



Parent and 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 cornerstone 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 Belgravia School

Welcome to all returning and new Belgravia families. I hope you will find time to enjoy the excitement in the air! Despite the construction obstacles, our staff has been working hard organizing the school and individual classrooms to provide a safe and effective learning environment for your child. As the new principal, I am looking forward to working with you and your family this year. Together we will tackle an exciting year of new challenges and achievements.

Schools in today's society have multiple goals. The education at Belgravia gives children access to the arts, sciences, literature, history and languages, as well as opportunities to develop decision-making and critical and creative thinking skills. Our school supports health and safety while preparing children for a diverse and dynamic world. Dedicated staff, committed parents and keen students support this wonderful learning environment.

Communication between home and school is integral to maintaining strong relationships. Please review our school handbook (also online at belgravia.epsb.ca) together with your child as it includes important information about our daily operation and student and parent expectations. The partnership between home and school is imperative to student success; this handbook is not intended to replace the personal communication that we strive to achieve and enjoy.

It will be an interesting start with the construction but I anticipate an exciting and significant year for all learners at Belgravia.

Yours in Partnership,

Rodney French, *Principal*

School behaviour expectations

The small and intimate nature of the school, the values held by the school, parents and the community, and the high degree of parent and community support and involvement all contribute to a positive environment. “Buddy Reading”, cross-grade events and our student citizenship and leadership initiatives reinforce a sense of community among the students. A general sense of caring, consideration and respect among students, staff and parents is prevalent.

Our goal is to provide all children with the opportunity to become both responsible and self-disciplined. We care about each other, our school and our work. These three guidelines ensure Belgravia is a positive learning community for everyone:

- Respect yourself, others and property
- Co-operate and contribute in a positive manner
- Be responsible for your own learning and actions

We believe that students are responsible for their learning and behaviour, and as such they must accept the outcomes of making good or poor choices. In the event that students make a poor choice, they will be made aware of their error and have an opportunity to discuss the matter. Students will recognize their poor judgment and will generally be helped to formulate more acceptable alternatives. In most situations, a simple reminder is all that is required.

Depending on the seriousness or frequency of the misbehavior, a student may lose certain privileges, be given a time out or a work detail on campus, an in school suspension or an out-of-school suspension. There may be occasions when the principal, teachers, parents and student may meet to examine behaviour difficulties and to develop positive solutions. When considered necessary, parents will be contacted.

We encourage all parents to visit epsb.ca/ourdistrict/policy/h/hg-bp to review the District’s Student and Behaviour policy for more information.

	Respect yourself	Respect others	Respect property
All settings	<ul style="list-style-type: none"> •Be on time •Be prepared •Be on task •Give your best effort 	<ul style="list-style-type: none"> •Be an active listener •Help others •Share •Use appropriate voice levels •Respect authority •Respect 	<ul style="list-style-type: none"> •Recycle •Clean up after yourself •Use only what you need to use •Take care of your own belongings •Push in chairs
Halls	<ul style="list-style-type: none"> •Walk 	<ul style="list-style-type: none"> •Use quiet voices •Walk 	<ul style="list-style-type: none"> •Keep halls and walkways clean
School yard	<ul style="list-style-type: none"> •Have a recess plan •Play cooperatively 	<ul style="list-style-type: none"> •Play safe •Include others •Share equipment •Take turns •Encourage others 	<ul style="list-style-type: none"> •Use equipment safely •Pick up litter •Use garbage can for litter
Washrooms	<ul style="list-style-type: none"> •Wash your hands 	<ul style="list-style-type: none"> •Go directly there and return as quickly as possible to class •Respect privacy •Use quiet voices 	<ul style="list-style-type: none"> •Keep the washroom clean •Flush every time •Use soap appropriately
Lunch program	<ul style="list-style-type: none"> •Eat your own food 	<ul style="list-style-type: none"> •Practice appropriate manners •Use quiet voices 	<ul style="list-style-type: none"> •Pick up and clean around your table •Stay seated while eating, get up only with
Library/ computer lab	<ul style="list-style-type: none"> •Use time effectively 	<ul style="list-style-type: none"> •Use quiet voices •Follow the Belgravia School Technology Use Code of Ethics 	<ul style="list-style-type: none"> •Take care of books, magazines and computers •Push in chairs
Assemblies	<ul style="list-style-type: none"> •Respect personal space 	<ul style="list-style-type: none"> •Be an active listener •Express appreciation using applause 	
Buses	<ul style="list-style-type: none"> •Obey bus rules 	<ul style="list-style-type: none"> •Sit facing forward •Use quiet voices 	<ul style="list-style-type: none"> •Obey bus rules

Student attendance and punctuality

Reporting absences

If your child will be absent, please contact the school office by email, telephone or written note prior to their intended absence.

Email: belgravia@epsb.ca

Telephone: 780-435-5560

Written note: drop off a note with our receptionist at the general office

In the event that your child is absent and we have not been notified, we will attempt to telephone you or the person responsible for your child. We call to ensure that no child is lost or experiencing problems between the home and the school. In order to carry out such a program, the complete co-operation of parents is necessary.

Please notify us if there are any changes to home, business or emergency contact phone numbers. It is also helpful if parents can let us know if one or both parents are away from home on holiday or business trips.

Regular attendance is a vital factor in being successful at school. Schoolwork is sufficiently difficult that a student cannot afford to miss instruction in the classroom. Home instruction may be requested in cases of extended illness. Parents and students have a legal responsibility as outlined in Section 7 of the *School Act* to ensure that students attend school regularly and on time. This section states that:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a. Be diligent in pursuing his or her 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 his or her teachers for his or her conduct.
- f. Respect the rights of others.

Lates

We expect that students will be punctual and be on time for class. Children who are late miss out on important learning and disrupt the teaching and learning in their classrooms. Please be sure your child arrives at school for the commencement of classes. Parents will be notified if lateness becomes a concern.

Absence from class for any reason does not excuse the student from the responsibility of learning the material covered or from doing assignments given during the absence.

Early release for appointments

If your child leaves early for a medical or dental appointment, please pick him/ her up from the office or classroom. We do not feel comfortable sending a child home alone for an appointment. The teacher and office staff need to be aware of any students leaving the school during school hours for any reason.

Extended vacations

If your child will be absent for a vacation outside of scheduled school breaks, please notify the school in advance. Teachers are not required to send additional work home for these absences. Students who are absent during the term will be required to make up missed work upon their return.

Illness

Normally children who are too ill to go outside for recess are too ill to be at school. Students coming to school ill are unable to function well, provide a source of infection for others and would probably recuperate more quickly at home. Students must notify their teacher if they are ill instead of calling their parents directly. If a child becomes ill while at school, parents will be notified and asked to pick up their child. In the meantime, they will be kept as comfortable as possible in the school office.

Reporting student growth

Teachers have many ways of finding out where your child is in his or her learning. Conversations, activities and homework are just some of the ways teachers discover your child's strengths and where they might need extra help.

School assessment plan

Our Guide to Assessment, Achievement and Growth includes information to help you understand how we measure your child's learning. You'll find information about:

- how we plan to communicate student progress
- dates for reports, conferences and provincial exams
- how we determine a student's grades/marks
- parent, teacher and student responsibilities
- the steps we take to address missing or incomplete work

You can find a copy on the school website and SchoolZone.

Ever Active School

In June 2012, Belgravia became an Ever Active Member School (EAS). An EAS school follows a health-promoting school approach that promotes the benefits of physical activity, healthy eating and supports mental health throughout the school community. These three aspects of health are valued and integrated into daily life. Staff, parents, and community members understand that the health and well being of students is a shared responsibility.

The Belgravia Ever Active School Committee, consisting of parents, staff and community members, plan events, initiatives and goals for the school year to support our health initiatives. The four E's of the Ever Active Schools program with Belgravia's defined goals are as follows:

- **EVERYONE** means meaningful collaboration with the people involved in everyday life of the school and equal and inclusive opportunities for everyone to make healthy choices.

Belgravia's goals: Increase community engagement, increase collaboration with both Belgravia Playschool and Belgravia Community Association, improve communication with parents and community.

- **EDUCATION** means support for a culture of learning for all school community members including quality implementation of wellness-related curricula for students; and learning opportunities for teachers, staff and parents related to health promotion in schools.

Belgravia's goals: Increase learning opportunities for adults and teachers, health promotion through activity, nutrition and mental health initiatives.

- **ENVIRONMENT** means fostering safe, social and physical environments in the school, home and community; implementing policies that enable healthy active lifestyles and cultivating an engaging place where healthy choices are embedded in the culture of the school community.

Belgravia's goals: Encourage walking to/from Belgravia, use neighbourhood resources such as the river valley, promote activity and unstructured play, create an engaging outdoor environment for older children and teens, provide healthy food options for children who forget their lunch, discuss and create a Belgravia School nutrition policy.

- **EVIDENCE** means collaboratively identifying goals, planning for action and gathering information to indicate the effectiveness of actions to support healthy active lifestyles throughout the school community.

Belgravia's goals: Collaboration with committee and discussion throughout the year of successful and less successful actions and initiatives.

Information about the Ever Active School events and initiatives will be communicated through the school newsletter and on SchoolZone.

Belgravia must follow all Board Policies and Regulations set out by Edmonton Public Schools. The regulation about Health and Wellness of Staff and Students can be read at epsb.ca/ourdistrict/policy/f/fbe-ar.

In alignment with this policy, the school staff will not provide students with foods listed on Alberta Health Services Alberta Nutrition Guidelines for Children and Youth “choose least often” category. Foods from this category are very

low in nutrients and higher in calories, fat, sugar and salt. The Ever Active School Committee encourages parents to consider providing foods for student lunches and school events that are on the “choose most often” and “choose sometimes” categories. A document with information about these categories

is available at www.healthyalberta.com/HealthyEating/ANGCY.htm.

School information (alphabetized)

Accidents

Although safety is stressed in all activities and precautions are taken to minimize the risk of injury, accidents do occasionally occur. All accidents of a more serious nature will result in notification of parents, and if necessary, the school will seek medical assistance and intervention.

AMA School Patrols

Our Grade 6 school patrols monitor the south side of the school at 72 Avenue NW and 116 Street NW from 8:19 a.m. to 8:34 a.m. They provide a very important service and require the cooperation and encouragement of all.

We urge parents to encourage their children to cooperate with the patrols.

Bicycles, skateboards and sleds

Bicycles are not to be used on the school yard (unless as part of a school activity) and should be locked in the racks provided. Bikes without locks should not be brought to school. Skateboards must be carried into the building and are not to be used during school hours. During the winter months simple sleds (not the "GT" type) or sliding carpets may be brought to school. These should be marked for identification and left outdoors. The school is not responsible for any of these items and are the responsibility of students who bring them to school.

Birthdays

Birthdays are special occasions that we celebrate. Student names will be mentioned over the intercom during announcements on/hear the student's birthday. Students will be presented with a special pencil and birthday card in the school office. Please check with your child's teacher for classroom procedures for recognizing birthdays.

Communication

A very important focus of our school is on active and open communication among all stakeholders. Parents are encouraged to keep in close communication with the school as well.

Emergency procedures and unusual circumstances

Extensive emergency procedures are in place at Belgravia. Regular drills will be practiced to familiarize our students with these routines. Current contact information is imperative; please ensure our office has your current home, work and cell phone numbers at all times.

If we have to evacuate the building due to unusual circumstances, students will be taken to Belgravia Community Hall. If a more distant relocation is required, our alternate location is St. Paul's Church. Regular school dismissal times would be followed and all students would be dismissed from there. Every effort will be made to phone parents or guardians who normally pick up their children from school.

The purpose of the emergency plan is to ensure safety and well-being of our students and staff and to inform parents and community of actions that will be taken in the event of unusual circumstances. Every effort shall be made to provide parents and students with prompt and accurate information.

Extracurricular activities

Students are encouraged to become involved in the various student clubs and activities organized each year by teachers and parents. In consultation with the principal, teachers and parents are responsible for determining how many students can be involved, time and location. Any parent who is interested in leading a club should contact the school office. Most clubs and activities are available at no cost to students with expenses covered by the Belgravia Parent Council.

Family or student concerns

The school would appreciate being notified through a note, personal visit, email or telephone message of any event or family matter that may cause stress to child.

Fees

Belgravia charges an annual fee for each student, which covers the cost of admission and transportation for field trips and special materials required for classroom projects. The fees for the school year are itemized on the supply lists and include the optional cost of some supplies that can be purchased in advance, such as a student agenda. Supply lists are posted on the school website belgravia.epsb.ca. Please note additional fees may be requested later

in the school year as expenses become apparent. A record of how these monies are spent is kept by the school for parents' information.

Please submit your fees no later than the end of September. If there are special circumstances that will impact your ability to pay these fees, please discuss the situation with the school principal.

Field trips

Field trips are planned to supplement the curriculum. All parents are asked to sign a field trip consent form which gives the teacher permission to have your child participate in all field trips within walking distance from the school. For all other field trips, information letters indicating the date and time will be sent to parents and will ask for permission for the child to participate. Students cannot participate unless written permission has been received. If a student cannot participate in a field trip for whatever reason, (s)he will be accommodated in an alternate class, or with work they may need to finish, in the school for the duration of the field trip.

Fire drills and security alerts

Fire drills and security alerts are regarded as safety training exercises, which may help save lives. These are conducted regularly throughout the school year.

Freedom of Information and Protection of Privacy (FOIP) Release

In keeping with present legislation regarding privacy, the school requires specific permission from parents in order to display or use student work publicly. The permission we request from you at the beginning of the year covers most incidents of this nature, however there may be the occasional request for your permission for special projects that are outside the general intentions stated on the form.

Footwear

Suitable footwear should be worn according to weather conditions. All students and adults are asked to remove outdoor footwear at the entrances. Children must have a second pair of shoes for use in the building and in Physical Education class.

Library

Please visit our library! We are proud of our fine collection of books, purchased through school funds and parent donations. We ask that all library books be treated with respect, protected from damage and returned in a timely manner. Replacement of lost books will be a family responsibility.

Lost and found

Lost and found articles are kept in a box near the school office and by the Division I entrance. Please encourage your child to check the boxes occasionally. Periodically, we will display these items. Items unclaimed after the displays will be donated in December and in June. Please mark your child's personal belongings, especially outdoor clothing and boots.

Lunch program

We offer a convenient lunch program for a fee for all families who require it. Full-time, part-time or casual attendance is available and can be arranged by notifying the office. Details of the program will be sent home with students in the first week of school.

Medication

At times, we have requests from parents to administer medication to their child(ren) during the time they are in school. For us to do so, we require parents to sign and return the Authorization for the Administration of Medication form, which is available in the school office.

Out of bounds areas

Children should not play in the parking lot, around the bicycle racks, in the skating rink, between the garbage dumpster and the surrounding fence, or at the front of the school during school hours. Also students should avoid the shrubby areas in front of and beside the school, and adjacent to the community league. These are places where children may not be visible to supervisors. As well, the plants can be significantly damaged through play activity. Children are encouraged to play appropriately in the outdoor garden.

Parent involvement

The Belgravia Parent Council is open to all parents of students attending the school. Notification of meetings is available through the school newsletter and on SchoolZone, and all parents are invited to attend.

The school encourages and welcomes parental involvement. Volunteers are always needed for regular or special tasks and their assistance is greatly appreciated. Please let your child's teacher or the office know if you are interested in volunteering. Please check in at the office to let us know that you are in the building.

Parking

Please be aware that parking in the school parking lot is reserved and paid for by staff. Please do not use the parking lot to pick up or drop off your child. Unexpected traffic in this area is unsafe for students. At no time is parking allowed in the parking lot by anyone other than school staff.

Personal belongings

The school does not carry insurance that will cover the loss of, or damage to, personal belongings. Please label your child's belongings and check our lost and found if your child is missing a particular item. Children are asked to leave irreplaceable items at home.

Personal electronic devices

Occasionally, students may bring personal electronic devices (e.g., iPod, iPad, smartphone, laptop) to school for projects and assignments. This is not required and is a parental decision if devices are to be brought and used at school. If devices are brought to school, they should be used only during class time under the supervision of the teacher. We request that electronics being used as toys be kept at home.

Public health centre

The Bonnie Doon Health Centre is designated as our community contact for all health-related questions you may have. The telephone number is 780-342-1520.

Respectful Learning and Working Environments

Edmonton Public Schools, in cooperation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors. We believe that a responsive, safe, caring and inclusive

school environment is necessary for students to learn and achieve high academic standards.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner with respects the dignity and value of others when in our school.

Safety to and from school

Please ensure that your child leaves home at a time when (s)he will be able to walk to school with other children and remind your child of safety rules. Please caution your child to use care when crossing intersections, use crosswalks whenever possible and follow the safety directions of our AMA School Patrols. Also, remind your children to use the access points to the school grounds that have been created exclusively for pedestrian traffic. Children should not ride bikes or walk through the parking lot.

Parents organize a “Walking School Bus” to support students walking safely to and from school in groups with a parent. For more information, please contact the school office.

School access

The school doors open before school, at lunch time and prior to the end of the day. All doors will be locked at 4:00 p.m. and at 3:00 p.m. on Thursdays. A buzzer is located to the left of the front door for use when the doors are locked.

During recess breaks, the tarmac and south doors will be unlocked. The tarmac door is for students in grades 3 to 6. The south door is for students in Kindergarten to grade 2. The front door is reserved for staff, parents and school guests.

School newsletters

School newsletters will be posted on SchoolZone monthly. Class newsletters can be expected throughout the year.

SchoolZone

SchoolZone (schoolzone.epsb.ca) is a secure website developed by Edmonton Public Schools. It allows parents and students with access to attendance records, school newsletters, achievement records including progress reports, overdue library books and access to selected online educational resources and much more via the Internet. Students have access to homework assignments and class news from their participating classroom teachers. Families new to our school will be assigned login credentials in September.

Student agendas

All students in Grades 1 to 6 will receive a student agenda book. These agendas are effective in helping students gain responsibility for their learning. It is signed by the teacher and parents are expected to sign or initial the book daily.

Student allergies

If your child has an allergy, be sure to contact the school office upon registration to ensure we have a record of this. If an EpiPen is required, please provide the school office with one, along with the required signed form for the administration of medication (see Medication).

We have students in the school who are allergic to nuts and/or peanuts. In some cases, even the presence of peanuts in a room can be enough to trigger a severe reaction. For the safety of our students with these allergies, we ask that you do not include nuts or peanuts when preparing your child's lunches or whenever you are asked to send any type of food item to school for either classroom or school functions.

Support for students

Specialists and therapists from Edmonton Public Schools visit our school on a regular basis to provide support for students in their learning environments. Specialists include reading specialist, psychologist, social worker and behavioural consultants; therapists include occupational, speech-language and physical therapists. Typically, these consultants work with staff to meet student needs in the classroom. If formal assessments or accommodations are needed for students, parents will be contacted.

Additional speech and language services, occupational therapy and mental health will be provided through Alberta Health Services. Referrals, assessments and/or consultations can be made by the parent or teacher through the school.

Supervision

The school provides daily supervision at 8:19 a.m., 12:09 p.m. and at recess. The supervisor wears a bright yellow vest for easy visibility. Please do not send your child to school early unless they are expected at school. In the interest of safety and security, the children should not be in the schoolyard or in the building without supervision. Children are expected to leave the school upon dismissal and go directly home unless they are participating in an activity.

Use of telephone

A telephone for student use is located at the front entrance for use only when absolutely necessary and not for making play dates after school. The phone will be available to students after gaining permission from a staff member.

Vandalism

Vandalism results in large costs to the school's budget. Preventative measures have been taken to help prevent this from occurring, but we do need the eyes of our neighbours to help. Any suspicious acts should be reported to the Edmonton City Police Dispatcher at 780-423-4567. Give the name of the school, location and a brief description of what is happening. Please help us keep our property safe during non-school hours.

Weather

Children should come to school with appropriate outdoor clothing and be prepared to go outside every day. In the event of very cold weather (board policy states below -23 including wind chill), storms or heavy rain, children will be allowed early entry to the building prior to the assembly bell. Outdoor recesses will be cancelled and children will have recess breaks inside.

Responding to concerns

We are committed to finding a solution to any concerns that arise at the school level. Here are the steps you should follow in seeking a resolution to your concerns:

Step 1: The classroom teacher is the primary source of information regarding your child. Classroom teachers have the most accurate knowledge regarding situations in the classroom or at recess. Please speak directly to them first; information you receive from other sources may not be accurate. *If further conversation is required:*

Step 2: Please contact the Principal, Rodney French, at 780-435-5560. *If further conversation is required:*

Step 3: Please contact the Assistant Superintendent, Kathy Muhlethaler, at 780-429-8267. *If further conversation is required:*

Step 4: Please contact the office of the Superintendent, Darrel Robertson, at 780-429-8010. *If further conversation is required:*

Step 5: Please contact the Trustee for this area by visiting epsb.ca.



Belgravia

SCHOOL

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belgravia.epsb.ca

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.



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