



# STAVELY elementary SCHOOL

*"Where every child shines"*

## 2016 – 2017 STUDENT AGENDA

### PHILOSOPHY OF STAVELY ELEMENTARY SCHOOL

**Mission:** Together with the community, we strive to provide students a safe, positive, and caring environment to promote individual life-long learning.

**Values:** It is important to educate students in their own community. We can achieve more, if we all work together. We value and respect individual differences. We want our children to receive a 21<sup>st</sup> century education that prepares them to be responsible global citizens. School must be a warm inviting learning environment where the whole child is nurtured to be the best that they can be. The school is a focal point in the community. We value integrity and honest-open communication. Parents are an integral component to education. We believe that celebration of success is important.



Principal: **Mrs. Kathy Charchun**  
**4823-49<sup>th</sup> Street, P.O. Box 339**  
**Stavelly, Alberta T0L 1Z0**  
Phone: 403-549-3757/Fax: 403-549-2396  
charchunk@lrsd.ab.ca

**THIS AGENDA BELONGS TO:**

# 2016-2017 School Year Calendar

## Stavely Elementary School - Approved

August-16						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- August**
- 29 LRSD Staff planning Day
  - 30 LRSD Staff Planning Day
  - 31 LRSD Staff Planning Day

September-16						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- September**
- 1 First Day of School
  - 5 Labour Day - student/staff holiday
  - 14 3 Way Conferences 4 - 7
  - 22 3 Way Conferences 4 - 7
  - 23 LRSD Planning Day

October-16						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- October**
- 5 Picture Day
  - 7 LRSD - ISC Day - staff only
  - 10 Thanksgiving-student/staff holiday
  - 31 Stavely Day

November-16						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- November**
- 1 LRSD Divisional PD Day
  - 11 Remembrance Day-No School
  - 14 Stavely Day
  - 21 Report Card #1
  - 23 3 Way Conferences 4 - 7
  - 24 3 Way Conferences 4 - 7
  - 25 LRSD Planning Day

December-16						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- December**
- 22 Last Day before Christmas break
  - 22 Christmas Concert
  - 23 Stavely Day

January-17						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- January**
- 9 First Day after Christmas Break
  - 20 Kindergarten starts Fridays
  - 30 Stavely Day
  - 31 LRSD Planning Day - staff only

- February**
- 10 LRSD - ISC Day - staff only
  - 17 Stavely Day
  - 20 Family Day
  - 21/22 Day in Lieu of Interviews
  - 23 Teachers' Convention
  - 24 Teachers' Convention

February-17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- March**
- 17 Stavely Day
  - 20 Report Card #2
  - 22 3 Way Conferences 4 - 7
  - 23 3 Way Conferences 4 - 7
  - 24 LRSD - ISC Day - staff only

March-17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- April**
- 14 Good Friday - No School
  - 17-21 Easter Holidays - No School
  - 24 First day back after Easter

April-17						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- May**
- 5 Stavely Day
  - 11 Grade 6 LA - Pt A PAT
  - 19 LRSD Staff Planning Day
  - 22 Victoria Day-student/staff holiday

May-17						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- June**
- 9 Stavely Day
  - 19 Grade 6 LA - Pt B PAT
  - 20 Grade 6 Math PAT
  - 22 Grade 6 Social Studies PAT
  - 23 Grade 6 Science PAT
  - 23 Last day for students
  - 26 Stavely Day - all staff attend
  - 27-29 Stavely Days

June-17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

No Kindergarten

### 2015-2016

- 171 Instructional Days
- 962.0 Instructional Hours
- 482.0 Kindergarten Hours

*Grade 1-9 schools are required by Alberta Education to have 850 instructional hours.*

## WELCOME TO

### STAVELY ELEMENTARY SCHOOL

Stavely Elementary School is committed to providing a welcoming, caring, respectful, and safe learning environment that respects diversity, fosters a sense of belonging, and promotes student and staff well-being. Each student and staff member has the right to learn and work in an inclusive environment free from bullying, discrimination, harassment, and violence where equality of opportunity, dignity, and respect are promoted. Stavely Elementary School further recognizes that these environmental attributes are fundamental to the provision of quality education.

This handbook has been produced to provide parents and students with basic information about the Stavely Elementary School. At Stavely Elementary School we believe that *every child shines*. We celebrate each person as a unique individual. To meet the diverse needs of our learners, the staff focuses on a variety of differentiated teaching styles and strategies. At Stavely Elementary we believe in project based learning to help students develop 21<sup>st</sup> century learner skills. These skills include: Collaboration, Presentation, Reflection, Critical thinking and Problem Solving. Students will also participate in Passion Projects where they will explore and learn new skills about something they enjoy doing. They are assessed with presentation rubrics, journals, learning logs and self-reports We encourage parental involvement through open communication. It takes a community to raise a child, and we have a great one here in Stavely. If you have any questions about any aspect of this school, please feel free to contact us by at 403-549-3757, fax 403-549-2396, or [charchunk@lrsd.ab.ca](mailto:charchunk@lrsd.ab.ca) .

### Stavely Elementary School Staff

Principal	Mrs. Kathy Charchun
ECS/One/Two	Ms. Marie Vanderlinden
Grade One/Two	Mrs. Jenn Fairs
Grade Three/Four	Mrs. Michelle Watt
Grade Five/Six	Mrs. Julaine Guitton
Administrative Assistant	Ms. Jeannette Vegter
Educational Assistant	Mrs. Melanie Biever
Educational Assistant	Mrs. Laurie Berger
Educational Assistant	Ms. Cindy Pineo
Speech Assistant	Ms. Cindy Pineo
Family School Liaison Counselor	Ms. Maya Ichikawa
Custodial Service	Brittney Kroening

### Fee Schedule

ECS Instructional Fee.....	<b>No Fee</b>
Grades 1- 6 Instructional Fee.....	<b>\$50</b>
Grades 1- 6 Technology Fee.....	<b>\$10</b>

School fees are due and payable at the beginning of the school year. If you need to make payments by installments, we ask that you please contact the office to make arrangements. Cheques are payable to: **Stavely School In Trust**. The classroom supplies are available as an optional cost-savings measure for parents through School Start. This online company can be found at:[www.schoolstart.ca](http://www.schoolstart.ca)

### Operational Hours

Classes will commence each school day at 8:30 a.m. and finish at 3:40 p.m. Monday to Thursday and 8:30 a.m. to 1:30 p.m. on Fridays. Morning recess is from 10:00 to 10:15 and afternoon recess is 2:05 to 2:20. Lunch recess is from 11:45 to 12:05 and lunch is from 12:05 – 12:30. Town students are asked not to arrive at school before 8:15 a.m.

### Parent School Council

The Stavely School Council has been established to serve as an advisory body to the school. The Council organizes activities for parents and students, assists the school in fundraising, provides input into school direction and facilitates communication between parents and the school. All

parents are invited to participate. Elections for officers are held in the fall of each school year. If you require information as to how to get involved with school council contact:

- Amanda Vandenberg
- Kathy Charchun

The agendas and minutes of all meetings are available on the school website at [www.stavelyschool.ca](http://www.stavelyschool.ca). **All parents/guardians are welcome and free childcare is provided.**

### School Trustees

- John McKee
- Brad Toone

### Volunteers

The staff and students at Stavely Elementary School understand the importance of volunteers. To help ensure the safety of our students, volunteers will need to complete and sign an LRSD Registration form annually and receive approval from the principal. We encourage all volunteers to submit a Police Information Check with Vulnerable Sector check (must be updated every 2 years), but **if you are working unsupervised with children or requested by principal, it will be mandatory.** ([LRSD Administrative Procedure 440](#))

### Breakfast Program

**Starting the Day Right!** Thanks to funding and support from local sponsors and Breakfast for Learning we will ensure that “**every**” student starts the day ready to learn. Studies have shown that children perform better in school if they have had a nutritious breakfast. Therefore, Stavely School has implemented a program for children who may not have eaten breakfast. Yogurt portions, scrambled eggs, seasonal fresh fruit, bagel's with cream cheese or margarine, pancakes, cheerios, cheese strings, crackers and 2% milk are a few of the numerous choices offered each morning

### Code of Conduct – Discipline Policy

LRSD is committed to establishing and maintaining high standards of conduct in the interest of maintaining safe, positive learning environments that are supported through clearly articulated positive behaviour supports. We believe every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community. *[Please see administrative Procedure 350 for more detail.](#)*

Our approach to discipline/conflict will be to:

1. **Discussing** – the expectations with the student and encouraging the student to meet those expectations by helping them learn new strategies.
2. **Communication to Parents** – if the above actions do not produce positive results, the parents will be notified of the misbehavior and asked to support the school to re-enforce positive behavior.
3. **Meeting** with student, parents, teacher and principal to develop a plan to support the student to produce positive results.
4. **In-School Suspension** – The student is not allowed to attend class but is assigned the class work to be done in a study area.
5. **Suspension** – The student may be suspended for a period not exceeding five days, in accordance with the School Act. The parents will be requested to bring their child to school and meet with the principal before allowing the student to return to class.

## Attendance Policy

**Regular attendance is crucial in your child's academic and social development.** The Division recognizes the importance of students being in regular attendance at school. The primary responsibility for regular school attendance rests with the student and the parents/guardians. However, should attendance become irregular and there is concern that the educational program of a student is in jeopardy, the school shall become involved in accordance with the procedures outlined in this [Administrative Procedure 330 Student Attendance](#).

1. Students will attend school regularly and punctually in accordance with Section 12(b) of the School Act, and that students and parents/guardians have primary responsibility in this regard.
2. School staff will enforce the student attendance policy.
3. Parents/guardians will, in accordance with their legal responsibility, enforce student attendance.

If a student's overall attendance falls below the 90% level, or if a student is inexcusably absent, the administration may initiate one or more of the following actions.

- Conference with the student and/or parents/guardians.
- Adjust programs or schedules
- Provide counselling from within or from outside the school setting.
- Take whatever other action is deemed appropriate by the administration.
- 

If there is no improvement in the regular attendance patterns, after attempts to resolve the problem have been carried out, the administration may initiate one of the following actions.

- Denial of school privileges.
- Consider alternative educational placements.
- Referral to attendance officer

## Services and Programs

### Learning Support

At Stavely Elementary School, "*where every child shines*", we believe that all children have the potential to learn to the best of their abilities and that students learn best in an inclusive setting. Students requiring extra support may be referred for further assessments to develop an individual program plan to meet their specific needs. Please direct any questions you may have to our Learning Support team. Livingstone Range School Division school staffs strive to work together with all special needs students and parents to design appropriate programming for all students based on shared information. Any concerns can be addressed at the school level with the Learning Support Team, classroom teacher and Principal, and then, if necessary with the jurisdiction to determine the needed next steps. Other support offered at Stavely Elementary School includes Speech and Language therapy, Occupational therapy, and Physical Therapy.

### Guidance and Counseling Services

Stavely Elementary School has a Family School Liaison Counselor, Ms. Maya Ichikawa, who supports our students. Her responsibilities are to:

- assist students to relate effectively to, and with others,
- assist students to maximize their academic potential,
- assist students to acquire the knowledge, skills, attitudes, and habits required to respond to the opportunities and expectations of the world of work,
- present programs and information services in the classrooms

Referrals may originate from students, parents, teachers, principals or representatives from

community agencies. A referral form is filled out and signed by parent/legal guardian. The FSLC will contact the family and child for a needs assessment as required.

### **FCSS After-School Program**

Please indicate in your child's agenda if they plan to attend the after-school program or call the school if your plans change during the day.

### **Kindergarten**

Children must be 5 years old by December 31<sup>st</sup> of each school year in order to attend. The program is based on Alberta Education's Kindergarten Program Statement. The purpose of Kindergarten is "to provide learning experiences that are developmentally appropriate in order to meet the diverse needs of children and to promote a positive attitude toward lifelong learning."

### **PUF (Early Education)**

Program Unit Funding (PUF) is available to approved ECS operators and school authorities for young children who are between 2 ½ to 6 years of age by September 1, and who have been identified with a severe disability/delay.

### **Community Library & Learning Commons**

Our library contains a great selection of both fiction and non-fiction reading books. Periodicals of varying interest are also available for use. All books may be kept for two weeks. If students require the books for a longer period, they are encouraged to renew them. Two library books are normally assigned out at any time. Students and parents will be promptly notified when books are found to be overdue. We are fortunate to share our library with the community. It's a partnership that will ensure top notch resources for our students. Each of our students receives a complimentary Chinook Arch Membership that may be used within the region. Please note that regular

overdue fines of \$0.10 per day will be charged on any overdue Chinook Arch library books. To support the 21<sup>st</sup> century learner, we have moved our library toward a Learning Commons philosophy. This has become a place that is more student-centered, promoting engagement through active inquiry and collaboration. It facilitates interaction between teacher, student, learning goals, content and technology. We have a new multimedia section, Lego building table, risers and mobile white-board topped tables that support all types of collaborative learning.

### **Technology**

All students in Stavely Elementary School have access to a variety of new and engaging technologies. LRSD provides network resources that support learning for students and staff. "Network resources" refers to all hardware, software, services (e.g. email or internet) and information resources accessed by authorized users of the LRSD technology network. Having our students learn responsible use of the internet as an educational resource and maximizing its potential as a learning resource, depends on the coordinated effort, involvement and commitment of the student, the school and the parents. One aspect of that commitment is for parents and students to review the *Network Responsible User Agreement* when utilizing network resources on school computers including accessing the internet or using email. Students also have access to LRSD's Google Domain which enables access to google resources (such as gmail and drive) anytime and anywhere they have internet connection.

### **Progress Reports**

Stavely Elementary School believes that each student is responsible for their learning. However, this process can only be completed successfully with a collaborative approach involving our students, parents and staff members. Teachers start the year



with a goal-setting meeting involving the student, and their parents. The team discusses academic and social priorities they wish to give full attention to. This process is described as Three-Way conferencing. During each reporting period the students' goals are revisited, we use this method of communication to recognize student successes and challenges. Additionally, we use *student led 3 -Way conferences* to showcase your child's progress. Stavely Elementary School has three reporting periods during the year. If parents have a concern about their child's progress they should feel free to contact the school at anytime to discuss this by phone or to arrange for a conference time. Parents can view their child's progress by logging onto the Power School web site at the link located on our home page [www.stavelyschool.ca](http://www.stavelyschool.ca) or go directly to <https://lrsd.powerschool.com/public/home.html> We encourage all parents to use the Parent Viewer to monitor your child's grades and attendance.

## **Student Assessment**

Students are an important part of the learning process and their motivation to learn is integral to their success. Students are assessed individually in each subject area. Teachers collect evidence based on the student Learner outcomes from the Alberta Program of Studies at each grade level. A variety of methods are used to collect evidence to accurately assess students including observations, conversations and student products. Students are part of the assessment process and are given opportunities to peer-assess and self-assess in the classroom.

## **Communication**

You will find the monthly calendar and newsletter, listing activities and important dates, on our website [www.stavelyschool.ca](http://www.stavelyschool.ca) . Family Envelopes are sent home with notes and information as needed. Please remove all notices, sign the envelope and return them the following day. This way, all of us will be

informed. Parent Council purchases agendas for each child. We ask parents to sign their child's agenda each day to indicate that they have read any messages and ensured that any homework has been completed. The teachers will check each morning for your signature and any communication from you. The child's responsibility is to bring the agenda to school each day and home each evening.

## **Electronic Devices At School**

Students are encouraged not to bring electronic devices to school (Gameboy, PSP, Nintendo DS, iPods, cell phones and other electronic devices) due to concerns regarding loss, damage, theft, classroom distraction, and distraction from play with friends. Devices which are brought must stay in a student's backpack, unless requested for a particular assignment or emergency. Each student is responsible for the care of their own device, and school staff are not responsible for any loss, damage, or theft of personal devices or personal information on the device. Administration and parents will be notified if electronic devices become a concern.

## **Footwear**

Suitable footwear should be worn for weather conditions. Students are asked to remove their outside footwear in the entrance and place them on the shelves. Indoor shoes need to be non-marking to help protect our floors. All students need appropriate running shoes for Phys-ed both indoors and outdoors. It is helpful to keep an old pair of running shoes in the bootroom for outdoor Phys-ed. Running in winter and rubber boots and flip flops is difficult and dangerous.

## **Administering Medications to Students**

Each year, principals will make every effort to obtain up to date medical information about students. This information will be distributed to all staff members (and substitute teachers) and will include

information about symptoms, treatment, possible reactions, information about medication, where it is stored, and appropriate response. Medical treatment, including the administration of medication should be limited to medications that are required on a long-term basis. Written parental consent is required and all medication is to be in original container, with expiration noted. A signed statement from the child's physician is required, outlining medication schedule, dosage, duration and storage instructions. A record of medication administration or treatment will be kept, identifying the date, time and person administering medication or treatment. All medication will be kept in a secure location in the school. Students will be allowed to self-administer medication with adult monitoring if the physician has notified the school in writing that they deem the student is capable of self-administration. All medication will be returned to parents or safely disposed at the end of each year.

### **Anaphylaxis (Severe Allergies)**

**Stavely Elementary School is a NUT AWARE school! This means that nut products should not be brought to school by staff or students.** LRSD and Stavely Elementary will make every effort to minimize the risk of exposure to potentially life threatening allergens for students with severe allergies, without depriving them of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school. Because there is no way of ensuring that schools can provide a peanut-free or allergen-free environment, all staff (including bus drivers) will be trained in procedures for responding to an anaphylactic emergency, including the use of an epinephrine auto-injection device like an Epi-Pen. Parents will notify the school and bus drivers about their child's allergy, have their doctor complete the Severe Allergy Alert form, sign the Authorization to Administer Medication form, provide the school with prescribed medication, and work with the school to

develop an emergency medical plan. The school will ensure that all staff, substitute teachers and volunteers who work with food, are aware of students with severe allergies, provide professional development to all staff on the use of an EpiPen or other medications, work with the parents to develop an emergency medical plan and make them aware of Administrative Procedure 316. The school will store any injectors which are not in the child's possession in a secure, accessible location. All staff will be aware of where these are stored. The school will only use injectors provided by the parents.

### **Head Lice (Pediculosis)**

LRSD recognizes the concerns associated with the transmission of head lice in schools. While the primary responsibility for preventing the spread of head lice rests with the parents, it is important the school, home and Public Health Authority work together in the detection and resolution of instances of head lice. Care will be taken to protect the individual student and family from undue invasion of privacy. When a student is identified with head lice at school, parents will be contacted immediately and information related to treatment will be sent home. Head to head contact with other students will be minimized. In order to contain the nuisance, it is strongly recommended treatment occurs before a student returns to school. The school may send home information to all parents outlining the facts and procedures in the treatment of head lice when cases have been identified. The Public Health Authority will be notified when there are ongoing concerns about particular cases not responding to treatment or parents not being compliant with the required treatment. If necessary, the principal may arrange a case consult with the family, Public Health Authority, Child and Family Services, and a representative from Central Office.



## Arrivals and Cold Weather—School Closures

It is important that each child comes properly dressed for cold, windy, wet weather. The morning bell rings at 8:30 for students to come into the school. Outside supervision will begin each morning at 8:15 so please don't send your children to school earlier than that. It shall be at the discretion of the supervisory staff and the principal to decide if the weather is too inclement for students to be outside. At this time, they would be expected to go to the breakfast program, their classroom or gymnasium until classes begin.

The decision to close schools due to inclement weather lies solely with the Superintendent's office. The decision to close schools will take into consideration the following factors:

- local temperatures, including wind chill, that are colder than -40C as of 6:00 a.m.
- severely reduced visibility (0.2 km or less)
- a combination of weather and/or road conditions that make bus operations unsafe.
- the number of busses unable to run for a given school.

**If the school has been closed due to inclement weather or other emergency reason, parents will be notified via automated phone-out/email system, [www.stavelyschool.ca](http://www.stavelyschool.ca) , and radio stations 95.5/107.7**

See [Administrative Procedures #542: Busing During Inclement Weather](#) and [#131: Emergency School Closings](#) for further details.

## Healthy Choices

Health and education are interdependent: healthy students are better learners, and better-educated individuals are healthier. Research has shown that comprehensive school health is an effective way to tap into that linkage, improving both health and educational outcomes and encouraging healthy behaviours that last a lifetime.

In the classroom, comprehensive school health facilitates improved academic achievement and can lead to fewer behavioural problems. In the broader school environment, it helps students develop the skills they need to be physically and emotionally healthy for life.

What is Comprehensive School Health?

Comprehensive School Health:

- Recognizes that healthy young people learn better and achieve more
- Understands that schools can directly influence students' health and behaviours
- Encourages healthy lifestyle choices, and promotes students' health and wellbeing
- Incorporates health into all aspects of school and learning
- Links health and education issues and systems
- Needs the participation and support of families and the community at large

Retrieved from:

<http://www.icsh-cces.ca/upload/JCSH%20CSH%20Framework%20FINAL%20Nov%202008.pdf>

## AWARDS

- ✓ **Star Citizen Awards** – nominated by students with final decision made by teachers.
- ✓ **Educational Foundation Award Galaxy Award** nominated by students with final decision made by teachers.

