



**Griffiths-Scott School**  
**Handbook**  
**2019-2020**

A Journey of Learning



## **Griffiths-Scott School Mission and Vision**

### **Mission**

**To provide a creative and caring environment in which each student achieves optimal learning.**

### **Vision**

**Together we embrace UNESCO values and learn in respectful, positive ways.**

### **Values**

**Honesty**

**Integrity**

**Respect**

**Reason**

**Responsibility**

### **Motto**

**“A Journey of Learning”**

Throughout the 2018-19 year our staff worked together to articulate “who” we (students, families, staff, and community) are, “what” our priorities are and “how” we will reach our goals as a learning community. We are happy to present our new GSS mission statement, vision, values and motto! Please contact the school if you have any questions.

**Griffiths-Scott Staff**

Principal	Mrs. Coleman
Vice Principal	Ms. Saunders (PE K - 7, Options)
Administrative Assistant	Mrs. Buhler
Administrative Assistant / Librarian	Mrs. S. Johnston
Kindergarten	Mrs. Kirk
Grade 1	Mrs. Grekul
Grade 2	Mrs. Clark and Mrs. Barron
Grade 2 - 3	Mrs. Heck
Grade 3 - 4	Mrs. Mandseth
Grade 4 - 5	Ms. Nicol
Grade 5	Ms. Snowden
Grade 6	Mr. Granger
Grade 7	Mr. Whitton (Math 7 and 8, SS7 and 8, PE 8, Options)
Grade 8	Mrs. Killen ( LA 7 and 8, SC 7 and 8, Options)
PE K - 5	Mr. Wickstrom
Learning Support	Mrs. Barron and Mrs. Becker
Educational Assistant	Mrs. Wait
Educational Assistant	Mrs. Herrera ( while Mrs. Kearns is on leave)
Educational Assistant	Mrs. Wagar
Educational Assistant	Ms. Kadyk
Educational Assistant	Mrs. Schmidt
Educational Assistant	Mrs. Sebastian
Educational Assistant	Mrs. Dion
Educational Assistant	Mrs. J. Johnston
Family School Liaison Worker	Mrs. Leeuw / Mrs. Cardinal
Wellness Support Worker	Mrs. Ganske / Ms. Plant
Custodian	Kathy Johnson (on leave)
Custodian	Tara Thulin
Custodian (Temporary)	Tammy Hoyle

## Important Dates at GSS

Please see the WRPS calendar for the entire school year.

September 12	Open House at 5:00 - 6:00 p.m.
September 25	Cross Country Run at Peace Hills hosted by GSS and GSS Parent Advisory Committee
October 10	Parent Advisory Committee Meeting at 7:00 p.m. (Monthly meetings will follow.)
October 16	Picture Day (Individual and class pictures)
November 6 and 7	Parent Conferences (4:30 - 7:30 p.m.)
November 8	Remembrance Day assembly at 10:00
November 29	Term 1 Report Cards will be sent home
December 19	Christmas Concert at 1:30 and 6:30 p.m.
January 6, 2020	First day back after holidays
March 13	Term 2 Report Cards will be sent home
March 18 and 19	Parent Conferences (4:30 - 7:30)
March 31	First day back after Spring Break
June 11	Griffin Pride Recognition Evening at 7:00 p.m.
June 12	Family Barbecue at 12:00 noon (Term 3 Report Cards will be sent home.)

## UNESCO Associated Schools Project

GSS is proud to be a UNESCO school! That means we are part of the United Nations Education, Science and Cultural Organization's (UNESCO) Associated Schools and Project network (ASPnet). The goal of this organization is to provide students with an international perspective of the curriculum in order to help them develop an understanding of how issues are related to their future and community.

At GSS we organize a variety of UNESCO projects and activities throughout the year. Some of the projects include acknowledging Orange Shirt Day -Every Child Matters in September, fundraising for our local Christmas Giving project and bringing awareness of global events to our students throughout the year.

UNESCO has Four Pillars of Learning which are fundamental principles for reshaping education. Each year we choose one pillar to focus on. Our UNESCO focus for this year is "Learning to Do".

**Learning To Live Together:** To expose individuals to the values, implicit within human rights, democratic principles, intercultural understanding and respect and peace at all levels of society and human relationships to enable individuals and societies to live in peace and harmony. (2018-19)

**Learning To Be:** To provide self analytical and social skills to enable individuals to develop to their fullest potential psycho-socially, affectively as well as physically, for an all around complete person. (2017-18)

**Learning To Know:** To provide the cognitive tools required to better comprehend the world and its complexities, and to provide an appropriate and adequate foundation for future learning.

**Learning To Do:** To provide the skills that would enable individuals to effectively participate in the global economy and society. (2019-20)

## Academic Information

Our Alberta curriculum consists of learner outcomes that are specific to each grade level. Go to <https://www.learnalberta.ca/content/mychildslearning> for more information about the curricular outcomes that your child will be learning this year. At GSS we have a focus on helping our students develop strong literacy and numeracy skills. Elementary students participate in our guided reading program where they receive instruction at their own level in a small group setting. Older students complete a variety of assignments and projects that apply their literacy skills across the subject areas. A variety of strategies and resources are used to increase numeracy skills.

### Assessing and Reporting Student Progress

Reporting students' progress will be done formally, informally and as the need arises during the school year. Teachers shall discuss assessment with students, in an age appropriate manner, at the beginning of instruction. Where feasible, students shall be involved in decisions about methods of assessment and scoring scales. Teachers will endeavor to provide students with rubrics/study guides/criteria/exemplars for summative assignments before an assessment is administered. A variety of assessment tools are used to monitor and assess student growth and achievement. These include: teacher observations, oral and written exercises and assignments, student projects, and teacher-developed and standardized tests. It is our aim to gear your child's program to his/her ability and progress. If your child is functioning below the grade at which he/she is enrolled, this will be indicated on the progress report. We encourage parents to contact your child's teacher whenever there are questions or concerns. All parents will receive the WRPS Principles on Reporting Student Achievement during Fall 2019 for more information about assessing and reporting practices at GSS.

### Student Support

RTI (Response to Intervention) is a process to ensure that students are receiving strategic and planned intervention to meet their learning needs. All students receive Tier 1 interventions in their classroom setting with regular curriculum outcomes. Tier 1 interventions include a variety of learning experiences, extra time, group work, partner work, review and reteaching within the classroom setting to help students meet the learner outcomes. If students are experiencing difficulty they may receive Tier 2 interventions such as small group instruction, reteaching or review of a concept, extra time to complete or redo assignments, or adapted assignments to meet their learning needs. Tier 2 interventions may occur in the classroom setting or in an alternate learning space. Students who are working below grade level may require Tier 3 interventions to help them develop strong basic literacy and numeracy skills to increase their ability to meet learner outcomes at their level. Tier 3 interventions will occur in an alternate learning space.

### Tutorial Block

At GSS we implement a daily Tutorial block in our schedule. During that 40 minute block teachers work with students who require Tier 2 or 3 interventions. Students who are not working with their teacher will be completing assignments, reading or using technology for literacy and numeracy skill development.

### Learning Commons

The Learning Commons is located in our library at GSS. It is an alternate learning environment for all students. Mrs. Barron, Mrs. Becker, Mrs. Killen, Mrs. Coleman, and Ms. Saunders all spend some of their time in the Learning Commons to support student learning. Mrs. Becker and Mrs. Barron share the Learning Support Teacher role at GSS. They work closely with Mrs. Coleman and Mrs. Leeuw / Mrs. Cardinal (FSLW) as a learning team to review, monitor, assess and implement effective supports to meet students' academic, social/emotional and behavioural needs. The learning team meets regularly with teachers.

### Options and Field Trips

Students in grades 7 and 8 participate in Options as part of their weekly schedule. Options may include Foods, Woodworking, music, drama, art, sports, science, active living and leadership opportunities. Students will have 2 option classes / term. A fee of \$20 will be charged to cover the cost of Foods and Woodworking. Please submit these fees in the term your child is registered in the class.

Student learning happens in and out of the classroom. At GSS teachers plan a variety of field trips and events which enhance student learning. Field trip forms including information, cost, and a parent consent form will be sent home if your child's class is participating in an in-school or out of school field trip. If the field trip is part of the curriculum, fees will be charged for the cost of admission but bussing costs are covered by the school.

### Extra-Curricular

We have a great extra-curricular program for students of all ages. The program may include after school activities for younger students (provided by school staff and/or outside agencies), drama, clubs, and sports to suit students' interests. Fees for school sports teams will include the cost of participating in the league and bussing. Parents may access Jumpstart funds to help cover the cost of their child's extra-curricular fees. Contact Mrs. Leeuw / Mrs. Cardinal for more information.

### Parental Involvement

We encourage and appreciate parent involvement at GSS . School newsletters will be emailed monthly. Updates will be sent as needed to inform you about upcoming school events. You are welcome to attend special events and assemblies. You may choose to volunteer at GSS by reading with students, supervising field trips, and helping out with activities/events that happen throughout the year. Please join the Parent Advisory Committee as another way to become informed and involved in your child's education. Monthly meetings are held in the Learning Commons at 7:00 p.m. The meeting notices and agendas are posted on the school website.

### How To Help Your Child at Home

1. Make sure your child attends school every day so he/she can learn what is needed to do well in school and achieve the learner outcomes.
2. Take an interest in your child's school work and review assignments/tests that are marked and sent home.
3. Stay in contact with your child's teacher(s). Review your child's agenda daily. Read notices, newsletters and notes to stay informed about what's happening in your child's classroom and at school.
4. Encourage your child to do their best on all of their schoolwork.
5. Provide a quiet place at home for your child to do homework assignments that reinforce what he/she is learning at school.
6. **Work with your child at home as well as with the school and teacher(s) to help him become a good reader. Good reading skills are important to success in school.**
7. **If your child's reading skills are lagging, or if he / she has limited interest in reading, talk to your child's teacher about ways to build reading skills and increase interest.**
8. If you have any questions or concerns about your child's success at school, please contact your child's teacher first. They will be able to provide details and information that you may need. If there is a concern that is not resolved after meeting with the teacher, the school administration may become involved. The goal is to resolve concerns, find solutions and move forward in a positive manner.
9. Stay up to date by going to [www.griffithsscott.ca](http://www.griffithsscott.ca) for all school information.



## Student Behaviour Expectations

Expectations for student behaviour at GSS are based on the foundation of respect for self, others and property. Clear, consistent expectations are communicated to students.

### Respect of Self

Students understand their needs as a learner and citizen at GSS. They follow the school expectations and communicate their needs in a positive way to support their academic, behavioural, social and emotional success. Students will think for themselves, make responsible decisions and take responsibility for their actions.

### Respect of Others

Students understand the needs of others to be successful learners and citizens at GSS. They follow the school expectations to ensure their behaviour does not interfere with the teaching and learning of others during instructional time. They cooperate with others and participate positively in school events and activities. Students will think about others and consider how their actions impact those around them.

### Respect of Property

Students take pride in their school building. They demonstrate care and respect for school property and the property of others. They follow school expectations to keep the school clean and well cared for. Students will think about how their decisions affect the learning environment of all.

If students have difficulty following the above expectations there are clear, consistent and logical procedures that will be followed. Those procedures may include the teachers, support staff and principal. Parents will be notified when necessary to ensure open communication is in place between school and home. It is important for students to understand that we are all working together to have a positive school environment for all students, staff and families.

The GSS expectations for positive student behaviour are supported by the following documents of Wetaskiwin Regional Public Schools:

Administrative Procedure 390 - Student Code of Conduct

Administrative Procedure 352 - Student Discipline

Administrative Procedure 390 - Student Code of Conduct

**4. Students will:**

- 4.1 Attend school regularly and punctually;
- 4.2 Be ready to learn and actively engage in and diligently pursue the student's education;
- 4.3 Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- 4.4 Respect the rights of others in the school;
- 4.5 Refrain from, report and not tolerate bullying or bullying behaviour directed towards others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- 4.6 Refrain from willfully disrupting or interfering with the learning of others;
- 4.7 Refrain from engaging in abusive, disrespectful behaviours toward others, whether through personal interactions, electronic means or through social media activities;
- 4.8 Refrain from causing damage or harm to persons or property;
- 4.9 Refrain from engaging in behaviours outside of the school property or school day that negatively impact the school or individuals in the school;
- 4.10 Refrain from illegal activities such as possession of illegal substances, possession or use of weapons, and theft;
- 4.11 Comply with the rules of the school and the policies of the Board;
- 4.12 Be accountable to the student's teachers and other school staff for the student's conduct; and
- 4.13 Positively contribute to the student's school and community.

## **5. Parents help students meet the Student Code of Conduct when they:**

5.1 take an active role in the child's educational success, including assisting the child in complying with the Student Code of Conduct;

5.2 ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment; and

5.3 encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school.

Please refer to [www.wrps.ab.ca](http://www.wrps.ab.ca) for further information.

### Attendance Matters

Administrative Procedure 330 Student Attendance for WRPS states the following:

Regular attendance and punctuality are essential if a student is to achieve maximum benefit from his or her schooling.

Griffiths-Scott School will monitor student attendance and on-time arrivals. School staff will communicate with parents and work together to help students attend school regularly and arrive on time.

The students are invited into the school each morning at 8:23 when the buses arrive. Students who walk to school or get a ride should plan to arrive at school at 8:25 - 8:30. **Supervision of students' arrival begins at 8:20 and ends at 8:35 when the bell rings. Students should not arrive at school before 8:20.**

Please refer to the attached Attendance Matters brochure from WRPS for more information in regards to the importance of regular school attendance and guidelines for when students should remain at home due to illness.

**The office will follow up with families of students who miss more than 10% of instructional time within a month or who are late more than 10% of the days in a month.**

Please refer to the bell schedule on the next page.

GSS Bell Schedule

8:35 – 9:20	Block 1	
9:20 – 10:00	Block 2	
10:00 - 10:40	Block 3	
10:40 – 10:55	Recess	
10:55 – 11:35	Block 4	
11:35 – 12:15	Block 5	(Tutorial for Grades 6 - 8)
12:15 – 12:35	Lunch	
12:35 – 1:05	Recess	
1:05 – 1:50	Block 6	(Tutorial for Grades 1 - 5)
1:50 – 2:30	Block 7	
2:30 – 2:45	Recess	
2:45 – 3:35	Block 8	
3:35	Dismissal	

## Student Information

### Student Arrival and Pick Up

- Buses arrive at GSS by 8:23 each morning and again around 3:45.
- The bus lane MUST be clear for bus arrival and departure.
- Parents who drive their students to school need to park off school grounds.
- The staff parking lot is not for student drop off or pick up.
- Students must use the sidewalks for safe arrival to and from school.
- Supervision of students begins at 8:20 and ends at 8:35 when the bell rings.
- Students should not arrive at school before 8:20.

### Entering and Exiting the School

- Students in grades K - 2-3 + our 4-5 class will enter and exit the school through the door in the elementary wing.
- Students in grades 3-4, 5 and 6 will enter and exit the school through the front doors.
- Students in grades 7 - 8 will enter and exit the school through the door in the junior high wing.

### Morning Routines

- We begin each day with the playing of “O Canada” and school announcements.
- We express our appreciation to students, staff, parents, and guests who stop whatever they are doing and stand when they hear “O Canada” playing over the intercom.
- These are important school practices that contribute to a consistent routine and reflective start to the school day.
- Upon completion of the announcements, our teachers and students immediately begin to engage in teaching and learning.

### Late Arrivals and Leaving Early

- **Students who enter the school after 8:35 will be marked late.**
- The elementary door will be locked at 8:45 a.m. If students who use that door arrive later than 8:45 they need to enter the school through the office door.
- Students will quickly check in at the office if they arrive after 8:45.
- If students leave the school before 3:35 they must be signed out at the office.
- **The office will follow up with families of students who are late more than 10% of the days in a month.**

### Helmet Use on School Property

- Students who ride bikes, scooters, skateboards, etc. to or from school are required to wear a helmet on school property.
- If they do not wear a helmet, they are required to walk their bike, skateboards, scooter, etc. on school property.
- We care about our students' safety and it is consistent with the Legislation in the Vehicle Equipment Regulations as stated below.

- *Division 5: Bicycles: Bicycle safety helmet*

*111(1) No person who is less than 18 years old shall operate or ride as a passenger on a bicycle unless that person is properly wearing a safety helmet.*

*(2) A parent or guardian of a person who is less than 18 years old shall not authorize or knowingly permit the person to operate or ride as a passenger on a bicycle unless that person is properly wearing a safety helmet.*

*(3) No person shall operate a bicycle on which a passenger who is less than 18 years old is riding unless the passenger is properly wearing a safety helmet.*

### *Clothing and Footwear*

- Students are expected to dress in a way that is suitable to the weather conditions, is appropriate for the school environment and is not distracting to their learning or the learning of others.
- Clothing that depicts violence, drugs, alcohol or inappropriate language is not suitable for school wear.
- Students will remove wet shoes / boots when they enter the school to reduce the work of the custodians and keep the school clean.
- Students will wear clean and dry indoor shoes at all times.
- Students will treat the school building (floors, walls, washrooms) and items (lockers, desks, textbooks, library books, etc.) with respect to keep them clean and suitable for student use.

### *Locker Use*

- Lockers are provided for student use.
- Students in grades K - 5 will not use locks on their lockers.
- Students in grades 6, 7 and 8 may use locks on their lockers. The office requires the combination in case we need to access the locker.
- The school administration will conduct locker searches if required. Refer to AP 354 on the WRPS website for more information.
- Valuables (jewelry, electronics, etc.) should be left at home for safekeeping.
- Students' backpacks will be kept in their lockers during the day.

### Lunch Time

- Students will follow lunchroom expectations.
- Students will demonstrate respectful behavior to the lunchroom supervisors.
- There are no microwaves available for student use in grades K - 5.
- Students in grades 6, 7 and 8 may use the microwaves in the foyer but are expected to demonstrate respectful behaviour in the hall and clean up any messes that occur. Microwave privileges will be removed if necessary.
- Students will not use the school microwaves for microwave popcorn.

### Healthy Eating

- Healthy eating is encouraged at all times to ensure students are receiving the daily nutrition they need to learn and grow.
- Healthy snacks are available for all students at all times.
- Recently the government announced that the Provincial Nutrition program will continue for 2019-20. We are waiting for more information at this time and will keep parents informed.
- Energy drinks and large slurpees are not allowed at GSS. They contain excessive amounts of caffeine and sugar that are not conducive to student health and productive learning.
- Sunflower seeds are not allowed in the school or on the school grounds.

### Recess Time

- Students in grades K - 6 will go outside for all recesses and need to be dressed for the weather.
- All students in grades K - 8 will go outside for noon recess.
- In colder weather (and during our shorter recess times) students in grades 7 and 8 may remain inside or go outside for recess.
- Students in grades 7 and 8 may be in the gym at noon if a teacher is providing supervision at that time.



### Leaving School Grounds

- Students in grades 7 and 8 are allowed to leave the school grounds at lunch hour if they have a written note signed by parents. The note must be dated and is only effective for that specific day. Permission through a phone call or text will not be allowed.
- Students who live in town and go home for lunch must sign out each day when they leave the school and sign in when they return.
- Bus students are not allowed to go uptown during arrival time or dismissal time while waiting for their bus.
- The above procedures are in place to ensure the safety of our students.

### Student Behaviour and Removal of Privileges

- Students are expected to follow school expectations in the school and on the school grounds at all times.
- Privileges such as leaving school grounds at noon, recess breaks and participation in extracurricular events may be removed if students demonstrate inappropriate school behaviour throughout the school day or during school events.

### Responsible Use of Technology

- All students will follow Responsible Use Agreement that is signed by the student and their parents. Please review that agreement carefully with your student before signing it.
- That Agreement includes use of WRPS devices and the students' personal devices including cell phones and gaming devices.
- If students in grades K - 6 bring personal devices to school they must leave them in their lockers when they enter the school in the morning. Students in K - 5 do not have locks on their lockers.
- All students in grades K - 8 may only use their devices during class time for educational purposes with specific permission from the teacher of that class.
- Students in grades 7 and 8 may have their phones and devices out during breaks but the Responsible Use Agreement is in effect at all times.
- Students in grades K - 6 are not allowed to have their electronic devices out during breaks or outside at recess. That includes cell phones and gaming devices.
- If students do not follow the Responsible Use Agreement and/or their teachers' instructions in regards to the use of electronic devices, consequences will be in place.
- Consequences include the devices / phones being kept by the teacher and /or principal for a period of time that will be determined by the teacher and principal.
- Other consequences (including contact with parents) may occur depending on the severity of the infraction and for repeated offences.

### Resolving Concerns

- We understand that sometimes concerns or issues may arise and we want to work together to resolve them in a positive manner.
- Please contact your child's teacher by email, a phone call or in person if you have any questions or concerns.
- Any classroom concerns start with the teacher before being discussed with administration.
- We want to hear about concerns from you instead of from social media.
- Please refer to the following Administrative Procedure from WRPS for further information.
- AP 416: <https://www.wrps11.ca/download/99056>

### School Contact Information

- Please contact the school if you have any questions or concerns.
- Call 780-387-4101
- Text 780-216-1474
- Email [susan.coleman@wrps11.ca](mailto:susan.coleman@wrps11.ca)      [charlene.saunders@wrps11.ca](mailto:charlene.saunders@wrps11.ca)