



# SCHOOL HANDBOOK

## **PARKLAND VILLAGE SCHOOL**

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# Parkland School Division

## Our Vision

*WHERE WE ARE GOING*

- Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

## Our Mission

*HOW WE WILL GET THERE*

- We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

## Our Ultimate Goal

*THE REWARD FOR GETTING THERE*

- Student Success and Well-being

## Our Values

*WHAT GUIDES US*

- Learning opportunities that are purposeful, essential, relevant, authentic and responsive;
- Excellence in achievement;
- Trustworthy, respectful relationships; and,
- Resilience with self-awareness.



## Welcome

We are proud of the educational opportunities we provide our students and the culture created at Parkland Village School. In everything we do, we do what is best for students.

## Innovative Learning

*"Learning and innovation go hand in hand. The arrogance of success is to think that what you did yesterday will be sufficient for tomorrow."* - William Pollard

- Technology Integration – we have one-to-one technology provided for Grades 1-6
- Personalized, Authentic Learning
- Inquiry
- Critical Thinking
- Research Community of Practice
- Tinker Lab

## Student Leadership

*"Leadership and learning are indispensable to each other."*  
- John F. Kennedy

- Focus on character development
- Classroom & school leadership opportunities
- Kindness projects

## Student Success

*"When you catch a glimpse of your potential, that's when passion is born."* - Zig Ziglar

- Levelled Literacy Intervention
- Levelled Home Reading
- Numeracy Intervention Groups
- Inclusive Education Lead
- Sensory Room
- Social Skills & Friendship Groups
- Lunch Intramurals
- Physical Literacy

## Stay Connected

*"In this complex world, it takes more than a good school to educate children. And it takes more than a good home. It takes these two major educational institutions working together."* - Dorothy Rich

**Our door is always open - come pay us a visit or give us a call!**

- See-Saw
- Remind 101
- Weekly digital newsletter
- Facebook - [bit.ly/pvsfacebook](https://bit.ly/pvsfacebook)

## Our Community

*"We cannot always build the future for our youth, but we can build our youth for the future."* - Franklin Delano Roosevelt

- Resiliency After School Programs
- Before & After School Care
- School Council
- Hot Lunch Program/Breakfast Program/Nutrition Nook

## Parkland Village School

***"Together, Making a Difference"***

Parkland Village School had its inaugural year in 1984. Built in the mobile home community of Parkland Village, Parkland Village School had been a small K-6 elementary school.

Parkland Village School has a population of approximately 160 students. The school functions as the center of the community. Programming at Parkland Village School has an emphasis on language and math literacy throughout all grades. The school follows the Alberta Education Program of Studies, preparing students for education at higher grade levels.

A true strength for Parkland Village School is the staff. The staff is extremely dedicated to the education and well-being of the student population and works closely as a team towards that end. The staff recognizes that professional development is key to staying on top of educational practice and delivery. Each year the staff identifies areas for professional development/growth and works in those areas.

Community/parent volunteers are a vital part of the school. Parents supplement the activities and programs at the school creating available opportunities that are beneficial additions to the learning and development of the students. It is through their efforts that the school is able to offer additional educational opportunities and resources that benefit the educational experience for all.

## Homework

### **Daily Expectations**

Homework for students is generally home-reading on a daily basis. Students may also be assigned some work tasks to complete at home and students who wish to take work home for completion will certainly be encouraged to do so. Parents may also request additional work in any area they feel may be important in supporting their child's learning. We are open to working with families to support the learning of the children we serve.

### **School Responsibilities**

Each student has a Student Agenda to help organize their time, report on their learning and help in developing self-reliance.

Time is provided each day for the recording of home/school communication. Ongoing monitoring will take place within each classroom.

## Illness, student accidents and emergencies

Normally, children who are too ill to participate in regular classroom activities or to go outside for recess are too ill to be at school. This is particularly true in cases of severe colds, infections, headaches, etc. With severe colds and other infections, students are unable to function well at school, and they would recuperate faster at home. As well, they are a source of infection for other children and staff.

The following procedures will be followed in the case of sickness, accidents or other emergencies:

- phone a parent at home/on your cell phone
- phone a parent at work
- phone the emergency contact

**Therefore, it is extremely important that the school has current phone numbers for all contacts. Call 780-962-8121 with any changes.**

## Administration of medication

### **AP 782 Medical - Administering Prescribed Medications**

**Primary responsibility for the administration of medication rests with the child's parents/guardians and/or appropriate medical personnel.**

However, in certain circumstances, the staff is asked to assist in the administration of medication. We will only administer medication prescribed by a physician along with the appropriate documentation that includes written instructions completed by the physician and the parent. Forms are available at the school.

## Library

All students have a scheduled library class once a week, although students may be brought in at other times for projects and research. We strive to introduce many types of literature, varied authors and illustrators and their works, and explore different themes.

**Students are responsible for the care and safe return of their library materials.** The students are reminded how to care for their books and we ask that parents reinforce these guidelines at home:

- Wash hands before reading.
- Do not lay a book on a table that has food or drink.
- Have a special place in the home for keeping library books so that they do not get lost (preferably a place that is out of reach from younger children).
- We provide a strong plastic bag in your child's backpack to protect library books from accidental spills and crumbs **(do not place your child's book in the home-reading bag, as the books are returned to different areas and can be misplaced).**
- Students with overdue or lost/damaged library materials may have library privileges removed until their materials are returned or paid for.
- It is a fact that children of all ages benefit educationally and emotionally when family members read with them on a daily basis. Your child will look forward to the shared reading time for their closeness to you as well as to see what happens next in the story. Please share reading time with your child daily, even 15 minutes a day is beneficial.

## Lunch and Snack

Children are to bring their own snacks and lunch daily. You may send a thermos along with their lunch to provide them with something warm to eat as we do not have the facilities to warm up food for the children.

## Allergy Awareness

### **We are Peanut and Nut Aware!**

**Please refrain from bringing products with peanuts or nuts to school. Let's all take part in making our school safe for everyone.**

**There may be a need for an allergy alert program in your child's classroom. You will be notified of any food restrictions for lunch, classroom parties and snack times. Please respect and respond to the information provided about individual student needs.**

allowed/invited to bring personal devices from home.

- If a child brings a personal device from home the school is not responsible if the device gets broken, goes missing etc. Bringing a personal device to school is a personal risk.
- Students are not required to bring personal devices to school, this is optional.
- Personal devices are not allowed outside for recess or in the hallways as it is difficult to supervise and we want students to learn to engage in face-to-face social interactions and encourage physical activity during recess.
- If a student has a device outside or in the hallway, an adult will ask them to put it in their backpack.
- If the device is still not put away, then the device will remain in the office for the remainder of the day.
- After the third time the device is not being used according to this BYOD policy, the device will remain in the office until a parent picks it up.

## Hot Lunch

We continue to have health and wellness as a focus in our school and try to include this in our Hot Lunch Program. You can order and pay for your Hot Lunch using our order form. Please watch newsletters or call the school for more information on the hot lunch program.

## Milk Program

Parkland Village School offers a Milk Program. If you are interested in purchasing milk coupons (10 coupons per sheet) for your child to redeem during the lunch hour, please contact the office.

## BYOD at Parkland Village School

- We believe technology is a wonderful **tool** for learning
- We believe in teaching, modelling and reinforcing digital citizenship
- We believe students should have access to technology for learning in the classroom and we provide 1:1 technology (iPads or Chromebooks)
- Technologies are available for learning in the classroom.
- Students need to check in with their teachers about when would be a good time to use their devices to facilitate learning.
- At Parkland Village School students are

## Student Toys and Valuables

Students are reminded to **leave personal items such as toys, stuffed toys and jewelry at home.** The school cannot be responsible for personal items that are broken or go missing.

## Volunteers/Parent Helpers

Teachers will have the responsibility for coordinating duties for volunteers working within the classroom and within the school. Teachers will be responsible for assigning parents to duties such as:

- Working with individuals or groups of students.
- Preparation of materials.
- Any other required duties inside or outside the classroom.

Parents are encouraged to identify where their skills might best be utilized or how they might be of help to the teacher, but the final decisions regarding volunteer placement rest with the teacher.

As outlined in [\*\*AP 316 Volunteer Requirements And Vulnerable Sector Verification\*\*](#), the volunteer process shall include:

- **Completing a volunteer registration form**
- **Providing a Criminal Records Check**
- **Signing a Confidentiality Agreement**

## Classroom Help

A volunteer form will be given to each parent to indicate ways you'd like to become involved. They include:

- Helping to prepare instructional materials (at school or home)
- Helping with celebrations in the classrooms (e.g. Halloween, Christmas, Valentine's Day, Easter, and End of the Year).
- Accompanying the class on a field experience.
- Helping with class special projects (e.g. stitchery, science experiments).
- Assisting children with their learning (e.g. listening to a child read).
- Sharing talent, skill, or information with small or large groups of students.
- Assisting students during Center time.
- Helping with general classroom upkeep.

## Behaviour Expectations

During our first few weeks at school and as needed throughout the school year, the children will be involved in discussions about ways to make our school a safe, happy and productive place to learn. It is important that all children feel that they have made a contribution to the shaping of our school atmosphere.

An environment filled with mutual respect, cooperation, and responsible attitudes and behaviour will help to ensure a positive climate conducive to optimum learning. After the initial tone-setting discussions, each child will understand acceptable behaviour at our school and in the classroom.

If a student is having ongoing difficulty, we will contact you. We will discuss ways to help your child learn to behave appropriately in the school setting using cooperative discipline strategies.

Please let us know if your child is having any difficulties at school that we may not be aware of, so we can be of help. Also, please inform us if sleeping or eating habits, health conditions, or medications change, as these often affect behaviour.

## Together, Making a Difference

In order to help your child have a successful year at Parkland Village School, we need to work together:

### Student Role:

- Come with a positive attitude
- Be ready to succeed
- Attend regularly
- Complete all assigned work
- Read daily, choosing from a variety of materials
- Be kind to others and respect adults
- Do your best

### School Role:

- We will confer with you throughout the year regarding your child's progress.
- We guarantee your child the opportunity to have a successful year.
- We will modify our programs to meet student needs.
- We will provide your child with the opportunity to participate in extracurricular activities.
- We provide a safe, clean and positive environment.

### Parental Role:

- Check or ask about daily work (Student Agenda, home reading).
- Make sure your child attends school regularly.
- Attend Student-Parent-Teacher Conferences.
- Check on your child's progress on a regular basis (please phone or come in).
- Support school activities.
- Provide healthy routines at home

## Student Responsibilities

([Education Act](#), Part 3 - Section 33)

A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

## Student Code of Conduct

Our Student Code of Conduct exists to ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging:

- Establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students, staff, families and the greater community;
- Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;
- Establishes and publishes expectations for student

behavior while at school, at a school-related activity, or while engaging in an activity at any time that may have an impact on others in the school;

- Ensures that healthy environments exist in all schools that are free from fear, discrimination and harassment while promoting inclusive strategies to ensure that every student is treated with respect and dignity. Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.

### With these goals in mind, everyone must:

- *demonstrate honesty and integrity*
- *respect differences in people, their ideas and their opinions*
- *acknowledge the right of everyone to be treated with dignity, at all times*
- *take appropriate measures to help those in need*
- *use non-violent means to resolve conflict*
- *honour the role(s) of persons in positions of authority*
- *show care and regard for school property and the property of others*
- *comply with all applicable federal, provincial and municipal laws*

In keeping with a commitment to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, in the Parkland School Division, everyone is accepted and experiences a sense of belonging.

The Division supports the endeavours of staff, students, parents and the community to promote positive student behaviour and conduct throughout our community of schools.

Parkland School Division has a responsibility to ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

All stakeholders in the success and well-being of students, and especially the students themselves, are expected to recognize their responsibilities in developing student self-discipline within a culture of wellness. Staff members and students will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.



In the Parkland School Division, we are all models for the kinds of citizens we desire to be. We teach and learn by example.

Failure to comply with these codes of conduct may result in disciplinary action in which the staff will, where possible, work with the student's parents, division resource staff, and where appropriate, staff from community agencies.

## Guidelines for Appropriate Behaviour

These guidelines are discussed with all students and posted in each classroom. Students are provided with an opportunity to learn and practice appropriate behaviour.

## BE SAFE

### ***Physical Safety***

- Avoid activities that may cause bodily harm
- Remain on school grounds during the school day
- Move throughout the school in a quiet and orderly fashion
- Walk slowly and safely
- Talk softly, using inside voices

### ***Emotional Safety***

- Be kind in our words and actions
- Treat others as you would wish to be treated

***No one may deliberately hurt another person.***

## BE COOPERATIVE

### ***Getting Along***

With classmates, other students, and adults

- wait your turn
- play fair
- share

### ***Be prepared:***

- be on time
- have necessary supplies

### ***Follow instructions***

- do as asked the first time you are asked
- complete assignments
- do your best

## BE RESPECTFUL

### ***Be Kind and Considerate***

- Towards classmates, other students, and adults
- Listen when others are speaking
- Use nice talk (a friendly voice, a friendly look)
- Use good manners

### ***Keep Our School Clean***

- Remove wet/muddy footwear when entering the school
- Place outdoor footwear on boot racks
- Wear indoor shoes throughout the school
- Keep school clean
- Keep playground clean

## BE PROUD OF OURSELVES; BE PROUD OF OUR SCHOOL.