



2014 – 2015  
**Parent & Student  
Handbook**



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EDMONTON PUBLIC SCHOOLS

## **Vision**

Transforming the learners of today into the leaders of tomorrow

## **Mission**

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

## **Values**

Supporting the Vision, Mission and Priorities are the District's core values of accountability, collaboration, equity and integrity.

## **District Priorities 2014-2018**

- Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
- Provide welcoming, high quality learning and working environments.
- Enhance public education through communication, engagement and partnerships.





## Welcome to **Parkallen School**

Parkallen School is the community school for the Parkallen and Allendale neighbourhoods, situated in the southwest part of the city near the University of Alberta. We are a district site for the Opportunity program, providing adapted programming for students with cognitive delays. We take pride in supporting all students and recognizing their individual strengths and needs.

Families can access convenient on-site child care through the YMCA Child Care and Green Circle Preschool. Our parent volunteers support our students in the classroom and fundraise through our Parents' Association. Thanks to their efforts we can provide students with SMART Boards, netbooks and various assistive technologies to benefit the learning of all students.

Our philosophy statement reflects the priorities of the District, our strong history of providing excellent education and the challenges of preparing learners for the 21<sup>st</sup> century. This statement also guides our decision-making as we aspire to help our children to be their best for the world.

# Parkallen School Philosophy

Parkallen School staff creates and sustains authentic and engaging learning environments to lead students into the 21<sup>st</sup> century through the effective use of time, technology and collaboration.

Our students progressively demonstrate personal, social and academic skills that prepare them to think creatively, solve problems and act with courage and compassion to connect with and contribute to our world.

Our community contributes to our school by supporting all students to be their best and take ownership of their learning.

Together, we celebrate successes big and small as we strive to be our best for the world.

## School hours

Outside supervision begins:	8:15 a.m.
Morning assembly:	8:30 a.m.
Class begins:	8:35 a.m.
Morning recess:	10:15 – 10:30 a.m.
Lunch:	11:30 a.m. – 12:30 p.m.
Class begins:	12:35 p.m.
Afternoon recess:	2:05 – 2:20 p.m.
Dismissal:	3:30 p.m.
Thursday early dismissal:	2:20 p.m.

**Note: Please ensure your child does not arrive at school before 8:15 a.m. as no supervisor is on duty at that time.**

## School entrance

In the interest of safety and security, students should wait on the south end of school in the morning where supervision is provided and enter through their designated door. The front door is used for students taking the bus and with special circumstances—students accompanied by parents, arriving late for school or returning to school from a medical appointment.

# Parking and transportation

## Parking

If parents are dropping their child off at school, please park in front of the school or elsewhere on the street. The parking stalls are reserved and paid for by staff, and parents who park in these stalls will be ticketed. For parents coming to the YMCA Child Care, there is a designated drop-off area provided. We ask that vehicles are turned off in this area as air circulation vents are on the outside wall adjacent to each office and classroom. The City of Edmonton has passed a bylaw that prohibits vehicles from idling outside of schools and hospitals. Parent co-operation is appreciated.

**Note: Please observe the no parking requirement in bus zones.**

## Bus transportation

The **Special Education Needs yellow bus pass is \$30 per month**. Parents can submit payment by providing postdated cheques for the year or pay the full amount in advance for a discount. All students will receive a bus pass for use on the yellow bus and up to six rides per month on Edmonton Transit.

The **2014–2015 monthly Edmonton Transit pass is \$30 per month** within Parkallen catchment area. Outside our area, the Edmonton Transit pass is \$55 per month. A discount will also apply for Edmonton Transit passes if paying the full amount in advance.

Updates on routes, pick-up and drop-off times, as well as timely information about bus location and delays will now be on SchoolZone.

For further information, contact Mrs. Ramirez at 780-434-8503.

## Bicycles, skateboards, wheelie shoes and roller blades

For students who ride their bicycle to school, bike racks are available at the southwest corner of the school grounds. This area is considered out of bounds and should only be accessed if students are arriving or leaving on their bicycles. Bicycles should be locked and a record of the serial number should be made in case of theft. If a problem does occur, we will make every reasonable effort to assist.

Students using skateboards, wheelie shoes or roller blades must change into regular footwear and carry their skateboards, wheelie shoes or roller blades upon entering the school.

## Reporting absences

Regular attendance and arriving on time are important factors to student success. Learning to read and write and handling all the components of the curriculum is challenging. Students cannot afford to miss instruction.

If your child will be late or absent from school, please phone 780-434-8503 (available 24 hours) before 9 a.m. and leave a message if our staff is unavailable to answer your call. Our Absentee Check program ensures every student is accounted for on a school day. Parents will be called if their child is absent and no phone call has been received at the school. It is the responsibility of each student to catch up on the work missed during his or her absence.

## Lates

Students should be in class by the second bell at 8:35 a.m. and 12:35 p.m. Students arriving after those times must pick up a late slip at the office before proceeding to class.

We encourage parents to support attendance by helping their child get to school on time. Students who are late often miss important routines, information and instruction that impact the rest of the learning day. It is disruptive to the learning of others and to the teacher when this occurs.

If a student is consistently late and/or absent, teachers or the principal will contact parents to consider options for improving punctuality and/or attendance. Chronic attendance issues will be referred to the Attendance Board.

## Leaving the school

Under no circumstances is a student to leave the school during class time without first obtaining permission from the office and signing out. If a student has a note from home, he or she is to first show it to the teacher and then present it to the office for permission to leave.

## Dismissal

Students are expected to go home right after dismissal unless they are meeting or helping a teacher or involved in a school activity. **We appreciate your co-operation in picking up children no later than 10 minutes after dismissal. When parents are late, staff members have to take time from their work to supervise.** Students are expected to make arrangements with their parents ahead of time if they plan to stay after school or go to another location other than their home.

# Visiting our school

**All visitors must report to the office before proceeding to the classroom.**

Visitor parking is available in front of the school. Parents who wish to contact a particular teacher may do so by phoning the office and leaving a message.

Unless it is an emergency, we do not interrupt teaching.

# Student behaviour expectations

We strive to create a safe, orderly environment by stating clear expectations and supporting students to take responsibility for their choices. In consultation with students, teachers develop classroom behaviour plans and use a variety of strategies to provide feedback to students on their choices. We expect all students to demonstrate respect for themselves, others and property. Failure to meet the expectations for behaviour and conduct shall result in one or more of the following consequences:

- Reminder of classroom/school expectations
- Review of more appropriate behavioural choices
- Problem-solving with individuals or groups of students
- Temporary exclusion from class
- Recess detention
- Parental involvement
- Loss of privileges
- Restitution, repair or replacement of lost or damaged property
- Individualized behaviour plan
- Involvement of district or community professionals
- In-school suspension
- Out-of-school suspension

We are pleased to be strengthening our support to students through our involvement in the Leader in Me program from FranklinCovey. There is much Alberta-based research that suggests thoughtful implementation of this program can lead to improved achievement, fewer behaviour incidents and a greater sense of personal responsibility. We will be providing more information to parents as we engage in this program. Complete details of the district's policies related to student behaviour can be found at [epsb.ca/ourdistrict/policy/h/hg-bp](http://epsb.ca/ourdistrict/policy/h/hg-bp).



# School activities and highlights

We offer a number of programs and activities to complement your child's learning and enhance their educational experience.

## Clubs and extracurricular activities

Students can pursue their interests by participating in several clubs such as choir, Orff ensemble, reading, Lego, drama, student council and intramurals which are offered at various times through the school year. Most of these activities take place during the lunch break. We also have a very popular running club which meets after school with the option of participating in races during an outdoor season in the fall and an indoor season in the winter.

Additional information regarding these activities is distributed through the year as the clubs are offered. Parents who are interested in assisting, leading or organizing an extracurricular activity should contact the school. We appreciate parent involvement in these student activities.

## Field trips

A variety of field trips are organized for students throughout the year to enrich and extend their learning experiences. An information letter and field trip permission form will be sent home for each event. Almost all field trips for all classes will be covered by casino funds raised by the Parkallen Parents' Association and School Council. For out-of-town field trips or extended program offerings, parents may be asked to pay for transportation costs. You may consult your child's teacher to see if this will be necessary.

## Child care programs

We are pleased to share our space with the YMCA Child Care and Green Circle Preschool. Parents interested in enrolling their child can call the numbers below to determine availability.

**YMCA Child Care**

**780-437-1565**

**Green Circle Preschool**

**780-435-3507**

## Library

The library is a very important part of our school and has many interesting and motivating resources. Thanks to parent fundraising, many extra books are available. Students and parents are welcome to have library cards to borrow books for recreational reading and school assignments. Returns and renewals are done weekly. If library books are not returned after a reasonable period of time, usually four weeks, the books are considered lost and a fee is charged to the student.

## Lunch program

Supervised lunchroom facilities are available for a fee of \$25 per month per student or \$2 per day per student for those who stay on a drop-in basis. Fees collected cover the supervision and administrative costs of the program. These child care fees are tax deductible.

Students are expected to listen and follow the school and lunchroom rules, and remain on school grounds unless the school receives a call or note from a parent. Student responsibilities and consequences for misbehaviour are outlined in the lunch program application form.

## Playground supervision

Playground supervision is provided 15 minutes before the assembly and during recess breaks. **Students should not arrive at the school before 8:15 a.m. or 12:15 p.m. if they are returning from lunch.**

Students are expected to remain outside unless the weather is severe or a teacher gives permission to enter the school. If you need to drop off your child earlier or pick up your child later, the YMCA offers before and after-school care. See page 9 for their contact information.

# The role of homework

Homework is meant to:

- help support your child's learning;
- reinforce what your child learned in school; and
- give your child more practice.

Students will be evaluated on direct evidence of learning demonstrated in school.

Students may be asked to:

- share, demonstrate and complete classroom learning
- practice reading, writing and spelling
- practice math skills
- review and prepare for tests, presentations and projects

The following should be a part of a student's regular homework:

- Reading for pleasure
- Completing daily assignments that were not finished in class
- Completing long-term projects or assignments
- Reviewing assigned work
- Practicing math facts and problems

Many of our students are involved in community activities that promote learning beyond the classroom. This is an important part of their lives and we want our students to have a reasonable balance between homework and other commitments. Parents can contact their child's teacher if there is a concern regarding homework assignments or the amount of time your child is spending doing homework.

## Parent and community involvement

Parents and community members are welcome to volunteer at our school. We have a number of short or long-term volunteer opportunities that parents can sign up for by completing the volunteer information form sent home in September. As a volunteer, we ask that you pick up a volunteer button from the school office to wear during your visit and to avoid bringing your child's younger siblings with you when volunteering. We appreciate your co-operation in this regard.

**Note: All volunteer drivers and running club coaches are required to undergo a security check.**

### Parkallen School Council

The school council consists of elected parents, a teacher, the principal and one community member who provide input to the principal regarding school operations and discuss how they can support learning. Meetings are held monthly and a general meeting is held early in the year to elect new members. All parents are welcome and encouraged to attend and participate.

### Parkallen Parents' Association

This organization is responsible for our casino and major fundraising events. Their invaluable support and assistance has helped our school obtain additional enhancements to our facilities, technology, learning materials and more.

# Communication

## SchoolZone

Effective communication between home and school is a priority at Parkallen. SchoolZone is now our primary means of communication. At <http://schoolzone.epsb.ca>, parents and students can find:

- notices about school events
- upcoming deadlines
- community opportunities
- progress reports and Individualized Program Plans (IPPs),
- the Guide to Student assessment, Achievement & Growth for Parkallen
- school council meeting agendas and minutes

SchoolZone will still provide online access to homework assignments, Google docs and other applications, attendance records, achievement results, timetables and access to selected online educational resources. If there is a form that needs to be completed or requires a parent signature, such as a hot lunch form or field trip permission form, this will still be sent home on paper.

Your log-in information remains the same from year to year. Anyone new to the school system will be provided with a username and password within the first week of school. For your convenience, you can merge the information on all your children attending Edmonton Public Schools under one account.

If you forget your password, need an additional user name or need to reset your password, contact your child's teacher or the school office. As checking SchoolZone regularly is essential to remain up to date on school procedures and events, we are happy to assist you at any time if you are having difficulty accessing your account.

## Newsletters

Newsletters will now be prepared quarterly with recognition, celebration and educational updates. For your convenience, a monthly calendar, notices about school events, achievement tests, school council agendas and minutes, social events and more will be posted on SchoolZone in a timely fashion so that they can be accessed directly from the menu of information items.

## **Friday folder**

Many classrooms use a “Friday folder” that includes important notices, samples of student work and forms to be completed. Occasionally, emergent notices are sent home on other days as necessary. It is always good to check your child’s backpack for homework and communication materials.

## **Student agendas**

Most students in Grades 4 to 6 will use a student agenda. This year, the school will provide a standard Parkallen agenda for purchase at \$8 each. To help students build a sense of ownership and responsibility for learning, teachers will provide direction for students to use them regularly. Along with SchoolZone, this will also be a primary means of communication between the classroom and home for our older students.

## **Transportation**

For your convenience, all busing information can found on SchoolZone, including:

- pre-planned routes
- pick-up and drop-off times
- time sensitive information about delays

Actual bus location will be accessed through SchoolZone. Checking SchoolZone will be much more accurate and efficient than calling the school or bus company in the event of delays caused by road conditions.

## **Cell phones and telephones**

During school hours, students should not be using cell phones or the office phone, unless it is an emergency, an unexpected circumstance arises or if they are assisting a teacher after school hours. Students should make arrangements for play dates prior to leaving home.

Parents are asked to avoid leaving messages for their children. We do not interrupt classroom learning, and it is difficult for the office to contact a child as soon as the bell rings as the office is busy at that time. Only urgent messages will be passed on during class. We ask for parent co-operation with respect to non-emergency messages.

## Dress code

Appropriate dress for school and weather conditions is expected. Shorts are acceptable, **but swimsuits, short shorts, halter tops and inappropriate expressions on clothing are not acceptable school wear.**

### Footwear

Parents should supply their child with suitable outdoor and indoor footwear that is appropriate for the weather conditions. Outdoor footwear, including wheelie shoes, should be removed at the entrances. Indoor shoes for physical education class should be non-scuffing, rubber-soled and preferably white-soled.

## Lost and found

Each year a large number of items appear in our lost and found boxes. Please label all items of clothing, runners and boots, as well as school supplies with your child's name. Items from our lost and found are placed on display periodically and unclaimed items are donated to charity a couple of times a year. Articles such as backpacks, books, keys, glasses, jewelry or valuables should be turned in to the office. **Students should not bring valuable items to school.**

# Health and wellness

Parents **should provide the school with current home, cell, business and emergency phone numbers, Alberta Health Care numbers and any other pertinent medical information.** If there are any changes, please contact the school office to update this information.

## Accidents

Our staff has first aid training and can provide assistance to students who have minor injuries. If necessary, parents will be notified. For serious injuries involving the head, neck or spine, parents will be notified immediately. Depending on the severity of the injury, we may call an ambulance to move the student to the University of Alberta hospital.

## Illness

When a student is ill, he or she should notify the classroom teacher or supervisor who will arrange to have the student taken to the office. If the student appears to be seriously ill, the parent or emergency contact person will be phoned to determine if the student can be sent home. If a parent cannot be reached, the student will be made as comfortable as possible until a parent is notified, and if the illness appears serious, arrangements will be made for the child to see a doctor or be taken by ambulance to a hospital.

## Medication

Parents of students who need long-term prescribed medication given during school hours must provide written instructions from the child's physician outlining the type of medication and its administration. **If your child needs to take medication at school, please contact the school office at the beginning of the year and the appropriate paperwork and permission forms will be sent home. The school does not administer non-prescription medications.**

## Nutrition and snacks

We believe it is important that students take enough time to have breakfast or snacks in the morning. Developing good eating habits is an objective in our health curriculum and we encourage parents to provide students with a nutritional snack for recess breaks. We discourage students from having gum at school.



## **Inclement weather**

In severe conditions such as blizzards and extreme cold, the school will remain open, but recess may be cancelled if the conditions make it unreasonable to go outside. In the winter, this would apply when the temperature dips below -23 degrees Celsius.

During inclement weather before school, students will come inside to wait until the bell rings. They will be expected to sit down and wait quietly in the south central and south hallways.

## **Safety procedures**

Throughout the year at scheduled intervals, students, teachers and staff members practice fire, emergency evacuation and lockdown drills. Parkallen Community Hall is the school's designated location if evacuation is required.

If we find ourselves in an emergent weather situation, we will take appropriate actions to keep the children safe. They will be kept until dismissal. Notices will be posted on SchoolZone to communicate any emergent information or special requests of parents.

**The process for all emergencies has been updated to meet Board requirements. The school is required to practice fire, security alert and environmental procedures throughout the year.**



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Edmonton Public Schools is helping to shape the future in every one of our classrooms. We're focused on ensuring each student learns to their full potential and develops the ability, passion and imagination to pursue their dreams and contribute to their community.