



Griffiths-Scott School **Handbook**

2022-2023

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

Reason

Integrity

Responsibility

Respect

Motto

“A Journey of Learning”

Griffiths-Scott Staff

Principal	Mrs. Coleman
Vice Principal	Ms. Micklich
Administrative Assistant / Librarian	Mrs. S. Johnston
Kindergarten	Mrs. Kirk
Grade 1	Mrs. Grekul
Grade 1	Mrs. Sendeki
Grade 2	Mrs. Leming
Grade 3	Mrs. Mandseth
Grade 2 - 3 (mornings)	Ms. Micklich
Grade 4	Ms. Nicol
Grade 5	Ms. Snowden
Grade 6	Mr. Granger / Mrs. McGrath
Grade 7	Ms. Penman (LA 7 and 8, SS 7, Options, PE)
Grade 8	Mr. Whitton (Math 7 and 8, PE 7 and 8, Options)
SC 7 and 8, Options, PE	Mrs. Thompson
Band, Music, SS 8	Mr. Tindall
Inclusion Coach / Early Literacy	Mrs. Becker
Educational Assistant	Mrs. Johnston
Educational Assistant	Mrs. Schmidt
Educational Assistant	Ms. Rout
Educational Assistant	Mrs. Felske
Educational Assistant	Mrs. Wait
Family School Liaison Worker	Mrs. Leeuw
Wellness Support Worker	Ms. Peek
Custodian	Tara Thulin
Custodian	Gord Rayco

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 Truth and Reconciliation Week, fundraising for our local Christmas Giving project, developing partnerships within our community, 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.

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.

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.

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.

Academic Information

Our Alberta curriculum consists of learner outcomes that are specific to each grade level. Go to [Alberta My Child's Learning: A Parent Resource](#) for more information about the curricular outcomes that your child will be learning this year.

Assessing and Reporting Student Progress

GS Copy of WRPS Assessment and Reporting Handbook 2022-2023

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 endeavour 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. We encourage parents to contact your child's teacher whenever there are questions or concerns.

Collaborative Response

All schools in WRPS are implementing Collaborative Response to meet students' needs. Staff work collaboratively to review student data/ progress, identify students' strengths and challenges, provide strong core instruction and strategic intervention as required to improve student learning. Every child deserves a team!

Student Recognition

Students earn GS "Golden Tickets" for demonstrating our Griffin values at school. The Golden Tickets are entered into bi-weekly draws for prizes.

Students in grades 7 and 8 are recognized at the annual Griffin Awards Evening for their academic achievement if they meet the criteria for Merit, Honours and Honours with Distinction.

Students in grades 5 - 8 are recognized at the annual Griffin Awards Evening for their achievements in citizenship, fine arts, literacy and athletics.

CTF and Field Trips

Students in grades 5 - 8 participate in Career and Technology Foundations.

CTF provides students in grades 5 to 9 the opportunity to explore their interests within various occupational areas and technologies. Through CTF, students may plan, design, create, and implement solutions for relevant real-life problems. CTF at GS may include Foods, Woodworking, music, drama, art, sports, science, active living, leadership opportunities and academic support. Students may choose the academic support class and sometimes teachers will place students in that class when they require extra support in a specific subject.

Student learning happens in and out of the classroom. At GSS teachers may plan a variety of field trips and events which enhance student learning. Parents will receive information and will need to sign an online consent form if your child's class is participating in a field trip.

Extra-Curricular

Extra curricular programming may be offered throughout the school year. Fees for school sports teams will include the cost of participating in the league and bussing. Parents may qualify to access Jumpstart funds to help cover the cost of their child's extra-curricular fees. Contact the school if you have questions.

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. All new volunteers at GS will be required to complete the WRPS volunteer forms and have a criminal record check completed.

Please join the Parent Advisory Committee as another way to become informed and involved in your child's education. Monthly meetings are held either in person or online. 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 they 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). 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 their learning at school.
6. Work with your child at home as well as with the school and teacher(s) to increase your child's literacy and numeracy skills.
7. 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.
8. Stay up to date by going to www.griffithsscott.ca for all school information.

Student Behavioural Expectations

Expectations for student behaviour at GSS are based on the foundation of our Griffin Values (Respect, Responsibility, Reason, Honesty, Integrity) Clear, consistent expectations are communicated to students.

If students have difficulty demonstrating the Griffin values 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:

 AP 339 Student Code of Conduct

 AP 351 Bullying Prevention

 AP 352 Student Discipline

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 for further information.

Attendance Matters

AP 330 Student Attendance

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 8:22 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 8:34 when the bell rings. Students should not arrive at school before 8:20.**

GSS Bell Schedule

8:34 School starts - Block 1
9:15 Block 2
9:55 Block 3
10:35 Recess
10:50 Block 4
11:35 Block 5
12:15 - 12:45 K - 6 Recess 12:15 - 12:35 Lunch for 7 and 8
12:45 - 1:05 K - 6 Lunch 12:35 - 1:05 Recess for 7 and 8
1:05 Block 6
1:50 Block 7
2:30 Recess
2:45 Block 8
3:35 Dismissal

Entry and Exit

- **All of our outside doors are locked at all times.**
- Staff members will open them in the morning to greet students as they arrive but the doors will remain locked.
- If students arrive late they can ring the doorbell (located at the right side of our front door).
- That doorbell rings in the office.
- We can either unlock the door from the office or come to the door to greet students.
- This is the same process for any visitors / parents / guests who come to our school.
- All visitors must sign in at the office.
- Our Drop Off box is located outside the front door each morning if parents need to drop something off for their students.
- We check the box throughout the day but you can text (780-216-1474) or call (780-387-4101) the school to let us know if you drop something off in the box.

Student Arrival and Pick Up

- Buses arrive at GSS by 8:22 each morning and again around 3:40.
- 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.
- The Town of Millet has installed a Kiss and Go area along the street.
- 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 Kindergarten, Grade 1 and Grade 4 will enter and exit the school through the door in the elementary wing.
- Students in Grade 2, Grade 3 and Grade 5 will enter and exit the school through the front doors.
- Students in Grade 6 will enter and exit the school through the exterior door in their classroom.
- Students in Grades 7 and 8 will enter and exit the school through the door in the junior high wing.

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.


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.

Clothing and Footwear

- Students should be dressed in clothing that fits and is suitable for school wear.
- A reminder that school is a public place for all students in K - 8 and staff members.
- It must not include inappropriate language or references to violence, drugs or alcohol.
- **No hats or hoods are to be worn in school.**
- **All backpacks must be placed in students' lockers when they arrive at school and stay there until the end of the day.**
- **Students are not allowed to carry backpacks/bags around with them during the day.**
- All students from K - 8 will go outside for all three recesses every day.
- They all (K - 8) require a pair of outdoor shoes / boots to wear outside and then they will change into their indoor shoes when they are in the building.
- Students will remove wet shoes / boots when they enter the school to reduce the work of the custodians and keep the school clean.
- Please ensure that your child has a pair of indoor shoes at school at all times.
- They will also require suitable outdoor gear for all types of weather.
- They need to be prepared and dressed appropriately to enjoy their time outside.
- We will have indoor recess during the winter if the temperature or windchill is lower than -25 degrees Celsius.

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 student searches if required.
 AP 354 Student Searches
- Valuables (jewelry, electronics, etc.) should be left at home for safekeeping.
- Students' bags / backpacks will be kept in their lockers during the day.

Nutrition

- Students will follow lunchroom expectations and are supervised by their classroom teacher.
- There are no microwaves available for student use.
- Healthy eating is encouraged at all times to ensure students are receiving the daily nutrition they need to learn and grow.
- Breakfast, lunch and healthy snacks are available for students who require them.
- Students should not be bringing pop to school unless it is approved by their teacher for a special classroom event.
- Energy drinks 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.

Leaving School Grounds

- **GS is a closed campus.**
- Students may go to their own home to eat with parent permission.
- **Junior High students are not allowed to leave the school grounds at noon, unless they are going straight to and from their own home for lunch.**
- Students are not allowed to go to another student's home for lunch.
- All students must sign out daily (with parent permission) when they go home for lunch and when they return.
- It is important that we can account for all of our students throughout the entire day.

Responsible Use of Technology

- All students will follow **Technology Responsible Use Agreement Form 140-1** 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.
- Students in grades 7 and 8 may have their phones and devices out during breaks but the Technology Responsible Use Agreement is in effect at all times.
- If students need to contact parents throughout the school day they are required to come to the office to call rather than text / call with their cell phone.
- If you need to reach your child through the day please call the office. We can deliver messages to your child.
- 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 Technology 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 Concerns and Complaints](#)

School Contact Information

- Call 780-387-4101
- Text 780-216-1474
- Email susan.coleman@wrps11.ca or michelle.micklich@wrps11.ca