



STAVELY elementary SCHOOL

"Where every child shines"

2011 – 2012 STUDENT AGENDA

PHILOSOPHY OF STAVELY ELEMENTARY SCHOOL

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

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



Principal: **Mr. John Norgard**
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Phone: 403-549-3757/Fax: 403-549-2396
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THIS AGENDA BELONGS TO:

Stavely 2011—2012 School Year Calendar

August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

October 2011						
Sun	Mon	Tue	We	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	43
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				









February 2012						
Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	Holidays
	Teachers' Convention
	Statutory Holidays
	PD, Staff planning, collaboration days
	Stavely "only" days
	Gr. 3 & 6 PAT's
	Report Cards
	Three-way parent/student & teacher conferences

September 6th—First day of school; January 4th—First day after Christmas;
January 31—Semester End; June 28—Last day of school

WELCOME

TO STAVELY ELEMENTARY SCHOOL

This handbook has been produced to provide parents and students with basic information about the Stavely Elementary School. At Stavely Elementary School we believe that *every child shines*. We celebrate each person as a unique individual. To meet the diverse needs of our learners, the staff focuses on a variety of differentiated teaching styles and strategies. We encourage parental involvement through open communication. It takes a community to raise a child, and we have a great one here in Stavely. If you have any questions about any aspect of this school, please feel free to contact us by at 403-549-3757, fax 403-549-2396, or s-stavely@lrzd.ab.ca.

STAVELY ELEMENTARY SCHOOL

STAFF

Principal	Mr. John Norgard
Grade ECS	Mrs. Marie Vanderlinden
Grade One/Two	Mrs. Leona Boyle
Grade Three/Four	Mrs. Alli Martin
Grade Five/Six	Mrs. Shannon Wicket
Administrative Assistant	Ms. Jeannette Vegter
Breakfast Program	Mrs. Becky Mayfield
Speech	Mrs. Kathy Boldt
Family School Liaison Counselor	Ms. Melissa Gleeson
Custodial Service	SCS Property Management

FEE SCHEDULE

ECS Instructional Fee.....No Fee

Grades 1- 6 Instructional Fee.....\$40

Grades 1- 6 Technology Fee.....\$10

School fees are due and payable at the beginning of the school year. If you need to make payments by installments, we ask that you please contact the office to make arrangements. Cheques are payable to: **Stavely School In Trust**. The classroom supplies are purchased by our staff as an optional cost-savings measure for parents.

Kindergarten Classroom Supplies.....\$30

Grade 1 & 2 Classroom Supplies\$35

Grades 3 & 4 Classroom Supplies\$40

Grades 5 & 6 Classroom Supplies\$45

OPERATIONAL HOURS

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

PARENT ADVISORY COMMITTEE (PAC)

The Stavely School Council has been established to serve as an advisory body to the school. Notices of meetings will be sent home with your children. The Council organizes activities for parents and students, assists the school in fund raising, provides input into school direction and issues, and facilitates communication between parents and the school. All parents are invited to participate. Our newly resurfaced tennis courts are just a small sample of the support our parent advisory council provides. Elections for officers are held in October of each school year. If you require information as to how to get involved with PAC contact:

- Leanne Watson
- Louise Nelson

SCHOOL TRUSTEES

- Kelly Hall
- Charlene Dunlop

VOLUNTEERS

The staff and students at Stavely Elementary School understand the importance of volunteers. If you are interested in volunteering, please ask the office staff to provide you with a Volunteer Registration Form. Criminal record checks are also necessary. There is no charge for this service. If you are interested in

volunteering, please talk to your child's teacher or the principal.

BREAKFAST PROGRAM

Starting the Day Right! Thanks to funding and support from the Primary Care Network and other local sponsors we will ensure that **"every"** student starts the day ready to learn. Studies have shown that children perform better in school if they have had a nutritious breakfast. Therefore, Stavely School has implemented a program for children who may not have eaten breakfast. Yogurt portions, mini muffins, seasonal fresh fruit, bagel's with cream cheese or margarine, whole grain buns, cheerios, cheese strings, crackers and 2% milk are a few of the numerous choices offered each morning. For more information contact Mrs. Becky Mayfield.

EFFECTIVE BEHAVIOUR SUPPORT

Effective Behaviour Support is a system of school-wide processes and individualized instruction designed to prevent and decrease problem behavior and to increase and maintain appropriate behaviour. Behaviour expectations are posted in various areas of the school. The staff will directly teach rules and expectations and give positive reinforcement when they are followed.

"FOOTSTEPS"

As a Stavely Star Citizen, our school has implemented a 6 step pro-active behavior plan for the students. They are called **"FOOTSTEPS"**

- ✓ **Ignore**
- ✓ **Say Stop**
- ✓ **Walk Away**
- ✓ **Use Humor**
- ✓ **Own It**
- ✓ **Get Help**

Ask your child about it. ☺

"SCHOOL RULES"

- ✓ **Respect for Self**
- ✓ **Respect for Others**
- ✓ **Respect for Property**

If school rules are broken or area expectations are disobeyed, depending upon the severity of the misbehavior, any one of the following actions will result.

STAR PATROL TEAM

Our Star Patrol team, consisting of a group of Grade 5-6 students, volunteer to patrol outside at recess. These patrollers will meet with staff to learn their roles and responsibilities. Updates will be posted in the newsletter as necessary. If you have any questions, please contact the school.

DISCIPLINARY ACTION

1. **Discussing** – the expectations with the student and encouraging the student to meet those expectations.
2. **Learning Package** – will be completed at recess to encourage the student to understand that his/her ways are not acceptable and ask the student to think of ways he/she can meet the school's behavior expectations. Parents will be notified when their child has been required to complete a learning package.
3. **Telephone Call to Parents** – if the above actions do not produce positive results, the parents will be notified of the misbehavior and asked to support the school to re-enforce positive behavior.
4. **In-School Suspension** – The student is not allowed to attend class but is assigned the class work to be done in a study area.
5. **Suspension** – The student may be suspended for a period not exceeding five days, in accordance with the School Act. The parents will be requested to bring their child to school and meet with the principal before allowing the student to return to class.

6. **Extended Suspension** – The parents are requested in writing, to appear before the Discipline Committee of the Board of the Livingstone Range School Division No. 68.

ATTENDANCE POLICY

Regular attendance is crucial in your child's academic and social development. We request a note or call from a parent or guardian when your child is going to be absent. Livingstone Range School Division has set an acceptable attendance standard of 90%. Those who are absent over and above this level will meet with administration. We ask that all students sign out at the office when they leave the school premises during operational hours. Those students who go home at lunch need to inform the office once, at the beginning of the year. If your child is going to be absent you are to contact the school by 9:45 am. If we are not notified by that time the office will make a phone call home to the parents.

SERVICES & PROGRAMS

Speech Assistant

Mrs. Boldt, along with our LRSD's speech language pathologist, works with students who require intervention.

Guidance and Counseling Services

Stavely Elementary School offers a Family School Liaison Counselor (FSLC) to our students. Their responsibilities are to:

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

- present programs and information services in the classrooms

Referrals may originate from students, parents, teachers, principals or representatives from community agencies. A referral form is filled out, signed by parent/legal guardian and principal and FSLC will contact the family and child for a needs assessment.

Learning Support

At Stavely Elementary School, "*where every child shines*", we believe that all children have the potential to learn to the best of their abilities and that students learn best in an inclusive setting. Students requiring extra support may be referred for further assessment to develop an individual program plan to meet their specific needs. Please direct any questions you may have to our Learning Support teacher. Livingstone Range School Division school staffs strive to work together with all special needs students and parents to design appropriate programming for all students based on shared information. Any concerns can be addressed at the school level with the Learning Support Teacher, classroom teacher and Principal, and then, if necessary with the jurisdiction to determine the needed next steps. (Policy 14, Livingstone Range School Division #68) Further problem solving might involve the Superintendent of Schools, the School Board or the Minister of Education.

KINDERGARTEN

Children must be 5 years old by December 31st of each school year in order to attend. The program is based on Alberta Education's Kindergarten Program Statement. The purpose of Kindergarten is "to provide learning experiences that are developmentally appropriate in order to meet the diverse needs of children and to promote a positive attitude toward lifelong learning." Each parent will receive a comprehensive Kindergarten Handbook For Parents once their child begins school.

COMMUNITY LIBRARY

Our Library contains a great selection of both fiction and non-fiction reading books. Periodicals of varying interest are also available for use. All books may be kept for two weeks. If students require the books for a longer period, they are encouraged to renew them. Two library books are normally assigned out at any time. Students and parents will be promptly notified when books are found to be overdue. We are fortunate to share our library with the community. It's a partnership that will ensure top notch resources for our students. Each of our students receives a complimentary Chinook Arch Membership that may be used within the region. Please note that regular overdue fines of \$0.10 per day will be charged on any overdue Chinook Arch library books.

TECHNOLOGY

Each classroom at Stavely Elementary School is equipped with a Smartboard and several computers for student use. The school has wireless capabilities and also is equipped with 20 small laptops. The school library also has computers that can be utilized by students during school hours and during public library hours. The school has internet access and is part of the Alberta Supernet and is equipped with video conferencing.

IMPORTANT INTERNET ADDRESSES

Information regarding the Livingstone Range School Division No. 68 and educational links may be found at <http://www.lrsd.ab.ca>. Parent Handbooks to the Curriculum, practice Achievement Tests, and pertinent educational information may be found at the Alberta Education site at: <http://www.education.gov.ab.ca>. Stavely School information can be found on our school website at www.lrsd.ab.ca/schools/stavely.

PROGRESS REPORTS

Stavely Elementary School believes that each student is responsible for their learning. However, this process can only be completed successfully with a collaborative approach involving our students, parents and staff members. Teachers start the year with a goal-setting meeting involving the student, and their parents. The team discusses academic and social priorities they wish to give full attention to. This process is described as Three-Way conferencing. During each reporting period the students' goals are revisited, we use this method of communication to recognize student successes and challenges. Additionally, we use *student led 3 -Way conferences* to showcase your child's progress. Stavely Elementary School has three reporting periods during the year. If parents have a concern about their child's progress they should feel free to contact the school at anytime to discuss this by phone or to arrange for a conference time.

STUDENT ASSESSMENT

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

COMMUNICATION

You will find the monthly calendar and newsletter, listing activities and important dates, on our website <http://www.lrsd.ab.ca/school/stavely>. Family Envelopes are sent home with notes and information as needed. Please remove all notices, sign the envelope and return them to school the following

day. This way, all of us will be informed. Our staff has made an increased commitment to home-school communication during this school year. One way we would like to do this is to have parents sign their child's agenda each day to indicate that they have read any messages and ensured that any homework has been completed. The teachers will check each morning for your signature and any communication from you. The child's responsibility is to bring the agenda to school each day and home each evening.

TELEPHONE CALLS

We know that 'Every Child Shines' in an uninterrupted learning environment. Phone calls will not be transferred to classrooms during instructional time. If it is an emergency, the staff member or student involved will be called to the office where they can take the call in private. If you would like to talk to your child's teacher, please call during breaks or leave a message at the office and the teacher will gladly return your call. All students have access to a phone within their classroom and/or the office when requested.

ELECTRONIC DEVICES AT SCHOOL

Handheld video games (Gameboy, PSP, Nintendo DS), IPODS, cell phones and other electronics items are not allowed at school due to increased concerns regarding loss, damage, theft, classroom distraction, and distraction from play with friends. Any electronic devices brought to school will be handed over to the principal.

- The **first** time a student has a device handed in; it will be returned at the end of the day with a note for parents.
- The **second** time parents will be informed and it will remain at the office until picked up by parents.

MEDICATIONS

We ask that parents/or guardians share all important medical information about their child with the school. This includes: susceptibility to particular illnesses, allergies or reactions. The staff is informed of any student that may need emergency attention via documentation. If you would wish this information to remain confidential, available only to the Principal and counselor, please make this request in writing. Before a student is given physician-prescribed medication or medical treatment during the school day or during sponsored extra-curricular or co-curricular activities the school shall obtain a written request from the parent(s)/or guardian(s) and medical doctor for the school to provide for the administration of medication. Medication of a non-prescriptive nature shall not be distributed to any student without compliance of the above procedure. Please contact the Principal if you have any questions regarding this.

SCHOOL BUS TRANSPORTATION

Parents are encouraged to make sure that their children are well protected from extreme weather and at the pick-up point a few minutes before bus arrival. The school division recognizes the weather diversity within Livingstone Range School Division. Individual bus drivers have the final decision on whether or not they will operate during inclement weather. Prior to this decision the bus driver shall consult with one or more parents on the route to double check weather conditions. As a rule of thumb in the division, the decision to close schools and bus routes take these factors into consideration:

- Temperatures, including wind chill, that are colder than -45 as of 6:00 a.m.
- Severely reduced visibility (.2km or less)
- A combination of weather and/or road conditions that make bus operations unsafe

Thank you for working with us to ensure your child is safe every time they step on the bus.

- Remember to check <http://www.lrsd.ab.ca> or our website <http://www.lrsd.ab.ca/school/stavely> for school closures and bus cancellations.

PROFESSIONAL DEVELOPMENT

Aligned with our Jurisdiction, Stavely believes very strongly in embedded professional development (PD). Our purpose is:

- To establish and promote high standards of practice to promote student learning
- To support adult learning for staff members through the development of a PD network

ALBERTA INITIATIVE FOR SCHOOL IMPROVEMENT (AISI)

We are in the 3rd year of a 3 year AISI cycle. The goal of our AISI project over the three years will be for students to develop a deeper conceptual understanding of mathematics. We want students to be more engaged in mathematics, more fluent in numeracy and to become more confident problem solvers. Staff of Stavely Elementary School is going to engage in an action research project to determine how inquiry based learning impacts student understanding of mathematics. Mrs. Alli Martin is the lead researcher at our school and this project is the focus of her Master's Program.

AWARDS

- ✓ ***Subject Achievement Certificates***
- ✓ ***Star Citizen Awards***
- ✓ ***Educational Foundation Award Galaxy Award***
chosen by Staff and Students –Year-end

