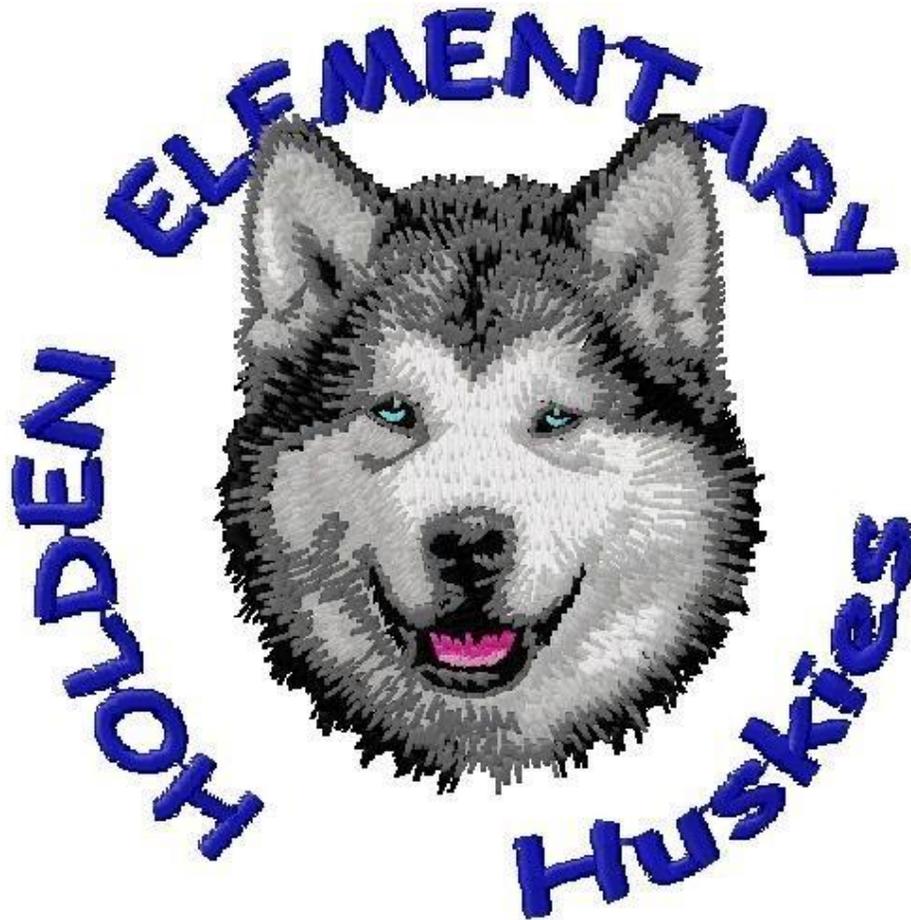


Holden Elementary School Handbook



Every Student, Everyday, A Success

Mission Statement

Working together with the home and community to help every student learn and excel.

Visit us at: <http://www.brsd.ab.ca/school/Holden/>

Phone: 780-688-3858, Fax: 780-688-2000

School Profile

Holden School is a rural school located in the Village of Holden, Alberta. Our school is located in the Beaver Ward of the Battle River School Division No. 31. Holden School has 150 students from grades K-6. These students are from the Holden and Ryley attendance areas. Over the past number of years, as the rural population decreased the communities of Holden and Ryley have re-aligned their grade configuration to make both schools more viable. This grade re-alignment made Holden School strictly an elementary school and Ryley a 7-12 school.

Holden School provides a full program for elementary students. Beside the regular academic programs, Holden School has an extensive fine arts and music program. Our computer carts provides up-to-date software and hardware. We have 28 laptops and Chrome Books for the classroom along with ipads. BRSD#31 has established a Wide Area Network to provide the schools of the district with a comprehensive communications network along with high-speed internet access.

Holden has a total instructional staff of 7 full-time equivalent teachers including Inclusive Education, Student Counselling Services, and Administration. Support staff includes a school secretary, a part-time librarian, as well as several aides (both Classroom and Special Needs). Holden School enjoys an active parent community. Parents are welcome in the school and frequently volunteer to provide assistance to the school in a variety of areas.

Special Needs for students is addressed by both "pull-out" programs in small group work and integration in the classroom with a teacher's aide as circumstances warrant. Our primary consideration is the best interest of the

student, as well as parental wishes, and school resources. Parental involvement in placement and program decisions is essential.

Although our school population continues to fluctuate, as a staff and a community we remain committed to serving the best interests of our students, regardless of number, and providing them with the best programs available using the resources at hand.

For more information on the community of Holden or Ryley go to www.brsd.ab.ca and follow the links or call the Village Office at 780-688-3928.

Mandate

The role of the school includes:

- following the provincial Program of Studies
- maintaining a positive learning environment for the students
- providing opportunities, working closely with community and businesses to improve learning experiences and provide educational opportunities
- working with parents, teachers and members of the community to establish a school-based management system with significant community involvement, develop school plans, policies, and budgets and develop the scope of the school program and extracurricular activities
- providing teachers with the freedom to teach so that teachers may utilize their expertise and experience most effectively
- planning for in-service and professional development of staff
- working to enhance learning with the application of technology
- meeting and exceeding provincial achievement and performance standards
- reporting school results to the community
- informing parents of their children's progress in achieving provincial standards
- maintaining student records

- utilize the site-based budget to deploy the resources necessary to maintain and improve the education provided for all children
- preparing school plans and budgets using financial and human resources efficiently and effectively
- managing the facilities and equipment effectively
- providing a safe and secure environment where all students can learn

Vision

Our rapidly changing world calls for new responses as we manage a constant state of transition. We must instill a climate of acceptance and thriving on change if we are to prepare our students to adequately enter the 21st century. We have to provide our students with the tools to enable them to survive in the everyday world of work in a rapidly expanding and changing global economy.

Our students and their parents will know what the student is expected to learn and what their responsibilities are with respect to their learning. This school will strive for excellence in student achievement by focusing on our mission statement and working together to help students learn and excel. Local and provincial test results will allow us to report to the stakeholders what we have achieved and where we need to improve. We will set high standards and expectations of our students, and we will encourage and teach them to set their own high standards and to assume an even greater responsibility for their own learning.

Our students will receive an intensive grounding in the core areas of language arts, mathematics, science, social studies, technology skills, health and physical education, while gaining a broader background through an appreciation of literature, fine arts, and the world in which they live. Parents and community will take on increased responsibilities in helping the school decide how to best use available resources in order to maximize student

achievement. The focus for all decisions should answer the question, "What impact will this have on student learning?"

We will be accountable for student learning. This school will demonstrate both by local and provincial measures that students are learning. Teachers will have the freedom to teach and take every opportunity to continue learning as they develop new skills and take advantage of new methods and research on effective teaching. Students will have the freedom to learn and take responsibility for actions in regard to their learning and behavior.

Accident Policy

Should a student sustain an injury during the school day, he/she is brought to the office. If the injury is of a minor nature, (a cut requiring a bandage or a bruise needing an ice pack) it will be tended to by a staff member. If the injury appears more serious, parents or the emergency contact person will be contacted. Serious injuries requiring urgent action will be directed to Emergency Medical Services.

Administering Medicine to Students

Please check at the office for the appropriate form to authorize school personnel to administer medication to your child where necessary. Under no circumstances will medicine be administered unless this form is filled out fully and accurately.

Arrival and Departure Times

Each school year, our supervision needs are assessed and a supervision plan is developed accordingly to provide supervision coverage during the school day. To make this plan effective, we request that arrival times be planned as close to 8:25 AM as possible on school days. As well, students should leave

the school building and grounds as soon as possible after dismissal at the end of the day, unless they are staying for some school-sponsored activity. Students are welcome to return to play on the school grounds after they have been home. By having students return home as soon as possible after dismissal, we assist parents and/or babysitters in knowing where children are after school.

Some students must remain at the school at the end of the day to wait for a ride home or to some other parent arranged destination. We would ask that these students please wait outside when the weather is nice. When the weather is inclement, students may wait inside the school, in the front entrance. We ask parental assistance in ensuring that students do not have a lengthy wait at the end of the day.

Assemblies

School assemblies will be held once a month, at 9:00 a.m. and 3:42 p.m. alternately on the last Tuesday of each month. Assemblies are for the education and enjoyment of all. Student responsibilities include entering and leaving the area quietly and respectfully, sitting in the area designated for your class, remain seated and quiet until the program is over, and show appreciation by applauding . A student's conduct in assemblies must meet the same standard as in the classroom. Parents are encouraged to attend.

Attendance

School attendance is mandatory (School Act: Section 8), except on those days indicated on the school calendar. If your child is to be away, for whatever reason, parents are requested to contact the school. If students do not arrive at school, parents will be called. Whenever possible parents are asked to call the school or write a note in advance if their child will not be attending due to illness, appointments, or for some other reason. Poor

attendance and chronic lateness adversely affect learning and are issues that parents should address with their children.

Excused absences are absences for the reason of illness or injury, death in the family of the student, a medical appointment or emergent circumstance. Other absences may be considered "excused" by administration based on consideration of the facts. Examples include attendance at an important public function, travel with parents in emergent circumstances and other situations with parental permission and the approval of the principal. All absences not deemed "excusable" should be considered to be unexcused. These absences will be dealt with based on the Battle River Attendance Policy Guidelines, which can be found following the links at www.brsd.ab.ca or by contacting the Battle River School Division office @ 1-800-262-4869.

Bell Schedule

8:40 a.m.	Arrival of Ryley Express Buses	(Warning Bell)
<i>8:43 a.m.</i>	Registration Bell	2 min.
8:45 – 9:26	Period 1	41 min.
9:26 – 10:02	Period 2	36 min.
10:02 – 10:38	Period 3	36 min.
<i>10:38 – 10:52</i>	<i>RECESS</i>	<i>14 min.</i>
10:52 – 11:28	Period 4	36 min.
11:28 – 12:04	Period 5	36 min.
<i>12:04 – 12:21</i>	<i>LUNCH</i>	<i>17 min.</i>
<i>12:21 – 12:40</i>	<i>LUNCH RECESS</i>	<i>19 min.</i>
12:40 – 1:16	Period 6	36 min.
1:16 – 1:52	Period 7	36 min.
1:52 – 2:28	Period 8	36 min.

<i>2:28 – 2:42</i>	<i>RECESS</i>	<i>14 min.</i>
2:42 – 3:18	Period 9	36 min.
3:18 – 3:47	Period 10	29 min.
3:47 – 3:54	Homeroom	7 min.

Bicycles, Scooters and Safety

Bicycle stands are available for the parking of bikes and scooters on the east side of the school. The school cannot accept responsibility for the safekeeping of bicycles but encourage that they be locked when being left. Please assist us in fostering good bicycle safety habits and to make sure students wear helmets. We ask that students walk their bikes and scooters as soon as they are on the school grounds.

Birthday Party Invitations

Unless the entire class, or all boys, or all girls are invited to a classmate's party, it is strongly encouraged that students not receive invitations at school. This is in order to avoid emotional hurt feelings among the students. If a parent wishes to send invitations to only a few students in the class they are asked to do so out of school.

Breakfast Program

Our breakfast program is open Monday to Thursday from 8:30 – 8:45 a.m.. It provides healthy breakfast meals such as cereal, toast, bagels, oatmeal, fruit, milk, juice and occasionally special meals such as yogurt parfait. It is open to all students and there is no charge.

Character Education Development

Throughout the year Holden Elementary School focuses on various character traits of the month that are important in student development. Some examples of these traits are gratitude, determination, and empathy. These character traits are explained in everyday language and how students can apply them to their life. The traits are incorporated into school activities, learning lessons and other programs such as Superflex (a superhero social thinking curriculum).

Child Abuse

The Child Welfare Act states "...every person who, in the course of his/her professional or official duties, has reason to suspect that a child has suffered or is suffering from abuse that may have been caused or permitted by a person who has had charge of the child, shall report the suspected abuse to a child caring agency." If staff members at Holden School have reasonable cause to suspect child abuse, the case will be referred to the Social Services and/or the R.C.M.P.

Children Leaving School With A Guardian

Throughout the year there will be a number of times that parents and guardians will need to take their children out of school. Whenever possible, please schedule appointments for a time outside of school hours or on Friday's. If this is not possible, please either phone the school and inform the office or send a signed note to the teacher stating the date and time early dismissal is required.

Code of Conduct

References: *School Act*, Sections 12, 45(8) and 60

B.R.S.D. #31 - Procedures: 350 (Student Behaviour and Conduct)

356 (Suspension and Expulsion of Students)

160 (Safe and Caring Schools)

551 (Conduct on Buses)

At Holden School, maintaining the dignity and respect of each student, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their own behaviour is more motivating in creating positive behavioral changes.

At Holden Elementary School we believe in the responsibility paradigm of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, their need for change, and how their behavior affects others while still maintaining their dignity.

If a student engages in inappropriate behaviour, the consequence(s) will depend upon the severity and repetitiveness of the infraction. It is our belief that most children of school age are capable of understanding the appropriateness of their actions and that they are able to learn how to prevent further infractions of a similar nature. By applying logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, students will learn to take responsibility for their behavior and understand how their behaviors can impact others.

Section 12 of the Province of Alberta School Act states:

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

- (a) be diligent in pursuing his studies;
- (b) attend school regularly and punctually;
- (c) cooperate 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 teachers for his conduct;
- (f) respect the rights of others.

Procedures for Discipline:

- For minor infractions, it is the responsibility of the “adult in charge” (teacher, administrator, supervisor, etc.) to intervene and assign consequences. Administrators will be involved for reoccurring infractions.
- For major infractions, the administrator will be involved in the process.
- In many cases, contact with the home will also be made to describe the inappropriate behaviour(s) and the corrective action and/or consequences.
- Depending upon the nature of the inappropriate behaviour, students may also be referred to the school counselor or family-school liaison worker.
- The principal may proceed to a more serious consequence by omitting intermediate steps in the discipline plan if the action is warranted in the principal’s opinion.

Some Possible Discipline Consequence:

- Discussion with student of what corrective behavior is needed
- Detentions, apology notes, loss of privileges such as fieldtrips etc, along with a discussion of expected behaviour/attitude and what can you do different next time
- Verbal and/or formal written reprimand
- Loss of recesses
- In school suspension or period suspension
- Suspension from riding the bus
- Restitution
- Out of school suspension

- For certain types of behavior outside authorities or agencies may be contacted
- Recommend to the School Board that the student be expelled from school in extreme cases

Communicable Diseases

Occasionally, we find that cases of communicable diseases occur in our school. These include pediculosis (lice), pink eye, and skin infections. When we discover such cases, we immediately inform the public health nurse. Any course of action taken will have the safety and best interests of the entire student body in mind. Please see "Student Health and Wellness" for further information.

Communication with Parents

School staff reaches out to parents in many ways to facilitate ongoing, positive communication. Monthly school newsletters are sent home with the oldest child in each family. As well, a number of our teachers send home classroom newsletters to keep parents abreast of daily events.

Although there are two formal parent/student/teacher interview scheduled during the year, parents may set up an appointment to speak with their child's teacher any time they feel there is a need. Staff will also have informal contact with parents throughout the year via phone calls, agenda books, e-mail and other forms of communication.

It is our belief that the partnership between home and school is critical to programming appropriately for individual needs. Knowing a child has had an

exciting event take place in their life or knowing they are suffering a loss can help staff adjust the child's day so that he or she is successful at school.

Extra Curricular Activities

Upper elementary students (Gr. 4-6) may take part in various extra-curricular activities including cross country running, basketball, and the Journal Games etc. These activities provide an opportunity for students to compete and improve their skills. We expect full co-operation from students at all times during these activities. Parents are encouraged to support their children in these activities and are welcome to attend and volunteer. Parents must sign a consent form prior to participation.

Family Holidays

An increasing number of families are opting for extended holidays during the school year. While we encourage regular attendance for successful learning, we do respect the choice of families to take holidays. Since learning happens best during the instructional process, teachers will attempt to help students catch up after return from holidays or may send instructional materials ahead of time. We encourage students to continue to read and write daily while on vacation.

Field Trips

Occasionally teachers will plan field trips to extend learning on a given topic. When these excursions are planned, parents will receive information regarding the planned trip, any accompanying costs, mode of transportation, etc., and will be asked to give their permission for their child to participate.

Responsibility for the welfare of the child remains with the teacher just as it does in the classroom. The permission slip/waiver form that parents sign is to ensure that parents are aware of the trip and that they are permitting their child to participate. Those students who are not permitted to participate will remain at school in alternative learning activities. All field trips that require an out of town bus must have a parent signature. Permission cannot be given over the phone nor can anyone who is not a legal guardian grant permission for that child.

Fine Arts Program

Students at Holden Elementary School have music, art, and drama as part of their elementary program. All students have the opportunity to showcase their talents at our annual Christmas Concert.

Fire Drills and Crisis Management

Fire drills are performed on a regular basis. Teachers will review the fire drill procedure with the students early in the school year. During a fire drill, silence is the rule. Students should proceed as quickly as they can to the muster points. The teacher will take a head count/attendance and determine if anyone is missing. In the event of an emergency evacuation, faculty, staff and students will proceed to The Holden Community Hall.

Holden School also has a Crisis Management Plan that is activated in serious situation such as a gas leak or a bomb threat. This Plan is kept confidential for obvious reasons. However, if you have serious concerns regarding any

issue that may be considered a crisis, please contact the principal at the school.

F.O.I.P

The Freedom of Information and Protection of Privacy form is sent home for each student. These forms need to be completed for each student attending school. Parents and guardians are encouraged to read the F.O.I.P. handouts that are sent home. The F.O.I.P Act aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies in Alberta. The F.O.I.P Act, which can be linked to from the Battle River Site, will not dramatically change normal school activities; it will not prevent parents from participating in their children's education. It will allow parents and students broader rights of access to information and it will obligate schools to protect privacy. For more information or clarification of what F.O.I.P. involves, contact the school principal, access the Battle River web page or read the Act itself.

Guidance and Counselor Services

The counselor at the school will provide supportive guidance services to pupils in the areas of social, emotional, and academic development. The counselor works with parents, staff, and community resources in the best interest of the student. If problems develop, parents are encouraged to contact the counselor.

The counselor works under the direction of the school principal and engages in individual and small group counseling with parental permission, classroom instruction, testing, and any other guidance-oriented activities to ensure continued student growth and well-being.

Students may be referred to the counselor by a teacher or seek the advice of the counselor themselves. In addition, parents may contact the counselor if they have concerns regarding their child's school program, career planning choices or personal well being.

In addition to the school counselor there is a Family Liaison Counselor at the school. This person works in the home with the family as well as in the school with the child in order to assist in the creation of a healthy and supportive environment for the student.

The family-school liaison worker is available to act as a liaison between the home and school where a child is experiencing academic, emotional or social difficulty. They are also available to assist students with a wide range of emotional/behavioral disabilities. Some students may receive service as a result of difficulty they experience from the breakdown of the family or loss and bereavement. Parents may request the assistance of the family-school liaison worker by contacting the school principal.

The liaison worker may also receive referrals from the school. Parental consent is required for the involvement of the liaison worker.

Health and Wellness

The infirmary is located in the main office and is managed by the school secretary. There are numerous individuals on staff with current first aid certification if required. Please make sure the office has current home, work, and emergency contact phone numbers for your child.

There is a Medical Alert list at the school that has the names of students that have a medical issue, which may pose difficulty for the school such as

allergies and penicillin reactions. Please supply the office with current medical information on your child and update records yearly or as needed

Guidelines for keeping child home sick (other than obvious illness or injury):

- Fever, vomiting, diarrhea
- Frequent and uncontrolled coughing and/or sneezing

Report any of the following conditions to school personnel as soon as possible:

- Strep throat - may return to school 24 hours after antibiotic is started, child feels well and temperature is normal
- Chicken pox - should be kept home until child has no new spots and old ones are scabbed over (usually 7-10 days)
- Head lice - may return to school after treatment and hair is free of nits
- Impetigo - may return to school after treatment; cover with band-aid if possible
- Pink eye - may return to school if under treatment of physician and 24 hours after antibiotic treatment is started
- Measles, mumps, rubella - highly communicable diseases need to be diagnosed by a physician and reported to the school office

Please note that the above bullets are only suggestions and a physician should be consulted before the student returns to school.

Hours of Operation

School hours are dependent on bus schedules and are therefore subject to change. However, unless change is necessary, they are:

8:43 a.m. to 3:54 p.m. Four Days a Week (Monday – Thursday)

10:38 a.m. to 10:52 a.m. -Morning Recess

12:04 p.m. to 12:19 p.m. -Lunch Break

12:19 p.m. to 12:40 p.m. - Lunch Recess

2:28 p.m. to 2:42 p.m. - Afternoon Recess

*Kindergarten classes run full days twice a week on Tuesday and Thursday (some occasional Wednesdays and Fridays).

Note: Although Holden School has a 4-Day school week, the days that the students attend school may change (some Fridays). Make sure to check the school calendar to determine when children should be in school.

Inclement Weather

Winter in general is the season when bus routes may be cancelled due to inclement weather and/or road conditions. For the past several years, the transportation department of BRSD has been using an automated phone fan out to advise families of cancellations or delays in school bus service.

This system works well as long as the phone contact information that we have on file for your family is up-to-date, so it is important that if your contact information changes, you notify the transportation team by calling into the division office at [780-672-6131](tel:780-672-6131).

In addition to the phone fan out, the BRSD Transportation Department updates bus cancellations and delays on BRSD website at brsd.ab.ca. Just click on "Bus Route Cancellations" and you will find information about your child's bus route.

Because transportation staff initiates a phone fan out to each family when a bus is cancelled or delayed and families are also in the practice of checking

the website, we will no longer be having TV and Radio announcements with respect to the operation of our school buses.

If you have any questions or concerns, please contact Brenda Johnson, Director of Transportation, by calling [780-672-6131 ext. 5245](tel:780-672-6131)

The parents/guardians must make the final decision concerning whether it is safe or not to send their children to school when weather conditions are extreme. Any schooling missed because of inclement weather can be made up on another day. The safety of the children must be paramount in the decision making process.

Inclusive Education

Holden School has access to the services of the Battle River Regional Division's Special Education Team. This team provides the school with testing services, and based upon their testing and recommendations we are able to determine which programs best suit the needs of students. The team also assists in the setting up of programs, the acquisition of resources and where necessary, the provision of classroom aides.

The special education services at Holden School are designed to help students who require extra assistance, primarily with language arts and/or mathematics. An individual student assistance plan is developed and, with parental consent, students receive assistance in reaching the goals as defined in the plan. An individual program is discontinued when the classroom teacher and the resource teacher feel that sufficient progress has been made. Students are given a variety of tests prior to being placed on an Personal Learning Plan. The resource teacher makes arrangements for this assessment.

There is also a High Needs Program within the Special Education Services at Holden. This Program assists students who require assistance with their

basic needs. The goal of this program is to assist students in their development.

Speech, language, and hearing as well as physical and occupational therapy services are provided for the purpose of identifying, assessing and developing programs for the remediation of speech and language problems found in children. This includes working with parents, school personnel and community agencies on individual cases. These problems include articulation, dysfluency, hearing loss, vocal problems and delayed language. Parents are urged to become involved in the student's program.

Intramurals

Intramurals are an integral part of our daily physical education program at this level. The emphasis of this program is on **PARTICIPATION** and to be **EVERACTIVE!** Some intramural activities include: floor hockey, basketball, and dancing as well as various games.

Kindergarten

Kindergarten is an essential part of Holden School, with classes every Tuesday and Thursday. The program, which starts in September and finishes in early June encompasses 480 hours of instruction. Many of the kindergarten children have older brothers or sisters in the school, who make them feel welcome in the school. Parents wishing to enroll their children in Kindergarten can do so as long as their child turns five prior to March 1st for the school year in question.

Library

The library supports the educational program of the classroom by providing students with library skills instruction, opportunities to do research,

recreational reading, and other types of media. Students have access to the library on a daily basis under the supervision of the librarian or their classroom teacher. Students will be held responsible for damaged or lost library materials

Lockers, Books and School Supplies

Lockers, textbooks, workbooks, and library books, are provided for student use. All of these items remain the property of Holden School. Students who lose or abuse books will be expected to reimburse the school directly for the loss or damage incurred. Students who damage lockers will have the privilege of using a locker taken away from them. As the lockers remain the property of the school they may be searched if there is reasonable cause to believe that there is something in the locker that should not be there. Lockers, texts, binders, notebooks, etc., should be kept neat and free from scribbling.

A school supply list is sent home at the end of each year for the next year. Lists are also available in the office. You are encouraged to check with your child throughout the year for supplies that need to be replaced. Assistance is available for families who are unable to provide supplies; contact the school office if needed.

Lunch Policy

Most students remain at school to eat their lunch. Teacher supervision is provided during this time. Students are required to go outside from 12:19-12:40 and are reminded that remaining at school for lunch is a privilege, and as such carries certain expectations for appropriate behavior. A school concession is open at lunch to allow students to purchase food items.

Morning Announcements/National Anthem @ 9:00

Each morning Holden Elementary School starts the morning with announcements. After the completion of the announcements one grade will sing the national anthem. We ask that all visitors stand respectfully in place during the national anthem. The announcements highlight upcoming school activities, recent school and individual accomplishments and student of the week on Thursdays. If you have a community event that you would like to have announced, please leave a message with the secretary. The message for the event will need to be approved by administration to be announced. We are also pleased to announce students' community accomplishments.

Newsletters

Monthly school newsletters will be sent home in the first week of the month with the oldest child in each family. These newsletters provide an opportunity for formal written communication between the school and home, notifying the home of upcoming events. It also provides an avenue for students to write and publish classroom news events and, in some cases, their written assignments. Parents who wish to have something included in the newsletter may submit the item in digital format two days in advance and must be approved by the principal.

Open Door Policy

At Holden School we have an open door policy. Administration is in the school early each morning, in order to be available for early telephone calls from parents. School administration welcomes parent input, ideas and comments. Parents are also encouraged to attend the School Council meetings to discuss ideas and assist with projects. Parent input and active

participation is always welcome. Parental involvement may include listening to children read, assisting with the intramural program or assisting students with projects or demonstrations. Parent volunteers are always more than welcome to offer their service in the areas of co-coordinating special activities or events that would enhance our school program.

Outdoor Play

Generally, children are expected to go outdoors during recess and noon hour periods. The fresh air and exercise they get during these play periods are invigorating and healthful if children are properly dressed for prevailing weather conditions. Also recesses and noon hours are a welcome break to the routine of the classroom and they provide excellent opportunities for unstructured sociability, play, and physical activity. For more information see "Playground Rules".

When a child is recuperating from an illness or injury or has a health problem that temporarily requires him/her remaining indoors, the parent should so notify the child's teacher by written note. Children who must remain indoors will be sent to an area in the building where there is adult supervision during recesses and noon hours. If the temperature is below -20 Celsius (including wind chill factor) during recess then students will stay inside and have an indoor recess.

Permission to Leave School Grounds

Students are expected to remain on the premises during school hours. To leave the grounds written permission is required from parents. Parents are discouraged from giving their child permission to go downtown for lunch. It should be reiterated that students who eat their lunch at school must have a

parent's written permission and office permission to leave the grounds during the lunch break.

Playground Rules

It is important that children learn early in their school years the need for proper behavior, respect for authority and the rights of others, and the need to follow established rules for the good of all concerned. The home and the school best develops proper attitudes towards others working cooperatively. School rules and expected behavior is made clear to students and enforced consistently.

Following are playground rules of which parents and students should be aware:

- Pupils must have written permission from home to leave the school grounds during school hours except when they go home for lunch.
- Students will play only at designated areas of the playground.
- Bicycles or scooters are not to be ridden on the playground or sidewalks at any time and must be parked at the bike racks provided.
- No games or activities are permitted in the schools or grounds that involve undue bodily contact or whose purpose is throwing or pushing children to the ground. This includes such activities as: wrestling, tackle football, horseback fights, king-of-the-hill, etc.
- Snowballing on school grounds is prohibited.
- There is no sledding with sleds brought from home unless specific permission is obtained by the student's teacher.
- Playground equipment will be used properly at all times - no standing on slides and swings, swinging sideways, jumping from slides, walking on the support beams, etc.

- Children are asked to go outdoors at recess times unless other arrangements have been made with their classroom teacher or administration.

Provincial Achievement Tests

Provincial Testing takes place in schools across Alberta, at the grade 3 and 6 levels. Grade 3 students write exams in Language Arts and Math. Holden School is currently piloting the new Grade 3 Exams (SLAs). Grade 6 students write exams in Language Arts, Math, Science, and Social Studies. The exams are intended to determine that the subjects are being covered. The school may use marks from these tests to determine a student's final marks. All students writing P.A.T.s are tested during May and June. Parents will receive information from teachers during the year and individual results will be sent to parents in October of the following school year.

For more information regarding the Provincial Achievement tests please visit the government site at <http://ednet.edc.gov.ab.ca/>

Reading Buddy

Reading Buddy is a program that has as its goal the love of reading and the fostering of a sense of school community. Students are paired up and given an opportunity to read to one another. As the pairings are multi-grade, the students get an opportunity to mix/socialize with students from other grades.

Registration

Your child is required to be registered in his/her legal name. Please supply the school office with a copy of your child's birth certificate. A copy of it will be kept in his or her file as mandated by the Province of Alberta. If your phone number, address, or emergency contact information changes from that provided on your child's registration form, please contact the school

immediately. **It is absolutely critical that we have up-to-date contact numbers!** In the event that a child becomes ill or injured at school, we need to be able to contact you or your emergency contact person. Thank you for your cooperation in this matter.

Reporting Student Progress

Formal written reports of student progress will be issued in November, in early March and on the final day of school in June. The final report cards will be mailed out to parents on the Friday following the last student day. Informal parent-teacher discussions will take place throughout the year. All report cards are fully computerized and may be kept by the parent.

Kindergarten

Level of Achievement	Description
Beginning BEG	Skill / learner outcome is emerging with direct support. Demonstrates a beginning level of understanding.
Developing DEV	Skill / learner outcome is emerging with minimal support. Demonstrates a basic level of understanding.
Achieving ACH	Demonstrates skill / learner outcome independently and consistently. Demonstrates a solid level of understanding.
Not Yet Assessed NYA	Skill / learner outcome has not yet been introduced and/or assessed.

Grades 1-6

Level of Achievement	Description
Beginning BEG	The evidence of learning indicates a beginning understanding of the grade level learner outcomes. Evidence reveals misunderstanding or misapplication of concepts. The evidence does not yet meet the standards for the grade level.
Developing DEV	The evidence indicates a basic, developing understanding of the learner outcomes. Evidence includes correct information, but full understanding is not yet demonstrated. The evidence meets the acceptable standards for the grade level.
Achieving ACH	The evidence of learning indicates a solid understanding of the learner outcomes. Evidence is accurate and credible without being simplistic. The evidence capably demonstrates acceptable standards for the grade level.
Excelling EXC	The evidence of learning indicates a convincing, in-depth, sophisticated understanding of the learner outcomes. Perceptive understandings and subtle distinctions are applied in varied situations. The evidence skillfully demonstrates acceptable grade level standards.
Missing Evidence MEV	The evidence of learning is insufficient and/or highly incomplete. Evaluation is not yet possible due to lack of evidence.

*Please note those students given reasonable time and opportunity to complete assigned work and do not complete it will receive a "Beginning".

Student marks are cumulative, meaning that the report card mark is a record of a student's progress up to that point. In grades K-6 all reporting will be by alphabetic level (please see previous two pages). In Grades 1 to 9, evidence will be recorded and reported using four alphabetic levels, with a denominator of 100 for all items, and with no added ranges of + or -.

Teachers at the grade 4-6 levels will provide the students with course outlines at the beginning of the school year. This outline will contain the course evaluation/assessment procedures. Students will be graded according to their performance on a number of assignments, projects, quizzes and tests.

See "Student Assessment Policy" for more information.

School Councils

School councils are required by provincial government legislation and are active in most schools. Holden School Council has done a great deal to enhance the goals of the school and provide support to the administration. All parents are encouraged to become active participants in the school council business. Holden School Council meets every second month. Please check the Holden School Website for the date of the next meeting.

School Fees

Instructional materials fees are charged each school year. Cheques should be made payable to Holden School. If at all possible, we ask that fees be paid during the first week of school. Should you require special arrangements for payment, please don't hesitate to contact the school office. The bulk of these fees are turned over to the Battle River Regional Office and become part of the centralized textbook fund from which schools are allocated textual materials. Please check with the school office for a determination of the fee amount.

Instructional fees..... \$50.00 (gr. 1-6 only)

Agenda fees..... \$7.00 (gr. 1-6 only)

Activity fees.....		\$25.00 single
(ECS to Gr. 6)	or	\$40.00 family
SINGLE:		\$82.00 per year
FAMILY:		\$97.00 per year (oldest in the family)
		\$57.00 per year (for each additional family member)

Student fees are due on September 30th of the current school year. Fee amounts that are outstanding after January of the school year will be forwarded by Battle River Regional Division #31 to a private agency for collection.

School Fund Raising

Holden School generally does not do any major fundraising though individual classes do fundraise for organizations such as World Vision. The Friends of Holden School Society has become the major fundraising organization for Holden Elementary School. Parents are welcome to attend and be part of this success.

School Insurance

The Battle River Regional Division provides basic coverage for each student registered in school. Parents have the option of extending coverage should they choose. Central Agencies in Camrose distribute information pamphlets to the school at the beginning of the year and we will get them out to you as soon as possible. All questions regarding the plan should be directed to Central Agencies (1-780-672-4491). Further information regarding the school insurance may be found at <http://www.iapacificlife.com/seaboard>.

School Pictures

A professional photographer is contracted to take individual student photos in Sept/October. While all students have a photo taken for school records, parents have the choice of whether they wish to purchase a photo package or not. Class group pictures are often taken the same date. Watch the school newsletter/webpage for more information.

School Sign

Monthly information concerning upcoming events etc are put on the school sign each month to provide important information. The sign is located on the west side of the school along Secondary Highway 855.

Student Clothing

Students are expected to come to school dressed for the weather. If students are riding the bus it is important that they follow the guidelines established in the transportation policy (found on the www.brsd.ab.ca site). Students are expected to wear appropriate/modest clothing for attending school.

Students With Severe Allergies

An anaphylactic reaction is an allergic reaction so severe that it is life threatening. While we cannot guarantee an allergen-free school environment, we recognize the dangers faced by students and staff with severe or anaphylactic reactions (allergies) to foods, and take reasonable measures to ensure a safe environment for students and staff. We rely on parents to communicate information about children with severe or anaphylactic reactions.

Supervision

Students should not arrive at school prior to 8:30 in the morning. All students are requested to remain outside until the 8:43 a.m. bell. At recess and both lunch breaks, supervision is provided by teachers and/or support staff. Any after school arrangements should be made well in advance so the students may clear the grounds as quickly as possible. The grounds are supervised until 4:10 or when the last bus leaves. Only bus students should be on the playground at this time. If you are picking up your child after school and are going to be late due to extenuating circumstances, please let us know as soon as possible so that we can make every effort to insure your child is safe and supervised.

Swimming Program

Elementary students in grades one to six receive swimming instruction at the Ryley Swimming Pool as a component of their PE program. Students receive over ten hours of instruction. The cost of this program is approximately \$30 and is directly paid to the Ryley Pool. Students generally attend the swimming lessons in May and June.

Telephone Use

Our telephones are very busy. Students should attempt to make all arrangements before they come to school. Only in case of an emergency should they find it necessary to use the phone. Students are requested to ask the permission of their teacher before coming to the office to ask permission to use the office phone.

Toys/Electronics

Students are discouraged from bringing toys/electronics to school as they create a distraction. If students bring toys to school it is at their own risk. Toys that go missing are the responsibility of the student. The school assumes no responsibility for any lost/stolen items.

Transportation

Being that this school serves a large rural population and that there are a number of field trips each year, bus transportation is a fact of life for many students. The Board has a policy which lays out a number of guidelines.

At the school level, in order that students are ensured a safe and comfortable ride on the school bus, there are a number of simple behaviors that should be displayed:

- Walk on the left side of the road facing traffic when going to the bus stop. Plan to be at the bus stop five minutes before the scheduled pickup time.
- Respect the property of others—lawns, trees, nearby fences, etc. Stand off the roadway while waiting for the bus.
- Wait to get on the bus until it has come to a complete stop and the red lights are flashing.
- Wait for a signal from the driver before walking across the road to get on the bus.
- Always look both ways and listen for oncoming vehicles before stepping onto the road.
- Always use assigned bus stops.
- Follow the instructions of the driver promptly and respectfully.
- The driver is in charge of the bus and represents the school principal.
- Accept seat assignments whenever the driver assigns seats.
- Remain seated while the bus is in motion—facing forward.

- Keep hands, feet, and head inside the bus at all times.
- Avoid unnecessary conversation with the driver or any motions or actions that may distract him/her.
- Large objects such as displays, exhibits and packages may not be carried on buses.
- Students who violate bus rules are subject to disciplinary action by the principal.

Remember that unacceptable behavior includes, but is not limited to the following: obscene and vulgar language or gestures; fighting, horseplay, rowdiness; throwing anything in, around, or at the bus; spitting; smoking or use of tobacco; touching driver controls, steering wheel, door control, etc., and/or any action which in the judgment of the driver threatens the safety of the bus or its passengers.

A misconduct report will be completed whenever a student violates a rule. Copies will be sent to the principal's office, parent of the student, and the transportation office. Students who commit serious or dangerous violations may be subject to immediate removal of riding privileges or such action deemed appropriate by the principal. Obeying these reasonable rules will ensure a pleasant and safe ride for everyone. Furthermore, in order to verify misconduct, the BRSD School Board finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

Remember, riding the school bus is a privilege. If you follow the rules you will never lose your bus riding privilege. Our goal in transporting children is to get them to school and then back home safely.

Use of School Facilities

The school gym/rooms are available to rent for local community organizations wanting to have after school activities of an educational, recreational or cultural nature. Please note that it is at the discretion of the school administration to what days are available and under what circumstances the school gym/rooms can be rented.

Vandalism/Damage to School Property

When property is intentionally destroyed, damaged or lost, students and their parents are liable for reimbursement of its value to the Regional Board. If the damage occurs outside of school hours, the RCMP may become involved and charges are laid.

Video Surveillance

The school has surveillance cameras for the purpose of providing additional security. The surveillance equipment is in operation 24 hours a day, every day.

Visiting A Teacher or Calling For A Student

For safety and security reasons **all** visitors to the school are required to stop at the office before proceeding to the classroom. If you are on the playground during recess or noon, please identify yourself to the supervisors.

Webpage

Another place that parents can check for information is the Holden School Webpage (www.brsd.ab.ca/school/holden/Pages/default.aspx). Up to date

information is available at this site along with other vital information. There are various links to student sites and Alberta Education along with teacher emails and new announcements.