

## Important Information For Parents And Pupils

Every family should have a copy of this School Handbook. It has been prepared to provide you with important information. Parents are urged to familiarize themselves with the contents, and to discuss them with their children.

**Please keep this handbook in a convenient place for future reference.**

### **MESSAGE FROM THE PRINCIPAL – DR. C. HAUSERMAN**

On behalf of the staff at George Davison I would like to welcome you to our school. We have an excellent staff who work very hard to meet the needs of children.

We are committed to offering the best possible program for each child and invite you, as a parent, to work with us as partners in helping your child achieve success. Open and honest communication is an important part of a successful learning environment; so please contact your child's teacher or an administrator if you have an issue you would like to discuss.

I hope you will be actively involved in our school program, as you help and encourage your child(ren).

Have a great year!

Dr. Cal Hauserman

### **NOTE TO PARENTS**

George Davison School makes every effort to ensure programming is designed to meet the particular needs of students. If your child has been identified as having a special need, e.g. A.D.D. (Attention Deficit Disorder), a Learning Disability etc., please notify the teacher or the school principal so appropriate programming can be arranged for your child.

If your child is receiving any specialized treatment or instruction, separate from the school program, please notify your child's teacher or the principal. Also if there are special religious considerations please let your child's teacher or the administration know.

Finally, if you have a concern that your child may have a special need or require additional information, please contact the school.

It is our wish to work with you, the parents, to provide the best possible programming for your child.



### **DIRECTORY**

155 Sprague Way SE  
Medicine Hat, AB T1B 3L5  
Phone: 529-1555  
Fax: 526-3502

School e-mail: [george@sd76.ab.ca](mailto:george@sd76.ab.ca)  
Principal e-mail: [cal.hauserman@sd76.ab.ca](mailto:cal.hauserman@sd76.ab.ca)  
Vice-Principal e-mail: [cody.edwards@sd76.ab.ca](mailto:cody.edwards@sd76.ab.ca)  
Vice-Principal e-mail: [natasha.mastel@sd76.ab.ca](mailto:natasha.mastel@sd76.ab.ca)

### **BOARD OF TRUSTEES**

Chair .....Mr. T. Riley  
Vice-Chair ..... Mr. G. Bender  
Trustee..... Ms. D. Forbes  
Trustee..... Mr. R. Massini  
Trustee.....Dr. R. Wilson

### **SCHOOL DISTRICT PERSONNEL**

Superintendent of Schools .....Dr. G. Henderson  
Associate Superintendent  
Human Resources ..... Mr. L. Cunningham  
Associate Superintendent  
Student Services..... Mrs. S. Fedor  
Business Administration &  
Secretary-Treasurer ..... Mr. J. Labossiere

**TEACHING STAFF**

Kindergarten ..... K. Corbett  
 Kindergarten ..... S. Miner  
 Kindergarten ..... T. Oliverson  
 Grade 1 ..... A. Adby  
 Grade 1 ..... G. Moore  
 Grade 1-2 Combined ..... C. Crawford/J. Nichols  
 Grade 1-2 Combined ..... B. Waite  
 Grade 1-2 Combined ..... W. Weiss  
 Grade 2 ..... J. Pedersen  
 Grade 2 ..... S. Miner/L. Stanke  
 Grade 3 ..... C. Leffler/M. O’Reilly  
 Grade 3-4 Combined ..... C. McDougall/N. Simon  
 Grade 3-4 Combined ..... J. Sadownik  
 Grade 3-4 Combined ..... B. Spruyt  
 Grade 3-4 Combined ..... L. Steiner  
 Grade 4 ..... G. Ziel  
 Grade 5 ..... J. Bradbury  
 Grade 5 ..... T. Hoffarth/J. Storlien  
 Grade 5-6 Combined ..... M. Robinson  
 Grade 6 ..... L. Lamarche  
 Grade 6 ..... A. Van Ham  
 Art Specialist ..... C. Corsie  
 French Specialist ..... L. Karwandy  
 Music Specialist ..... J. Cote  
 Teacher Librarian ..... A. Rogers  
 Resource Room ..... C. Campbell  
 Early Literacy ..... S. Stoller  
 Vice-Principal ..... C. Edwards  
 Vice-Principal ..... N. Mastel  
 Principal ..... C. Hauserman

**SUPPORT STAFF**

Administrative Assistant ..... J. Hunter  
 Administrative Assistant ..... D. McFetridge  
 Library Administrative Assistant ..... J. Parsons  
 Teacher Assistant ..... D. Campbell-Marchand  
 Teacher Assistant ..... M. Dereniwski  
 Teacher Assistant ..... J. Eresman  
 Teacher Assistant ..... S. Larter  
 Teacher Assistant ..... J. Milne  
 Teacher Assistant ..... M. Widmer  
 Head Custodian ..... D. Romanchuk  
 Custodian ..... P. Bachmeier  
 Housekeeper ..... B. Morrey  
 Before/After School  
 Program Coordinator ..... E. Orr  
 Program Assistant ..... D. Gerbrandt  
 Program Assistant ..... S. Larter  
 Program Assistant ..... S. Skuban  
 Parents As Teachers Educator ..... S. Mickey  
 Parents As Teachers Educator ..... T. Bolton

**TIMETABLE**

Monday, Tuesday, Wednesday, Thursday & Friday	
8:40	Warning bell
8:42-8:44	<b>Opening Exercise</b>
8:44-9:20	Period 1
9:20-9:55	Period 2
9:55-10:30	Period 3
10:30-10:45	Recess
10:45-11:20	Period 4
11:20-11:55	Period 5
11:55-12:45	<b>Lunch</b>
12:45-1:20	Period 6
1:20-1:55	Period 7
1:55-2:30	Period 8
2:30-3:08	Period 9

**SCHOOL FEES**

**Grades 1-6** – For basic instructional material fees, all elementary students in the Public School System are supplied with textbooks and writing-and-paper supplies. **The fee is \$100.00 per pupil and is payable by September 30.**

**Kindergarten** –

Material Fee	\$50.00
School Advisory Council Fee: (covers expenses associated with the nutritional program, parent development and field trips).	\$60.00
<b>Total Fees</b>	<b>\$110.00</b>



**KINDERGARTEN AND SCHOOL FEES ARE DUE AND PAYABLE TO THE SCHOOL AS OF SEPTEMBER 30.**

**Cheques should be made payable to George Davison School.**

**TENTATIVE  
SCHOOL CALENDAR 2011-2012**

**August/September**

Aug 29	PD Day for teachers
Aug 30	First day for students
Sept 5	Labour Day – no school
Sept 14	Meet the Teacher Evening – 5:30 p.m. – Welcome Back BBQ
16	District Professional Day – no school for students
26	School Council Meeting – 7:15 p.m.
27 & 28	School Pictures
30	Professional Development Day – no school for students

**October**

4-6	Scholastic Book Fair
4	Goal Setting Conference 5:00 – 8:00 p.m.
5	Goal Setting Conference 5:00 – 8:00 p.m.
6	Turkey Trot
7	District Professional Day – no school for students
10	Thanksgiving – no school
24	School Council Meeting – 7:15 p.m.
31	Halloween Parties – p.m. only

**November**

9	Remembrance Day Assembly
10	District Professional Day – no school for students
11	Remembrance Day Holiday – school closed
16	Second Report Card – First Written Report
18	District Professional Day – no school for students
22	Interviews – 5:00 – 8:00 p.m.
23	Interviews – 5:00 – 8:00 p.m.
25	Day in Lieu – school is closed to students
28	School Council Meeting – 7:15 p.m.

**December**

16	District Professional Day – no school for students
20	Christmas Concert
23	Last day of school – 12:15 p.m. dismissal
Dec.24 – Jan.8 incl.	Christmas Break

**January**

9	Return from Christmas break
18	Ski Trip Grades 3 – 6 (Tentative)
19	Ski Trip Grades 3 – 6 (Tentative)
20	District Professional Day – no school for students
23	School Council Meeting – 7:15 p.m.

**February**

14	Valentine's parties - p.m. only
17	District Professional Day – no school for students
20	Family Day – no school
21	School is closed to students

**February (cont'd)**

22	School is closed to students
23	Teachers' Convention – no school
24	Teachers' Convention – no school
27	School Council Meeting – 7:15 p.m.

**March**

TBA	Skate-a-thon - date to be determined
16	District Professional Day – no school
26	Report cards go home
26	School Council Meeting – 7:15 p.m.

**April**

3	Student-Led Conferences 5:00 – 8:00 p.m.
4	Student-Led Conferences 5:00 – 8:00 p.m.
6	Good Friday – no school
Apr 7-15 incl.	Easter Break
16	Return from Easter break
20	District Professional Day – no school for students
23	School Council Meeting – 7:15 p.m.

**May**

7	Music Monday
May 13 - 19	Education week
15	Achievement Test – Gr. 3 Lang. Arts Part A
16	Achievement Test – Gr. 6 Lang. Arts Part A
18	District Professional Day – no school for students
21	Victoria Day – no school
23	Track and Field – Grades 1-2
24	Track and Field – Grades 3-4
25	Track and Field – Grades 5-6
28	School Council Meeting – 7:15 p.m.
30, 31 & June 1	Grade 6 Outdoor Education Camp (tentative)

**June**

8	District Professional Day – no school for students
12	Achievement Test – Gr. 3 Lang. Arts Part B
14	Parent Volunteer Appreciation
14	Achievement Test - Grade 6 Social Studies
14	Achievement Test – Grade 3 Math
15	Achievement Test – Gr. 6 Lang. Arts Part B
18	Achievement Test – Grade 6 Math
19	Achievement Test - Grade 6 Science
22	Picnic
27	Awards Night
28	Last day for students – report cards issued - early dismissal - 12:15 p.m.
29	Last Day for Teachers

**SPECIAL FOOD DAYS**

Special Food Days, sponsored by the School Council, are held once a month.

**Order forms are sent home and due back approximately one week before Special Food Day.**

Because of the volume we deal with, it is best to have **your order in on time** or we may not be able to meet your requests.

**HOT DOG DAYS**

Hot dog day is held once a month. Teachers will collect money from students in the classroom. No order form is sent home.

**HOT LUNCH PROGRAM**

When School Council is not having Special Food Day or Hot Dog Day the school provides a hot lunch program. The meal is provided by Chartwell for a fee, and all meals must be ordered a week in advance. **Order forms are not sent home, but are available to be picked up in the office.**

**SCHOOL PROGRAM****KINDERGARTEN PROGRAM**

Parents are invited to volunteer in their child's kindergarten classroom. Teachers will be organizing volunteers for committees to assist the teacher in running their program.

Newsletters are sent home the first week of each month. These newsletters help to inform parents of the calendar of events for the month.

Generally, it takes about six to eight weeks for the children to become familiar with and settle into the classroom routine. They will be learning classroom rules and will need time to adjust to socializing in a large group setting. With patience and understanding they will adapt well and will discover many new exciting concepts as they venture down the path of learning.

**RESOURCE ROOM AND EARLY LITERACY**

George Davison School is pleased to offer the services and expertise of highly qualified and experienced teachers, who can assess reading difficulties and provide appropriate programs for elementary students. The program consists of pullout, individual assistance, small group sessions, classroom assistance, teacher consultation etc.

Each child is given a structured program based on his/her needs. A great deal of individual attention is given to each student by the teacher. A warm, supportive and non-threatening atmosphere is maintained. Frequent testing, systematic evaluation and accurate up-to-date records are maintained.

**CLASSROOM CHOICES**

At George Davison we offer regular classes and combined classes. Both programs are equally effective; but often parents have a preference. If parents wish to request a specific placement they need to contact the office before June 15 and complete the appropriate form.

Class lists are completed over the summer so if you would prefer your child not be placed in a combined class please let the administration know before the last day of August.

If your child is transferring to George Davison from another school please contact an administrator regarding program options.

**STUDENT SERVICES**

Medicine Hat School District #76 offers a wide variety of student services. At the school level, Resource Room help is available. Counseling services are available through a mental health worker. At the district level, the following personnel and their respective departments may be contacted through the principal for assistance.

Associate Superintendent ..... S. Fedor, 528-6741  
 Director of Special Ed ..... M. Biggins, 528-6742  
 Primary Consultant..... J. Hillier, 528-6723

**FIRST NATIONS METIS AND INUIT EDUCATION – FNMI Program**

The Native Education Project creates a greater awareness of native issues. Support is available through a native education resource person and other services. This program is open to everyone. For more information, contact the principal, D. Lloyd or L. Tripp at 528-7601.

**LIBRARY PROGRAM**

Each week the students have a 35 minute library skills period with the Teacher-Librarian, A. Rogers. In library skills, the students learn about the various sections of the library and what resources are available to help them with school projects. A long-term objective of the library skills program is to make learning fun, to provide the materials for individual learning levels and needs, and to promote life-long learning. J. Parsons, the Library Assistant, works with teachers.

In addition, the students come to the library each week with their class for a book exchange. Students are not limited to exchanging books during their weekly book exchange. They are encouraged to exchange their books, magazines, and cassette/books as soon as they are finished with them.

The school library has a computerized catalogue with the same operating system as the Medicine Hat Public Library. If children know how to use the computers at the public library to search for materials, they will use the same methods in our library.

**Borrowing Policy**

All library books, cassettes and magazines are on loan for one week. Students may renew library materials that they still require.

Kindergarten students are allowed to borrow two books before or after class with the assistance of a parent or older sibling.

Students in Grades 1 - 6 may borrow two books – the first one is a novel (storybook) and remains at school. The second is a free choice and may be taken home or kept at school.

In addition, each student may also choose to sign out one book with a listening cassette, which may be taken home. Magazines are to be used in the school building only.

It is a policy that lost or seriously damaged books be paid for. The funds are used to purchase additional materials for the school library. If a lost book is later returned, the payment will be refunded.

Parents are welcome to visit the library and borrow materials. There is a small parent library. Please ask A. Rogers or J. Parsons if you require any help in the library.

George Davison School participates in the Lois Hole Library Legacy Program. This program invites friends to help build the collections in Alberta's libraries.

Donations may be more than merely a gift to your library and community. The Legacy Program allows for a donation in the donor's own name, or to honour a friend, family member or an organization.

### **COUNSELING PROGRAM**

Counseling services are provided by our Mental Health Worker. This program offers the following:

- 1) individual counseling
- 2) inservice training
- 3) identification of special needs of students
- 4) parent consultation
- 5) teacher consultation
- 6) coordination with community agencies

### **FRENCH PROGRAM**

This program includes all students in Grades 4-6. Students are introduced to basic vocabulary and some written language.

### **THE PARENTS AS TEACHERS PROGRAM (PAT)**

Through the efforts of the Southeast Alberta Child and Family Services and School District #76, the community-based program "Parents as Teachers" is available.

The Parents as Teachers Program is a home-school-community partnership designed to provide children with the best possible start in life and to support parents in their role as the child's first teacher.

It is a program designed to aid children's overall development during the **first five years** of life, thus laying the foundation for school success.

As a child's first and most influential teacher, parents deserve and can benefit from practical information and support, particularly during the crucial early years – birth to age five. PAT is designed for parents from ALL walks of

life. Experience has shown that parents want to be good parents, and they welcome the kind of support that PAT can offer.

If you are interested in this program, please contact Sharon Mickey or Tammie-Lynn Bolton at 526-3577 and leave a message.

### **CO-CURRICULAR ACTIVITIES**

George Davison School provides an intramural program among other co-curricular activities. Intramurals take place on a cycle basis (Grades 1-2, 3-4 and 5-6) at lunch, and are supervised by staff. The school also participates in the Elementary Athletic Association, which features interschool games on a friendly participatory basis for Grade 4-6 students.

Grade 4 games day	spring
Grade 5 soccer	fall
Grade 6 volleyball	winter
Grade 6 handball	spring



### **LUNCH PROGRAM**

As a service to parents, the school provides a supervised lunch program in the classrooms at no charge.

#### **Lunch Program Expectations**

- When the lunch bell rings, students will eat their lunch in their own desks.
- During the lunch period, all students must remain seated in their desk unless they have permission from the supervisor or room monitor to leave.
- All lunch garbage is to be disposed of after the students have been dismissed for lunch. The garbage is to be placed in the garbage cans in the hallway.
- Talking is to be at a conversational level.
- Students must exhibit appropriate manners.
- Students who eat lunch at school may not leave the school grounds without permission from the administration.
- Students are to keep hands, feet and objects to themselves.
- Students will remain in their desks until dismissal for outside recess.

#### **Consequences**

If students choose not to follow the above expectations, they will initially be given a verbal warning. If problems continue, the students will lose the privilege of eating in the classroom and will eat in a designated area of the school. At this time parents will be contacted. If the student is still unable to comply with the expectations, it may result in a suspension from the lunch program.

Please complete one of the registration forms available from the office.

### **BEFORE AND AFTER SCHOOL PROGRAM**

**Before School:** Monday to Friday .....7:30-8:30 a.m.

**After School:** Monday to Friday .....3:08-5:45 p.m.

The registration fee is \$25.00 for the first child and \$15.00 for each additional child. As well as the registration fee, there is an additional hourly charge. The rates are as follows:

\$4.00 per session for the first child  
 \$2.00 per session for the second child  
 (minimum charge of one hour per session)  
 \$1.25 per session for each additional child

- children **MUST** be picked up and signed out in the after school session by a parent or other pre-arranged designated person.
- late pickups (after 5:45 p.m.) will be automatically charged an extra fee of \$10.00 if we have not been contacted prior to 5:45 p.m.
- notes or messages from parents are required for children to go to a friend's house when time has been booked in the program or for cancellation of service otherwise you will be billed for 1 hour (except in cases of illness or emergency).
- when calling the school because your child is sick, please make mention that he/she is in the Before or After School Program.
- Failure to cancel 24 hours in advance will result in being billed 1 session minimum.

Program billing is done at the end of the month, sent out by the 4<sup>th</sup> of the month, and due on the 6<sup>th</sup>. Receipts are issued upon payment. Both bills and receipts are sent home with the students. If your child does not bring home the receipt within 3 days of your cheque/payment being sent to school, please contact the school immediately to have a duplicate receipt issued. Searching for the information for the duplicate receipt is a time-consuming process, and may require an additional service charge.

 **PAYMENT FOR SERVICES ARE DUE BY THE 6<sup>TH</sup> OF EACH MONTH**

### **MILK PROGRAM**

Students may purchase milk for \$1.00 a carton or milk cards are available for \$18.00 (subject to change). Milk cards may be purchased from the office or from the kitchen at lunch hour. When students' milk cards are used up they will receive a "moorific" prize! For more information please contact the office.

### **SCHOOL NURSE**

A public health nurse visits George Davison School regularly during the school year. During her visits she performs health-related functions. Our school nurse for this year is G. Debler.

Individual students may be referred to the health unit nurse by classroom teachers. Parents may contact the nurse by leaving a message at the school or by phoning the Medicine Hat Health Unit at 526-7950.

### **HEALTH – THEME V**

Theme V (Human Sexuality) is a part of Alberta Education's Health Curriculum on human sexuality. The

components of this program are integrated into the curriculum. If there are any further questions, please contact the school. If you do not want your child to participate in the program, please inform your child's homeroom teacher by the end of September.

### **SPECIAL FEATURES**

#### **Two-Year Cycle or Looping**

Our student-teacher cycle is unique in our school system; i.e., we have, to every practical and possible extent, placed students with the same teacher for two years. i.e., (1,2), (3,4), (5,6).

#### **SAFETY PATROL**

This program is offered to students in Grades 5 and 6. Compliments should go to the A.M.A. patrols who each day help the younger students to cross the streets. Many times this means being out in the cold, rain or other undesirable conditions. Please remind your child to obey the student patrollers. Also, if you call for a student in an automobile, watch the patroller for signals as to the safe time to proceed. We would ask parents to respect the crosswalk, as well as "No Parking" and "Bus Loading" zones.

### **STUDENT ENTRANCES AND EXITS**

For the safety of students we ask that students not use the doors bordering the parking lot between 8:00 a.m. and 3:30 p.m.

We also ask that parents drop off and pick up children in the bike rack area, and not use the parking lot. The parking lot is designated for staff parking and permit holders. Non-permit holders will be ticketed or towed. Thank you in advance for your cooperation in this matter.

### **MONTHLY BULLETIN**

At the beginning of each month a bulletin, which includes a calendar of events, is sent home to each family. Be sure to watch for this important communication. If you do not receive one, please stop by the office and pick one up. A colour version is also available on line:  
<http://www.georgedavison.schools.sd76.ab.ca/>

### **FAMILY MESSENGERS**

In an effort to cut down on our paper use, we are asking that only **one child in each family bring home informational items from the school.** Normally this will be the youngest child in the family. By doing this, we can save a significant amount of time and money each year. However, it is essential that the child remembers to **bring these items home.**

## **POLICIES**

### **ATTENDANCE**

A good attendance record enhances the learning process. Often a student's learning is seriously affected when a student is absent. If your child is absent, please phone the school and inform us.

### **BUS STUDENTS**

Bus students are asked to abide by the rules and be respectful of the bus drivers. If there are concerns the school will contact the home. If there are persistent problems students may be suspended and parents will be required to provide transportation during the suspension.

\*(as per School District Policy)

### **BICYCLES**

Bicycle racks are provided on the east side of the school. Students must ***lock their bicycles*** to the racks for security. Students must walk their bicycles to the nearest crosswalk or road when leaving the school. Riding bicycles, skateboards, scooters etc. on the school grounds is forbidden.

## **SAFETY GUIDELINES FOR ALBERTA SCHOOLS**

### **Helmets**

The law requires all students to wear bike helmets. The Safety Guidelines for Alberta Schools indicate that all students should wear helmets while skateboarding and rollerblading etc.

At a School Council Meeting parents endorsed the use of helmets for all students. If students are cycling, skateboarding, rollerblading etc. they must wear a helmet when they come on school property.

### **Physical Activity**

As students participate in a daily physical activity each day, they will need to be wearing runners each day. Students are not allowed to participate in socks and must wear appropriate clothing and footwear. To be considered proper footwear, the shoe must have a closed toe. If students wish they may leave a pair of runners for physical education in their homeroom.

### **CARDS AND OTHER TRADING ITEMS**

We ask that students please leave cards and trading items at home, as trading is not allowed in school. Additionally, items of value could be lost or damaged.

### **ELECTRONIC DEVICES**

Students are asked to keep electronic items (I Pods, MP3 players, DS's, PSP's etc.), or other expensive items at home, as the school cannot be responsible for the loss or damage of such items.

### **CELL PHONES**

**Students are not allowed to have cell phones at school.** If there is a necessary exception please contact the Principal.

## **SCHOOL DISCIPLINE POLICY**

### **1. Philosophy**

Discipline is an educational process involving a progressive multi-step approach designed to assist students in understanding the parameters of acceptable behaviours, while concurrently fostering self-discipline and responsible action.

As preparation for functioning in the world at large, the student must assume an active role in resolving his or her own problems appropriately with school personnel facilitating the growth process toward self-discipline, self-reflection and a strong self-concept. By making students aware that every choice of action has a consequence - good or bad, a sense of responsibility and accountability for those choices is developed. An effective Discipline Policy ensures the school climate is conducive to learning and that each student is treated with respect, dignity and fairness in accordance with stated guidelines.

### **2. Rationale**

The focus of the Discipline Policy is to allow all students to develop to their fullest potential. Its aim is to provide general and specific guidelines to ensure that discipline issues are dealt with consistently throughout the school. It is understood that management of student behaviour is a shared responsibility that is to be assumed by all staff members. Expectations and consequences must be clearly established to provide students with a behavioural framework from which to operate.

### **3. Goals**

- To provide a caring, nurturing and safe school in which we are respectful of the rights and property of others
- To create a positive learning environment
- To encourage each child to take responsibility for his/her own actions by creating awareness and accountability for choices
- To encourage students to be self-reflective as they develop strategies to solve their own problems
- To offer guidance and support to students
- To promote the development of self-discipline
- To ensure the principle of due process

### **4. Role of the Student**

A student shall conduct himself or herself so as to reasonably comply with the following Code of Conduct:

- be diligent in pursuing his/her studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the board to provide education programs and other services
- comply with the rules of the school
- account to his/her teachers for his/her conduct
- respect the rights of others

### **5. Classroom Process**

Each teacher has developed a discipline plan that allows students to move through a hierarchal process. The first step is a warning, followed by increasing

consequences that ultimately terminate in an in-school suspension.

## 6. Major Offences

A student may receive an office time-out, an in-school suspension, or an out-of-school suspension from the principal depending on the severity of the incident.

- a) Demonstration of the following will be considered a major offence:
  - i) Defiance and refusal to follow the directions of a school staff member (i.e. open opposition to authority/willfully disobedient).
  - ii) Frequent use of improper or profane language or gestures.
  - iii) Fighting or physical abuse toward staff or other students.
  - iv) Willful destruction of property or stealing.
  - v) Conduct deemed injurious to the moral tone or well-being of the school.
  - vi) On-going involvement in minor offences.

## 7. 7 Habits of Highly Effective People

Several aspects of the 7 Habits of Highly Effective People are used in our discipline process. Some of the elements are described below.

### PROACTIVE AND REACTIVE LANGUAGE

Students are encouraged to be proactive rather than reactive. This includes the use of language.

<u>Proactive</u>	<u>Reactive</u>
"I choose to go"	"I have to go"
"I control my own feelings"	"He makes me so mad"
"Let's explore alternatives"	"There's nothing I can do"
"I can..."	"If only..."

### CIRCLE OF CONCERN

#### Circle of Influence

These are the things we control. This includes: choices, happiness, doing the right thing, etc.

#### Circle of Concern

These are things we do not control – when we focus on these things it takes time and energy away from the things we can control. This includes: other people's thoughts, what other people say, what other people do, how others treat me, etc.

### EMOTIONAL BANK ACCOUNT

This concept is related to how we treat others.

#### Deposits

Kindness and courtesy  
 Keeping promises  
 Loyalty to the absent  
 Making apologies  
 Clear expectations  
 Accepting responsibility  
 Seeking first to understand  
 Honesty & openness  
 Clarifying & honouring expectations

#### Withdrawals

Unkindness & discourtesy  
 Breaking promises  
 Disloyalty/duplicity  
 Pride, conceit, arrogance  
 Unclear expectations  
 Blaming others  
 Seeking first to be understood  
 Manipulation  
 Violating expectations

## DRESS CODE

### Hat and Head Coverings Policy

On regular school days we ask that all students remove their hats and other head coverings when they enter the school building unless they are wearing items for religious reasons. Students are allowed to wear them outside of the building at recess and noon hour. Thank you for your cooperation.

### Make-up

It is school policy that children do not wear make-up on regular school days. We believe this creates a healthier environment and we thank you for your co-operation. Students are also asked not to have any visible body piercing.

### Clothing

Clothing should be appropriate for the school setting. Clothing should only contain appropriate language and not portray any profanity or pictures that are deemed offensive. We ask that students do not wear revealing or short tops and shorts. Tops must have shoulder straps. No underwear should be visible and no midriff should be showing.

Footwear must be worn at all times.

### STUDENT PLACEMENT POLICY

The school has in place a Student Placement Policy. Parents are advised to contact the office before June 15 of the school year for a copy of the policy and procedures.

### EARLY ARRIVAL AND SUPERVISION OF STUDENTS

Students are encouraged not to arrive before 8:25 a.m. in the morning. Outside supervision will be provided after the above time, at the morning recess and noon hour. Staff will be on duty in the morning and prior to the afternoon session.

### PHONE FOR SAFETY PROGRAM

Parents are asked to phone the school prior to the start of the school day if their child or children will not be attending. If children are not present and parents have not phoned, the school will contact the home.

### ILLNESS

Any child suffering from a toothache, flu or other illness should be at home. In the event a child becomes ill at school, every effort will be made to contact the parents or the family, who in turn, should be available to come to take the student home.

If your child has a condition such as diabetes, epilepsy, severe allergies, etc., which conceivably might require emergency treatment, PLEASE BE SURE TO INFORM THE SCHOOL.

If your child requires medication to be administered, please contact the office to complete the required form.

Please assist the school in keeping emergency numbers and emergency contact personnel up-to-date.

When parents are to be away, please notify the school and indicate someone to contact in the event of an emergency.

### **ACCIDENTS**

The staff offers only minimum first-aid treatment in case of injury. We always attempt to contact the parents if the personnel consider the injury or illness to be serious. Unless it is an absolute emergency, school personnel cannot take a child to a doctor.

### **HOMEBOUND INSTRUCTION**

If a child is away for a lengthy period of time because of illness, please contact the school so that arrangements can be made for instruction at home or in the hospital.

### **INTERNET ACCEPTABLE USE AGREEMENT**

The following section was taken from the Medicine Hat School District No. 76 Internet Acceptable Use Agreement. Please read it and then sign the appropriate form on your child's registration form. If there are any questions, please contact the school.

Internet access is available in Medicine Hat School District No. 76 schools. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. We believe the Internet offers vast, diverse and unique resources to both students and teachers. The proper use of the Internet promotes educational excellence in schools by facilitating resource sharing innovation, and communication.

We (Medicine Hat School District No. 76) firmly believe that the valuable information and interaction available on the worldwide network far outweighs the concerns that users may obtain material which is not consistent with the educational goals of the District. The smooth operation of the network relies upon the proper conduct of users who are expected to adhere to strict guidelines. The guidelines are provided here in order that everyone can be aware of the responsibilities that come with Internet usage.

### **Internet – Terms and Conditions of Use**

- 1) **Acceptable Use** - The use of the Internet within the District must be consistent with the educational objectives of Medicine Hat School District No. 76.
- 2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges. District staff will decide what is inappropriate use and their decision is final.

- 3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include:
  - a) Be polite and use appropriate language.
  - b) Respect the privacy of other users' personal communication and files.
  - c) Do not reveal your personal address, phone number, or those of other users.
  - d) Think before you type. Communication on the Internet is not private.
  - e) Do not disrupt the use of the network.
  - f) Activities, which are otherwise illegal, are strictly forbidden and may be reported to the authorities.
- 4) **Information On-line** - Medicine Hat School District No. 76 makes no guarantees of any kind for the service it is providing. Use of any information obtained via the Internet is at the user's risk. The District is not responsible for the accuracy or quality of information obtained through its Internet services.
- 5) **Security** - Security on any computer system is a high priority, especially when the system involves many users. Attempts to log onto the Internet using another person's password may result in cancellation of user privileges. Every user has a responsibility to notify a staff member if a problem arises. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the Internet.
- 6) **Vandalism or Theft** - Vandalism or theft will result in cancellation of privileges for the individual(s) and full restriction of damage will be the responsibility of the aggrieved individual(s). Vandalism is defined as any malicious attempt to harm or destroy hardware, software, data of another user, the Internet or other networks.

### **TELEPHONE**

The School Council has sponsored the installation of a telephone in the school for the students' use. Students will need to ask a staff member for permission.

### **PARKING FACILITIES**

Parking facilities at our school are severely restricted. Only staff parking space is available in our parking lot. Vehicles without a permit will be ticketed or towed.

Parents are respectfully reminded **not to park in the handicapped parking zone unless a handicapped parking sticker has been obtained. Also, vehicles should not be parked in the bus loading zone during the hours specified. We would also remind parents that parking within five metres of the crosswalks is not permitted.**

## **AWARDS**

We feel that recognition for effort, improvement and achievement is critical to maintaining high standards and a quality learning environment. Therefore, we have developed awards in a variety of areas in which students can aspire to achieve.

### **SARAH POUTANEN MEMORIAL AWARD**

The Sarah Poutanen Memorial Award was established by the George Davison School Council.

This award, in memory of a former George Davison Grade 5 student, which consists of a \$50 cheque and a plaque, will be presented annually to the Grade 5 student who has demonstrated outstanding academic achievement.



### **CERTIFICATE OF MERIT**

Certificates of Merit are earned by effort and are at the discretion of the individual teacher. These awards are for non-academic efforts.

### **CERTIFICATES OF ACHIEVEMENT**

Students that maintain an A average in any subject for the entire year can earn a Certificate of Achievement, to be presented at the awards ceremony at the end of the school year.

### **HONOURS**

Students who achieve an A in all core subjects (Language Arts, Math, Social, Science) and one other subject will receive a special honours certificate and a medal which will be presented at the awards ceremony in June.

### **EVA MORRIS DAVISON AWARDS**

A special trust fund has been established to recognize outstanding achievement. This fund was a donation by George Davison for whom the school was named. The school may name up to four recipients from the graduating Grade 6 class. The students may earn awards in one of two categories:

#### **Achievement Through Perseverance**

This award recognizes that students have different abilities and skills, therefore, focuses on the student's efforts to improve to the best of his or her ability. This award has the flexibility to be earned by any student in Grade 6. Standards are high and, as a result, it may not be awarded each year.

#### **Achievement and Citizenship**

This is awarded on the basis of academic achievement and on citizenship qualities.

## **SC PHOTO CITIZENSHIP AWARD**

SC Photo "Citizenship Award" is presented to a Grade 6 student who has displayed a respectful attitude towards teachers and fellow students, excellent leadership skills, and a willingness to help.

### **DR. HAROLD T. STORLIEN SCHOLARSHIP FOR OUTSTANDING LEADERSHIP AND CARING**

This award is to recognize one or two students for making the school and the community a better place through their actions. The student(s) will have demonstrated the qualities of caring, kindness, concern for others, and a positive and supportive attitude.

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## **PARENT INVOLVEMENT**

We welcome your help if you can find time to assist in our classrooms, and we appreciate the generous help that has been offered in the past. Those of you who are Kindergarten parents know that, in order to make the program successful, a great deal of parent assistance is needed.

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## **SCHOOL COUNCIL**

The School Council continues to play an integral part in the promotion of family and school activities at George Davison School.

The School Council is not merely a fundraising committee. It is an opportunity for you to contribute to and influence the activities and opportunities that are available at our school during the coming school year. Please plan to attend at least one meeting this year – we need your ideas and concerns. Meetings will be held in the school library on the **FOURTH MONDAY OF EACH MONTH AT 7:15 P.M.**

**Re: Fair Notice**

Dear Parents:

The safety of our children is a top priority for all of us. We, as a school system, have been involved in intensive safety training with our community partners—the City of Medicine Hat Police Service, Southeast Alberta Child & Family Services and Palliser Health Region Mental Health Consultants. The District has developed a plan for responding to all situations in which students may be posing a threat to themselves or others.

This letter is to inform you that we, as a school system, now have a policy that requires principals (as part of a trained team of professionals) to complete a “threat assessment” in all cases of students making significant threats to harm themselves or others. The purpose of the assessment is to determine how best to support high risk students so that their behavior does not become hurtful or destructive. If your child tells you that a student has behaved in a threatening way at school, please confirm the information with your principal and be assured that your principal will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please contact the school administrators and be assured that the principal is acting in the best interest of your child and all students in the school. Our ultimate goal is safety.

This letter is intended to serve our community with fair notice that we, as a school community, will not accept “no response” to a threat in our schools. Our goal is to respond to all threats in a professional manner that provides for a safe and caring learning environment.

We are proud to be able to provide this level of support to our school communities and fortunate to have our community partners assisting us with this initiative. If there are any questions please feel free to call your school principal or myself at 528-6701.

Sincerely, Dr. Grant Henderson  
Superintendent of Schools



## Suggestions to Parents

- ↪ Encourage your children to have friends their own age with whom they can play actively and imaginatively.
- ↪ Help them to grow in their special interests and needed vocabulary.
- ↪ Read to them. Let them see that you enjoy reading.
- ↪ Treat their ideas and questions sincerely. Listen to and share your child’s experiences.
- ↪ Encourage reading of many library books.
- ↪ Give your child encouragement when he/she shows you his/her schoolwork. If there is something you don’t understand, please phone the teacher about it.
- ↪ Visit the classroom. Discuss school subjects and study habits with your child’s teacher.



# EMERGENCY PROCEDURES

..... Medicine Hat School District No. 76

Medicine Hat School District No. 76 has updated the Crisis Procedure Manual that is designated to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by the parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience for all of us. The responsibilities are shared by us as school administrators, teachers and you as parents.

IN MOST EMERGENCIES, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE OR A LOSS OF UTILITIES IN BAD WEATHER), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATIVE SITE.

## **We ask you to follow this procedure if you hear rumors of any school emergency:**

1. **TURN ON YOUR RADIO.** We will keep the media accurately informed of any emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
  - a) **if, for any reason George Davison School must be evacuated during regular school hours, your child will be taken to and cared for at –**  
  
**St. Patrick's School, 241 Stratton Way S.E., phone 527-1177 OR**  
**the LDS Church, 7 Saamis Rotary Way S.W., phone 504- 0860**
  - b) **stay tuned to the radio and television stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.**