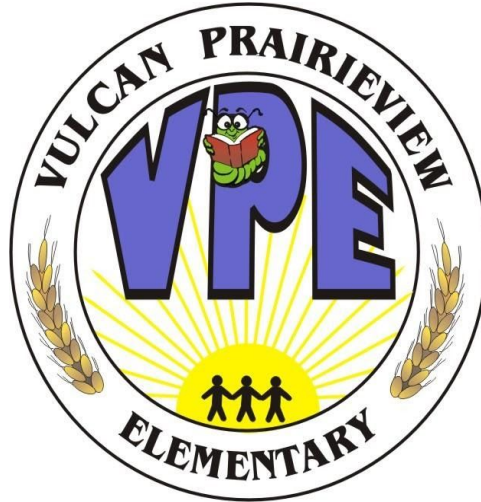


Student Handbook 2019-2020
VULCAN PRAIRIEVIEW
ELEMENTARY SCHOOL



305 - 6th Avenue South
Box 300
Vulcan, Alberta T0L 2B0

Telephone: 403-485-2074 Fax: 403-485-6352 Website: www.vpes.ca

Principal: Mrs. Tracy Inaba

Empowered Minds Building Strong Community

The Vulcan Prairieview learning community is committed to a vision that:

- **provides a healthy, safe, caring and nurturing learning environment**
- **sets and communicates expectations, roles and responsibilities**
- **fosters learners in the development of strategies to achieve success socially and academically**
- **encourages cooperation in the learning of meaningful curriculum**

TO OUR PARENTS:

Good homes make good schools and the key to dramatic progress in education is dedication to learning in the home. The education of your child is a shared responsibility. We look forward to working with you throughout the year in making your child's education experience rich, comprehensive and rewarding. We encourage your interest in what your child does each day. We invite your inquiries and concerns, and we appreciate your support and encouragement. Please do not hesitate to contact the school.

WELCOME TO VULCAN PRAIRIEVIEW ELEMENTARY SCHOOL

Open and honest communication is one of the foundations of Vulcan Prairieview Elementary School. We believe that communication is an integral ingredient in creating a greater sense of community. If at any time you would like to talk about educational issues or spend some time in the school, we hope that you would feel comfortable making arrangements to do so.

At Vulcan Prairieview Elementary we have a highly qualified and committed staff who work diligently to provide the best possible learning environment for your child. With your help as partners in education, we will be successful in providing a safe and caring environment conducive to your child's academic, social and emotional growth.

We look forward to working together with your family for the successful growth of your child both academically and socially.

If you wish to contact any of our staff, please phone 485-2074 or visit our website (www.vpes.ca) for contact information.

ACADEMIC EXPECTATIONS

Learning is a life-long continuous process. Learning occurs effectively when there is ownership of the learning, and active engagement of the learner; therefore students will be responsible for:

- Working hard and doing their best
- Paying attention to direction
- Participating in classroom activities
- Completing assignments
- Using time effectively

COMBINED CLASSROOMS

At Vulcan Prairieview, we structure our classrooms in multi-age groupings or combined grades. Combined grades are set up for learning and to realize academic and social benefits. At the end of each year, the older students move on to the next grade and a new group of students enters at the lower grade.

ATTENDANCE

The early school years are essential for laying a foundation for strong attendance and academic success in future years. Attending school on a regular basis is also fundamental to the positive development of academic, language, social, and work-related skills. We know that just a few missed days here and there, even if they're excused, can add up to too much lost learning time and put your child behind in school. In the event that a student must miss school, please

notify us by 9:00 am. We use "School Messenger" (download the app or go online to <https://go.schoolmessenger.ca/>) to report lates and absences. If we do not receive notification, a call will go out to let you know that your child has not arrived at school. It is the responsibility of the students to make up missed work and assignments but please know that a homework packet from the teacher doesn't make up for the interaction and learning that happens when they're at school..

ACCESS TO STUDENT INFORMATION (FOIPP)

We do not provide information regarding students to unauthorized persons. We will not divulge telephone numbers, addresses, or information regarding a child's attendance without the authority of the parents or guardians. At the start of the year we will request your permission to allow photos of your child to appear in our newsletter, on Facebook, or in the local paper (The Vulcan Advocate often covers events and activities at VPE.) If you would prefer that your child's image does not appear in any media, please let us know.

CHARACTER TRAITS

Building Moral Intelligence:

One of the fundamental values of our school is to ensure a safe and caring environment for all students and staff. Our following mission statement provides a code for how we live our lives as a student of Vulcan Prairieview.

Vulcan Prairieview Student Mission Statement

Our ultimate responsibility as students is to do our best. We will begin each day on time, well rested, well-fed and with the things we need.

We will do our best to concentrate, complete quality work, show respect for each other, our school and our community.

We will be good role models for each other, we will be kind, we will encourage each other, and we will leave no one out.

We strive to teach our children to resist any pressures that may defy the habits of solid character and good ethical living:

Throughout the year we assemble as a school community to reflect on and learn more about these virtues. Character education forms an essential component of your child's education at Vulcan Prairieview Elementary.

COMMUNICATION

Newsletters/Parent Memos

Our newsletter, The Prairieview Post, will be published monthly. It includes a calendar of upcoming events and articles about the school and school-related activities. Please read it carefully and make a note of special dates.

Administrative Procedure 151:

Resolving Concerns

"Parents and members of the public have a right to make inquiries into the conduct of operations of the public school system. In the interests of open communication, inquiries shall first be directed to employees most directly involved in the operations in question. If the parent or member of the public is not satisfied with the response at that level, he/she is encouraged to follow the lines of authority as appropriate."

Procedures:

The channels of communication for parents, groups or school councils to address concerns about school issues or Board policy shall be the: 1) Teacher, 2) Principal, 3) Superintendent and 4) Board

Administrative Procedure #130: Emergency School Closure

On rare occasions emergency situations may arise that may force the closure or evacuation of division schools. These emergency situations may occur in relation to, but not limited to, inclement weather and other extremes of nature, mechanical failure, acts of vandalism, fire or bomb threats. If such situations arise, the health and safety of students and employees will be of primary importance.

HOMEWORK

Any assignment that a student does not complete in the allotted school time can be sent home for completion. In addition, extra drill, review, study and research are seen as a part of homework. Your assistance in seeing that your child completes the homework and returns it to school on the next school day is appreciated. One of the most valuable activities a student can participate in is 10 to 20 minutes of nightly reading. Reading to your child is also a very valuable daily activity.

VOLUNTEER PROGRAM

We are fortunate to have parent volunteers in our classrooms. Parent volunteers are welcome in all facets of our school program. All volunteers require a current criminal record check.

PROGRESSIVE DISCIPLINE PLAN

We strongly believe that children have a right to be in a safe learning environment. In the event of recurring, unacceptable and inappropriate behavior that disrupts the learning of others, the student will:

- 1) receive a verbal warning from the teacher to re-focus her/his attention
- 2) receive a natural consequence intended to reinforce positive behavior
- 3) receive a time-out from extra-curricular (recess) activities and/or a short written assignment intended to trigger reflection about the behavior
- 4) meet with a member of the Administration Team and parents to explain the problem she/he is having meeting behavioural expectations.

THREAT ASSESSMENT PROTOCOL

The following letter from the Superintendent outlines Palliser's protocol for high risk behaviors:

Dear Parents:

We would like to take this opportunity to inform you of Palliser Regional Schools' Threat Assessment Protocol in response to high-risk student behaviors. In order to enhance a sense of safety and security for all in our schools, Palliser Regional Schools has zero tolerance for high-risk behaviors. High-risk behaviors include, but are not limited to, possession of weapons, bomb threats and threats to kill or injure others. Should any student engage in behavior which threatens or appears to threaten the safety of others, our protocol for dealing with high-risk behaviors will be activated. (Should you wish to review Administrative Procedure #317 – Threat Assessment Protocol, please check out our website at www.pallisersd.ab.ca.) It would be helpful if you would discuss this policy with your child(ren). We appreciate your support in ensuring our schools are safe environments for your child(ren).

Superintendent of Schools

PLAYGROUND POLICY

All students are expected to go outside for recess breaks each day. Recess provides opportunities for students to socialize and to get essential exercise. Recesses are supervised by school staff.

INCLEMENT WEATHER

During extreme weather recess will be supervised indoors for all students. If the temperature is colder than -20°C (with the wind chill factor) students may be allowed to remain inside for recess at the discretion of administration. It is important that students come dressed appropriately for cold, rain, snow and sunny conditions.

EMERGENCY DRILLS

Emergency Response Drills including 'Lockdowns' and 'Fire Drills' are held throughout the year to prepare the students in case of an emergency.

HOT LUNCH DAYS

Check the monthly calendar for hot lunch days. This program is run by your School Council and is an opportunity to ensure that students have a hot, healthy and fun lunch.

STUDENT ARRIVAL AND DEPARTURE

Students are requested to arrive NO EARLIER than 8:15 AM. Supervision is provided from 8:15 until dismissal time. Notes are required on each day that your child is not allowed outside. Everyone is reminded to dress according to the weather as students will be required to go outside to get some fresh air. Students are not allowed to leave the school grounds at recess. Students going home for lunch must notify teachers. Bus students must remain on the school grounds unless written permission is received from a parent. Please notify your driver if you will not be on the bus.

SCHOOL PICTURES

School pictures will be taken in the fall. Notification will be sent out to confirm the date and provide an alternate, or re-take, date.

SECURITY

The student exterior doors are locked during the school day. Public access to the building is through the front doors and all visitors must pass through the office. Please pick up students in the office by arrangement during the day.

After school, student pick-up should be done at the school front doors to avoid hall congestion and class distractions.

For the safety and security of your child, we ask that all parents stop at the front office desk, sign in, and discuss the purpose of their visit. Under no circumstances should any adult be entering the halls without the express consent of a staff member. This ensures not only the safety of your children but your own safety. In the event of an emergency we are required to know who is in the school.

Parents: If you need to pick up your children during the school day, **please come to the office and sign them out.**

If your child becomes ill and needs to go home, parents will be notified and asked to pick up the student.

If your pick-up routine is going to be altered for the day, please make a note in this agenda so that teachers are aware of the change in plans. This is especially important for younger students who may get confused about pick-up arrangements.

HEALTH SERVICES

Calgary Health Region employees conduct dental evaluations and some inoculations at a few grade levels throughout the year. If your child is scheduled to be included in any medical activity, a notification will be sent home with your child.

LOST AND FOUND

Students who find lost articles are asked to take them to the Lost & Found where the owner can claim them. Assorted clothing will be put on display at each interview evening so parents can look through it. Those articles left will be donated to the appropriate agencies.

MILK PROGRAM

As a service to our students, School Council provides milk to students daily. The program is primarily run by students but supervised by a staff member. Students can buy milk by the carton or they may purchase a milk card. If you choose to buy a milk card, we will keep the card and record each milk that is purchased. If a student's card has run out, he/she should purchase a new card or bring cash for milk. If you have any questions concerning this program, please contact the school. Since this is primarily a student run program we appreciate hearing from you if you have any problems or questions.

EXTRA-CURRICULAR ACTIVITIES

Vulcan Prairieview Elementary is excited to offer activities for our students that are outside of the regular curriculum. Our students will have the opportunity to participate in a variety of after school programs offered by our school or through the Vulcan Recreation Office.

FAMILY/SCHOOL LIAISON COUNSELLOR

A qualified guidance counsellor is available for students upon parent, student or teacher request.



Agenda Tips

- Do the work that's most important first.
- Write reminders for important events and activities.
- Record your due dates for projects.
- Record your homework as soon as it is assigned.
- Check your agenda in the evening to see what tomorrow will look like.
- Use your agenda for more than just school work. Write in your sports games, parties and appointments.
- Before you leave school each day, check your agenda to make sure that you have all the materials you need for your homework.
- Share your agenda with your parents. They will help you remember important family events.
- Use the front pocket for permission forms and other school notices. Every day when you get home, take out your agenda and give your parents any forms or letters from school.

Study Strategies

- Check before you leave school to make sure you have the materials you need to study.
- Study (and do homework) in the same place and same time every day. Getting into a routine makes studying easier.
- Take short breaks (stand up, stretch or get a drink of water).
- Study regularly for short periods of time instead of cramming the night before a test.
- Break down your large projects into smaller pieces. Sort the pieces out and list them. When you finish one part of the project, cross it off the list.
- Do get plenty of fresh air, light, quiet and water.
- Don't have a radio or television on; don't study in a really comfortable chair or bed. Don't study when you're hungry or sleepy.
- Be organized. Have all your study materials in one place before you begin.