

# Crestomere School Handbook 2019~2020



Crestomere School  
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## WELCOME TO CRESTOMERE SCHOOL

This handbook is a guide to our school. We hope it will answer any questions that you might have. We have changed the format of the handbook to make it more user-friendly and as a quick reference to information about our school.

The staff is excited about the upcoming year and looking forward to working with your children. We recognize that parents are a key component in their child's education and we welcome and encourage your support in our efforts with our students – your children.

Another exciting year is upon us. Please feel free to contact the school at 403-783-2141 or by e-mail, [crestomere@wolfcreek.ab.ca](mailto:crestomere@wolfcreek.ab.ca), should you wish to discuss any aspect of our school.

**SCHOOL FEES**– As per Bill 1, **NO INSTRUCTIONAL FEES** will be charged to students this year. The follow non-instructional fees for supplies and technology will still apply and are due no later than September 30.

### School Specific Fees

Kindergarten	
Agenda Fee	10.00
Technology	40.00
<u>Extra-Curricular Supplies</u>	<u>10.00</u>
	<b>60.</b>

Grades 1-4	
Agenda Fee	10.00
Technology	40.00
<u>Extra-Curricular Supplies</u>	<u>30.00</u>
	<b>80.00</b>

Grades 7-9	
Agenda Fee	10.00
Technology	40.00
<u>CTF Options Supplies</u>	<u>50.00</u>
	<b>100.00</b>

### CRESTOMERE SCHOOL STAFF 2019-2020

#### ADMINISTRATION:

Principal – Penny Mueller

#### TEACHING STAFF:

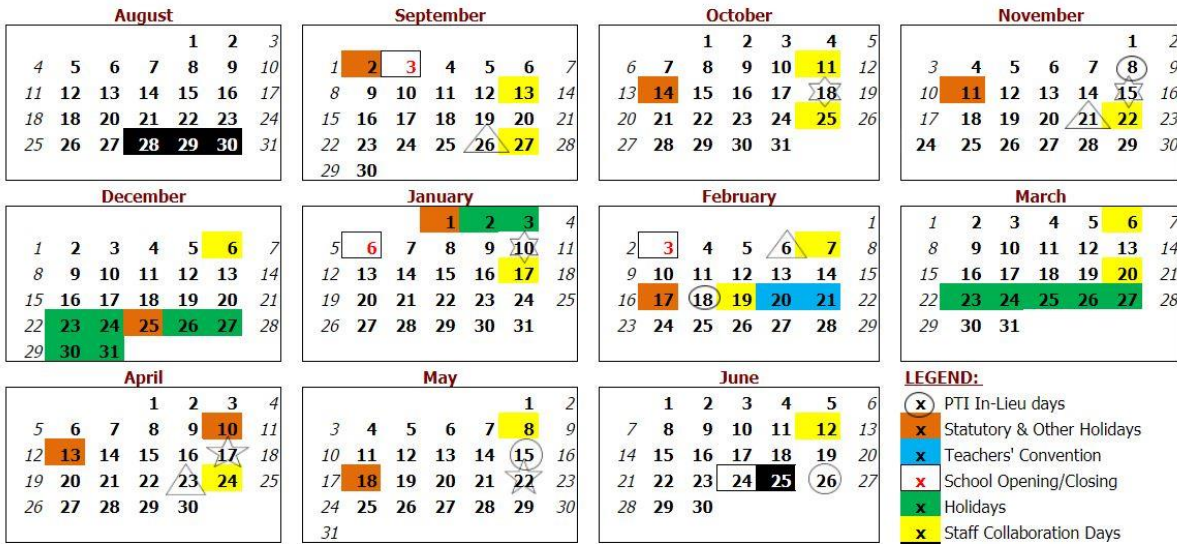
Kindergarten/Grade 1	Mrs. Grocholski
Grade 2/3	Mrs. Eadie
Grade 3/4	Mrs. Harink
Grade 5	Ms. Howell
Jr. High ~ Grades 6,7, 8, 9	Mr. Lewi
	Mr. Heppell
	Mr. Whitbread
Administrative Assistant	Ms. Thrun
Educational Assistants	Mrs. Schindel
	Mrs. Dojahn
	Ms. Cox
School Social Worker	Miss. Kerr

**CRESTOMERE SCHOOL**  
**2019 - 2020 School Year**

**BASE CALENDAR**

**APPROVED**

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa



- LEGEND:**
- (X) PTI In-Lieu days
  - x Statutory & Other Holidays
  - x Teachers' Convention
  - x School Opening/Closing
  - x Holidays
  - x Staff Collaboration Days
  - x Staff Planning Days

Month	Day	Event	2019	2020
August	Aug. 28-30	Staff Planning Days	3	0
September	Sept. 2	Labour Day Holiday		
	Sept. 3	Students' First Day		
	Sept. 6	Welcome Back Pancake Breakfast		
	Sept. 13 & 27	Staff Collaboration Day		
	Sept. 26	Parent-Teacher Conferences 3-8 p.m.	20	18
October	Oct. 11	Staff Collaboration Day		
	Oct. 14	Thanksgiving Day Holiday		
	Oct. 18	Extra Kindergarten Day		
	Oct. 25	Staff Collaboration Day	22	20
	Nov. 8	Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)		
November	Nov. 11	Remembrance Day		
	Nov. 15	Extra Kindergarten Day		
	Nov. 21	Parent-Teacher Conferences 3-8 p.m.		
	Nov. 22	Staff Collaboration Day	20	18
	December	Dec. 6	Staff Collaboration Day	
Dec. 12		Christmas Concert		
Dec. 25		Christmas Holidays (Dec 23- Jan 3 inclusive)	15	14
January	Jan. 1 - 3	Christmas break continued		
	Jan. 6	First day back after Holiday Break		
	Jan. 10	Extra Kindergarten Day		
	Jan. 17	Staff Collaboration Days		
	Jan. 31	Conclusion of First Semester	20	19
	<b>Semester One Total</b>			<b>100</b>
February	Feb. 3	Commencement of Second Semester		
	Feb. 6	Parent-Teacher Conferences 3-8 p.m.		
	Feb. 7	Staff Collaboration Day		
	Feb. 14	Progress Reports Emailed Home		
	Feb. 17	Family Day Holiday		
	Feb. 18	Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)		
	Feb. 19	Staff Collaboration Day		
	Feb. 20-21	Teacher's Convention	19	14
	March	Mar. 6	Staff Collaboration Day	
Mar. 20		Staff Collaboration Day		
Mar. 23		Spring Break Begins (March 23 - March 27 inclusive)	17	15
April	Apr. 10	Good Friday		
	Apr. 13	Easter Monday		
	Apr. 17	Extra Kindergarten Day		
	Apr. 23	Parent-Teacher Conferences 3-8 p.m.		
	Apr. 24	Staff Collaboration Day		
	Apr. 30	Spring Concert	20	19
May	May 8	Staff Collaboration Day		
	May 15	Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)		
	May 18	Victoria Day Holiday		
	May 22	Extra Kindergarten Day & Elementary Track Meet		
	May 28	Grade 9 Farewell 7-9 p.m.	20	18
	June	Jun. 12	Staff Collaboration Day	
Jun. 24		Students' Last Day (Conclusion of Second Semester)		
Jun. 18		Student Recognition & Community Pot Luck Lunch		
Jun. 25		Staff Evaluation - Collaboration Day		
Jun. 26		Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)	19	17
<b>Semester Two Total</b>			<b>95</b>	<b>83</b>
<b>Year Total</b>			<b>195</b>	<b>172</b>

# Daily Bell Schedule

Block 1	Morning Arrival	NO	7:55 AM	8:05 AM	10.00
Block 2	Instructional	YES	8:05 AM	8:45 AM	40.00
Block 3	Instructional	YES	8:45 AM	9:22 AM	37.00
Block 4	Instructional	YES	9:22 AM	9:59 AM	37.00
Block 5	Recess	NO	9:59 AM	10:19 AM	20.00
Block 6	Instructional	YES	10:19 AM	10:56 AM	37.00
Block 7	Instructional	YES	10:56 AM	11:33 AM	37.00
Block 8	Instructional	YES	11:33 AM	12:10 PM	37.00
Block 9	Lunch Supervision	NO	12:10 PM	12:25 PM	15.00
Block 10	Lunch Recess	NO	12:25 PM	12:45 PM	20.00
Block 11	Instructional	YES	12:45 PM	1:22 PM	37.00
Block 12	Instructional	YES	1:22 PM	1:59 PM	37.00
Block 13	Instructional	YES	1:59 PM	2:36 PM	37.00
Block 14	Dismissal - Bus	NO	2:36 PM	2:46 PM	10.00

## Inclement Weather

If school buses do not operate or return early, the school will be closed for all children. A decision on non-operation of school buses in the morning due to inclement weather will be made prior to 6:15 a.m. Non-operation of the buses and closing of the school will be announced on the **SCHOOL WEBSITE** and the following radio stations:

Sunny 94	Lacombe	94.1*
CKGY 105	Red Deer	95.5
ZED FM	Red Deer	98.9

## GENERAL SCHOOL INFORMATION

### SCHOOL ~ PARENT COMMUNICATION

**REPORTING STUDENT PROGRESS** - For the upcoming school year, the scheduled conferences/ interviews are as follows:

September 26  
November 21  
February 6  
April 23

**Parents are encouraged to contact the teacher first with any concerns you might have.** The bell schedule should help you to communicate with a teacher when he/she is not in a class. In order to promote the very best communication possible, it is imperative that problems are dealt with promptly and effectively.

**SCHOOL NEWSLETTER** - The newsletter is one line of communication we have traditionally used over the years. Non-profit community notices can be placed in the newsletter by contacting Ms. Thrun, our school secretary, at 403-783-2141. **Please consider using the “Newsletter” page from our website to access the school newsletter.**

\*\*Any parents unable to access either of these methods are asked to please contact Ms. Thrun at the school office at 403-783-2141.

## STUDENT AND PARENT EXPECTATIONS

### Students:

- Students shall show respect for each other, for their gender, ethnic and racial differences.
- Students shall show respect for all adults within the building, regardless of their position.
- Students shall show respect for their own property and property that belongs to others, including school property.
- Students will eat lunch in their classrooms and remain in their rooms until dismissed for the noon recess.
- All elementary and junior high students are expected to go outside for morning and lunch recess unless prior arrangements have been made.
- Students must have teacher permission and supervision in order to stay after school.
- Students must dress appropriately for school and will be asked to 'cover up' if clothing is considered to be too revealing or inappropriate for a school setting. Shorts (including spandex) must be at a length that reaches no shorter than the student's arm length (when extended down the side of their leg). Shoulder straps must be a minimum of 5 cm in width with no bra straps showing. **No** hats are to be worn in the school. Students must have proper indoor shoes on at all times while in the school. Students **MUST NOT** wear their outdoor shoes in the school.
- Students may use *unscented* deodorants in the school and should avoid colognes and perfumes that aggravate allergies in others.
- Students shall come to class with their agenda and materials which are needed for that class. It will be the responsibility of the students to cover the cost of an agenda replacement.
- Students **MUST NOT** bring toys from home to play with at school. The school will not be responsible for lost or damaged toys brought to the school.

### Parents:

- Parents shall show respect for each other, for their gender, ethnic and racial differences.
- Parents shall show respect for all adults and students within the building, regardless of their position.
- Parents shall pay school fees in a timely manner or contact the school to arrange for payment options.
- Parents should check in with the office prior to visiting the classrooms.
- Parents should ensure students attend on a regular basis.
- Parents should encourage self-discipline and responsible behaviour by ensuring that homework is done.
- Parents should check student agendas on a daily basis as a means of communicating with the teacher and checking for student assignments and upcoming due dates and events.
- Parents should cooperate with the school when intervention becomes necessary.
- Parents should keep the school informed of any circumstances that may affect student conduct.
- Parents should read all newsletters and become aware of school events.
- Parents should attend reporting/learning conferences.
- Parents should contact the teacher and the school if there is a concern.
- Parents should respect our rule regarding hats and remove their hats while in the school.

## **Student Code of Conduct**

In accordance with Wolf Creek Board Policy 22 at all schools within Wolf Creek School Division No. 72 an attitude of respect for each other is fostered and nurtured amongst all members of the broadly based school community and members of the general public who may attend at schools, or school supported or sponsored functions. Acceptable behaviors must be consistent with the avoidance of discrimination, as discrimination is defined by the *Alberta Human Rights Act*. Discrimination or bullying of any form, including but not limited to the use of electronic media, at any school or school supported or sponsored functions is not acceptable.

Students shall comply with the requirement of section 12 of the *School Act* as outlined below:

A student, as a partner in education, has the responsibility to

- (a) be diligent in pursuing the student's 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) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- (h) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether not it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

Adherence to the student Code of Conduct is mandatory in order to aid in the effective and orderly functioning of the school.

Consequences will follow any breach of the Code of Conduct, and in the case of students will depend on the student's age, maturity, and individual circumstances and will address the needs of students who may experience any impact from breach of the Code of Conduct. In the case of students, the focus of such consequences shall be restorative, remedial and educational.

**A FULL COPY OF OUR SCHOOL CODE OF CONDUCT CAN BE FOUND ON THE SCHOOLS WEBSITE**

## **SCHOOL COUNCIL**

The Crestomere School Council meets at least four times per year in the library. **All parents** are encouraged to come and share their views on education. Parents are not required to sit on the board. Parent in-services may be held throughout the year. Copies of the Crestomere School Council Bylaws and the Alberta Home and School Councils' Association suggested School Council Code of Ethics is available at the school office for those who wish to read them.

## **STUDENT PICK-UP GUIDELINES**

Due to increased awareness of student safety, we would ask that parents adhere to the following procedures if their child is not going home on the school bus.

### **Students being picked up by a Parent/Guardian:**

*During the School Day* - Parents are expected to go to the office and have the child paged from the classroom.

*After School* - Please park on the **west side** of the school and walk to the school's front lobby to pick up your child. If you are late, your child will be waiting for you in the office. This is applicable to **ALL** students.

### **Students being picked up by an Adult Other than a Parent/Guardian:**

Parents are expected to either send a note or phone the school giving permission for their child to leave with the designated person. If the student is being picked up **during the day**, the adult must go to the school office to have the child paged from the classroom. If the student is being picked up **after school**, the student will be required to wait in the office until the adult arrives. *Parents are encouraged to use the school agenda for communicating these requests.*

#### **\*Early Arrival Policy: Students Being Dropped off in the Morning\***

No students shall arrive at the school prior to 8:00 a.m. School doors will remain closed until 8:00 a.m. If students arrive before 8:00 a.m. they must wait at the front of the school until the doors are open at 8:00 a.m. In this case, parents are responsible for their children to be dressed appropriately for the weather. Bussing is provided for all students; therefore early arrival is not necessary.

**CRESTOMERE STORE POLICY** – In order to protect the safety of ALL students here at Crestomere School, the following policy is in place for our students: No student shall visit the store while at school or at an after school event without the direct supervision of his/her **own** parent.

## **STUDENT ILLNESS / INJURY**

If a student is absent from school because of an illness, we request a note or phone call from the parent. In this way the teachers can be in tune with the health of the student. When students become seriously ill or injured at the school, parents will be contacted and requested to pick up the student. An alternate emergency contact phone number is kept at the school for all students for when a parent is not available. An infirmary is available where students may stay when ill. Some medical supplies are kept for small cuts and scrapes.

**MEDICATION TO STUDENTS** - Wolf Creek School Division #72 Policy #803 requires that any parent wanting the school staff to give medication to their child must schedule a meeting with the principal and complete the necessary paper work.

## **WINTER SAFETY**

**Skating Rink-** The skating rink will be off limits during recess and lunch breaks. There will be scheduled skating time for all classes during the winter months.

Spectators should not be close to the boards when viewing hockey. All students using the ice **must** wear a CSA-approved hockey helmet.

**West Hill-** Students using the crazy carpets should return them to the wooden box in the elementary entrance. Students who walk up the hill should do so along the sides and not the middle, thus avoiding those going down the hill. Students **must not** slide down the hill head first.

**Snowballs-** Snowballs are **not to be thrown** during any school day or school-sponsored activity. There is a potential for injury and therefore snowball making and throwing cannot be tolerated.

**BUSING** - The operation of the Wolf Creek Public Schools buses is looked after by the Transportation Supervisor. Information regarding the bus your child rides on, expected times at your residence and any problems that may arise, can be dealt with by contacting the Transportation Office (783-3473).

### **Parents' Responsibilities:**

1. Instruct their children in safety and the rules for riding school buses.
2. Ensure their child's safety while getting to and from the bus pick up/drop off points.
3. Ensure that students are at the designated pick up point 3 to 5 minutes prior to the scheduled pick up time.
4. Ensure that students are **properly dressed** for the weather conditions.
5. Encourage children to obey all school bus regulations and directions from the driver.
6. Work with the bus driver and school administrator to resolve any discipline concerns.
7. Report any safety concerns to the bus driver, school administrator, or Transportation Supervisor.
8. For safety reasons, **NO HOCKEY STICKS, CURLING BROOMS, or SKATE BOARDS** will be permitted on school buses.
9. Any object larger than what would normally fit into an average sized backpack will not be permitted on the bus.

## **STUDENT SERVICES**

**CANTEEN** A canteen operates on a daily basis from 12:09 p.m. to 12:29 p.m. The profits help to subsidize various school activities, including the breakfast program.

**USE OF CELL PHONES AND ELECTRONIC DEVICES** - Crestomere School recognizes that inappropriate use of cell phones, camera cell phones, and other electronic devices can interfere with an individual's right to privacy, the student's right to a safe and caring environment, and the teaching and learning process; therefore, the school will implement the following policy on site. This policy will apply to cell phone usage, including cell phones and other electronic devices.

- 1. Students are prohibited from using cell phones at any time during regular class. Should a student bring a cell phone to school, it must be left in the student's locker and turned off. Violation of this guideline will result in the confiscation of the cell phone. Additionally, the Board assumes no responsibility for phones or other electronic devices that are damaged or stolen on school property.*
- 2. Students are prohibited from the use of cameras and camera cell phones in washrooms and change rooms. Violation of this guideline will result in both disciplinary action and confiscation of the cell phone, and/or camera.*
- 3. First time consequence will result in confiscation until the end of the school day.*
- 4. A second offence will result in confiscation of the device until a parent retrieves it.*

*\*We recognize the value of mobile devices and how they can support some learning activities. Therefore it will be at the discretion of the specific classroom teacher as to whether or not this policy will be altered for certain learning activities.*

**LOCKS AND LOCKERS** - Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. All junior high and grade 5/6 students will be required to use locks provided by the school and will be expected to keep their lockers locked at all times. Students using the change rooms for P.E. must keep the room neat and tidy and put their clothing away after P.E or change room privileges will be lost.

**LIBRARY** - Students are normally allowed to check out one library book at a time. Students who have overdue or missing/damaged books not paid for will not be allowed to sign out another book until the matter has been cleared through the office. Books can be signed out for two weeks and renewed if necessary. Books with red tags on the spine are for junior high students **without exception**. Students who lose or damage a library book will be charged a **minimum** fee of \$10.00 per book plus a **non-refundable** \$5.00 handling/processing fee and GST if applicable. Replacement cost for lost or damaged textbooks will also be the responsibility of the students/parents. Detailed library guidelines and rules are available at the school.



## **SCHOOL PROGRAMS**

- 1. KINDERGARTEN** - The ECS program at Crestomere School is a full day program that runs on **TUESDAYS** and **THURSDAYS** and selected Fridays throughout the year. Children must be five years of age on or before December 31. The ECS program provides the opportunity for young children to explore and experiment with a variety of stimulating materials in a warm, supportive classroom environment. Through play, children grow in their concept development, language & thinking skills and social & physical skills.
- 2. School Social Worker & Wellness Program** - The Wellness Program is designed to help improve the quality of life for children and families in the Wolf Creek Public Schools area. The purpose of the program is to provide information and support to students, parents, and school staff when a child is experiencing difficulties at home, school or in the community. The FSLW can help by providing supportive counselling, facilitating communication between parents and the school, providing support to families in crisis, making community referrals and providing resource material to parents and school staff. Referrals to this program can be made through your child's teacher or school administrators. **Services are voluntary, confidential and free of charge.**
- 3. SPEECH AND LANGUAGE ASSISTANCE PROGRAM** - A speech and language referral program is offered in consultation with a Speech Therapist. Programs are developed to assist students with language development and speech articulation. Parents are notified of students being referred for assessment and are kept informed of their child's progress.
- 4. ACCELERATED READER PROGRAM** - The Accelerated Reading (AR) program is a required component of our language arts program at Crestomere School. It is an integral part of monitoring frequency and comprehension of reading. Books are rated according to length and difficulty and assigned a point value. The reading level is identified easily with a sticker on the spine. Crestomere School provides differentiated instruction and students will have individual point requirements to suit their learning needs. Written assignments are linked to the books that students are reading. Parents will be updated at the middle and end of each month as to their child's reading progress.
- 5. ECO CLUB** – A garden friendly group that works to nurture our school gardens and naturalization area. This group focuses on learning about the environment and how important it is to sustain healthy eco systems. Interested students should discuss their involvement with Mrs. Bogath.
- 6. BEE BUDDY'S** – This program focuses on learning the skills of beekeeping. Students learn first hand the importance of the honey bee in our environment and work with Mrs. Mueller to care for, sustain, and harvest our honey hives. Students with allergies should not visit the hives, but can participate in honey extraction, bottling, labeling and selling of the honey. All students are welcome to participate in this project!