

## **WELCOME TO KILDARE SCHOOL**

It is with a great deal of pleasure that we welcome you to the new school year. Kildare Elementary School has been in operation since 1968. The school is developing a tradition of excellence in all areas of learning and it is a pleasure to welcome you as a member of our school population.

Kildare School is an elementary school located in northeast Edmonton. The school serves a broad range of students needs and is a designated site for a Chinese Mandarin Bilingual Program as well as an English Core Program. Kildare's attendance area for the Bilingual Program (K to 6) is east of 82nd Street and north of the North Saskatchewan River. However, only students living on the north side of the river and east of Wayne Gretzky Drive are eligible for school bus transportation to Kildare School.

This handbook is designed to assist both students and parents in having a better understanding of the daily operation of Kildare Elementary School.

Successful operation of a school requires the cooperation and understanding of everyone concerned: teachers, students, and parents. As citizens of Kildare School, students will face both the problems and benefits of life in a small community. Each of us is responsible for doing our part to make it the type of community in which we can live and work together in harmony. We must learn to respect the strengths and weaknesses of others, to communicate our wishes and intentions to each other and to carry out our responsibilities by doing our tasks to the best of our abilities.

Parents are encouraged to contact the school for information to clear up any misunderstandings. Should you have questions or concerns, please call the school office at (780) 476-5675. Although school policies have been developed with the best interests of students in mind, we welcome your comments and questions about any of the items in the handbook. Since the booklet does contain information you may wish

to refer to from time to time, we ask that you keep it as a reference. Should changes and deletions be required, we will contact you by newsletter.

## **SCHOOL PHILOSOPHY**

- Assist children in becoming responsible and cooperative citizens who are prepared to lead productive lives together with people of all races, religions, and nationalities.
- Promote success by providing a safe and caring environment that is positive, stimulating, and cohesive for students, parents, community members and staff.
- Cultivate good work habits, attitudes, social skills, and provide the opportunity for all students to achieve excellence in learning and to develop a strong positive sense of self worth.
- Provide all students the opportunity to achieve to their level of ability by providing excellent instruction and quality resources.
- Emphasize reading, respect and responsibility as the underlying premises of our success.

## **SCHOOL HOURS : \*KINDERGARTEN TO GRADE 6**

<b>MORNING</b>		<b>AFTERNOON</b>
8:34	First Bell	12:15
8:39-10:12	Classes	12:18-2:00
10:12-10:27	Recess	2:00-2:15
10:27-11:30	Classes	2:15-3:18
Thursday Early Dismissal		2:19

\* Kindergarten is a half-day program

## **ABSENTEE CHECK**

### **TELEPHONE NUMBER 780- 476-5675**

To ensure the safety of all students, Kildare School has developed an Absentee Check Program. If your child is going to be absent or late, please call the school at 476-5675 before 8:45 a.m. and leave a message with our Office Staff. Notes regarding absences (doctor's appointments, lates, etc.) should be sent to the

homeroom teacher so that they can be noted on our computer attendance forms. If we are not notified of a child's absence, staff will attempt to telephone the absent child's parents or guardians. All students who are late must report to the School Office so that the office staff will not call you unnecessarily. Parents are reminded to submit at least one additional emergency contact name and telephone number on our Student Registration Forms and to notify the School Office of any address or telephone changes in writing.

Normally, children who are too ill to go outside for recess are too ill to be at school. Children coming to school with severe colds are unable to function well at school, provide a source of infection for other children and would probably recuperate faster at home.

### **ACCIDENTS**

From time to time a student is injured at school. First aid will be administered as needed and an attempt will be made to notify the parents if the situation warrants it. Because of this practice, we need the name of an EMERGENCY CONTACT person that we can reach in case an emergency arises and we cannot reach one of the parents. If this is not possible, the school administration will act in "Loco Parentis" and the injured student will be taken to the nearest clinic or hospital.

We also must have the Alberta Health Care Insurance number for each student. Student insurance is available from the Seaboard Life Insurance Company. Each student is urged to take out this insurance which covers curricular and co-curricular activities sponsored by the school. The forms for this voluntary insurance scheme will be distributed in early September.

### **ATTENDANCE**

Regular attendance is a MUST in order that the students' progress and marks do not suffer. In this regard it is important that all students arrive at school on time and be prepared for the day's lessons. If a student is absent from school for reasons of illness, doctor's appointment, and/or

other special situations, please inform the school by a note or a phone call.

Absence from class for any reason does not excuse the student from the responsibility of taking steps to learn the material covered or from doing assignments given during an absence. It is the student's duty to approach fellow students or the teacher to acquire the necessary information to complete the assignment. This does not apply to the students who are absent for long periods of time due to illness. Such cases will be dealt with on an individual basis.

The assistant principal will contact you if there appears to be an attendance issue.

### **AWARDS**

Excellence in Progress Reports

The administration and teachers will recognize students who achieve excellence in a variety of ways throughout the year. Special recognition will also be given to students who demonstrate an overall increase in their academics.

### **BICYCLES, ROLLER BLADES, SKATEBOARD AND SCOOTER**

The bicycle rack area is out of bounds except when parking or getting bicycles. All bikes must be locked and must **not** be ridden on the playground or in the parking lot.

The school cannot assume financial responsibility for damaged or stolen bicycles but will make every effort to assist students in recovering their losses.

**Roller blades, skateboards and scooters are not allowed at school.**

### **COLD WEATHER POLICY**

Kildare School asks all parents to ensure that their children are dressed warmly... warm winter boots, mittens or gloves, and proper headwear during periods of cold or inclement weather. It is expected that all children will remain outdoors

until the first call bell, during recesses, and after lunch, unless the temperature is –23 degrees Celsius or colder (Wind Chill Equivalent). Outside temperatures are closely monitored by office staff. Also, lunchroom students will stay in their lunchrooms for a greater length of time or for the entire lunch break during periods of severe weather.

### **DROPPING OFF AND PICKING UP YOUR CHILDREN**

At Kildare School we value parents and understand that they want to ensure the safety and well being of their children.

We encourage parents to allow their children to walk to the classroom by themselves. Children can walk from their car or say goodbyes by the school doors.

We also encourage parents to teach their child to meet them at their exit doors, in the front entrance, or by their car at dismissal times.

As our student population increases, the areas around the classrooms become quite congested when there are many parents waiting to pick up their children. Often there are younger siblings, and there is a fair amount of noise. Teachers are finding that the noise level is interfering with the teaching and learning.

Let's work together in this area to ensure the best learning environment for our students, your children.

### **FINES AND FEES**

Library books and textbooks are loaned to students and fines are assessed for lost or damaged books. Kindergarten fees have been established and a notice from the kindergarten teacher will be sent home letting you know how much is owed for the year. This will help to cover fieldtrips and other expenses.

Please make cheques payable to Kildare School.

### **FIELD TRIPS**

During the course of the year, teachers organize several field trips to enhance the curriculum for the benefit of the students. A Field Trip is any trip or excursion outside the school building and school grounds. The written permission of the parent or guardian is required for the student to participate. A small fee is usually charged to cover entrance fees and transportation when necessary. Parents are always encouraged to volunteer their time to help supervise the students. However making special arrangements for children who do not participate is particularly difficult. If parents do not wish their child to attend a field trip, they are asked to speak to their child's teacher at their earliest convenience.

There are also occasions when guests are invited to the school to put on performances for the school. Students may be asked to pay a fee to offset some of the costs involved.

### **EMERGENCY DRILLS**

At Kildare School we do our best to see to it that our students and staff work in a safe environment. Emergency plans and practices are necessary to ensure the safety of students and staff in the event of an emergency. We have and will continue to practice lock downs and evacuation procedures. Lockdowns are necessary for inclement weather such as a tornado or severe snowstorm, in the case of an intruder, or due to an environmental threat. Evacuations are necessary in the case of a fire, gas leak, chemical spill, bomb threat, structural damage, flooding, power/utility failure, or an on-site threat.

In the event that you are in the school during one of these drills, we ask that you cooperate with staff members. In the case of a lock down, please go to the office or to the closest washroom and stay there until the all clear is announced. If we have an evacuation drill, please follow the students and staff as they move out of the building. The school needs to be evacuated during such drills. We encourage you

to cooperate with staff during all emergency procedures.

### **FOIP (Freedom of Information Protection)**

Due to copyright laws, the school must have approval from parents or guardians to display work done by students. Forms are sent home to be signed and returned to the school.

### **FOOTWEAR**

Boot racks are located at several entrances throughout the school. All students are asked to remove wet or muddy footwear at the entrances. All footwear should be marked for easy identification. The school cannot assume financial responsibility for lost footwear, but will make every effort to assist students in recovering their losses.

All students should have an extra pair of running shoes for gym use and shoes should be worn at all times when in school.

### **HOMEWORK**

You can help your child with homework. Provide a quiet, well-lighted place for your son or daughter to study. A desk is ideal, but a corner of the kitchen table after dinner is fine too.

Establish a regular "homework time" in your home. During this time, there should be no TV, no radio, and no distractions.

Make sure your youngster has the "tools of the trade". These tools include pencils, paper, and a dictionary appropriate for his or her age group.

Encourage and support your child's efforts. Be available for questions, but remember the homework is your child's responsibility, not yours.

Homework incorporates a wider definition than most students realize. Homework includes

1. Completion of work that they did not finish in class.
2. Completion of daily assignments.
3. Completion of long-term assignments. If an assignment is due in 2 - 3 weeks, it

should be worked on regularly. Do not leave it until the night before it is due.

4. Review work taken each day. Studies have shown that 70% of material learned is forgotten within three days if there has been no review.
5. Study for exams and tests. Review daily.

\*N.B. Assignments that have been designated by a teacher as long-term assignments must be handed in on, or before, the due date. It is important, especially for the major assignments, that students learn to meet deadlines.

Students who set aside time on a regular basis for homework, studying or reading have an advantage over those who do not. Experience shows the most common reason for failure is the inability to complete assignments as required.

### **HEALTHY EATING**

The staff at Kildare School will take every opportunity to teach the students to consume nutritional foods and to avoid the so-called 'junk' foods such as candy, gum and chips. We encourage parents not to send these foods to school.

### **LEAVING SCHOOL DURING SCHOOL HOURS**

Should it be necessary for a student to leave school during regular class time for medical, dental or other valid reasons, parents are asked to send a note indicating the time the student needs to leave. This note should be shown to the classroom teacher. Under no circumstances should a student who is ill remain in a washroom or go to the medical room without first contacting the office.

In instances where students are injured or seriously ill and parents cannot be contacted, the school administration will act in "loco parentis" and secure the required medical attention. Under no circumstances is a student to leave the school before speaking to and signing out with someone in the school office.

## **LIBRARY SERVICES**

The library and all of its resources are for the benefit and the pleasure of every individual in the school. Every student in the school may borrow books or use reference and periodical materials in the library as long as they are considerate of other students' needs. All students have access to the library at some time in each school day and courtesy and consideration for others play an important role in ensuring that the best possible learning atmosphere is maintained. Students need to work quietly and concentrate on the task at hand so that all users can make the most of their time in the library. Anyone who is not using his/her time in the library in a productive way will be asked to return to the classroom to continue with his/her work.

We ask that our library be treated with the same respect shown to any other library.

Library patrons check out all items they borrow and are responsible for returning them on time and in good condition. Borrowing is limited to 2 items that are checked out for 1 week and it is the responsibility of the borrower to know when items are due to be returned. Resources that are needed beyond the due date should be brought in for renewal. Charges equal to the cover price of the book are assessed to replace items that are lost or damaged beyond repair. Charges for lost or damaged magazines, cassettes, etc. vary depending on the state of the returned article.

## **LOST AND FOUND**

During the year, many articles of clothing and other personal belongings accumulate in our two Lost and Found boxes. Parents and students are encouraged to check these boxes periodically or to look in the Lost and Found boxes if they have misplaced their belongings. Unclaimed articles of clothing are donated to charitable organizations at the end of the school year. Parents and students are strongly encouraged to label all belongings including lunch kits, indoor and outdoor shoes, and all other articles of clothing with a permanent marker. Also, small valuable items that are found, are turned into and

kept by the school office until claimed by their rightful owners.

Lost and found boxes are placed in the entranceways. Found articles of clothing and footwear should be placed in these boxes. Found texts, notebooks, jewelry, glasses, lunch kits, keys, etc. should be turned into the office.

## **LUNCH POLICY**

Kildare School offers a supervised lunch program for all students, for a reasonable fee (see Lunch Registration Form). The students who eat lunch at school are supervised by Lunchroom Assistants, who also provide indoor and outdoor supervision for all students during the lunch hour.

Parents are reminded to ensure that their child brings an adequate nutritious lunch to eat at school. Items are also available at a reasonable cost at our School Snack Shop.

Kildare School agrees to provide an adult supervised eating area from 11:27 a.m. to 12:00 p.m. where students may bring their lunch. At 12:00 p.m. all lunch students will be expected to go outside with the supervisors for a period of time determined by the school administration with respect for weather conditions.

A fee of \$3.00 per day, payable in advance, will be charged for occasional lunch students. The lunch fees are as follows:

\$175.00 per student or \$350 for 2 students or \$525 for 3 students for the full year

\$100.00/first half of the year per student/  
\$75/second half per student

The money collected for the lunchroom is used to pay the salaries of the lunchroom supervisors. School Board policy does not allow for schools to use budgeted money for lunchroom operation.

It is understood that the supervised eating area is not a part of the regular school program. Eating lunch at school will be considered a PRIVILEGE, which can and will be revoked should a child fail to behave in a manner appropriate to a school setting as determined by

the school administration. Cooperation, respect and consideration for others will be required at all times.

Failure to comply with lunchroom guidelines will, on the first offence, result in the student being excluded from eating his/her lunch for a period of time as determined by the administration. A second offence will result in exclusion from lunch at school for a longer period of time. Should a third offence occur, the student will be excluded from the privilege of eating lunch at school for a period of time to be determined by the school administration and the parent will be required to make out-of-school arrangements for the child for lunch.

Please note that elementary students are not to leave the school property, such as going home with another student for lunch, unless parents provide a note to the homeroom teacher prior to the student leaving the school. Also, students who are attending the lunch program are not allowed to eat out of the school building, such as in the park or on the picnic tables, as there is no supervision outside.

### **KILDARE PARENT SCHOOL COUNCIL**

All parents who have children attending Kildare School are eligible to be members of the Kildare Parent Advisory School Council and all parents are encouraged to become active participants. The Council will provide the school with parents' points of view on what is happening in the school and facilitate projects and programs of benefit to the students.

The meetings are informal and everyone is welcome.

Meetings are held once a month from September to May.

### **NEWSLETTERS**

Parents are advised of school activities by a monthly newsletter. These are dated so that you may keep track of them. Local groups and parents are encouraged to submit publications to be posted on the school's parent board.

Please watch for the newsletter on the **FIRST FRIDAY** of every month as sometimes students forget to take them home.

### **PERSONAL BELONGINGS**

Students and parents are reminded to properly identify all belongings with a permanent marker. This includes lunch kits, and all items of indoor and outdoor clothing. All items must be identified with the student's name. Personal belongings such as toys, electronic games, MP3 players, cell phones, trading cards, large sums of money, coin collections, etc. should be left at home. Kildare School is not responsible for any of these articles which may have been brought to school. If a teacher requests that certain personal belongings be brought to school, the teacher will safeguard these items.

### **PICTURES**

Pictures of your child will be taken during the school year. You are under no obligation to purchase these photos. Parents will be informed of the dates by newsletter well ahead of time. All picture orders will be on a pre-paid basis with retakes offered for absences or flawed pictures.

### **PROFESSIONAL DEVELOPMENT DAYS**

These 'P.D. DAYS' are set up by the E.P.S.B. or by the school itself. Typically, P.D. days are organized for teachers in order to provide information and inservice on Edmonton Public Schools topics such as the new health program, learning styles, or on topics specific to the school. Parents will be notified at least two weeks in advance of a professional development day.

### **PROPERTY DAMAGE**

Students are responsible to ensure that their homeroom desk and their coatroom area are kept in good order.

In circumstances where a student is deemed to be responsible, either whole or in part, for damage or defacement of the building, equipment, furnishings, or the personal property of others, the student or parents will be asked to

pay for repairs or replacement of such damaged property.

## **PLAN FOR ASSESSING, EVALUATING AND COMMUNICATING STUDENT ACHIEVEMENT**

### **Teaching and Learning**

Alberta Learning develops curriculum that describes what students are expected to learn. This curriculum is outlined in the Program of Studies and specifies what all students in the province are expected to learn in each subject area at each grade level.

### **Assessing Curriculum**

Assessing curriculum is a combination of the method of assessment and the process of collecting student information relative to curriculum.

The following methods are used by teachers at Kildare School:

- daily observations of student work and participation
- teacher prepared tests and quizzes
- checklists in specific areas
- anecdotal notes
- rubrics
- standardized tests
- student self-evaluations
- oral discussion
- student projects, reports and assignments

Occasionally we ask Edmonton Public School Reading Specialists or Psychologists to administer reading tests or intellectual IQ tests if there is sufficient cause to warrant additional information for programming.

Detailed records are kept by each teacher to be interpreted and discussed with parents upon request.

### **Alberta Education Tests**

Students enrolled in grade three and six write provincial tests. These tests give us information about the knowledge and skills the student has.

Information from these tests will be sent home to parents in September.

## **Edmonton Public Schools District Assessment**

Highest Level of Achievement Tests (HLAT's) provide annual grade level achievement as well as information about student growth in reading for all students enrolled in all grades. For writing, grade level of achievement and performance information is available for all students enrolled in grades 1 to 9. The reading test is a locally developed prompt that is the same for all students. Student writing is marked by classroom teachers, who submit a grade level of achievement and a performance score for each piece of writing. These scores assist teachers in making judgements about their final report card marks.

### **To receive information about your child's HLAT results contact your child's teacher**

### **Process of Evaluation**

Evaluation is a process that includes using the information from assessments to determine:

Grade – level of achievement

Achievement – demonstration of the knowledge, skills and attitudes students are expected to learn at a specified grade level.

Performance – how well a student demonstrates grade level expectation

Effort – demonstration of motivation of learning

At Kildare School performance at all grade levels is measured by the following statements and/or measured by letter grades:

- Work meets standard of excellence
- Work exceeds acceptable standard
- Work meets acceptable standard
- Work does not meet acceptable standard
- A - 80-100%
- B - 65-79%
- C - 50-64%

D - 0-49%

### **Communicating Student Learning**

Grade one teachers at Kildare School do not assign a performance grade in the November report cards. They only assign effort marks.

Communicating student learning should be carried out so that it supports continuous learning and development.

Practices for communicating student learning include the following:

- phone calls to parents
- home response journals
- communication books
- newsletters
- Parent Curriculum Night - Meet the Teacher
- goal setting
- student-led conferences
- celebrations of learning
- parent conferences
- report cards

Report cards at Kildare will be issued in November and March.

### **The June final report card marks indicate a mark for the third term and a final mark.**

### **Parent/Teacher Interviews/Student Led Conferences**

Parent/Teacher interviews/Student-led conferences will be held in November and March during the week after report cards are distributed.

### **SCHOOL PHILOSOPHY**

At Kildare school we believe all students should experience success and become independent learners and responsible citizens. We value consideration for each child and believe that each student has the right to a quality education. There is an emphasis throughout the school on excellence in academics in the core subjects.

Assessing, evaluating and communicating student achievement are important components of student learning.

### **REPORTING VANDALISM**

We are requesting support from all residents in reporting any acts of a suspicious nature or vandalism.

If you see persons

- on the roof of the school
- destroying shrubbery or playground equipment
- throwing objects at windows or doors
- shooting weapons of any kind
- lighting fires
- committing any other suspicious acts

### **CALL: 423-4567 OR 911 (EMERGENCY)**

That is the number of the Edmonton City Police dispatcher. Give him the name of the school, its location, and a brief description of what is happening. You need not give your name. A police car will be radio-dispatched to investigate. School officials will prosecute offenders and attempt to obtain restitution for damages. If further information on the school security program is desired, please call the Security Supervisor at 429-8295. Our school is protected by a sophisticated alarm system; however, this does not negate reporting vandalism procedures.

### **SCHOOL SUPPLIES**

Teachers will request specific supplies that parents may purchase at stores that carry school supplies. Classroom Supply Lists are placed into June Progress Report Cards at the end of the school year. However if a student is new to Kildare School or if he/she has misplaced their list over the summer, supply lists will be available at the School Office during the last week of August. Also teachers will distribute school supply lists to students who need them on the first day of class. Students are expected to replenish their supplies as needed throughout the year. Individual teachers during the school year

may request additional supplies. Also, students are not expected to pay for textbooks unless they damage or lose them.

Students in grades K to 6 are expected to bring their own notebooks, pencils, erasers, pens, etc., but texts are supplied.

### **SPEECH AND LANGUAGE**

Speech and language services will be provided by “Community Health Promotion and Preventative Services,” a division of Public Health Services, Capital Health Authority. Services provided include assessment, intervention and consultation for kindergarten to grade six students.

### **STUDENT CONDUCT POLICY**

#### **Student Conduct – Philosophy**

Every student has the right to learn in a safe, comfortable, and positive environment. A child’s home and school environment equally share responsibility for student conduct. The ultimate goal for a student conduct policy is to promote self-discipline, self-confidence, and a sense of security.

#### **Kildare Positive Action Plan**

The Kildare Positive Action Plan has four major components.

##### **1. Rewards**

Positive Referrals are given to deserving students on a non-scheduled basis. A student receiving a positive referral is sent to the Principal or Assistant Principal.

##### **2. General guidelines for student conduct**

Students are given a set of nine guidelines which, if disobeyed could be termed minor offences. There are no specific consequences for disobeying these guidelines. Teachers may choose to reprimand the student, hand out an appropriate punishment on the spot or simply

assign the student to a time out spot for a specific and appropriate period of time.

### **3. Major offences**

- a) Open opposition to authority
- b) Willful disobedience
- c) Habitual neglect of duty
- d) The use of improper or profane language
- e) Conduct injurious to other students and/or school staff
- f) Activities which interfere with or threaten the orderly functioning of the school
- g) Possession of drugs or alcohol or the use of tobacco on school property
- h) Possession of or the intent to sell or furnish firearms, knives, explosives (e.g. firecrackers) or any other object that may cause injury to any other person
- i) Irregular attendance and punctuality concerns
- j) Willful damage to school property
- k) Harassment

### **4. Consequences for major offences**

There are six discipline steps which may be taken in order to deal with major offences:

**STEP 1:** Phone call home and conduct report or proceed to step 2

**STEP 2:** Phone call home and conduct report to be placed in student file. 30 minutes or 2 indoor recess suspensions

**STEP 3:** Phone call home and conduct report to be placed in student file. ½ day in-school suspension or 10 indoor recess suspensions

**STEP 4:** Phone call home and conduct report to be placed in student file. 1 day in-school suspension or 15 indoor recess suspensions

**STEP 5:** Phone call home and conduct report to be placed in student file. 2 day in-school suspension

**STEP 6:** Phone call home and conduct report to be placed in student file. Out of school suspension

**PLEASE NOTE:** The above steps may vary depending upon the child and the offence. If a problem can be settled to everyone's satisfaction the steps will not be employed. Parents will be informed when major offences are committed.

### **DETENTIONS**

If students are being detained after school: Parents of Division I students are to be informed if the detention is longer than 5 minutes; for Division II students, parents are to be informed if the detention is longer than 15 minutes.

### **GENERAL SCHOOL DISCIPLINE POLICY**

We believe that discipline is training for self-control, character, appropriate expectations, and responsibility for one's behavior - all this happening in a caring and safe environment.

The conduct of students is always of concern to parents and teachers. We believe it is better to keep rules to a minimum and allow common sense, courtesy and safety considerations to guide a student's actions in all situations.

### **SCHOOL RULES**

1. We will attend regularly, on time and will be prepared.
2. We are expected to show consideration, courtesy and respect to others and their property.
3. We are expected to walk quietly and safely to and from all activities.
4. Students will exhibit cooperative and on task behavior with staff and other students.
5. We are expected to avoid the use of profane language and inappropriate gestures.
6. When we enter the school "Outdoor" games and voices are over. We are expected to proceed quietly to our classrooms.

7. We are expected to remove wet or dirty outdoor footwear upon entering the school and carry them to designated places. Footwear of some kind is required at all times.

We are expected to leave the school promptly at dismissal time and report home to a responsible adult.

8. We are expected to treat all school property (desks, walls, etc.) with dignity, care and respect.

9. We will not chew gum during school time.

### **PLAYGROUND EXPECTATIONS (RECESS)**

1. We are expected to use school and playground equipment properly and safely.

2. We are expected to play safe games that will not harm or potentially endanger others or ourselves.

We do not allow games such as play fighting, tackle football, chicken fighting, throwing snowballs, or any form of roughhousing.

(a) Hands and feet are to be kept to yourself.

(b) Rocks and sticks are to stay on the ground.

(c) Snow is to be used for making snowmen, not snowballs

3. We are expected to respect the rights of other players in organized games and not disrupt the activity.

4. We are expected to stop any games or activities that we are playing when the bell sounds to end recess and immediately report to our classroom.

6. We are expected to behave in law-abiding ways. School is not a place outside of the law.

### **ROLE AND RESPONSIBILITY OF PARENTS**

**Parents are encouraged to**

- See that their children attend regularly, on time and are prepared.

Communicate with the school and teachers about absences for health or other reasons and provide information that will help the school provide for the students.

Assist students in their attempts to complete their school assignments by providing time, a place and encouragement.

Take an active part in parent-teacher conferences and other school activities.

### **THE STUDENT HAS THE RIGHT TO**

Have a teacher who will help him/her.

Have a teacher who is in a position to and will help limit his/her inappropriate behavior.

Have a teacher who is in the position to and will provide the student with positive support for his/her appropriate behavior.

Choose how to behave and know the consequences that follow.

### **THE TEACHER HAS THE RIGHT TO**

Establish a classroom structure and routine that provides the optimal learning in light of his/her own strengths and weaknesses.

Determine and request appropriate behavior from the students that meet the teacher's needs and encourage the positive social and education development of the student.

Ask for help from parents, the principal, etc. when assistance is needed with a student.

### **SCHOOL BEHAVIORAL EXPECTATIONS**

At Kildare School we will treat each other (staff and students) as we would like to be treated ourselves.

To make sure that this happens the following will occur in our school:

1. Our discipline will

a) Show students what they have done wrong  
b) Assist students to take responsibility for their own behavior

c) Help students solve the problem they have created

d) Leave each student's dignity intact

2. Our students will not be punished for breaking a rule. Instead, they will know beforehand the consequences of misbehavior and will be able to choose either

a) To accept the rule, or

b) To accept the consequences for breaking the rule

3. Each classroom teacher will develop a set of classroom guidelines and consequences appropriate to each classroom setting.

4. All students of Kildare School will be made aware of the rules and consequences.

### **SCHOOL WEBSITE**

Please log onto our school website at:

<http://kildare.epsb.ca> to access information on school newsletter, calendar, classroom supply lists, parent handbook and more.

### **SUBSTITUTE TEACHERS**

The expectations for student conduct within our school are based on common sense and respect for others. It is therefore expected that students will give special consideration to substitute teachers. These teachers are performing a difficult task in that they are not familiar with the pupils, procedures and routines of the school. The cooperation of pupils is necessary for them to successfully carry out their assignments.

### **SUPERVISION**

At Kildare we strive to respect the safety and well being of your child. Your child is well supervised both indoors and outdoors during school hours. Outdoor supervision commences before school at 8:25 a.m. and 12:00 p.m. Adult lunchroom aides provide supervision from 11:27

a.m. to 12:28 p.m. for all students who eat lunch at school, and to those students who have gone home for lunch and have returned to school.

During recesses, 10:12-10:27 a.m., 2:00-2:15 p.m., and before school commences, there are four staff members on duty outdoors, along with six grade six student supervisors. The staff members and student supervisors, who wear bright orange vests, monitor all areas of the school grounds to ensure the safety of all students. After school, a staff member will supervise students who are boarding the buses. Supervision is provided after school until the school buses leave. **Students will not be supervised after 3:20 p.m.** Therefore it is imperative that parents who pick up their children do so promptly after school. Any student who misses his/her bus after school is to report to the office staff and we will then contact the parents.

Students are **NOT** allowed to be in the gymnasium or any other classrooms unless under the supervision of a teacher.

## **TECHNOLOGY**

The policy for use of technology at Kildare School is based on the belief that students, parents, and community members should have ready access to technology as a tool for learning, teaching, gathering and managing information. The school offers the use of technology through a variety of configurations. Students can access computers in the lab or in individual classrooms.

Internet access is also available to all students. We believe the Internet offers vast, diverse and unique resources that facilitate resource sharing, innovation and communication. Students become more aware of the global community through the Internet.

At the same time, we are aware that students may be exposed to undesirable information or materials on the Internet. Individuals take steps; schools and school districts to block access to undesirable sites.

Our school has an Acceptable Use Policy which applies to all forms of technology, and outlines the terms and conditions of use at Kildare School. The policy identifies guidelines and expectations for use of all computers and for accessing on-line information and material. Consequences for violations are also identified. All students using the school's technology are required to sign an agreement indicating that they understand and accept the expectations and consequences. These agreements are kept on file at the school.

Kildare School also has a home page that includes a Student Page. This is for the purpose of displaying samples of student work. In the interest of personal security, when students' work is displayed on the home page, only the first name and classroom of each child will be displayed.

You may view Kildare School's home page on the Internet at the following address: <http://kildare.epsb.net>. This site provides general school information as well as presents a display platform for student work.

## **TELEPHONE USE**

School phones are to be used only in the case of emergency.

## **TRANSFERS OUT**

As soon as you know that you are going to transfer out of Kildare School, please call the school office as well as inform your child's homeroom teacher. On the last day of attendance, return all school property such as musical instruments, borrowed books, texts, references, library books, etc. Be sure you pay all debts that you owe the school for such things as lost library books. The office will only issue your report card and transfer forms after they have checked to see that you have carried out the above tasks.

## **TRANSPORTATION**

Bus Passes (Transportation)  
Students may purchase Bus Passes for either Yellow School Bus transportation or regular Edmonton Transit Passes at the school office.

These passes are available the last week of the month and the first week of the month the passes are in effect. Payment is due upon receipt of bus pass. Schedules and fees are subject to change.

### **VACATION DURING SCHOOL TERM**

Parents who choose to take their children out of school and go on a holiday or trip are choosing to home educate their children for that period of time.

Teachers have no responsibility to provide programming or to evaluate the child's performance during these absences. This responsibility belongs to the parent.

It is our experience that parents have a variety of expectations of teachers in these situations. We would appreciate advance notice, so that teachers can communicate with both children and parents, a brief summary of what will take place in the classroom and what the child will be missing. You are directed to the Alberta Education website for detailed information about curriculum for your child's grade level at: <http://education.alberta.ca/teachers/program.aspx>.

Teachers are not expected to provide handouts or lessons during extended periods of absence. Evaluation may show "absent during this unit" on our report cards or if parents are able to have their children demonstrate skills and knowledge appropriate to the curriculum, the teacher may choose to provide an evaluation.

### **VISITORS**

For the safety of our children and to minimize disruptions, all parents and other visitors are asked to report to the School Office before visiting any classroom in the school. Parents are always encouraged to contact their child's teacher at my reasonable time during the day or contact the school office to arrange an appointment outside of class time.

### **VOLUNTEERS**

Kildare School is most grateful for the assistance, time, and talents that parents and other interested

persons in the community are willing to share with our school. Volunteers can assist in our school in a variety of ways. They can read with students, help in their child's classroom, assist teacher assistants in the preparation of materials, help supervise students on field trips, assist in the library, or work School Council Support Society Casinos. Kildare School strongly supports and encourages all parents, guardians, and members of the community to become involved in the education of our children. Please consider this very worthwhile and rewarding experience