

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! Our staff has been working hard to provide a safe and effective learning environment for your child. I am looking forward to working with you and your family this year. Together we can 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, 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 as well as 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.

Enjoy the wonder and excitement of the new school year and I look forward to growing together with you!

Yours in Partnership,

Denis Mills, *Principal*

School Health Protocols

As we head into the new school year we remain committed to supporting our community to follow good practices that promote healthy and safe environments for staff and students and help to mitigate the spread of illnesses. To do so we are:

- encouraging students and staff to staying home when sick
- maintaining good hand hygiene practices
- maintaining cleaning and disinfecting protocols
- utilizing division approved air filtration systems in shared spaces
- supporting the use of masks for those who wish to do so

Student Rights and Responsibilities

Please review our

[Belgravia School Student Rights and Responsibilities 2023-2024 \(2\).pdf](#)

document which outlines:

- Student Behaviour Expectations
- Responsible and Ethical Use of Technology
- Unacceptable Behaviour
- Schools Response to Unacceptable Behaviour

Reporting Student Growth

Please review our [Belgravia School Assessment Plan 2023-2024.docx](#)

document which includes details relating to:

- Supporting Student Success
- Our Communication Plan for Reporting Progress
- Grades/ Marks and Codes
- How We Determine Student Grades/Marks
- The Role of Large Scale Tests

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

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.

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.

Lates

We expect that students will be punctual and be on time for class. Children who are late often miss out on important learning and can 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 them up from the office. 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.

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 intersections south of the school at 72 Avenue and north of the school on 74 Avenue from 8:20 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, Scooters and Sleds

Bicycles and scooters 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/scooters without locks should not be brought to school. Skateboards must be carried to the classroom area for storage 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 it is 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/near the student's birthday. Students will be presented with a special pencil in the school office. Please check with your child's

teacher for classroom procedures for recognizing birthdays.

Dress for the Weather

Please assist us by seeing that your children leave home appropriately dressed as the weather cools. Children without mittens, socks, proper foot wear and headgear put themselves at risk for frostbite. Parental guidance in helping students to realize the importance of being properly dressed is crucial. Students are only allowed to remain indoors in the event of inclement weather (rain or conditions colder than -22°Celsius, including wind chill factor). Otherwise they will be going out for recess.

Please take a few minutes and label your child's clothing with their name. Children do not always recognize their clothing if lost when it goes into the Lost and Found Box.

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. The District will call and or text parents with prompt and accurate information.

Ever Active School

Belgravia is 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.

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.

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 will be communicated with you via School Zone. Supply lists are posted on the school website <http://belgravia.epsb.ca>. 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, they 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.

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. Online forms are available for families on SchoolZone

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 to a local charity. 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 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 shrubbery 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 School Council is open to all parents of students attending the school. Email notifications for School Council are sent out to families prior to each meeting, 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

Both school provided and personal devices can be a highly effective tool to support student learning. It is a parental decision if personal 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.

Welcoming, Caring, Respectful and Safe Learning and Working Environment

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 behavior 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 they 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 the lights/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 school parking lot.

School Access

For the safety of both students and staff the school doors will remain locked at all times. All visitors are asked to enter the school through the front door of the school and must check in at the office prior to going down towards the classes.

For student access at bell times the tarmac door is for students in grades 4 to 6 and the south door is for students in Kindergarten to grade 3. The front door is reserved for staff, parents and school guests.

SchoolZone

SchoolZone (<http://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 require a student agenda book for the school year. 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.

The school has the advantage of buying yearly agendas in larger quantities which results in a reduced cost for families. Over the summer the school orders an agenda for each student and includes a small fee for families in the school fees system on SchoolZone. Any family wishing to use a different agenda may choose to do so.

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 behavioral 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 recess, lunch and 15 minutes before and after school. 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.

School phone/student cell phones

While at school, students needing to call home must gain permission from a staff member to use the classroom or office land lines. Personal cell phones must be turned off and put away until after school.

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

neighbors 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 -22 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, Mike Steele, at 780-435-5560.

If further conversation is required:

Step 3:

Please contact District Support Services, at 780-429-8030.