



GRASSLAND SCHOOL

2023-2024
PARENT/STUDENT HANDBOOK

Grassland School Contact Information

Grassland School
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Grassland, AB T0A 1V0
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School Staff

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Custodian:

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Bus Drivers:

Bus 1 Natalie (780) 871-8838
Bus 2 Gloria (780) 689-0217
Bus 3 Lynn (780) 213-0635

Grassland Community School Mission:

Our mission at Grassland Community School is to:

- create independent creative thinkers that foster a sense of community
- create respectful citizens, that inspire lifelong learning
- help learners find the spark within themselves and others
- foster acceptance and celebrate successes

Grassland Community School Vision Statement:

Grassland Community School values:

- a family oriented school with connections to community and the bigger world
- students that exemplify characteristics of collaboration, respect, citizenship, acceptance and perseverance
- students that enjoy attending and feel safe, happy and secure within an inclusive and individualized hands-on learning environment
- enriching life-long learners that can creativity and critically think as they move into the future

School Motto:

Small School. Big Heart. Bigger Community Spirit.



Aspen View

PUBLIC SCHOOLS

Foundational Statements

Our Mission:

“Engage Learning. Ignite Potential. Inspire Success.”

Our Vision:

“Aspen View Public Schools is committed to preparing our students to achieve success and reach their unique potential through the provision of diverse learning opportunities.”

Our Commitments:

Student Learning

Inspire to engage in relevant learning experiences in an inclusive environment that leads to academic student success.

Staff Learning

Support staff members to be reflective, life-long learners, continually striving to improve their practice.

Communication

Engage in open, active, ongoing and honest communication with students, staff, parents and community.

Culture and Climate

Promote teamwork and model welcoming, caring, respectful, safe and inclusive schools that demonstrate diversity.

Social Emotional Needs

Encourage all students to develop self-awareness and decision-making skills to achieve personal and interpersonal fulfillment.

Physical Needs

Promote and **model** active and healthy lifestyle choices.

Entrepreneurial Spirit

Equip students with skills in areas of innovation, technology, literacy and numeracy enabling them to adapt and thrive in an ever-changing world.

Bell Schedule

Time	
8:45	Warning Bell
8:50	1 st bell
8:50-9:30	Class
9:30-10:10	Class
10:10-10:25	Recess
10:25-11:05	Class
11:05-11:45	Class
11:45-12:00	Lunch
12:00-12:25	Recess
12:25-1:05	Class
1:05-1:45	Class
1:45-2:00	Recess
2:00- 2:40	Class
2:40-3:20	Class
3:20	Dismissal

School Communication

In order to facilitate communication we have developed the following plan. The following outlines the avenues that are available to enhance communication.

1. School Newsletters – distributed the first week of the month.
2. Class newsletters – may be distributed by the classroom teacher on a basis to be determined by each teacher.
3. Special Event Notices – distributed as required.
4. Parent/Teacher Conferences – held as per the calendar twice a year (November/March).
5. Awards Ceremony / Meet the Staff Event – organized by the school staff to introduce and acquaint yourself with the staff.
6. Student Council and Activity Association meetings – held monthly.
7. Classroom representatives for each grade.
8. Handbook – distributed at the beginning of each year.
9. School Assemblies
10. Signs and posters can be posted in the school, once the principal has granted permission.
11. To keep classroom disturbance to a minimum, neither teachers nor students will receive telephone messages during class time unless it is an emergency. Messages can be left with the school secretary.
12. Visitors are asked to present themselves at the office and sign in.
13. Volunteer forms – signed in early September.
14. The student phone is to be used during recess or lunch hour, allowing communication with parents. Students are not to use cell phones during school hours.
15. There will be two reporting periods for all students (January and June).
16. Progress reports can be viewed on PowerSchool. PowerSchool will be updated regularly. Access letters will be sent home with students in September. If you need help or more information please contact the school office.
17. Visit our school website <http://grass.aspenview.org>
18. Follow our Facebook page!

School Security

The safety and well-being of our students is always our first responsibility.

Students should not arrive before 8:30 AM as no supervision is provided before then.

A security system has been installed at Grassland School. School entrances/exit doors are locked at all times. Please use the doorbells when you arrive. Individual teachers unlock classrooms. Security cameras constantly monitor the daily happenings to ensure the safety of your children.

Grassland School welcomes parents/guardians, visitors, volunteers and student guests. All guests are required to sign in and out at the office. Volunteers must provide a current criminal record and vulnerable sector check.

Parents/guardians are asked to phone the school to make an appointment should they wish to meet with a teacher or staff member. Teachers will not be able to meet with parents/guardians during instructional time. To maintain optimum student learning and protect student privacy, all classroom visits must be pre-arranged and approved in advance with the classroom teacher.

Students riding on the bus in the morning or being dropped off are the responsibility of the school, which is outlined in the School Act. Consequently, it is imperative that students and parents communicate with the school on the whereabouts of the students. Students leaving during the day must communicate with their classroom teacher and the office. Absences are recorded and investigated.

Students who arrive on the bus will be transported home in the same manner unless a note or phone call outlines different arrangements. This must also be communicated with their bus driver.

Students who are late must report to the office.

If a parent arrives at school to pick up his/her child and the school staff believes that the parent is impaired, our policy is as follows:

1. Staff will determine if the (allegedly) impaired parent is driving.
2. Staff will offer to call another driver or a taxi.
3. If the parent insists on leaving the school with their child, school staff will phone the RCMP.

Parents/guardians must personally notify the school if:

- Their child is going to be picked up from school by someone other than themselves.
- They have made arrangements for their child after school (staying after school, walking home with someone etc).

Student Rights and Responsibilities:

Rights	Responsibilities
I have the right to learn in this school.	It is my responsibility to listen to instructions, work quietly, and to follow general classroom guidelines set by my teachers.
I have a right to hear and be heard.	It is my responsibility not to talk, shout or make loud noises when others are speaking.
I have a right to be respected.	It is my responsibility not to tease or bug other people or to hurt their feelings.
I have a right to be safe in this school.	It is my responsibility to not threaten, kick, punch, or physically harm anyone else.
I have a right to privacy and to my own space.	It is my responsibility to respect the personal property of others and to accept their right to privacy.

Student Conduct Policy

The following guidelines regarding student conduct are based upon our school's goals to provide a safe and orderly environment for all members of the school community and at the same time to provide an effective learning environment for you:

- Learn to respect and cooperate with people with whom you work and live.
- Develop the ability to make socially responsible decisions.
- Develop a respect for the property and rights of others.

The following come into effect if in a classroom or non-classroom area, a student does not function within the accepted behaviour expectations:

- Personal listening devices are not to be brought out in classes. If they are brought to school, they are left in packs or lockers during instructional time.
- Disruptive behaviour in classroom, hallway, school grounds (including parking lot) could result in: warning, detention, or school suspension.
- Disobedience, defiance, and insolence could result in warning, detention, class suspension or school suspension.
- Truancy will result in a warning letter, suspension or recommendation of expulsion.
- Fighting, violent behavior, hazing, will result in suspension.
- Vandalism will result in: damage restitution, detention, suspension.
- The possession or use of a weapon (any instrument designed or used to inflict injury or to intimidate another person) is considered a serious offense and may involve the RCMP.

Student Guidelines: School

The following are guidelines for student behavior within the school, the classroom, outside the school and on the bus.

- Show respect for others by speaking courteously to all students and adults, using appropriate language free from profanity, and asking for permission before using the property of others.
- Attend regular school programs on a daily basis.
- Move in the hallways and school grounds in an orderly manner.
- Care for school property and equipment.
- Wear appropriate, non-marking indoor footwear at all times.
- Do not smoke, drink or vape in the school or on school property.
- A written note or phone call from the parent is required for excusable lates and absences.
- Students should not arrive at school before 8:30 am as no supervision is provided before then.
- Students must leave school grounds upon dismissal unless in an after school approved activity.
- Students going home before regular dismissal time must report to the office, provide appropriate consent (parent note, call to the office) and notify the bus driver that they will not be on the bus.
- **No peanuts.**
- Students are to remain in the lunchroom to eat their lunch (unless elsewhere for an organized and supervised activity).
- If students are late in the morning or afternoon, they are to report to the office.
- Students participating in a field trip, work experience or other such school sponsored activity during instructional hours shall be considered present for attendance purposes.
- Students shall not leave the school during instructional hours without both permission of the school and prior written consent or verbal contact prior to leaving the school of the parent(s) or guardian(s).

Student Guidelines: Classroom

The following are guidelines for behavior in classrooms:

- Students are to be punctual and prepared for classes.
- Students should not enter or leave the classroom without permission.
- Students assigned regular seats are responsible for the desks assigned.

Student Guidelines: Transportation

The following are guidelines for student behavior on the bus:

- Students have the right to ride on the bus to and from school in a safe and quiet manner.
- Students have a right to be able to engage in quiet conversations with other pupils in their assigned seating area.
- Students may eat on the bus with the driver's permission.
- Students traveling on the bus are expected to place garbage and other papers in the garbage basket.
- Students will be assigned a seat according to a seating plan as decided by the bus driver. Students will sit in their assigned seat at all times when riding the bus.
- Students have a right to be safe from sharp objects, glass and other materials, which may cause injury. Protective guards must cover skate blades and other hard objects if these objects are transported on the bus. Permission must be granted by the driver to carry these objects, including archery equipment.
- Students are expected to be on time and ready at all times for loading.
- Students are expected to exhibit behavior on the bus, which is acceptable in the classroom.
- When behavior on the bus is unacceptable according to the rules above, the driver will remind the students of the expected behavior. If the behavior does not improve, the bus driver will fill out a "Bus Infraction Form." A copy will then be sent to parents, the transportation supervisor at Division Office and the principal.

Please note: Parents/guardians must provide contact phone numbers for themselves and their emergency contact in the event that an emergency arises.

- Volunteers are required to have a criminal record and vulnerable sector check. Please obtain a letter from the office before going to the RCMP office in Boyle or Athabasca.

Guidelines for Dealing With Student Misconduct

Students are fully responsible for their own behaviour at all times. Behaviour that is harmful to or interferes with the learning of others, that is disrespectful, disruptive or otherwise inappropriate, will result in corrective and/or disciplinary action from staff and/or the principal. Every effort will be made to respond to misbehavior in a manner that allows the student to learn and grow, that respects his or her dignity, and is appropriate to that student. We believe that treating students fairly does not mean treating them all the same, and so will employ judgment and discretion in responding to each student and each issue. Other variables, which will influence the choice of the response or consequence, are the severity of the misbehavior, the frequency of the behavior, and the time and place of the behavior.

Suspension out-of-school, is a possible and likely consequence of such behaviours as physical violence, threats, extreme or persistent verbal abuse, blatant defiance or disrespect of staff members, vandalism or willful destruction of school or others' property, smoking, being under the influence of or possessing alcohol or illegal drugs. Expulsion from school may result from continued or extreme behaviour of these types.

Parents are expected to take an active role in dealing with student discipline. If parents have questions or concerns about a discipline issue, they are asked to discuss the concern with the homeroom teacher. If they are not satisfied, parents are then asked to contact the principal. Parents must provide contact phone numbers for themselves and an emergency contact should their child have to be sent home.

Classroom teachers will be expected to deal with the majority of discipline issues. Incidents (other than infrequent, minor misconducts) will be documented and submitted to the office. Parents may be notified by phone or email of behaviors, depending on the severity and/or frequency of the incident/behaviour.

Where students conduct is such as to warrant suspension, such suspensions shall be employed pursuant to Board Policy and the School Act. If this should happen, then parents will be contacted by the administration where possible and a letter will be sent to the parent or hand delivered to parent/guardian or student with a copy to the principal and Superintendent of Schools.

Grassland School suspensions will take effect the first day of school after the offense unless in severe cases when the student will be sent home immediately after parents are contacted. The principal or acting principal may suspend a student for up to five days. Students under suspension from school will be expected to carry on their studies. Teachers will only be required to provide copies of notes, worksheets, assignments and exams that have been given to the students in attendance in the class. Students must arrange for a friend or another family member to pick up and return assignments. Students on suspension will not have access to teachers. In cases where a student has received more than one suspension in the course of one school semester (Sept-Jan or Feb-June) the matter may be referred to the Superintendent of Schools for consideration.

Substance Abuse – Illegal Drugs (Including Alcohol)

The Board of School Trustees of the Aspen View Public School Division, will not condone the use, possession, supply, or sale of illegal drugs in school or at Aspen View Public Schools sponsored events, regardless of whether the activity takes place inside or outside the school geographical boundaries. The following regulations apply:

- Students supplying or selling illegal drugs will be recommended for expulsion.
- For students in the possession of, using, or under the influence of drugs, including alcohol;
 - If it is the first offense in a school year, the consequence will be the principal's decision, which may include a suspension of five days or less and counseling of the student and his/her parents/guardians.
 - If it is the second offense in a school year, the student will be recommended for expulsion.
- All students should be made aware of these regulations by the principal. The principal should ensure students who are representing the school in extra-curricular activities or events understand that they may be also subject to additional sanctions.
- Principals are encouraged to inform appropriate Community Services Agencies or the RCMP of student activities that are illegal or have such potential.
- The principal may use any district or provincially approved drug and alcohol educational program he/she deems necessary to promote a safe and healthy school environment.

A Safe and Caring School

Grassland School welcomes parents/guardians, visitors, volunteers and student guests.

To ensure and maintain our policy of a safe and caring environment at Grassland School, the following procedures are in place:

- All parents/guardians, visitors, volunteers and student guests are required to sign in and out at the office.
- Parents/guardians are asked to phone the school to make an appointment if they wish to meet with a teacher or staff member. Teachers will not be able to meet with parents/guardians during instructional time.
- To maintain optimum student learning and protect student privacy, all classroom visits must be pre-arranged and approved in advance with the classroom teacher.
- Students arriving late or leaving early must sign in/out at the office.
- In accordance with the School Act, it is expected that while in Grassland School, parents/guardians, visitors, volunteers and student guests conduct themselves in a respectful, courteous and civil manner.

Cell Phones and Wireless Devices

Learning in classes is focused and uninterrupted. **Cell phones and similar wireless devices are not to be seen, heard or used in teaching and learning spaces, unless a student is specifically directed by a teacher to utilize a device. This includes use as multimedia players and cameras.** Violation of this policy will result in the device in question being immediately confiscated and turned over to an administrator in the office. Consequences for violating are as follows:

First Offense: The device in question will be picked up by the student at the end of the day from the administrator in charge.

Second Offense: A parent or guardian is required to pick up the device in question from the administrator.

Third and Subsequent Offense: Suspension procedures. If a student must be contacted for any reason during class time, parents/guardians should contact the school office and the message will be relayed to the student. For emergencies only, the student will be contacted immediately in the classroom.

Responsible use of cell phones will be permitted in the **hallways and lunch room** during the following **designated times** only:

- Before school
- During breaks
- After school

Students may use their cell phones and other devices outside of the school building.

Please be courteous and aware of others while using cell phones and other devices in designated times and locations.

Note: Alberta Education policy states that students may not bring cell phones and/or personal audio devices into an examination room.

Note: Students choosing to bring any devices to school do so at their OWN risk. The school will not assume responsibility for items that are lost, damaged or stolen.

All parents/guardians and students must sign the "Aspen View Student/Parent (Guardian) Technology Code of Conduct Agreement" in order to have access to Aspen View network services for the duration of their time as an Aspen View student. This form will be sent home at the beginning of the year and with new students.

School Lockers

1. Students are responsible for the locker that is assigned to them. It is not to be used by any other person. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies or rules.
2. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches. No other material is permitted except with the written authority of the principal.
3. The locker is to be kept clean and foodstuffs are to be removed on a regular basis. Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school.
4. No illegal substance, weapons or other prohibited or offensive material are to be placed in school lockers.
5. School officials may search student lockers at any time and without prior notice in order to ensure compliance with the Administrative Procedures 352, Section 4.1: Student Searches.
6. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains unpermitted items, they are to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.
7. The school will not be responsible for items that go missing from lockers.

Library Resource Centre

- Your cooperation is needed to make your library an effective place to study, research and read. Only those intending to use the library as such should be in the library.
- Your Library Resource Centre contains books, encyclopedias, magazines, vertical files, video tapes, charts and maps. In addition, there are computers, CD ROM resources and access to the internet.
- Each student is provided with a library card, which is to be kept in a secure location so the student can produce it when borrowing materials from the library.
- Please take pride in caring for our books. Return books promptly in good condition. Books are signed out for a loan period of 3 weeks. DVD's and videos loan period is 1 week.
- **Students with overdue books will not be permitted to sign out new books until the book is either returned or the replacement cost is paid.**
- Students in good standing can borrow as many as 3 books at one time. "Good Standing" means no library books are overdue and no fines are owing.
- Library hours are 15 minutes prior to the start of the day and 5 minutes after the end of the day. Tuesdays and Thursdays until 6:00 p.m.
- Parents are responsible for paying for the replacement cost of any lost or damaged (beyond repair) books.

Textbooks

1. At the beginning of each semester, teachers will issue textbooks tickets for each textbook issued to students who will enter serial numbers, titles, etc. on the tickets. These tickets will then be given to the teacher who will store them until the specific text is collected.
2. Students should record their name and subject teacher name on a textbook sticker and place it in their textbook
3. During the week prior to final exams, your teacher will check all textbooks for their proper number and condition.
4. Teachers will contact students who have not handed in textbooks.
5. Students who have not returned all textbooks will have their final report card withheld until the book is paid for or returned. Textbook tickets of unreturned textbooks will be affixed to the students' report card.
6. Students who have not paid for damaged or lost textbooks by the start of each semester's classes will not receive textbooks.

Student Textbooks and Library Material

- Students are responsible for all texts and materials borrowed/signed out from the school. These items are to be cared for by the student. They should not write in, deface or otherwise damage these materials.
- If a textbook becomes lost, report it to your teacher and conduct a thorough search.
- **Students will be required to pay for lost or damaged textbooks and library books shortly after the loss is discovered.** Money will be refunded if the text is eventually found, provided it is in reasonable condition.

Extra-Curricular Activities/Field Trips

Grassland School offers many extra-curricular activities. Students are encouraged to participate in clubs or teams.

Students must remember that regular school rules apply when involved in school extra-curricular field trips. Any breach of discipline will be handled in accordance with the school and district disciplinary guidelines. Participation is also contingent on good academic standing and school behavior. Students who fail to meet an acceptable academic standing or behavior are in jeopardy of losing extra-curricular or field trip privileges.

Winter Sports Travel

When winter sports travel is planned during extreme weather conditions, a procedure shall be established with the Department of Highways whereby the principal or the schools involved will regulate the travel of school students.

Use of Privately Owned Vehicles

1. Any school authorized activity requiring transportation should be approved by the principal involved and in accordance with school board policy directives.
2. Privately owned motor vehicles used to transport students must meet all the current requirements of the Motor Vehicle Act and Regulations.
3. Volunteer drivers must complete the Volunteer Driver Application Form available in the school office.
4. A supervisory person should be named. Normally the supervisory person would be the teacher in charge of the class or group.
5. Vehicles used to transport students shall meet the requirements as appropriate, of
 - a. The Motor Vehicle Act
 - b. The Motor Carrier Act
 - c. The School Act
6. Parents of students traveling in private cars should be advised that their child/children will be traveling in a privately owned vehicle.
7. Volunteer Drivers must complete the Volunteer Driver Checklist and Authorization Form in the school office.

Parent-School Communication

Parents and teachers are encouraged to establish a regular system of communication. Student agendas will be available for students in grades K-6 at the beginning of the year. All students are expected to use an agenda as a daily organizational and communication tool.

Parents need to avoid texting students during class times. Parents can contact school staff through email, agenda book or phone call. Communication between school and parents will also be done through the school's website, Alert Solutions through PowerSchool, and Facebook.

Student Assessments/Parent-Teacher Interviews

Teachers will update PowerSchool in a timely fashion. This will be communicated on the course outlines prepared by the classroom teacher. Parents can access student marks and comments via Parent Portal. If you require support please contact the office. Grade 6 and 9 students will write Alberta Provincial Achievement exams. These will account for a percentage of their final mark for the year.

Parents are encouraged to regularly check Parent Portal through PowerSchool for an up-to-date snapshot of how their child is doing throughout the year. Please contact the school office to find out how to set up an account. Tutorials are also available on the Grassland School website.

Parent-Teacher interviews will be held in November and March. Report cards are available through PowerSchool at the end of January and June. Paper copies must be requested at the school office.

GRASSLAND SCHOOL AWARDS

An awards ceremony is normally held in September or October of each year.

Grade 1 – 3 Awards

Teachers and/or the principal may give out awards to Grade 1-3 students for a variety of accomplishments

Grade 4 – 9 Awards

ACADEMIC HONOURS

80% or higher average in the four core subjects of Language Arts, Math, Social and Science

HIGHEST ACADEMIC AWARD

Presented to the student(s) that achieve the highest academic average based upon the final marks in the four core subjects of Language Arts, Math, Social and Science. The student(s) must have received an Academic Honours Award to receive this award.

ACADEMIC IMPROVEMENT

10% improvement in at least two academic core subjects from the minimum grade of 50% from the first to the last report card

CITIZENSHIP

Presented to the student(s) who consistently demonstrates strong leadership qualities in the classroom or organized school activities; displays a strong work ethic; demonstrates initiative, responsibility and organizational skills; demonstrates actions or behavior that promotes positive attitudes about Grassland School as its ambassador

PHYSICAL EDUCATION

Presented to the student(s) who exemplifies teamwork and sportsmanship, progression of skills, and/or outstanding performance combined with the willingness to learn and/or be coached

Student Valuables and Belongings

We encourage students to keep personal possessions (toys, games, etc.) at home. Student belongings are to be clearly marked for easy identification. Students who bring items to school must accept the risk that these items may be lost, damaged or stolen. **Staff members and the school assume no responsibility for lost, damaged or stolen property.** Do not leave money and valuables in the change rooms. Students who lose valuable articles are to report such to their teacher. If the student and teacher are not successful in locating the lost item, the student and/or teacher should report to the office. Clothes left in the locker room will be put in the lost and found box. Clothes not picked up after Christmas break or when school is finished at the end of June will be given away to local charity groups or discarded.

Dress Code

Students love to express their great style and taste through their dress and they typically look excellent. It is our belief that the dress code accurately and reasonably dictates a standard for our school. This is a business-like environment, the important business being teaching and learning. Student dress must not be distracting to other students in the learning environment. We are asking students to use their fine sense of fashion for other context such as socializing with their peers. The staff asks parents for your continued support in monitoring what is worn to school.

Shorts/skirts/dresses must be an appropriate length. No underwear showing. No low-cut shirts. Straps need to be as wide as student's thumb. No skin showing between shirt and pants. No logos with reference to drugs, alcohol, sex, or profane language.

Breaches of any component of the dress code will result in the student being asked to change their clothes or parents will be phoned and asked to bring other clothing.

Clothing used during physical education classes is not appropriate for other classes.

Known Student Medical Problems

It is the responsibility of parents to advise the school of any medical problems their children may have which affect their day-to-day performance. Parents must advise the school, in writing, of any prescription medications, which they may want a designated staff member to dispense. All medication (cough syrup, headache medication etc.) must be handed into the office. Students who have an allergy that requires an epipen, must provide an epipen to the office. Form 316-3 Request for Administration of Medication to a Student and Release must be filled out and given to the office.

Medical Illness

Students should first get the permission of their teacher to leave the classroom, then report to the office. Office staff will assist students by either contacting parents/guardians and sending students home, or arranging a place to rest and recover.

Fire Drill

A continual alarm will sound. Students are to inform a staff member if any sign of a fire is evident. All students and staff are to be familiar with exit routes and fire drill regulations. 6 practice fire drills are carried out per year.

Lock Down/Hold and Secure

All students and staff are to be familiar with lockdown and hold and secure procedures. 4 practice lockdowns are carried out per year.

Critical Incident Plan

Grassland School recognizes that procedures and conditions, accident prevention and the preservation of health are of primary importance to student and personnel safety. We have developed a Critical Incident Plan for Grassland School which addresses how to handle a variety of emergency situations.

Closure Due to Inclement Weather

Parents should always use their own judgment when considering sending their child to school during serious weather conditions. In accordance with Aspen View Public School's policy, parents should check the school and division websites, Facebook pages and/or listen to local radio stations. The school is always open during operational days, even when buses do not run.