

**GRIMSHAW PUBLIC SCHOOL
K-12
PARENT/STUDENT HANDBOOK**



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Inspiring our Students Today for Tomorrow's Future

Mission Statement

Inspiring our students today for tomorrow's future

Vision Statement

Grimshaw Public School:

A welcoming environment where all students discover success!

Core Value Statement

Guiding respect, accountability and honesty through our actions
Promoting positive and inspiring relationships to ensure lifelong learning
Succeeding in a safe and caring environment that welcomes all

GPS: THE RIGHT DIRECTION

"Through learning we re-create ourselves. Through learning we become able to do something we were never able to do." - Peter Senge

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Principal's Message

Welcome to Grimshaw Public School, home of the Trojans! My name is Jessica Shaw and it is my pleasure to serve as the principal of Grimshaw Public School (GPS). I certainly look forward to working with and supporting students and their families as they discover success at GPS.

GPS follows a strong tradition of supporting achievement, development and overall well-being of students. GPS students benefit from goal setting and a school environment that promotes a healthy lifestyle. Rest assured, as the principal of GPS, I will work tirelessly to support the success of every student in my care. To that end, we will ensure every student has opportunities to be successful and have access to different teaching strategies, materials, and courses. It is our job to do all we can to ensure that students reach their full potential. We will attain this goal by making sure the educational experience is engaging and learning is enjoyable and rewarding.

We believe community leadership is an essential skill to nourish in our school and our neighbourhood therefore students will continue to be given opportunities to support their community through a wide variety of social initiatives. In addition to the citizenship opportunities, our school supports students in athletic pursuits. We are pleased to offer students a wide variety of sports, intramurals, and teams to participate in.

We are living in a global economy where competition for meaningful employment is increasing. At GPS we provide our students with a safe learning environment where students can make good choices, setting a path for success in current and future grade levels and for career preparation. We are here to support our students in their learning endeavours and to help build strategies to achieve their goals. Our greatest support in this area comes from parents and guardians; with encouragement at home - and a few reminders to complete homework - our students can achieve anything they want from life. We look forward to continuing to build relationships with parents and guardians.

On behalf of the GPS staff I welcome you into Grimshaw Public School. If you have any questions or concerns, please do not hesitate to contact me at ShawJ@prsd.ab.ca or call the school to make an appointment. My door is always open!

General Information

Hours of Operation and Bell Schedule

The school office is open from 8:30 am to 4:30 pm Monday to Friday. Please contact us at 780-332-4075 during these hours. Messages can be left on the school answering machine after hours.

Elementary Bell Times:

8:45 am	Warning Bell
8:55 am	Class Begins
10:10 am	Div 2 Recess Begins
10:25 am	Div 2 Recess Ends/ Div 1 Recess Begins
10:40 am	Div 1 Recess Ends
11:50 am	Div 2 Recess Begins/ Div 1 Lunch Begins
12:20 pm	Div 2 Lunch Begins/ Div 1 Recess Begins
12:50 pm	Classes Resume
2:00 pm	Div 2 Recess Begins
2:15 pm	Div 2 Recess Ends/ Div 1 Recess Begins
2:30 pm	Div 1 Recess Ends
3:30	Dismissal

Jr/Sr High School Bell Times:

8:45 am	Warning Bell
8:55 am - 10:07 am	Block 1
10:12 am - 10:59 am	Flex
11:04 am - 12:16 pm	Block 2
12:16 pm - 12:56 pm	Lunch
1:01pm - 2:13 pm	Block 3
2:18 pm - 3:30 pm	Block 4

Lockers

Lockers are provided to all students as a convenience. Jr/Sr High School students shall use a school owned lock on their lockers. Students are responsible for keeping their lockers clean and orderly. No decorations or stickers are allowed on their lockers. Students in Jr/Sr High School are advised to not share their locker combinations with anyone else. Every Jr/Sr High School student will be issued a locker and a lock at no cost. Periodic locker cleanings will be done throughout the year for all grade levels. There should be no trading of lockers or locks without the permission of the administration.

Lost and Found

We have two lost and found boxes in the school, one is located in the primary wing and one is located by the office. When in doubt over a lost item, please come into the school to check the lost and found yourself.

PowerSchool

Grimshaw Public School uses PowerSchool to report student attendance and achievement. Students in Jr/Sr High School and their parents/guardians are able to track student attendance, grades, and assignments in PowerSchool using the Student/Parent Portal. Please contact the office if you need assistance setting up your account.

Report Cards and Parent Teacher Interviews

Elementary student report cards are issued at the following times during the year:

1st - Mid November (Parent Teacher Interviews)

2nd - Mid March (Parent Teacher Interviews)

3rd - End June (Final report card)

Jr/Sr High student report cards are issued at the following times during the year:

1st - Mid November (Semester 1 Term 1 Report Card)

2nd - Late January (Semester 1 Final Report Card)

3rd - Mid April (Semester 2 Term 1 Report Card)

4th - End of June (Semester 2 Final Report Card)

Parent Teacher Interviews: Late October, Late November, Late March, Late April/Early May

In addition to the designated Parent/Teacher Interview times, we encourage parents to visit our school and discuss mutual interests and concerns pertaining to their child's/ren's education at any period throughout the school year. Parents can request a conference by phoning or writing to the teacher and arranging a suitable appointment time.

School Council

We have an active School Council that meets each month (watch the school calendar for alternate days). If you are interested in attending a meeting, please call the office to gain more information regarding the dates of these meetings.

Medication

All medications brought in by students must be kept in the office. If your child is required to take medication during the day, parents/guardians must complete form 316-2 Administering Prescription Medication to Children/Students.

Staff of Peace River School Division #10 will not give students medicine of any kind without written consent from both the parent and physician in accordance to Peace River School Division's Administrative Procedure 316.

Celebrations and Events

Family and community members and friends are encouraged to join us in our celebrations and events. Please consult the school calendar for upcoming events which might include: School Open House and Meet the Teacher BBQ, Terry Fox Run, Remembrance Day Ceremony, Student Awards Ceremony, and Monthly Assemblies.

Professional Development (PD) Days

Watch the calendar pages for professional Development Days (Site Based PD/Staff Meeting) throughout the year. We do not have our staff meetings these days, but the teachers and EAs are at the school working and collaborating to improve student literacy and numeracy through differentiated strategies and common assessments.

Teachers meet by grade division with Administration and School-Based Inclusive Education Coaches once a month for Collaborative Team Meetings. These meetings are focused on key issues and supports that can be implemented in the classroom to support students.

Communication

In lieu of a monthly newsletter, Grimshaw Public School shares a Weekly Update in an attempt to inform all parents of activities, programs and special events going on in our school throughout the year. This update is sent by email, and is posted on both school Facebook page and the school website at www.grimshawpublic.ca

Parking

Student parking is available across the street from the Multiplex parking lot, beside the Town of Grimshaw office. Students are not permitted to park in the Multiplex parking lot during school hours.

Education

Academic and Complementary Programming

Students in kindergarten experience their education through a play-based program focused on early literacy and numeracy, citizenship and identity, environment and community awareness, personal and social responsibility, physical skills and wellbeing, creative expression and information and communication technology. Grimshaw Public School offers an A.M. program, a Mon/Wed program, a Tues/Thurs program, and a full-time program.

Students in grades 1 to 6 participate in English Language Arts, Mathematics, Science, Social Studies, Art and Music, Health, and Physical Education. Additionally, students participate in a variety of extracurricular activities including elementary options, after school sports, swimming program, and track and field.

Our annual elementary track and field days are held in late May or early June. Students are divided into groups based on their age. A noncompetitive day and a competitive day of will be provided with students being able to choose one or both days to participate in.

Many of our individual competitive winners are then entered into the Regional Track Meet (held in June).

Students in grades 7 to 9 take English Language Arts, Social Studies, Math, Science, Health, Physical Education, and French as a Second Language. Additionally, students can engage in a wide variety of options to enrich their education such as Art, Music, Home Economics, Industrial Arts, Drama, Outdoor and Hunter Education, Skating, Hockey, Football, Softball, Driver's

Education, Cosmetology, Robotics, 3D Printing, Photography, and Audio/Visual Production.

Students in grades 10 to 12 pursue the requirements of an Alberta High School Diploma. Course outlines can be obtained from the Grimshaw Public School website. In addition to core programming, students can engage in a wide variety of Career and Technology Studies (CTS) programming and Off-Campus Education opportunities. These have included Art, Drama, Home Economics, Industrial Arts, Art and Design, Photography, Audio/Video Production, Outdoor Education, Physical Education, Sports Performance, Cosmetology, Work Experience, Registered Apprenticeship Program (RAP), and Green Certificate.

Human Sexuality Education (Health Theme V)

Human sexuality is a part of our Health curriculum from Grades 4 to 6. Materials used and presented include special videos, pamphlets and films from the local Health Unit, etc. Materials are made available for preview by parents prior to presentation within each classroom.

Extracurricular Programming, Sports, and Clubs

We strive to encourage our students to become members of a wide variety of clubs, sports teams, and volunteer activities. These activities promote citizenship, leadership, and success for our students. They also allow our students to be connected and have fun! Some programs we have offered include GPS Student Parliament (5-6 and 9-12), High School First Responders (10-12), Music Club (7-12), Book Club (3-6), Running Club (5-6), Archery Team (5-12), Stars Patrol (4-6), Crossing Guards (5-6), Kindergarten Helpers (4-6), and Robotics (7-9).

Jr/Sr High Students are invited to try out for a number of different sports teams, including Basketball, Volleyball, Badminton, and Track and Field.

Student Course Load and Graduation Requirements

Students in grade 10 must be registered in and maintain a course load of at least 40 credits with no spares. Students in grade 11 must be registered in and maintain a course load of 35-40 credits. Students in grade 12 should normally be registered in and maintain a course load of 30-35 credits.

At the discretion of the Guidance Counsellor and school administration, spares may not be permitted for students in grade 11 or 12 if they are missing a required class or require additional credits. Spares should be used to study, complete homework, and improve grades.

The Guidance Counsellor and Administration create individual education plans that meet Alberta High School graduation requirements for each Grade 11 and 12 student annually. This plan may include supervised time in which the student completes one or more courses through Virtual Education. At the beginning of Semester 2, when a Grade 12 student's education plan indicates that they have the credits and classes in place to obtain an Alberta High School Diploma, they will be added to the Graduation List.

Please consult the Alberta Education website for the [Alberta High School Diploma requirements](#).

Assessment Practices and Exams

At GPS we make it our goal to help students develop into successful learners who take responsibility for their learning and when possible we use assessment as a means to improve and increase student learning and academic success. Since postsecondary institutions (colleges, trade schools and universities) do not make it a practice to allow students to hand in their assignments and projects late, our teachers work to help students develop strong organizational and work habits to ease the transition to careers and further learning.

Students can expect their teachers to provide timely and constructive written feedback on assignments and projects; provide instruction with variety in the form of lectures, projects, class discussions, and hands-on learning; giving students a variety of assignments and projects that are tailored to a variety of learning styles; and encourage creativity and allow students to take pride and ownership in their work by giving students choice in the design and presentation of their individual and collaborative projects.

Quizzes and unit exams are used to determine whether students are meeting Alberta Education learning outcomes at each grade level and provide teachers with data necessary to enhance student learning and increase achievement on final exams. Teachers make their students aware of exam dates well in advance and provide their students with adequate practice time to prepare for these assessments. Teachers provide students with exam strategies and are available for extra help by appointment. Parents and guardians are asked to avoid planning holidays that overlap with exam dates. Students who are aware that they will miss a unit exam must inform their teacher in advance to arrange an alternate writing date. Final exams are required to be written on the date indicated in the final exam schedule.

Provincial Achievement Test (PAT) and Diploma Examination dates are determined by Alberta Education and cannot be changed. In the case of an emergency medical situation, parents or guardians must consult with the school principal and provide documentation from a physician. Usually, Alberta Education requires that the student write the diploma examination on the next scheduled date (E.g., in August for an examination missed in June).

Not-Handed-In Assignments (NHI)

GPS believes that all work assigned by a teacher has educational importance and must be completed fully. Further, assignment grades are intended to reflect the student's level of achievement of particular learning outcomes. In the event that a Jr/Sr high student does not hand in an assignment on the scheduled due date, the teacher will enter an assignment grade of Not Handed In into PowerSchool and contact the student's parent or guardian. An NHI should be considered a placeholder until the student completes the assignment. In communication with the student or the student's parent or guardian, the teacher and student will come up with a plan for the student to complete the assignment as soon as possible, which may include during flex, after school, or during lunch. Upon completion of the outstanding assignment, teachers will provide the student with feedback to support learning and, at their discretion, either replace the NHI with a numerical grade or excuse the assignment from the gradebook with a note indicating that the assignment was completed late. Should a student not complete the outstanding assignment by the newly negotiated due-date or after an exceptional amount of the time, the grade of NHI may remain in the gradebook.

Student Conduct

Attendance

Elementary Attendance Policy

If a student is ill or will be away from school for any reason, we ask that parents or guardians please inform the office with a phone call. Calls between 8:00 am & 9:00 am would be appreciated or a message can be left on voice mail prior to this time. If unexplained absences occur, parents or guardians will be contacted for an explanation.

Jr/Sr High Attendance Policy

Success in school is directly tied to attendance and it is the responsibility of the student to attend every class. Our High students need to understand their regular attendance could affect their academic standing, as per Alberta Education, students in Senior High who have an absentee rate of 50% or higher in any class could potentially not receive credit for that course.

If a Jr/Sr high student is aware that he or she will be absent from class, it is the responsibility of that student to let his or her teachers and the office know that he or she will be absent with as much advance notice as possible. Since students are responsible for any work missed in class, it is up to the student to gather and complete any work that is missed due to the absence and hand in their completed work on the specified due date.

If a student is absent from class due to an unforeseen event or illness, he or she should

- Bring a note to the office from a parent or guardian stating the date(s) of the absence and the reason(s) for the absence. In the case of a prolonged illness, a doctor's note should be provided.
- Have his or her parents or guardians call the office and give the date(s) of the absence and the reason(s) for the absence.

The school automated phone system will make daily calls on all absences that do not have prior notes to the office. If a student is to be picked up by a parent or guardian during the school day for an appointment,

- the guardian must contact the office OR provide a note for the student.
- the student must get any work that will be missed from their teacher(s) and hand in the work on the due date specified by the teacher(s).

Attendance is crucial to academic success and learning, teachers will call home if there is concern about a student's attendance at school. If attendance continues to be a concern, it will be referred to the office.

Note: The same applies to students who are chronically late for class or classes, as being late for class results in losing valuable instruction and disrupts the learning of other students.

Leaving School Premises - Elementary

Students will only be permitted to leave the school premises if accompanied by a parent/guardian. All students who arrive late or need to leave school early for any reason must sign in and out at the office. Students are not allowed to visit the Mile Zero Multiplex during lunch or any other time during the school day to buy food or do anything else there unsupervised. Parents/guardians please do not send notes allowing your son or daughter to leave school premises during lunch as students need to be supervised by a parent/guardian if they are to leave the school during the day. The school implements these rules as a way to keep our students safe.

Accidents and Illness

Should a child have an accident at school or be sick during school hours, we shall always try to contact the parents or guardians, first at home then at work. We encourage parents to supply us with a contact name and phone number in case of an emergency.

If it is impossible to make personal contact, the school will try to make appropriate arrangements for the medical situation.

Exam Procedures

It is expected that students take responsibility for all of their class work and regularly review and practice concepts and terms at home in order to ensure their success on quizzes, unit exams, and final exams. Teachers provide students with exam strategies and are available for extra help by appointment. The only things permitted in a classroom during an exam are: pens, pencils, erasers, sharpeners, white-out and teacher approved calculators or data sheets for Mathematics and the Sciences. Cell phones and personal technology must not be brought into the exam room. Cell phone disruptions, talking, cheating can result in the confiscation of your exam and/or other disciplinary actions by the school.

During any quiz or exam, students are expected to abide by the following procedures:

- Cell phones and music devices are to be turned off and handed in to the exam supervisor. These items will be returned to the student after the student has handed in the exam for marking.
- Coats, hats, binders, notes, and textbooks are not permitted in the exam rooms.
- Food and drinks are not permitted in the exam rooms.
- Students are not permitted to speak to each other in the exam room. Should a student do so, he or she may be asked to turn in his or her exam and leave the rooms.
- Students are permitted to bring the following items into an exam room: pencils, a hand sharpener, ruler and a teacher approved calculator where applicable.
- During the exam, students are expected to remain in the exam room until their exam is handed into the supervisor. At this time, and only at this time, will students be allowed to leave the exam room. Senior High students are permitted to leave the exam room one hour after the exam has started.
- Once a student has left the exam room, he or she will not be permitted re-entry.
- All final exams written during exam week begin promptly at the times indicated.

Academic Integrity

Academic dishonesty occurs when a student engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

- Any form of cheating including giving or receiving answers to tests, quizzes and/or assignments without the teacher's authorization
- Plagiarizing including:
 - Submission of essays, reports, projects or assignments that are not original works by the student-including those that are the works of other students-unless otherwise authorized by the teacher
 - Failure to cite sources for quotations and/or paraphrases and/or include a Works Cited/Bibliography in the essay, project or assignment when one or more secondary sources are used

In the event that a student plagiarizes on classwork, the student will be given the opportunity to redo the assignment without plagiarizing. The student must resubmit their work to the teacher on the specified due date. Should the student choose not to redo the work, he or she will have earned him or herself a zero for plagiarism.

In the event that a student is caught cheating on a school exam or quiz, the teacher will let the student know he or she is done writing the exam. The student will receive a mark for what has been completed. Stricter policies apply to PAT and Diploma exams.

Dress Code

Parents and students are urged to ensure that clothing worn to school is comfortable, respectable, allows for freedom of movement, and ensures safe participation in all aspects of the school day. In an endeavour to keep our school neat and tidy, students are required to remove their outside shoes upon entering the building. They therefore need a second pair of shoes to be worn inside the building (these may be their gym shoes). Also note that gym shoes cannot have soles that will leave marks on our floors.

Students **must** wear:

- Bottoms
- Tops
- Shoes (indoor, non-marking)
- Clothing that covers genitals, buttocks, and areolae/nipples with opaque material
- Specific courses (Science Classes, Physical Education, Industrial Arts, Home Economics, etc.) may have additional expectations due to safety or course requirements. These will be outlined in the course outlines.

Students **may not** wear:

- Articles of clothing and accessories with pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, or include hate speech, or that advertise or depict violence, gore, death, tobacco products, alcoholic beverages, drugs or any other substance are prohibited under school board policies.
- Headgear that obscures the face (except as a religious observance)
- Visible undergarments or bathing suits of similar design - visible waistbands or straps on undergarments worn under other clothing is **not** a violation.

Technology

Technology - Elementary

Cell phones and other electronic devices are allowed on school property but must not be used in the classroom. They are to be handed in to their teacher to be placed in a locked cabinet. The school is not responsible for lost or stolen items.

Computer Usage (Including Internet and Email)

All students in Gr. 1-12 at GPS are assigned a 1-1 device for use at school. All of GPS's computers are connected to a Local Area Network (LAN). To access computer use a student must have and use a unique username and password, only after the student and their parent have signed the School Division's Network Acceptable Use Agreement, which states that the student will follow the network rules of use.

These forms are completed at the beginning of each year, as a part of the online registration package. Students who abuse their network privileges will be disciplined through temporary or permanent restriction of computer access privileges. Computer use by students is supervised and monitored.

Technology - Jr/Sr High

GPS is a modern school fully equipped with the latest technology to support our students' learning needs and to prepare them for life after school. GPS has 1-1 devices for students to use at school. In addition, students and staff have access to tablets, Smart TVs, robotics, video editing equipment, green screens, CNC machines, and 3D printers. All teachers work to integrate Alberta's Instructional Technology Outcomes into course material. Our goal is to have computers function as learning partners in order to engage and facilitate critical thinking and higher order learning.

All of GPS's computers are connected to a Local Area Network (LAN). To access computer use a student must have and use a unique username and password, only after the student and their parent have signed the School Division's Network Acceptable Use Agreement, which states that the student will follow the network rules of use. Access to the network and computers is a privilege and it is expected that all students use these tools for educational purposes only.

Personal Technology

Students are able to access the network on personal devices, but are required to follow the expectations of the School Division's Network Acceptable Use Agreement in this situation.

Other electronic devices such as cell phones, gaming devices, and tablets are only to be used at lunch time or for educational purposes and with teacher permission. Students who are not able to use personal technology appropriately may be required to hand it in to staff for a period of time, and in some cases parents may be required to come to the school to pick up the device.

Bullying and Cyber Assault Policy

GPS is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. We strive to prevent and discourage any form of bullying or harassment (bullying, cyber bullying, written/texted, physical and verbal intimidation, teasing), and educate our students on prevention, the importance of being an active bystander, and the consequences of these behaviours.

Our students understand that bullying is a very serious issue and a form of assault that can result in suspensions and even a request for expulsion and/or criminal charges. We ask that any of our students who are aware of or receiving threats help us create a safe environment at GPS and our students so that we can deal with these matters before they get out of control and do so in a confidential manner that respects all students involved in each case.

Discipline

Students are expected to conduct themselves in accordance with school district policy at all times. Expected student behaviours and supports to help students in maintaining these behaviours are governed by GPS's Positive Behaviour Interventions & Support Plan. In the event that students demonstrate unsafe, irresponsible or disrespectful behaviours, they will be disciplined.

Discipline measures include; pending the severity of the infraction:

1. Time-outs
2. Detentions (owing work time back to teacher)
3. In-school suspension
4. Bus suspension
5. Parking lot suspensions (Sr High)
6. Out of school suspension

In cases of continued inappropriate behaviour:

7. Central Administration review

Parents will not, as a rule, be contacted about minor infractions by the school administration. Parents of both the victim and the perpetrator will be contacted in case of major infractions.

It is expected that parents/guardians and teachers are in regular communication. Parents should familiarize themselves with the school division policies regarding discipline, particularly with respect to bullying and harassment.

Restorative Practices

Restorative Practices are based on the idea that learning and growth is enhanced by challenge, but impeded by threat. Consequences are an important part of restorative practice that need to involve dialogue and respectful challenge. By embracing restorative practice we take opportunities to build empathy, responsibility and accountability. Restorative Practices are respectful and fair, focus on repairing harm, building or restoring relationships and promote the likelihood of positive behavioural change and stronger relationships. Staff will seek opportunities to implement restorative practices to repair harm and develop relevant consequences. When a serious enough offence has occurred, a formal circle conference will be held if all participants agree to take part. This circle conference will follow a formal procedure to facilitate the repairing of relationships.

Outside Policy

Elementary students are expected to be outside during the breaks, except when the weather is extremely inclement. Students are expected to dress accordingly.

Students who present a note from parents may be excused from the outside policy for that particular day.

GPS is an Alcohol and Drug Free Zone

Our Health and CALM classes have a major focus on the effects of illicit and illegal substance use and abuse. In addition, through conversations with Alberta Health Services, our Project Peace Success Coaches help our school access an Alberta Health Services Addictions counselor to regularly present educational and preventative presentations in our CALM and Health classes.

In accordance with Peace River School Division's Administrative Procedure 356, students who have consumed, are under the influence of, possess or distribute tobacco, vaping, alcohol, and/or restricted and illicit drugs contravene Administrative Procedure 350 – Student Conduct and students engaging in such behaviour are subject to Administrative Procedure 355 – Student Discipline. Parents/guardians will be notified in all instances of these violations and students will not be permitted to remain on school property while having consumed or being under the influence of alcohol or drugs. Appropriate supervision will be arranged for such students until a parent or guardian assumes safe custody. A conference will be held with parents/guardians following any student suspension from school resulting from a violation of this nature.

Food and Drink

Students are permitted to bring water into the classroom in an appropriate water bottle; food is permitted as per teacher discretion. Energy drinks and slushes are **not** permitted on the premises and will be disposed of by a staff member.