Last Instructional Day

**BELL SCHEDULE**

**Regular Days**

8:20	Supervision begins
8:35	Morning classes begin
10:11	AM recess dismissal
10:28	Classes resume

**11:32 Lunch time**

11:52	Outdoor recess
12:18	Afternoon classes begin
1:54	PM recess dismissal
2:11	Classes resume
3:15	Dismissal bell

**Short Days – Staff Meeting Days**

\*Morning times the same as regular days

12:18	Afternoon classes begin
1:18	PM recess dismissal
1:35	Classes resume
2:15	Dismissal bell

School doors open in the morning at 8:15 a.m. to help decrease the bottleneck of vehicle and pedestrian traffic all arriving at the same time, and supervision commences at 8:20 a.m. Students who arrive early may wait in their designated boot room/front foyer until 8:30 a.m.

**ECS: KINDERGARTEN**

[Kindergarten Calendar \(2019-20\)](#) – Both Group A and Group B dates are included on the same PDF. Pine Street Elementary School’s ECS program follows the same bell schedule as outlined above for our Grade 1 to 6 students.

<b>ECS (Full Day) All Day Class</b>	8:30 a.m. – 3:15 p.m.
<b><i>ECS Group A attends Monday, Wednesday and select Fridays.</i></b>	
<b><i>ECS Group B attends Tuesday, Thursday and select Fridays.</i></b>	

**PALS PROGRAM: PLAY AND LEARN AT SCHOOL**

Pine Street Elementary School offers early intervention programming through our **Play and Learn at School** (PALS) program. PALS programming supports children with assessed severe developmental delays from 3 to 5 years of age and children with assessed mild and/or moderate developmental delays from 4 to 5 years of age. Typically, there are between eight and ten children in each class. PALS programs provide a natural preschool environment with the additional supports needed to ensure learning success. Please reference the brochure to learn more about the [PALS program and principles](#).

**PALS Morning classes run from 8:30 a.m. - 11:25 a.m.**

**PALS Afternoon classes run from 12:20 p.m. - 3:15 p.m.**

PALS classes run Monday through Thursday and select Fridays for Family Oriented Programming (FOPs). There are no PALS classes on early dismissal days (the first Wednesday of each month).

**ATTENDANCE/ABSENCES**

Regular attendance is required of all students. You can report all absences or late arrivals in the following ways:

- Call the school anytime at 780-467-2246.
- Email our attendance secretary at [pneattendance@eips.ca](mailto:pneattendance@eips.ca).
- A note in your child’s agenda.
- Use the attendance feature on the school website [www.pinestreet.ca](http://www.pinestreet.ca).

The school must be notified if a child is to be picked up from school during the day by a phone call to the school or a note written in the agenda by the paren/guardian. Persons who arrive at the school to pick up their child must report to the office and sign the student out.

## **HOME AND SCHOOL COMMUNICATION**

Pine Street staff believe in the importance of developing a close relationship between home and school through mutual, respectful communication. General newsletters, phone calls, e-mails, and conferences are just some of the ways that our staff works with families to enhance student learning. Classroom information, newsletters, and current school activities can be found on our school website and on our teaching staff's microsites. Classroom teachers may also distribute specific information that may be of interest to families in support of their child's learning program using the student agenda. Reminders and brief messages may be sent home using our automated communication system, Synervoice, if you have subscribed to this, or Twitter (@PNESchool).

## **LUNCHROOM**

Lunchroom fees are collected to pay for lunchroom supervision. All students staying for lunch, including students who are bussed, are required to pay the fee. Families with three or more children staying for lunch please contact the office to determine your family rate.

Lunchroom Fees:            \$105.00/student/year  
                                     ECS students \$52.50/student/year  
                                     Casual use for \$2.00/day

### **Behavior expectations in the Lunchroom**

- Follow the instructions/directions of the Lunchroom Supervisors.
- Eat lunch at your own desk.
- Remain seated until dismissed.
- Talk in quiet voices.
- Desktops should be cleared before eating and then again when finished eating.
- Deposit garbage and recycled materials in appropriate containers when dismissed.
- Dismissal time for outdoor recess is approximately 11:52 a.m. or when indicated by the supervisor.
- Remain on school grounds at all times unless you have written permission to leave.

## **STUDENT DRESS CODE**

- Students must wear appropriate attire in the classroom.
- Footwear which marks or damages the floor should not be worn.
- In all physical education classes, students are required to wear gym shoes.
- Outdoor footwear should be removed at the doors and placed on boot racks. Students must have indoor footwear.

## **PERSONAL/SCHOOL PROPERTY**

- Any item belonging to the student should be clearly labeled.
- Valuable personal property (such as cell phones, iPods, cameras, etc.) brought to school are the responsibility of the student.

- Lost items may be in the lost and found boxes throughout the school. Unclaimed items will be removed periodically and donated to local charities.
- Bicycles must be placed in the bicycle racks and should be locked. The school is not responsible for any bicycles damaged or stolen on school property.
- Students will have to pay for lost or excessively damaged library books or textbooks. If the book is found on a later date a refund will be made to the student.

### **PERSONAL COMMUNICATION DEVICES AT SCHOOL**

Elk Island Public Schools (EIPS) Board [Policy 24, Personal Communication Devices](#) outlines how students use cellphones and personal devices within EIPS schools. The goal is to ensure all students use technology responsibly and develop skills in digital citizenship.

The policy outlines that students in kindergarten to Grade 6 have no access to cellphones or personal devices during the school day, including during breaks, the lunch hour, and field trips.

If families choose to send a device to school with their student, our expectation is that the personal communication device (PCD) be kept in the child's backpack which is located in an unsecured cubby in the hall.

**Pine Street School staff are not responsible for the loss, theft or damage to any personal electronic devices brought to school by students.**

### **STUDENT LOCKERS**

Each school year, all students are assigned lockers. These are shared, open cubicles. We encourage personal articles to be labeled. Students are required to keep these areas clean and tidy.

### **FIELD TRIPS**

Various field trips are provided for students throughout the year as enrichment to the school program. You will be notified in advance of field trip plans, and a consent form must be signed by a parent/guardian giving approval for a child to participate. Children who do not have permission to participate will be accommodated in another classroom at school during the time of the field trip. If student misconduct occurs during a field trip, for safety reasons, parents may be required to pick up their child. All school rules are applicable on any field trip. All fees must be in good standing prior to attending the field trip, unless otherwise decided upon by the principal.

### **PINE STREET ASTHMA, ALLERGY AND ANAPHYLAXIS SCHOOL PLAN**

Pine Street Elementary School has developed a *School Asthma, Allergy and Anaphylaxis Plan* that outlines procedures and guidelines for the management of students and staff with asthma, a medical condition, and/or those at risk of severe allergic reactions (anaphylaxis) while they are the



responsibility of the school. It outlines the plan we have in place to help students and staff be safe at our school.

For those students with asthma or life-threatening allergies (anaphylaxis), parents must annually complete and sign an *Asthma Emergency Plan* or *Anaphylaxis Emergency Plan*. Copies of this document are kept in the office and in the child's classroom. Students with Epi-pens or inhalers are expected to wear them or keep them nearby, unless special provisions are made by parents. Parents are responsible for checking the expiry dates.

### **PINE STREET IS AN "ALLERGY AWARE" SCHOOL**

To ensure the safety of students and staff who have allergies, Pine Street Elementary School is an "Allergy Aware" School. As nut allergies are common in our school, parents are expected to refrain from sending nuts or foods that may have been exposed to nuts or nut products for snacks or lunch. Specific details of a comprehensive medication and personal care policy are available in the office, and on the school website. Thank you for ensuring the safety and well-being of all our students.

### **MEDICATION/PERSONAL CARE**

Some students will require prescribed medication or personal care during school hours. Parents and staff members will work together to ensure safe procedures are in place. However, final responsibility for treatment rests with parents.

- Parents will annually complete and sign the *Child/Student Medication/Personal Care Parent/Guardian Consent Form*, and/or *Child/Student Personal Care Management Plan* as needed. If any changes occur, parents must notify the school immediately and complete/update the form.
- Any medicine to be administered by staff during the school day will be carefully labeled and kept in a locked cabinet in the office. The only exception to this would be an antibiotic that needs to be refrigerated. Medications will be administered by the secretary, in most cases.

### **ACCIDENTS/ILLNESS**

- If a child has an accident at school or becomes ill, parents are contacted to take the child home. If parents are unavailable, the school will call the emergency contact person.
- If neither the parent/s nor the emergency contact person are available, the child will remain in the make-shift infirmary at the office.
- If the accident/illness appears to be severe, the principal or designate will decide as to whether medical attention is required immediately, in which case an ambulance will be called. Staff will continue to try to contact the parents and/or the emergency contact.
- Parents are asked to make sure that emergency contact information is current, and contacts are available to take telephone calls.
- Whenever a child has received a minor injury at school, the parents may be notified even if no action is required.

- If a child is ill, he/she should remain at home until healthy. Instances do occur when students become ill during the school day and are unable to participate fully in their school program. If an illness does not appear to be severe, a child may spend time in the make-shift school infirmary and parents may be contacted. Students who have a fever or who are displaying flu-like symptoms will be sent home.

### **TRAFFIC SAFETY**

At Pine Street Elementary, the well-being and safety of our students and school community are paramount. In order to create a safe environment for our students, we encourage students and parents to support our staff and follow all safety rules. The key points in regard to traffic safety are:

- The parent drop-off/pick-up zone is located on the north side of Pine Street across from the green area/Cottonwood Park. Cars are to move steadily through this area to allow for drop-off/pick-up only. Parking is not permitted in order to ensure quick access and departure and to keep the line moving safely and efficiently.
- A second drop-off/pick-up zone is available on the west side of Conifer Street in the current bus zone *before and after* scheduled bus times posted on signage.
- The one-way access via the parking lot on the north side of Pine Street is for handicapped/specialized transportation and staff parking only.
- Parents wishing to come into the school with students are asked to please use the limited parent parking available on the south side of Pine Street in front of Cottonwood Park or the street parking available further along Pine Street, the east side of Conifer Street, or along Cottonwood Avenue and Evergreen Street. Be sure to follow posted parking signs in these areas.
- We encourage all students to use the crosswalks at the corner of Pine Street/Conifer Street or Pine Street/Evergreen Street when walking or being dropped off.

Thank you in advance for working with us to keep our children safe around our school streets.

### **SCHOOL COUNCIL**

School Council is made up of representatives from the Pine Street School parent group, school staff, and school administration. The council advises and assists the school in its operations. All parents are welcome to attend the meetings and take an active role on School Council. The Pine Street Volunteer Parents Society is a separate group that oversees school fundraising initiatives. The Parent Society determine how funds are spent based on "Robert's Rules of Order" where a motion must be made, seconded, discussed and then decided on by vote. A quorum, pre-determined by Operating Procedures, must exist for a vote to be considered. For a copy of the Pine Street School Council Operating Procedures, please contact a school council representative.

### **COMMUNITY AND PARENT VOLUNTEERS**

Volunteers are vital members of our school community. They assist in the classroom and in the preparation of classroom materials, in the library, on field trips, and with many other special activities

and projects. Elk Island Public Schools requires volunteers to provide the school with an annual *Confidentiality Undertaking Declaration for Volunteers*. Volunteers will be required to sign in, and out, when they come into the school and wear visible volunteer identification. In certain circumstances, a *Criminal Record Check* is required. Pine Street can provide a letter for parents to take to the R.C.M.P. station, so that the fee for this record check is waived.

### **READ-IN WEEK**

Every school year, Pine Street Elementary joins Elk Island Public Schools in an annual celebration of literacy which focuses on fostering a love of reading. This initiative commences with a school wide Read-In-Week which is held the first full week of October.

### **CAMPBELL-CRIBB SPEAKING EXPERIENCE**

Students in Grades 4 through 6 participate in a public speaking opportunity that was initiated by two retired Pine Street School teachers, Mrs. Campbell and Mrs. Cribb. The event enhances the English Language Arts curriculum as students write and orally present a speech they have created. The winning speeches are shared at a school wide assembly. The top student from each grade advances to the Elk Island Public School district competition.

### **MUSIC PROGRAM**

Our music teacher, Mrs. Vetro, employs the Orff approach when teaching the music program at Pine Street Elementary School. The Orff approach uses speech, singing, body percussion, instrument playing, movement, and creating as tools to teach musical skills and concepts. Musical concepts are drawn from the areas of rhythm, melody, harmony, form, and expression. The music program provides each child an opportunity for musical growth in a positive atmosphere. Pine Street Elementary School also has a vibrant choir that enjoys sharing songs with their peers and members of the community.

### **CHARACTER EDUCATION**

We integrate learning experiences through modeling good character/moral development amongst our school community. By working together, we are creating a safe school community where we can all learn from each other about responsible behavior.

### **LEARNING ASSESSMENT POLICY**

Elk Island Public School's Learning Assessment policy ensures ongoing, meaningful, consistent, and accurate assessment for all students. The goal of assessment is to improve students learning, guide effective instruction, provide information for reporting, and inform decisions about student programming. Assessment is an integral component of teaching and learning in the classrooms. **Formative Assessment** is assessment that occurs during instruction to inform students about their progress and difficulties. This type of assessment refers to information not usually used for grading purposes. Specific and descriptive feedback provided by teachers is used by students to improve the quality of their work. **Summative Assessment** is

assessment administered and information collected that is used by teachers to determine a letter, number or achievement level reported at the end of a term. It is a summary statement of student performance based on a variety of assessments. Further information can be found on the Elk Island Public Schools website where the entire policy is available for review.

### **OUTCOMES-BASED REPORT CARD**

The elementary report card used in Elk Island Public Schools is linked to the Alberta *Program of Studies* which is outcomes-based and describes what your child is expected to know and do each year in each subject. The report card tells you how your child has met these expectations. Report cards are available online using the [PowerSchool Parent Portal](#) in December, March and the end of June. Student/Parent/Teacher conferences are held twice a year. The purpose is to celebrate your child's success and to discuss identified areas for growth.

### **GUIDE TO REPORTING STUDENT ACHIEVEMENT**

Please refer to the Pine Street Elementary website at [www.pinestreet.ca](http://www.pinestreet.ca) for specific details regarding the Guide to Reporting Student Achievement and communicating student learning information.

### **GRADE 6 YEAR END CELEBRATION OF LEARNING**

In keeping with our school vision and mission statements, and with EIPS assessment policies and practices, Pine Street Elementary School hosts a Celebration of Learning Assembly at the end of each school year for students in Grade 6. The purpose of the celebration is to highlight and honour positive contributions students have made to the school, their peers, and to their own sense of character and well-being.

Each student will reflect upon his/her learning year. After classroom discussions and instruction, students will identify one area of achievement in which they feel they have excelled in during the school year. The areas may be academic, social, athletic, fine arts, or service in nature. Once they have identified the area, they must then provide evidence to a staff member as to why they believe they should receive this award. Students will complete an *Application for Pine Street Elementary School Achievement Award* form and submit it to their classroom teacher. Once the student and the staff member agree that the student's evidence supports their achievement the staff member will submit the completed form to the office where a certificate will be created. Family members will be invited to attend a celebration where students will be presented with a certificate and acknowledged by their peers for their accomplishment.

### **HOMEWORK**

Families are expected to support their children's learning by supervising or assisting with homework on a regular basis. Most of the homework at the elementary level consists of assignments that were not completed in the time given in class. Daily homework may consist of reading a book alone or with an adult, catching up on unfinished classroom assignments, reviewing spelling words, or by researching/reading in preparation for a report. If students have homework, it could be that they struggled with the assignment or that they chose

not to use their class time effectively. If you feel that homework is becoming problematic, please contact the classroom teacher.

### **COUNSELLING**

Our school counsellor is available at the school to work with students, families, and teachers. The counsellor may work with any student who is experiencing difficulties (academic, emotional or behavioral) that may be interfering with educational development. Students are free to request to speak to the counsellor, Ms. Stevens, on a self-referral basis. Parents and guardians may contact the counsellor on their own initiative.

### **SPEECH, LANGUAGE & HEARING**

Speech and language assessment, hearing screening and intervention services are provided by Speech Language Pathologists in the schools or at the local Health Unit office. Referrals can be made through the teacher, counsellor, or by the family by contacting the school Speech-Language Pathologist. Informed written consent by the parent/guardian is required before a student can receive services.

### **SPECIALIZED SUPPORT SERVICES**

Some learners require additional specialized supports to fully access educational opportunities, which may include occupational therapy, physical therapy, audiology, consultation for sensory impairments (vision, deaf/hard of hearing), assistive technology and others. Referrals can be made through the school counsellor. Informed written consent by the parent/guardian is required before a student can receive services.

### **ALBERTA HEALTH SERVICES**

Alberta Health Services works together with parents, schools, and community agencies to provide a range of coordinated community health services for school-age children and their families. Our common goal is to improve students' health and learning outcomes. Various health services are provided by nursing, dental, rehabilitation, and speech and language staff. If you would like to contact someone from the School Health Team, please call the Strathcona County Health Centre at (780) 342-4600.

### **INCLUSION**

Teachers provide differentiated instruction to meet the learning needs of all students. Some students who may require additional learning support may have an Instructional Support Plan (ISP) which is developed collaboratively by the teacher and parents/guardians.

### **STUDENT BEHAVIOUR EXPECTATIONS**

Pine Street Elementary School operates on the philosophy that all students have a right to learn. It is therefore our aim to establish and maintain a positive school climate in which:

- each student feels safe, happy, and important without disruptive behavior affecting the rights of others;
- appropriate behavior is consistently encouraged and complimented, thus increasing student self-esteem and rewarding self-control;
- frequent communication exists between the staff and parents/guardians to encourage and provide the opportunity for active and constructive parental involvement in the education of their child.

While students must be responsible for their own behaviour, there are shared responsibilities for staff and parents/guardians.

Staff is responsible for establishing a positive school climate where support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility, while making a positive contribution to society. Staff will communicate accolades and concerns with the students' families.

Parents/guardians are responsible for establishing a positive learning environment at home, for knowing and supporting school policies and procedures, and for encouraging their children to understand and respect school rules and expectations.

Students have the responsibility to respect the rights and dignity of others and be actively and productively involved in their own academic and social achievement. Students are expected to comply with the following expectations:

- a. be diligent in pursuing their studies;
- b. attend school regularly and punctually;
- c. co-operate fully with everyone authorized by the Board to provide education programs and other services;
- d. follow the rules of the school;
- e. account to their teacher(s) for their own conduct; and
- f. respect the rights of others.

When a child behaves in a manner that interferes with the rights and/or welfare of others, we attempt to deal with the student using logical consequences. In all instances of misbehaviour, children will receive both assistance and the opportunity to modify unacceptable behaviour.

Pine Street Elementary school follows a school-wide behaviour plan or **Positive Action Plan**. We believe that this Positive Action Plan will assist parents/guardians and staff in fostering responsible and respectful behaviour. The plan provides specific guidelines to be taken when addressing student behaviour, both positive and negative, and fosters student growth using natural consequences. School rules and behavioural expectations will be reviewed with all students at the beginning of the school year and reminders will be provided throughout.

The staff of Pine Street Elementary School demonstrate their commitment to be a person of good character by promoting an environment that fosters and maintains respectful and responsible behaviours so that all students will be safe, and all will be respectful.

Pine Street Elementary School's "Paws for Applause" certificates enhance and support the Positive Action Plan. These awards reinforce and recognize students who have demonstrated responsible and respectful behaviour and/or achievements. These certificates go home with the recipient. These certificates will be awarded by school staff. A weekly draw enables a chance to play "Pine Street Plinko" and win a prize.

### **When Students Make Poor Choices**

Natural consequences encourage students to learn from their mistakes with the intention of reducing the likelihood that the mistake will be repeated.

#### **Minor**

If a student makes a mistake, the staff member present will handle the situation and, if necessary, will communicate the incident to the student's homeroom teacher. Action taken may include a verbal reminder about the safe and/or respectful way to behave; a time-out; loss of privileges; a phone call home; etc. A natural consequence might include cleaning up a mess that was created or doing community service. The school counsellor may be involved.

#### **Major**

Bigger mistakes and repeated smaller mistakes may result in a phone call home and may be referred to an administrator. Natural consequences may include those listed for minor offences and/or suspension. A suspension may be either in-school or out-of-school. Joint intervention with parents/guardians may be required at this point to assist the student in making better choices. The school counsellor may be involved. If the situation cannot be resolved in a satisfactory manner, additional assistance may be requested from Elk Island Public Schools' Supports for Students and/or Family and Community Services.

### **Support for Students at Risk**

We realize that there are students whose behaviour will require extra intervention to ensure they have a successful school year. In addition to those consequences listed above, it is imperative that we have parent/guardian, teacher and administrative cooperation. Our school counsellor and other professionals may be invited to assist the students and their families. System intervention may be sought to determine additional supports possible and/or alternate programs that are available to meet the student's needs. An Instructional Support Plan and/or a Behaviour Safety Plan may be created.

### **Definition of Suspension and Expulsion**

According to Elk Island Public Schools Board Policy, a suspension is defined as removing a student (a) from school, (b) from one or more class periods, or (c) from riding in a school bus. An expulsion is defined as removing a student (a) from school, (b) from an educational program, or (c) from riding a school bus. Expulsion is for a period of more than 10 school days.

## **Behaviour and Fieldtrips**

Student conduct at school gives us information about how students will conduct themselves during fieldtrips. Students who struggle with behaviour at school, in a structured environment, may have increased difficulty in a more unstructured environment. Please note that we will not allow a student to put themselves or others at risk through inappropriate conduct. To that end, some students may be required to attend school at the regular site, and not attend a fieldtrip. **The Principal retains the right to deny participation based on Administrative Procedure 260:15**, "The Principal may deny the right of student(s) to participate in fieldtrips if their behaviour or lack of skills may have a negative impact on the success/safety of the trip."

## **ELK ISLAND PUBLIC SCHOOLS: STUDENT TRANSPORTATION**

### **Rules**

- Students shall ride only their assigned bus. Exceptions may be granted upon written request of parents/guardians to the Director of Student Transportation for childcare purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations, principals may make alternate arrangements and contact Student Transportation.
- Students are expected to be at their designated boarding location five minutes prior to departure time.
- Students are responsible for their personal property (Elk Island Public Schools is not responsible for lost or stolen property).
- Directions, as given by the bus operator and/or individual(s) employed by Elk Island Public Schools, must be followed.
- Students must sit in an assigned seat and remain seated while the bus is enroute.
- All objects and parts of the body must be kept inside the bus.
- While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
- Disruptive, destructive or unsafe behaviour such as pushing, spitting, fighting, use of profane language or gestures, or the throwing of objects, or acts of vandalism are prohibited.
- Eating or open beverage containers are not permitted. (Medical exceptions may be made upon written request to the Director of Student Transportation).
- The use of personal communication devices cameras and recording devices are prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
- The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
- Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
- The possession or conveyance of potentially dangerous items is prohibited.
- In conjunction with the Traffic Safety Act, skateboards, snowboards, skis and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.
- Students must scan their bus pass each time they board or depart a bus.



### **Consequences – Minor Offences**

- STEP 1: Verbal warning to the student.
- STEP 2: Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).
- STEP 3: Written warning to the student. Bus operator completes the misconduct report. The principal/assistant principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director of Student Transportation.
- STEP 4: Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal/assistant principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.
- STEP 5: One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. The principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal, and with other students involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting with the parent/guardian(s), the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director of Student Transportation by telephone, fax or e-mail regarding reinstatement date. Director of Student Transportation advises the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.
- STEP 6: Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director of Student Transportation and/or a member of the Supports for Students staff (if applicable), the principal shall follow the procedures outlined in Administrative Procedure 355 (Suspension or Expulsion of Students).

### **Consequences – Major Offences**

Behaviour which may result in a suspension or recommendation for expulsion from Elk Island Public Schools' transportation includes but is not limited to:

- a. Open opposition to authority of bus operator and/or individuals employed by EIPS.
- b. Use of improper, profane, or abusive language or gestures.
- c. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students or staff.
- d. Use of tobacco and/or other smoking materials.
- e. Engaging in willful destruction of property or acts of vandalism.
- f. Acts of vandalism when reparation charges have been assessed but not repaid.
- g. Engaging in any dangerous or unsafe behaviour.
- h. Riding the bus for any purpose while on suspension from school or the bus.
- i. Use or possession of alcohol and/or controlled substances.
- j. Possession of controlled substance paraphernalia.

The consequences for alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

***NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.***

#### **Bus Suspension Due to Inclement Weather**

Elk Island Public Schools' (EIPS) [Administrative Procedure 131: Inclement Weather](#) forms the basis to suspend busing services as necessary when weather and/or road conditions represent a potential hazard for students. Bus service may be suspended on a region-by-region or route-by-route basis. Schools will remain open to students should school bus service be suspended for the day.

EIPS is effectively divided into four regions, each having a distinct location within the region to determine temperature and wind chill factor. When considering bus suspension due to inclement weather or region specific, adverse conditions, EIPS defines regions in the jurisdiction as:

- Strathcona Region (excluding the Hamlet of Sherwood Park and the City of Fort Saskatchewan)
- Urban Region - Hamlet of Sherwood Park and the City of Fort Saskatchewan
- Lamont Region
- Minburn Region

#### **Weather and Road Conditions**

School bus service, including all Payride bus services, may be suspended when:

- A temperature of -40°C ***including*** wind chill factor is measured by Environment Canada at 5:00 a.m. in one or more region.

In the event conditions are extreme, bus service may be suspended in any or all regions of EIPS when weather or road conditions warrant. In this instance, EIPS will advise parents using various communications tools, including:

- automated telephone messages,
- details posted on the division [home page](#),
- in the [Bus Status](#) section of our division and school websites,
- on our main switchboard (780-464-3477) and community hotline (780-417-8122),
- Twitter updates, and
- through local radio stations.

We strive to share all information by 6:30 a.m.

**EIPS believes it is the parents/guardians’ right and responsibility to make choices for their children based on their beliefs and perceptions of safety during inclement weather conditions. Parents must use their discretion when sending their children to school during inclement weather, even when buses are running, and schools are open.** For the safety of the students, it is the responsibility of the parents/guardians to ensure that their children are suitably dressed for coping with weather conditions and arrangements have been made for alternate shelter for their child if no one is home.

**SCHOOL EMERGENCY PREPAREDNESS AND RESPONSE**

Elk Island Public Schools’ priority during an emergency is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan use well established functional protocols and procedures that address a wide variety of incidents. The actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child’s fear should a real emergency occur.

**During an emergency please do not come to the school to pick up your child unless requested to do so.** Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews’ and school personnel’s effort to respond to the situation. During an emergency it is unlikely you will be able to reach the school by phone. We will however make every effort to contact you with further instructions through our crisis notification network, social media, EIPS website and our Community Hotline 780-417-8122.

<p><b>Evacuation</b></p>	<p><b>Evacuation</b> requires all students and staff to leave the school and go to a designated location. In some cases, this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation center. Parents would be informed of the alternate location via the school’s crisis notification network.</p>
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<b>On Alert</b>	<b>On- Alert</b> gives staff and students a “heads up” of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an “All-Clear” is called.
<b>Shelter-in-Place</b>	During a <b>Shelter-in-Place</b> students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally, Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school’s emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.
<b>Hold and Secure</b>	<b>Hold and Secure</b> is used if there is a security risk <b>outside</b> or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an “ALL-Clear” is called.
<b>Lock-Down</b>	<b>Lockdown</b> is used when there is a security threat <b>inside</b> the building. During a lockdown, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.
<b>Controlled Student Release or Dismissal</b>	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. This means a <b>Parent-Child Reunion Area</b> will be set up and parents will be required to follow specific procedures to pick up their child.

For more information on the division and school emergency preparedness plan visit the division website at <https://www.eips.ca/parents/emergency-preparedness> or contact the school principal.