



# Busby School Handbook 2018 – 2019

## PURPOSE STATEMENT

“Achieving Excellence – Child by Child – Day by Day - Together”

## VISION STATEMENTS

At Busby School we will:

- **Create a positive environment.** Through teamwork, we will promote a safe, loving atmosphere that secures wellness for everyone.
- **Motivate learning.** Use innovative ways to promote and assess growth, learning and achievement among students and staff.
- **Cultivate parents and community involvement.** We will encourage two-way communication, cooperation, and active involvement with parents, staff and students and community members.
- **Include all learners.** We will foster inclusion through Universal Design for Learning and Differentiated Instruction in collaboration with parents, students and staff. At risk students will be identified and supported.
- **Develop organized, independent learners.** We will encourage students to be risk-takers, to do their best to become successful.



## **PRINCIPAL'S MESSAGE**

Welcome back! The beginning of the school year always marks a time of promise and possibility, and 2018-19 is no exception. My name is Pauline Gilmour and I am your new Principal at Busby Elementary. I have met some of you and your children, as well as school and district staff and I look forward to a great year together. The community of Busby and Pembina Hills has been most welcoming. I would also like to welcome our new students who will walk through our doors for the first time this fall.

Renovations to the school entrance area and stairwell area to make our school more accessible are going ahead in the months of July and August. I would like to thank our custodian, Heather Stitsen, for her hard work over the summer in making the school beautiful and ready for students. As well, thanks to all the staff for giving of their own time during the summer to prepare their classrooms for the new school year.

As the new leader of this learning community, I will strive to maintain an environment that is conducive to learning for our students. At Busby School our goal is to ensure that all children reach high levels of success, academically and socially and have a sense of belonging to our community. The focus on literacy and numeracy programs will be ongoing, as part of our Education Plan. As well, addressing the needs of diverse learners with the support of our many educational specialists will remain a priority.

As parents and guardians, you are the first and most important educators in your child's life. It is both a privilege and an honour to be a partner in the education of your children. I have been introduced to some of the members of our active Busby School Council and Parent Advisory Committee Society. The input and support we receive from our parents and the generous support of community service organizations make a significant difference to the life of the school.

This handbook contains important information about our school's policies and procedures. If you ever have any questions or concerns, please do not hesitate to contact me.

Mrs. Pauline Gilmour

## **STAFFING INFORMATION**

**Phone: 780.349.2464 Fax: 780.349.2431**

E-Mail Address (Principal: Pauline Gilmour – pauline.gilmour@phpschools.ca)

Website: [www.busbyschool.ca](http://www.busbyschool.ca) [www.phpschools.ca](http://www.phpschools.ca)

### **ADMINISTRATION**

Pauline Gilmour

Principal and Grade 2 am

### **SCHOOL OFFICE**

Mrs. Shelley Johnston

Administrative Assistant

### **TEACHING STAFF**

Mrs. Tanya Kaliel

Kindergarten

Ms. Kathleen Jingling

Grade 1 am Grade 1/2 pm

Mrs. Carla Felske

Grade 3

Mrs. Janelle Laughy

Grade 4/5

Mr. Jim Schaffer

Grade 6

## **INSTRUCTIONAL SUPPORT STAFF**

Mrs. Sandy Batog	Program Assistant (on leave)
Mrs. Aubrie Badduik	Program Assistant
Mrs. Kim Belanger	Program Assistant
Mrs. Blythe Kirchner	Program Assistant
Mrs. Sharon Lyons	Early Education Teacher
Mrs. Jolene Meinczinger	Program Assistant

## **STUDENT SUPPORT SERVICES AVAILABLE**

Early Childhood Services	Family School Liaison
Speech/Language Pathologist	Behaviour Consultant
Occupational Therapist	Aboriginal Liaison Worker



## **2018-2019 at a Glance**

### **September**

Mon 3 <sup>rd</sup>	Labour Day - No School
Tue 4 <sup>th</sup>	First Student Day – Grade 1 to Grade 6
Wed 5 <sup>th</sup>	First Kindergarten Day
Fri 14 <sup>th</sup>	Alternate Day – No School
Fri 21 <sup>st</sup>	Alternate Day – No School
Wed 26 <sup>th</sup>	Early Dismissal (one hour early)
Fri 28 <sup>th</sup>	Alternate Day – No School

### **October**

Mon 1 <sup>st</sup>	Goal Setting Meetings (evening)
Wed 3 <sup>rd</sup>	Goal Setting Meetings (evening)
Fri 5 <sup>th</sup>	In Lieu – No School
Mon 8 <sup>th</sup>	Thanksgiving – No School
Fri 19 <sup>th</sup>	PD Day – No School
Wed 24 <sup>th</sup>	Early Dismissal (one hour early)
Fri 26 <sup>th</sup>	Alternate Day – No School

### **November**

Fri 2 <sup>nd</sup>	Alternate Day – No School
Fri 9 <sup>th</sup>	Alternate Day – No School
Mon 12 <sup>th</sup>	Remembrance Day – No School
Fri 23 <sup>rd</sup>	PD Day – No School
Wed 28 <sup>th</sup>	Early Dismissal (one hour early)
Fri 30 <sup>th</sup>	Alternate Day – No School

## December

Fri 7 <sup>th</sup>	Alternate Day – No School
Fri 14 <sup>th</sup>	Alternate Day – No School
Fri 21 <sup>st</sup>	Alternate Day – No School
Wed 19 <sup>th</sup>	Christmas Concert Dress Rehearsal & Pizza Lunch
Thurs 20 <sup>th</sup>	Christmas Concert
Fri 21 <sup>st</sup> - 31 <sup>st</sup>	Christmas Holidays

## January

1 <sup>st</sup> – 6 <sup>th</sup>	Christmas Holidays – No School
Mon 7 <sup>th</sup>	Classes Resume
Fri 11 <sup>th</sup>	Alternate Day – No School
Fri 18 <sup>th</sup>	Alternate Day – No School
Fri 25 <sup>th</sup>	Alternate Day – No School

## February

7 <sup>th</sup> & 8 <sup>th</sup>	Teachers' Convention – No School
Mon 11 <sup>th</sup>	Parent/Teacher/Student Meetings (evenings)
Wed 13 <sup>th</sup>	Parent/Teacher/Student Meetings (evenings)
Fri 15 <sup>th</sup>	Alternate Day - No School
Mon 18 <sup>th</sup>	Family Day - No School
Wed 27 <sup>th</sup>	Early Dismissal (one hour early)

## March

Fri 1 <sup>st</sup>	Alternate Day – No School
Fri 8 <sup>th</sup>	PD Day – No Classes
Fri 15 <sup>th</sup>	In Lieu of Parent/Teacher/Student Meetings – No School
Wed 20 <sup>th</sup>	Early Dismissal (one hour early)
Fri 22 <sup>nd</sup>	Alternate Day – No School
25 <sup>th</sup> – 29 <sup>th</sup>	Spring Break – No School

## April

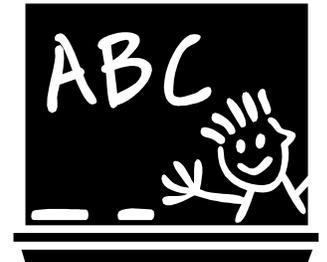
Fri 5 <sup>th</sup>	Alternate Day – No School
Fri 12 <sup>th</sup>	PD Day – No School
Fri 19 <sup>th</sup>	Good Friday – No School
Mon 22 <sup>nd</sup>	Easter Monday – No School
Wed 24 <sup>th</sup>	Early Dismissal (one hour early)

## May

Fri 3 <sup>rd</sup>	Alternate Day - No School
Fri 10 <sup>th</sup>	Alternate Day – No School
Fri 17 <sup>th</sup>	Alternate Day – No School
Mon 20 <sup>th</sup>	Victoria Day – No School
Fri 31 <sup>st</sup>	Alternate Day – No School

## June

Fri 7 <sup>th</sup>	Alternate Day – No School
Fri 14 <sup>th</sup>	Alternate Day – No School
Fri 21 <sup>st</sup>	Last Kindergarten Day
Thurs 27 <sup>th</sup>	Last Student Day



# General Information

## **ABSENCES/ LATES**

Regular attendance is a key component to student achievement. Students are expected to attend classes regularly. If your child will be absent or late for any reason (at home, medical, dental, holidays, etc) please contact the school office by 9:00 AM. The school Administrative Assistant may call your home if we have not heard from you. If a student is absent from class for an excessive number of days without a justifiable reason we are required to inform the Attendance Officer.

## **AGENDA BOOKS and HOMEWORK**

The support and interest of parents have a large influence on a student's attitude towards homework. The agenda books are used by students in Kindergarten to Grade six, and are a link between home and school. **Parents are asked to read and sign the agendas daily. Homework assignments are recorded in the agenda daily.** It is the student's responsibility to complete all homework assignments. If you have questions or concerns about the assignments your child is bringing home, do not hesitate to contact his/her teacher(s).

## **APPROPRIATE DRESS**

All students are expected to play outside during recess and noon breaks, unless it is extremely cold or wet. Students must be dressed appropriately for the weather conditions, including: boots, snow pants, mittens and hats in the winter. **Please label all items - even just writing the name or initials on a tag inside the garment helps us find the owner of lost items.**

Students need **inside** shoes and **outside** shoes **appropriate for physical activities**. Shoes worn in the gymnasium must be runners with **non-marking soles**.

All students must **dress appropriately** for school. Clothes with inappropriate sayings or graphics or that are too revealing are not acceptable. Students who are inappropriately dressed will be given suitable clothing to wear.

## **ASSEMBLIES**

Regular school-wide assemblies are held in the gym with grade level performances along with a talent show, Remembrance Day ceremony, Christmas Concerts, a Volunteer Appreciation tea & Art Show, and farewells. These are opportunities to celebrate individual strengths and student achievement in all areas. All students have the opportunity to share their talents as each classroom takes a turn at planning and presenting an assembly. It is also a time to present awards and share achievements with family and community members. Watch our newsletters for dates and times.

## **BUSSING INFORMATION**

Students riding the bus need to be at their bus stop at least five minutes before their pickup time. After school drop off times may vary, depending on load and weather conditions as well as which students are riding the bus each day. Please ensure that there is someone home to meet the bus after school. All riders must have appropriate clothing for the season including boots, mittens, hats, and snowpants in the winter. **If your child will not be riding the bus that day please contact your bus driver and let them know and write a note in their agendas.** If you have bussing questions or concerns, please contact Transportation at 780-674-8509.

## **ILLNESS / MEDICATION**

Please be sure the school has **an up-to-date medical history** of your child as well **as phone numbers for home and place of business** and an **emergency contact** number. If a child becomes ill or is injured while at school the parent (guardian) will be contacted. If the parent (guardian) or emergency contact can't be reached, the child will be advised to rest in the infirmary.

If a student must receive medication, prescribed by a medical practitioner, during the school day or during an extra co-curricular school-sponsored activity, and the parents are unable to be at school to administer the medication, only the principal or the principal's designee shall administer the medication in compliance with the regulations that follow:

**If your child is required to take prescribed medication or over-the-counter medication, the 'Medication Form' must be completed and signed by a parent/guardian.** This form is available at the school office. Medication must be brought to school by the parent, not the child. Parents should talk to the principal regarding inhalers for children with asthma. Please have a list of side effects attached to any medications. (At no additional charge and by your request, pills can be obtained from a pharmacist in two labeled containers).

## **LIBRARY**

We are proud of our extensive selection of library books. Students have scheduled library classes each week and are encouraged to take books home to read, or have read to them. If books are over due, students will receive a written reminder. Students are responsible for replacing damaged or lost books. Parents are also encouraged to stop by the library and find reading material for school aged and preschool children.

## **LOST & FOUND**

A "Lost & Found box" is placed in the main entrance of the school. Many times during the year, the items are displayed in the front foyer. The unclaimed items are given away to social agencies at the end of each school year. Parents are always welcome to check these boxes for lost items. To facilitate identification of lost items, it is requested that **the parents mark runners, shoes, coats, snowpants, lunch kits, etc. with the names of students.**

## **NEWSLETTERS**

A newsletter to parents is published each Wednesday to keep you informed as to what is happening at Busby School and in the community. Watch for your family's plastic "Wednesday Envelope" sent home weekly with the youngest child in the family. Your envelope will contain memos, newsletters, calendars, permission slips, order forms for hot lunches, etc. Please use this envelope to return forms, money, notes, etc. to school. **PLEASE RETURN YOUR ENVELOPE for reuse the following week.**

## **NUTRITION**

Eating to learn. Children are more prepared to learn if they have proper nutrition. Please ensure that the lunches students bring have healthy choices. Morning snacks as well as the noon lunch must be nutritious. There are microwaves in each classroom for student use.

## **PHOTO PROGRAM**

A photo program takes place in the Fall and Spring. Individual pictures are available in selected packages at various prices. Further information is sent home prior to photo day outlining the various choices and prices. If you do not want to participate in the Spring photo program please write a note in you child's agenda letting us know.

## **REPORTING STUDENT ACHIEVEMENT**

We encourage regular on-going communication between families and teachers regarding student achievement. Progress reports will be issued three times each school year in November, February and June. Parent / Student / Teacher Conferences are held in October and February. Please contact your child's teacher(s) if you have any questions or concerns at any time throughout the year.

## **SCHOOL CLOSURE due to Inclement Weather**

The decision to close schools is made by Pembina Hills transportation department. School closures will be broadcast on CFOK as well as major Edmonton radio stations, Busby School Website, and the Pembina Hills Website. If school is unexpectedly closed early in the day, an attempt will be made to contact all parents by telephone.

## **SCHOOL COUNCIL/PARENT COUNCIL**

Busby School is very fortunate to have **an active and supportive School Council** who work untiringly for our students and our school. We value the input and guidance they provide. We are very appreciative of the support provided by our School Council. If you have not attended a School Council meeting **you have a rewarding experience awaiting you. Meetings are held at 4:00 pm and babysitting is provided.**

### **Our School Council has:**

- helped establish school policies
- worked Casinos so our students can concentrate on learning, not fundraising
- paid for the cost of the student agendas
- paid for fieldtrips
- paid for computers
- paid for the cost of the grade five and six overnight field trip
- attended Lions Club meeting to request donation to help cover the cost of bussing for sports events and field trips
- provided special treats and snacks, including hot lunches

## **SCHOOL TELEPHONE**

Students are not permitted to use the school telephone for private calls unless it is an **emergency** situation. Students are not called out of class for telephone calls unless it is an emergency. Parents are requested to leave messages for students **before 3:30 P.M.** to ensure that students receive information before they board their busses.

## **STUDENT BEHAVIOR**

The Alberta School Act has clear expectations for student conduct and behaviour. Section 7 of the School Act states that "A student shall conduct himself so as to reasonably comply with the following code of conduct:

- A.** Be diligent in pursuing his duties
- B.** Attend school regularly and punctually
- C.** Cooperate fully with everyone authorized by the board to provide education programs and other services
- D.** Comply with the rules of the school
- E.** Respect the rights of others

The expectations of the School Act are the foundation of Busby Elementary School's school-wide expectations and individual classroom expectations. Behaviour that may lead to consequences including, but not limited to, exclusion from class, school, or from a school-sponsored event, generally falls within the following:

1. Behaviour infringing on the learning rights of others
2. Behaviour exhibiting obvious disregard or disrespect for the school & the learning opportunities it provides
3. Bullying behaviour (physical or emotional)
4. Behaviour that contravenes legal statutes

Please refer to the Pembina Hills AP 50-09 Student Code of Conduct for further information.

## **STUDENT COUNCIL**

In September, each classroom selects a member to be a part of the 'All Age Club'(AAC). This group of students represents their classrooms in planning special events to promote positive school spirit as well as providing leadership within the school.

## **VIRTUES**

Each month we will discuss a different virtue and recognize students for demonstrating these at our class lead assemblies. Please check these out in our newsletters and calendars.

## **VOLUNTEERS**

We encourage parent and community involvement in the school. Share your talents with students and staff by taking time throughout the year to volunteer in a classroom, in the school library, or the school office. We require all volunteers sign a volunteer agreement, and to obtain and provide a Criminal Record Check (RCMP) and Child Welfare Check (Alberta Human Services).

### **Volunteer's Code of Ethics**

- **Respect the confidentiality** of the teacher and the children, and refrain from discussing them outside the school situation. If you have any questions or concerns, share them with the teacher.
- **Practice tolerance and understanding** towards the children and teachers with whom you come into contact. Be sensitive to the teaching role. Strive for acceptance of all the children.
- **Be dependable.** If you agree to undertake a task, follow it through by attending at the times and dates arranged.

## How we Respond to Emergencies at School

Our first priority is the safety, security and well-being of our students and staff. Guided by our division's Emergency Response Plan, we have developed a plan which outlines our school's response to various emergencies.

### What should parents do in an emergency?

#### 1. Check the PHRD website

We will post information on the PHRD website [www.phpschools.ca](http://www.phpschools.ca) and on Twitter @PHRD\_Schools. Phone the PHRD Regional Services Office at 780-674-8500.

#### 2. Do not come to the school

You could put yourself in danger and get in the way of emergency personnel. In several instances, our exterior doors will be locked and you will not be able to get in to the building.

#### 3. Do not call or e-mail the school

We need to keep our phone lines open to communicate with emergency services.

#### 4. Do not call, text or e-mail your child's cell phone

Depending on the threat, contacting your child's cell phone could endanger your child.

### What happens during specific emergencies?

As directed by local emergency personnel we will do the following:

1. If an incident or threat occurs inside or is directly related to our school, RCMP will instruct us to **Lockdown** our school which means we will lock all exterior doors. Staff and students will be directed to classrooms which will be locked. (e.g. dangerous intruder)
2. If an incident or threat occurs outside and is unrelated to our school, RCMP will instruct us to **Hold and Secure** which means we will lock all exterior doors. Students and staff may move freely in the school. (e.g. a bank near our school is robbed)
3. In some environmental or weather-related situations, authorities may direct us to **Shelter in Place**, which means we will keep students and staff in school until it is safe for them to leave. (e.g. chemical spill, blackouts, extreme weather conditions)
4. In some instances, we may have to **evacuate** the school. Students and staff will move to our primary evacuation site-The Busby Community Centre. Students will stay at the evacuation site until it is safe to return to school or they are released to a parent/guardian.  
**Note:** If our primary evacuation site is compromised, we will move students to a secondary evacuation site. If this is the case, we will post this information on the PHRD website [www.phpschools.ab.ca](http://www.phpschools.ab.ca) and on Twitter @PHRD\_Schools.

### Before an emergency happens

1. Ensure the school has current Emergency Contact information for your child.
2. Talk to your child about the importance of following their teachers' instructions during an emergency.