

**DON CAMPBELL
ELEMENTARY SCHOOL
2017-18**

PARENT/STUDENT HANDBOOK



99 IRVING CRESCENT, RED DEER, AB. T4R 3S3
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SCHOOL WEBSITE
Don Campbell Elementary School
<http://doncampbell.rdpsd.ab.ca/>

TABLE OF CONTENTS

- SCHOOL CALENDAR
- SCHOOL INFORMATION
 - AGENDA
 - ASSEMBLIES
 - ATTENDANCE
 - BEFORE AND AFTER SCHOOL CARE
 - BELL AND BREAK TIMES:
 - BICYCLE HELMETS
 - COMMUNICATION
 - ELECTRONIC DEVICES
 - EMERGENCY CONTACT INFORMATION
 - FOIPP
 - HATS, BOOTS AND WET FOOTWEAR
 - HOMEWORK EXPECTATIONS
 - ILLNESS
 - LIBRARY/LEARNING COMMONS
 - LUNCH TIME EXPECTATIONS
 - PLAYGROUND SUPERVISION
 - MEDICATION AT SCHOOL
 - MESSAGES FOR STUDENTS
 - NEIGHBOURHOOD WALKS
 - NEWSLETTERS
 - PARENT SIGN IN/SIGN OUT BOOK
 - PERSONAL ITEMS - LOST & FOUND
 - PLAYGROUND SAFETY
 - PARENTS AS PARTNERS
 - PEDESTRIAN SAFETY AND PARKING
 - REPORTING TO THE OFFICE
 - REPORTING STUDENT ACHIEVEMENT
 - SCHOOL COUNCIL
 - STUDENT PHONE USE
 - SWIMMING
 - VALUABLES
 - VOLUNTEERS
 - WEATHER
- DON CAMPBELL CITIZENSHIP
 - SCHOOL-WIDE POSITIVE INTERVENTIONS AND SUPPORTS (PBIS)
 - BEHAVIOUR EXPECTATIONS

SCHOOL CALENDAR

Staff - Early Start Up	August 24-25
School Opening-Registration	August 28-30
Classes Begin - Students First Day	August 31
Labour Day - No School	September 4
Staff Learning Day - No School	September 15
Opening Ceremony - DCE 1:00 p.m.	September 28
Staff Learning (am) & Intake Conferences (afternoon & evening) - No School	October 5
Staff Learning - No School	October 6
Thanksgiving - No School	October 9
Staff Off in Lieu of Start Up - No School	November 8
Fall Break - No School	November 9-10
Parent Teacher Conferences (afternoon & evening)	December 7
Staff Learning (am) & Staff off in lieu (pm)	December 8
Early Dismissal - 2:20 pm	December 22
Christmas Break	December 25 - January 5
Classes Resume	January 8
Staff Learning Day - No School	January 19
Staff Learning Day - No School	February 9
Family Day - No School	February 19
Winter Break - No School	February 20-21
Teachers Convention - No School	February 22-23
Staff Meeting (am) & Student-Led Conferences (afternoon & evening)	March 22
District Staff Learning Day & Staff Off in Lieu (pm) - No School	March 23
Spring Break	March 26-30
Good Friday	March 30
Easter Monday - No School	April 2
Staff Learning Day - No School	April 20
Education Week	May 1-4
Staff Off in Lieu of Start Up - No School	May 18
Victoria Day - No School	May 21
Staff Learning Day - No School	June 15
Final Day for Students - Early Dismissal - 2:25 pm	June 28
Staff Only - Organizational Day	June 29

SCHOOL INFORMATION

AGENDA

At the discretion of each grade teacher, agendas will be available for purchase, at the school office (this will be mandatory). Agendas will be sent home daily to maintain home/school communication. Some teachers may also use other forms of communication such as: School Connects, notes home, newsletters, etc.

The purpose of the agenda is to:

- be a place for students to list their daily accomplishments, homework, reminders, or notes on school activities.
- be a method for daily parent-teacher communication, signed by parents daily.

Parents please:

- Read it.
- Discuss it and ensure that work has been completed.
- Sign it.
- Create accountability for your child to return it to the school **everyday**.

ASSEMBLIES

Assemblies are held to recognize student performance. We believe that these functions are not only an excellent opportunity for students to receive acknowledgement for their efforts, but also an opportunity to learn good audience skills. Parents are encouraged to attend.

ATTENDANCE

As outlined in the **Alberta School Act**, elementary students are required to attend school regularly. Continued and unexplained lates and absences will result in school letters being sent home and the involvement of the school district Attendance Officer.

Regular attendance is of the **utmost importance** for your child's learning. Illness, medical and/or dental appointments and family emergencies are excusable reasons for absences. If your child must be absent, or will be late, please contact the school **Attendance Line** at 403.406.3303. Please indicate the child's name, class, date, and reason for absence. The phone-in system, we have in place to monitor student absences from school, works extremely well if parents contact us if their child is expected to be late or away from school. When these absences are not reported and we find it necessary to call parents to check on a child's absence, it puts considerable demands on the time of a staff member. To avoid this, we would ask that you make every effort to phone if your child will be absent or late.

BEFORE AND AFTER SCHOOL CARE

The Red Deer Child Care Society is licensed to provide before and after school care for children. Anyone requiring information regarding the program can call (403)347-7973.

BELL AND BREAK TIMES

KINDERGARTEN - GRADE 5:

8:50	Entrance Bell
8:55	Classes Begin
10:30 - 10:45	Morning Recess
12:15 - 12:35	Lunch
12:35 - 12:55	Lunch Recess
1:00	Classes Begin
3:25	Dismissal Bell

BICYCLE HELMETS

Students are expected to follow the legal requirement of wearing a bike helmet, when riding to and from school. If a student rides a bicycle, scooter, skateboard, etc. to school, he/she needs to have a lock to secure the bicycle, in the bike racks.

COMMUNICATION

We use several methods to communicate information with parents:

- School website: <http://doncampbell.rdpsd.ab.ca/>
- Twitter: @dcampbellschool
- Facebook: <https://www.facebook.com/Don-Campbell-Elementary-School-254529728279647/>
- Remind: To receive messages via text, text the message @doncam to the number (289) 270-1563 or go to <https://www.remind.com/join/doncamtext>. You can opt-out of messages at anytime by replying, 'unsubscribe @b761fe' PLEASE NOTE: Red Deer Public will be discontinuing Remind and using School Messenger. Information will be communicated at a later date.

ELECTRONIC DEVICES

Students are encouraged to leave electronic devices at home. Students will be expected to **turn off** all electronic devices, i.e. cell phones, iPods, MP3's, electronic games, etc. **during school hours**.

EMERGENCY CONTACT INFORMATION

It is the **parent/guardian's** responsibility to ensure that the school has **current information, including legal documents regarding custody** on file, so that we may contact you in emergency situations. Ideally we would like home, work and cell numbers on file. We would also like to have contact information for friends, neighbors or relatives, if parents/guardians cannot be reached. Each September we send home a verification form to update this information. Parents are now asked to create a Parent Portal account for their children. For information or instruction on how to do this, you can contact the school office. If accounts have not yet been set up and changes need to occur immediately, please contact the school office by phone or email.

FOIPP

Don Campbell Elementary uses various media/publications to educate the community and celebrate student success during the school year. These media/publications include but are not limited to the following; Don Campbell Elementary School website, newsletter, Facebook and Twitter feeds, student publications, local and regional newspapers and publications. Parents who choose not to have their child's image or work shared publicly may choose to opt out on the registration form, in the FOIPP section.

HATS, BOOTS AND WET FOOTWEAR

Please remove these items at the door.

HOMEWORK EXPECTATIONS

Homework includes doing assignments as well as reviewing, studying and reading. Establishing a regular homework routine can greatly enhance a child's academic success. Parents can provide help with homework and should contact their child's teacher concerning problems with homework. The following points may help organize home study times:

- Use the Agenda (please read and sign daily).
- Ensure homework, identified in the agenda, is completed.
- Establish a regular homework time.
- Set up a homework centre with adequate supplies and in an area free of distractions.

"Homework" will primarily involve:

- Daily reading (15 - 20 minutes each night)
- Reading, writing and talking with parents
- Studying or reviewing notes
- Practicing number facts and spelling
- Completing unfinished projects and assignments

ILLNESS

Please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to properly care for sick children. Students who become ill during the day are to inform their teacher. Our policy is to contact parents and have students picked up, as soon as possible.

LIBRARY/LEARNING COMMONS

The Don Campbell Elementary school library/learning commons provides a wonderful opportunity for our students to read and enjoy books at home, as well as, spend time engaged in learning. Our goal in the library is to help students live together in a learning community. In the process they will learn to:

- love literature
- be curious and think critically
- access, use and evaluate information
- respect each other, our library and its contents

PLEASE help your child(ren) by helping them to:

- keep track of library books
- return library books on time
- treat books with respect

Library Guidelines

- Students may check out two books. One book at their reading level and the second book of their choice.
- Students **MUST** return both books each week in order to check out new books!
- Students with overdue library books may **NOT** borrow any new materials to take home until the missing items have been returned or \$5 is paid.
- The cost of lost or damaged library books **MUST** be submitted before students will be able to borrow again from the school library.

LUNCH TIME EXPECTATIONS

Lunch room supervision is provided by the school. Students who stay for lunch are expected to follow instructions by the supervisors, at all times. We have access to lunches from Mustard Seed, for students who CANNOT bring a lunch due to financial difficulty. Parents are required to fill out a form from the office if their child requires a lunch. Their name will then go on a list, which is emailed to Mustard Seed, to ensure that they receive a lunch. If a child forgets to bring a lunch, parents will be called to provide one.

PLAYGROUND SUPERVISION

Teachers will supervise the playground for **10 minutes before school** and for morning recess. During the lunch break, the lunchroom supervisors will supervise students while eating in the classroom and playing on the playground. **We request that you send your child to school, only during scheduled supervised times.** As well, all students are expected to go directly home at school dismissal.

MEDICATION AT SCHOOL

We are not able to give students Tylenol or **any** over the counter medicines. If your child requires prescription medicine and needs to take it at school, your doctor must fill out and sign a form to be kept at school. This form is available at the school. We must have this form signed by the doctor and the parent to administer any medicine. Students should not keep any medicine in their backpacks.

Don Campbell Elementary School has an Anaphylaxis plan. It is essential that students requiring Epi-Pens be identified by parents, to their teacher and the school office. The location of the Epi-Pen and any other medication, such as inhalers must be confirmed. Emergency contact information must be current.

MESSAGES FOR STUDENTS

It is important for students to be aware of any special arrangements needed at noon or after school, **prior to leaving for school in the morning**. Important messages will be forwarded to students just before breaks or dismissal so as to lessen disruptions in the classrooms. Phone calls **will not be** transferred to students while they are in class.

NEIGHBOURHOOD WALKS

At various times during the year, children are taken on educational walks around our neighbourhood community. Through such experiences the students gain information that is used for instruction in the classrooms. On these outings, safety is stressed and all children are supervised by the teacher, often with the help of parents or other adults. In order that your child may go on these walks during this school year, a permission form will be sent home at the beginning of the year.

NEWSLETTERS

School newsletters are added to our school website at the beginning of each month. You may subscribe to receive the newsletter to your email inbox by visiting our website and entering your email address in the subscription area. A link to the newsletter will be sent out via Remind when it is posted on the website. No paper copies of the newsletter will be sent home.

ONLINE STUDENT PORTFOLIOS

PARENT SIGN IN/SIGN OUT BOOK

Parents are asked to sign their child in when they drop them off late. As well, you must sign your child out if you pick them up early. Student sign in/out is located on the front counter, at the office. This method will ensure the safety of your child(ren), in the event of an evacuation emergency.

PERSONAL ITEMS - LOST & FOUND

A lost and found box is located at school. Watches, glasses, and other valuables will be kept in the office. Unclaimed items will be forwarded to a charity, periodically throughout the year. Please label all of your children's belongings and go through the lost and found regularly, throughout the school year.

PLAYGROUND SAFETY

All wheeled modes of transportation, i.e. roller blades, skateboards, wheelies and bicycles, **may not** be used on the school playground.

PARENTS AS PARTNERS

Parenting is the most demanding yet rewarding role most of us ever undertake as adults. Home is the **major** education institution. Studies show that students who are academically successful tend to receive consistent support and encouragement from their parents. Five things parents can do to increase their child's achievement:

- Be a positive model for your child.
- Have a daily positive conversation about school.
- Set and clarify high achievement and behaviour expectations and if necessary, consequences.
- Ensure all homework, reading and studying is completed.
- Use 'positive' talk about your child's school and what is going on there.

PEDESTRIAN SAFETY AND PARKING

Parking and crossing the street with our children is a concern.. **PLEASE** take your children to the marked crosswalks to cross with them, or have them cross on their own under the supervision of the school patrols. The time it takes to walk to and use the crosswalk is minimal compared to the consequences of a potential accident involving a vehicle and your child.

Please park on the street and walk your child/children to their designated door. Please **DO NOT ENTER THE STAFF PARKING LOT**. This area is for **STAFF USE ONLY**.

As per Red Deer City bylaw, please **park no closer than 5 meters from any marked crosswalk**. 5 meters is equivalent to about 5 sidewalk blocks or 5 large steps, taken by an adult.

REPORTING TO THE OFFICE

Visitors are asked to sign in and report to the office immediately upon entering the school.

REPORTING STUDENT ACHIEVEMENT

Progress Reports and Parent-Teacher/Student-Led conferences will occur in October, December, and March with a final report card at the end of June.

Conferences are one of the most important parts of the reporting process. Please make every effort to attend a conference regarding your child's progress.

SCHOOL COUNCIL

Parents are encouraged to attend monthly School Council meetings to stay informed about school affairs and to provide input. These meetings provide an excellent opportunity to meet other parents and to support your child's educational program and parent sponsored activities.

STUDENT PHONE USE

Students may use the phone in case of **emergency** (Illness, injury or if they forget an important item). We **do not** allow students to use the phone to make arrangements to play at a friend's home, after school.

SWIMMING

In support of the Provincial Physical Education curriculum and to provide early water safety for children, a Swim Program is offered for Grades 2 - 4. This program is taught by qualified instructors from the City of Red Deer Aquatics Program. There is a cost to parents for this program.

VALUABLES

Students are discouraged from bringing money or any valuable items to school. Any child who brings such items to school is fully responsible for them.

VOLUNTEERS

We welcome and encourage parents or other members of our community to support us through various kinds of volunteer work. Classroom teachers invite volunteers to work with them in a variety of ways, either directly with students or by assisting with other tasks in the classroom. Volunteers can also provide valuable assistance in the library and on field trips. All individuals acting as volunteers on behalf of a school program must provide, to the Principal, a criminal record check and have two personal references. There is a minimal charge from the RCMP for this record check. Upon receipt of the criminal record information, the principal will then make the decision to either allow or deny the individual access to the particular volunteer position. The costs associated with the criminal record check will be responsibility of the the individual.

WEATHER

Students are expected to remain outside before school, in the morning, during morning recess and lunch recess. If the temperature falls below -20 degrees celsius or if the weather is inclement, students will remain indoors.

Students enjoy outside activities, including recess in sunny weather. If you wish your child to wear sunscreen, please send it to school with the child. It will be important for you to explain to your child your requirement for them to wear sunscreen. This process will assist the student in being responsive to following your wishes.

DON CAMPBELL CITIZENSHIP (Modeling Good Behavior)

SCHOOL-WIDE POSITIVE INTERVENTIONS AND SUPPORTS (PBIS)

At Don Campbell Elementary we value educating the whole child and helping our students become well-rounded, caring, respectful, responsible, and resilient individuals who contribute to society, in positive ways. With this in mind, we have instituted a school-wide system of Positive Interventions and Supports (PBIS). The goal of PBIS is to establish learning environments that support the positive behavior of students through pro-active instruction, routines, incentives, classroom management and intervention policies. PBIS involves the entire school population in promoting and rewarding positive behaviors. Through data analysis, planning takes place to help prevent negative or risky behaviors, in order to create a safe, supportive learning environment.

BEHAVIOUR EXPECTATIONS

Positive behavior expectations will be taught and reinforced through:

1. **Proactive Instruction** - Behavior is learned. Thus we will be providing lessons to teach behavioral expectations, as well as, effective strategies students can use to achieve positive and safe behaviors. Children will learn how to meet these behavior expectations in all settings encountered every day in school such as the classroom, library, gymnasium, hallway, bathroom, and playground. These expectations will be displayed in a matrix, and will be posted in the school. Expectations will be taught using a range of strategies that include modeling, practice and role playing. Videos, guest speakers, and social stories are also incorporated into lessons to reinforce desired behavior.
2. **Recognition of Positive Behaviors** - Students' use of positive behavior is recognized regularly and promoted through the school year.