

# **GEORGE WILBERT SMITH SCHOOL**

17 Springfield Avenue  
Red Deer, AB T4N 0C6  
403-346-3838  
*403-346-3812 (Attendance Line)*

**“Helping One Another Grow”**

## **2016 - 2017 HANDBOOK**

**The mission of G.W. Smith School is to create a caring,  
cooperative community of learners and nurture the  
highest standards of behavior and achievement.**

### **MESSAGE FROM ADMINISTRATION**

The handbook explains many policies and procedures at G.W. Smith School. Please feel welcome to call if you have questions which are not addressed here.

We endeavour to provide an environment where all students feel included and are encouraged to be successful, and to offer the guidance and support needed. Please bring any concerns you have about your child's achievement to our staff. Together we will develop a plan for success.

Volunteers provide extra talent and supervision for many programs and activities. As well, parent help in the classroom or from home enriches the life of the school. We encourage you to discuss with your child's teacher the ways in which you would like to be involved. A strong partnership between home and school provides the best structure for giving support and encouragement to the children.

G.W. Smith enjoys an outstanding reputation in the community. Our students achieve high academic standards and meet high expectations for behavior. Our focus is to provide an appropriate program for each child in a safe and caring, orderly environment which allows each child to meet success.

On behalf of the staff, we invite you to be part of the school family. We appreciate the opportunity to work and learn with your children. If you are new to our school, please stop in to introduce yourself.



Kelley Lund, Principal

Audra Garnett, Vice-Principal

## SCHOOL YEAR 2016-2017



School Opening - Staff	August 29	
- Students	September 1	
Labour Day	September 5	No School
Parent-Teacher Conferences	October 6	1:00 – 8:00 p.m.
Thanksgiving Day	October 10	No School
Fall Break	November 10	No School
Remembrance Day	November 11	No School
Parent-Teacher Conferences	December 8	1:00 – 8:00 p.m.
Early Dismissal	December 23	2:30 Dismissal
Christmas Break	December 26 - January 6	No School
Family Day	February 20	No School
Winter Break	February 21 & 22	No School
Teachers' Convention	February 23 & 24	No School
Student-Led Conferences	March 23	1:00 – 8:00 p.m.
District PD Day	March 24	No School
Spring Break	March 27 – March 31	No School
Good Friday	April 14	No School
Easter Monday	April 17	No School
Victoria Day	May 22	No School
School Closing	June 29	2:30 Dismissal
School Organization Day	June 30	No School

### **STAFF LEARNING DAYS/ PARENT TEACHER CONFERENCES**

Friday, September 16	-	No School
Thursday, October 6	-	No School
Friday, October 7	-	No School
Wednesday, November 9	-	No School
Thursday, December 8	-	No School
Friday, December 9	-	No School
Friday, January 20	-	No School
Friday, February 17	-	No School
Thursday, March 23	-	No School
Friday, March 24	-	No School
Thursday, April 13	-	No School
Friday, May 19	-	No School
Friday, June 16	-	No School

### **SCHOOL HOURS**

#### **A.M.**

8:55	Entry Bell
8:57	Classes Begin
10:30 – 10:45	Recess
12:15	Dismissal

#### **P.M.**

1:06	Entry Bell
1:08	Classes Begin
3:30	Dismissal

### **Kindergarten Hours**

8:55 – 11:40	Morning Class
12:45 – 3:29	Afternoon Class

**NOTE:** *These dates may change during the year. Please refer to the school newsletter for the most current dates.*

## SUPPLIES

Once again we are offering a program which allows parents the option of ordering a package of school supplies specific for your child's grade. Parents who do not wish to purchase supplies through this program will receive a list of required school supplies in the June report card. Lists will be available upon request and to new students on the first day of school. Scribblers are provided by the school. All other supplies can be purchased at any store which sells school supplies. Please do not send items such as white-out, which are not on the list.

## LUNCH FEES

Students who need care at lunch time must register in the lunch program. All students who stay for lunch must be registered and fees paid. **Payment must accompany the Registration Form.** (Post-dated cheques optional)  
Punch Cards must be purchased in advance.



Fees are as follows:

**Regular users** - \$15/month per child to a maximum of \$30/month per family.

**Occasional users** - \$12 for a punch ticket entitling the student to 11 uses.

**Students eligible for busing** - \$9.00/month to a maximum of \$18.00/month per family.

## NUT AWARE SCHOOL

Some of our students have a life threatening allergy to peanut products, including peanut butter. We need to ensure that all our children are safe and cared for at school, so we request your cooperation and understanding to help us protect our students from possible danger. Allergies are a medical condition that may cause death within minutes if not treated properly. Please send only food that is free from any peanut or nut products. Even peanut residue on hands, desks and equipment in the school, can cause an anaphylactic reaction to the allergic child.

## LION'S PRIDE

At G.W. Smith we have Lion's Pride!

- Positivity
- Respect
- Independence
- Determination
- Empathy

## HOME AND SCHOOL COMMUNICATION

It is important to maintain good communication between home and school. This communication can be initiated by either the home or the school and can take a variety of forms. Some of these are:

- parent orientation night
- school visitation by parents
- parent volunteer activity in the school
- parent attendance at school assemblies, activities and special events
- notes or letters from teacher to parent or from parent to teacher
- homework assignments
- G.W. Smith School Council
- Smith Scoops newsletter (once/month - includes a monthly calendar)
- scheduled parent conferences
- report cards

Parents/guardians are invited to visit the school. You may wish to discuss your child's progress at a time other than during scheduled conferences, or you may wish to come and help in the classroom. Please call the school to make arrangements for such visits. Please call your child's teacher or the school administration as soon as any concerns arise.

## AGENDAS

Daily agendas are a routine in grade 1-5 classrooms. Children record homework expectations, notices of special events, reminders, and other notes of interest to parents. Parents/guardians are asked to read these daily, sign, and respond if requested or as desired. Greater responsibility to keep agendas up-to-date and make effective use of their planning function is expected of grades 4 and 5 students. Parents/ guardians are encouraged to use the agenda as one way to communicate with teachers.

## **MEDICATIONS**

If your child requires medication to be administered during school hours, please contact the school so that we can ensure proper procedures are being followed.

**Non-Prescription:** School staff may not administer non-prescription medications such as Aspirin, Tylenol or cough medicine. These are not available at school, and are not to be sent with students.

**Prescription:** School staff may only administer prescription medications if they have agreed to be of assistance and have been given appropriate instruction or training by a qualified person which may include the parent. Authorization must be provided in writing from the parent or guardian and the physician to the principal (RDPS Regulation 4.04.02). The form to administer medicine is available on the school website. Parents/guardians are responsible for making appropriate arrangements for giving of medications. All prescription medications must be in the original container, labeled, and stored. Please do not put pills in lunch kits or coat pockets.

## **INJURIES**

Minor injuries such as cuts and scratches will be attended to by the school but if there is any question as to the nature of illness or injury, we will attempt to contact parents/guardians.

Any child who has a head injury will be brought to the office. Parents/guardians will be contacted and will determine whether the child will remain in school or be taken for a medical examination.

Please ensure that a telephone number where a parent/guardian can be reached at all times is available to the school. Confirm with your designated emergency contacts that you have given their name and number to the school.

## **SCHOOL INVOLVEMENT**

We offer our students a variety of extra-curricular activities such as choir, Student Council, Environment Club and cross country skiing. As well, many of our students volunteer in the school as office helpers, selling milk, and many other jobs.

## **VALUABLES**

Discretion is advised in determining the types of valuables students bring to school from home. Items of considerable sentimental or monetary value should be kept at home, as the school lacks facilities to secure valuables. Gaming devices are not to be brought to school.

We understand that your child may need to bring a communication device to school for safety reasons, such as contacting a parent/guardian while walking home. Any devices brought to school must be turned off during the day and kept in the students' backpack. They are not to be taken out at recess or during the lunch hour. If your child will be bringing a device to school, please request an Electronic Device Agreement from your child's teacher or the office.

## **ATTENDANCE**

School attendance between the ages of 6 and 16 is compulsory according to provincial legislation. We encourage parents/guardians to ensure the regular and punctual attendance of their children in order that maximum achievement may be attained.

If your child will be absent or late on a given day, please contact the school by note (when the absence is known in advance), or by telephone (**403-346-3812 - Attendance Line**). The Attendance Line can be accessed outside of school hours to leave a voice mail message reporting an absence.



## HOMEWORK

Your child may be assigned regular homework such as practising sight words or math flash-cards, or may be assigned work that was not completed in class or with which they require extra practise. In grades 4 and 5 it is helpful for students to review daily work to assist in preparing for assessments and to build their study skills for middle school. In order to develop good reading and comprehension skills, all students should read daily. If your child has missed school due to illness or vacation they may have work to complete.

In order to help develop a positive homework habit:

- Establish a consistent time each day for homework.
- Provide a quiet place to work, with materials such as pencils and paper.
- Show an interest in, and monitor, the homework your child is doing.
- Ensure homework is completed promptly and returned to school.
- Communicate with your child's teacher if your child is experiencing difficulty completing his/her homework or if they appear stressed by your "helpfulness".



Encourage your child to talk about their day. Rather than asking "How was school?", ask them to tell you something they learned in a specific subject.

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### SCHOOL AGE CARE

If your child needs care before or after school, on staff meeting days, and non-instructional days, please call 347-7973 to reserve space in school age care. This service is coordinated through the Red Deer Child Care Society. Subsidized fees are available. Please make appropriate arrangements for child care if your child must arrive prior to 8:40 a.m. or remain after school past 3:40 p.m.

\* Students who attend School Age are to take coats, backpacks, etc. with them. Outdoor shoes are to be left in the front bootroom.

### GYM APPAREL

Students in all grades are required to wear running shoes for physical education classes. For safety, it is very important that student have proper running shoes that do up snugly. These running shoes can also double as a child's inside shoes. Students in grade 4-5 may also be required to wear gym shorts and a T-shirt for physical education classes. It is strongly recommended that students have a gym bag for carrying and storing their gym clothing.

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### CLOTHING In order to maintain cleanliness in

the school, we ask that students have one pair of shoes or boots for outside wear and one pair of shoes with **non-marking soles** for inside.

**Please ensure that your child is dressed appropriately for playing outdoors for 15 minutes during recess and 25 minutes over the lunch hour.** Warm clothing for winter and other unseasonably cold days is essential. When the temperature is extremely cold (-21° or more), students will be permitted to stay indoors. Ensure your child has proper rain gear for rainy days. Plan for outdoor play, bus waiting time, or emergency evacuation every day. In hot weather students should not wear clothing more suitable to the beach, eg. spaghetti straps, muscle shirts, short tops (tummy showing). Students (and parents) are requested to remove their hats when entering the school.

***PLEASE PUT YOUR  
CHILD'S NAME ON ALL  
ITEMS OF CLOTHING.***



## STUDENT CONDUCT

At G. W. Smith School we expect students to exhibit socially responsible and respectful behaviours so that teaching and learning can take place in a safe and caring environment. A positive school climate creates an environment in which each student is free to learn to the best of his or her ability and contributes to the prevention and reduction of misbehaviours in school. School personnel, under the direction of the principal, are to maintain order and discipline in the school, on school grounds and during school activities. Our school must be a safe and caring place for students and staff.

According to RDPS Regulation 4.02.02, students shall:

- a. Demonstrate a commitment to maintaining a safe and caring school;
- b. Demonstrate desirable personal characteristics, such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals;
- c. Conduct themselves so as to reasonably comply with the following code of conduct:
  - i. be diligent in pursuing their studies,
  - ii. attend school regularly and punctually,
  - iii. comply fully with everyone authorized by the Board of Trustees to provide education programs and other services,
  - iv. comply with the rules of the school,
  - v. account to their teachers for their conduct,
  - vi. respect the rights of others;
- d. Be answerable for their conduct to the principal of their school on the way from home to school and from school to home, in the school building, during all time that they are on the school grounds, and during all school-sponsored activities;
- e. Be afforded information on the code of conduct with which they are expected to comply, with possible consequences for noncompliance; and
- f. Have the right to fair treatment and due process, including opportunity to account for situations and behaviours.



At G. W. Smith we use the Zones of Regulation to talk about how to regulate or control our own behaviour:

- When you are in the Blue Zone your body is running slow (tired, sad, etc.).
- When you are in the Green Zone you are “good to go”. You may feel happy, calm and focused.
- When you are in the Yellow Zone you are starting to lose control (frustrated, silly, anxious, etc.). You need to slow down and proceed with caution.
- When you are in the Red Zone you are out of control (uncontrolled anger, terror, elation, etc.). If you are in the Red Zone you will not make good decisions and you need to STOP!

We use the terms “expected” and “unexpected” to talk about behaviours. Expected behaviour is specific to the activity. Expected behaviour during quiet reading looks different than expected behaviour on the playground.

When you behave in an unexpected way (yelling, name calling, being grumpy, running around the room, etc.) it changes the way other people feel. It makes people anxious, uncertain, frustrated, angry etc. They may start to have uncomfortable thoughts about you and think you are not fun, safe or easy to play or work with.

Each student should be able to identify some tools or strategies they can use to either calm down (if they are in the yellow zone) or become more alert (if they are in the blue zone). They might take deep breaths, use a fidget, stretch, listen to music, go for a walk, etc.

## G.W. SMITH SCHOOL RULES

The following behaviors are necessary for your child's well-being and the well-being of others.

1. Treat others respectfully; fighting (hitting, slapping, kicking, pushing, tripping, throwing things at others, pinching, or any other touching with intention of harming or threatening others) is never permitted at school. Not even if you are provoked or angry, or even if you didn't start it.
2. Speak respectfully; no swearing or cursing, no name calling or hurtful teasing.
3. Walk when you move inside the school.
4. Respect our school; do not deface or damage school property.
5. When the bell rings, enter and/or exit through your assigned boot room without running, pushing, or shouting. After footwear is neatly placed on shelves, move quietly to your classroom.
6. Every time you want to use or touch another person's belongings you must ask for and receive permission from the owner.
7. Do not bring items to school that may pose a safety risk to others or that may offend some individuals.
8. Hats may be worn on special days only.
9. Listen to and obey instructions from all staff members, including lunch supervisors and bus drivers.

**SCHOOL  
RULES**

### Bus Rules

1. Obey the driver.
2. Stay seated with your back against the back of the seat. Do not get up until the bus has completely stopped. Sit in your assigned seat.
3. Keep the aisle clear. Sports equipment, backpacks, lunch kits and books should be held on your lap or placed at your feet.
4. Keep everything inside the bus. Only air goes in and out the windows.
5. No eating on the bus.
6. Stay back from the sides, wheels, and bumpers of the bus. Keep out of reaching or touching distance.
7. All school rules apply when on the bus.



## LUNCHROOM PROCEDURES AND EXPECTATIONS

The school lunch program is a suitable option for many children. Some children, however, do need a break during noon hour, and benefit from the opportunity to eat lunch at home. If your child has difficulty observing the behavior expectations at noon hour, please consider an alternative care arrangement before the situation escalates to suspension of privileges.

The expectations for behavior are designed to ensure a safe and orderly environment so that students and staff have a restful lunch break in preparation for a productive afternoon. Please review the expectations and procedures with your child to help accomplish this goal.

1. Students are to cooperate with the lunchroom supervisors and follow the school rules.
2. During the eating period students are to remain seated.
3. Students are to clean up their eating area.
4. During the play period students are to be playing on the playground or involved in a supervised activity inside the school building.
5. Students who stay for lunch are not to leave the school grounds without permission.

Occasionally a student experiences difficulty choosing appropriate behavior. The following steps will usually occur:

1. The student will be reminded of the expectations for appropriate behavior. The incident will be reported to the lunch program coordinator, teacher or school administration.

Normally, difficulties are resolved at this point.

2. If inappropriate behavior continues or recurs frequently, parents/guardians will be notified.

On occasion, the following will occur.

3. If inappropriate behavior continues or escalates, the child may receive a temporary suspension from the lunch program. Parents/guardians will be notified.

**Remember:** The school lunch program is only one alternative and it may not be the best choice for your child. Some children, like adults, need a time away from work and large groups in order to feel refreshed.

