



**STUDENT HANDBOOK  
2021 – 2022**

1910 - 105 Street NW  
Edmonton, Alberta T6J 5J8  
Phone: 780-438-3874 Fax: 780-462-5906  
<http://keheewin.epsb.ca>

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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## PRINCIPAL'S MESSAGE

Welcome to Keheewin. We are proud to be a school community where staff, students and parents work together to help build the attitudes and skills necessary for students to become active and contributing members of our global society. Academic excellence, leadership skills, creativity, and curiosity, are developed through engaging and relevant learning experiences. We maintain a safe and healthy learning environment, where diversity is recognized, supported and celebrated. Our school is rich with opportunities, based on current, innovative and engaging resources and activities that build the multiple literacies students require to be successful in the modern global world. Through meaningful connections, all members of our school community are able to cultivate positive relationships, and grow as active leaders in their own learning.

Parents and staff work closely together to ensure that high quality learning is our top priority. Our Parent Council/Society is exceptional and are an active voice for our school, ensuring that Keheewin is a cornerstone of the community. Through their efforts, students are also able to experience learning opportunities beyond the classroom setting. We invite all families to be part of our monthly meetings and be involved in special school-wide events.

Communication between home and school is critical to ensure everyone has the most up to date information to keep children safe and supported. SchoolZone is an integral tool, and our primary path to connect with families on both a school and division level. **It is very important that you are checking SchoolZone regularly for updates and information.** Use of the student agenda will also help students take greater responsibility for their learning and establish an additional form of daily communication between home and school. Through active engagement from all learning partners at school, our homes, and our extended community we will strive to create a positive and welcoming culture of life-long learners.

We are KeheeWINNERS. Together We Soar!

Mrs. Beverly Oldford

Proud Principal of Keheewin School

## EDMONTON PUBLIC SCHOOL BOARD

### PRIORITIES 2018 - 2022

- Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
- Provide welcoming, high quality learning and working environments.
- Enhance public education through communication, engagement and partnerships.

### MISSION

Keheewin is a school community, where staff, students and families work together to help build the attitudes and skills necessary for students to become active and contributing members of our global society. Academic excellence, leadership, creativity and curiosity, are developed through engaging and relevant learning experiences. Staff are committed to continually growing in their professional practices to provide quality teaching and learning for all students. We maintain a safe and healthy learning environment and welcome parents and community members to join us as partners in education.

### A.M.A. SCHOOL PATROLS

Students from grades five and/or six make up our school patrols. Two crosswalks are patrolled, 20 Avenue and 105 Street, and the activated crosswalk light in front of the main entrance of the school. We urge parents to encourage their children to cooperate with the patrols.

Patrols will be on duty as follows:

8:23 a.m. – 8:33 a.m.

11:30 a.m. – 11:40 a.m.

12:07 p.m. – 12:17 p.m.

3:26 p.m. – 3:36 p.m.

Thursday, early dismissal 2:26 p.m. – 2:36 p.m.

Students delivered or picked up on the opposite side of the street must cross at a patrolled crossing. **Jaywalking is dangerous and against the law. For safety reasons,**

parents are not to drop off their children in the school parking lot, fire hydrant zone, bus zone or other designated off limit areas.

**Patrollers Cold Weather Policy:**

If it is colder than -23° C, there will be no patrols outside.

**ATTENDANCE POLICY/PHONE-IN/CHECK**

It is the responsibility of parents to communicate to their children the importance of attending school regularly and being punctual. Extended pupil absences adversely affect their school performance and when this occurs, parents will be informed.

Operating a daily phone-in attendance checks to:

1. ensure that the child you send to school has arrived safely, and
2. inform the school when the child will be away and that he or she is safely at home.

This system provides peace of mind to both parents and school staff.

1. Parents are asked to phone the school each day the child is away. One phone call is necessary for prolonged absences.
2. Teachers will take attendance and the office will match the absentees to the phoned-in list.
3. If a child is absent and there has been no phone-in, a parent will be phoned to **confirm the absence**.
4. Please use our automatic answering service (780-438-3874) to leave messages regarding absences. Leave your child's name, teacher's name and room number or grade.

Our answering service hours are:

Weekdays - 4:00 p.m. to 8:15 a.m.

Weekends - 24 hours a day

**Note:** Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well at school, provide a source of infection for other children, and would probably recuperate faster at home. Please help us keep the school population healthy.

**CALENDAR OF EVENTS 2021 - 2022**

September 2	First Day of School
September 6	Labour Day
September 16	Parent Information Night (for parents only)
September 21	First School Council Meeting
September 21	School Pictures
September 30	National Day of Recognition
October 1	PD Day, No School
October 11	Thanksgiving Day
October 18, 19	PD Days, No School
November 10	Non-instructional Day, No School
November 11	Remembrance Day, No School
November 12	Day in Lieu, No School
November 15	PD Day, No School
December 18 to Jan. 2, 2022 (inclusive)	Winter Break
January 3, 2022	Classes Resume
January 31	PD Day, No School
February 21	Family Day
March 3, 4	Teachers' Convention
March 26 to April 3 (inclusive)	Spring Break
April 15	Good Friday
April 18	Easter Monday
April 19	PD Day, No School
May 2	PD Day, No School
May 20	Non-instructional Day, No School
May 23	Victoria Day
May 24	Day in Lieu, No school
May 25	Non-instructional Day, No School
TBD	Family Picnic
June 28	Last Day, Report Cards

**DATES TO BE DETERMINED:** depending on the Division's organization of the school year:

- Goal Setting Conferences and Celebration of Learning
- Progress Reports
- Winter/Spring Family Events

## **BICYCLES/ROLLERBLADES/SCOOTERS**

Children should be made aware of all the proper bicycle safety rules. It is mandatory to be wearing bicycle safety helmets when riding bicycles. Once you are at the bike racks you WALK'EM, LOCK'EM, and LEAVE'EM.

No riding on school grounds.

We recommend that rollerblades, skateboards, and scooters not be brought to school due to safety. If they are, scooters are to be left at the front entrance, skateboards and roller blades are to be left in the classroom or on the boot racks. All students must have a helmet for these as well.

## **CODE OF CONDUCT-KEHEEWIN SCHOOL**

### **SCHOOL IS A PLACE TO LEARN, RELATE AND GROW. NO SOCIETY, ORGANIZATION OR GROUP CAN OPERATE WITHOUT RULES AND CERTAIN EXPECTATIONS.**

Keheewin School operates on the philosophy that all students have the right to learn in a safe and respectful environment. Learning is the shared responsibility of the school, the student, and the home. We recognize that all students are constantly making decisions about whether they will contribute positively or negatively to any given situation. Our discipline program reflects the belief that students can and will make good decisions if they are allowed the opportunity to decide, given the positive support they need, and be held accountable for the decisions they make.

Our Student Rights and Responsibilities, of which this 'Code of Conduct' is a part, is directed toward placing responsibility for a student's behaviour where it belongs - in their hands. This program is based on a set of expectations, consequences, and rewards. Full details are included in the Student Rights and Responsibilities document posted on our school website and on SchoolZone.

### **Expectations (common-sense behaviours)**

As good citizens, Keheewin students are expected to:

1. enter the school promptly through designated door when the bell rings but not before (except in emergency situations, red dot (cold) days, or with permission)
2. walk quietly, in an orderly manner, throughout the school building
3. walk bicycles on school grounds and take them directly to the racks where they must be locked
4. wear only clean/dry footwear inside the school and leave dirty, wet footwear on the boot racks
5. play in designated areas only and use the playground equipment appropriately
6. keep their hands, feet, and objects to themselves
7. show courtesy, consideration, and respect to others and their property through positive words and actions
8. leave dangerous and personal equipment i.e., knives or other weapons, matches, toys, electronic games, guns, hockey sticks, etc. at home
9. use all resources (books, supplies, materials, and equipment) with care and respect

### ***Classroom Behaviour Expectation***

Each class will develop a set of classroom expectations with appropriate consequences for the violation of these rules.

### ***Major Offences***

The following major offences are unacceptable:

1. hitting, kicking, or other physical abuse which has injured or is potentially dangerous
2. defiance or open opposition to authority
3. abusive or profane language or gestures
4. throwing objects such as rocks, snowballs, sticks, etc.
5. continuous disruptive behaviour that severely interferes with another student's right to learn
6. willful disobedience
7. willful destruction or defacing of school property
8. the possession or use of a weapon

What does it mean to be a **KeheeWINNER**?

We **WIN** when we ...

**W** – are **Welcoming** and **Respectful** in our thoughts, words and actions.

**I** – are **Interested** and **Engaged** in our learning.

**N** – **Never Give Up** – always trying our best

### ***Approach to Student Behaviour***

Since students are responsible for their learning and behaviour, they must accept the consequences of making choices that are not consistent with expected behavior. In the event that children make a poor choice, they will be made aware of their error and have an opportunity to discuss the matter. As a result, students will recognize their poor judgment and will generally be helped to formulate more acceptable alternatives. In most situations, a simple reminder is all that is required. In other situations that are more serious in nature, or have continued over time, students will be required to meet with school administration to develop an Action Plan. This will be shared between home and school as a tool to supporting the student in making better positive choices moving forward, while also engaging them in the problem solving process as active participants.

However, in other circumstances, due to the seriousness or frequency of the misbehaviour, a student may lose certain privileges, be given a time out, be given a work detail on campus, an in school suspension or an out of school suspension. When considered necessary, parents will be involved in assisting us. (Please see EPSB Conduct Policy for the complete information.)

### **COLD WEATHER POLICY**

**In the event of severe rain or extreme cold weather (-23° C or colder) we will have an indoor recess allowing students a washroom/relaxation break within the school. On days when there is a light rain or drizzle, the students will go outside for their lunch**

**and recess breaks. We would ask that the children be dressed appropriately at all times.**

When the temperature is colder than -23° C, children may enter the designated hallways and entrances to warm up. Red Dot signs will be posted at entrances on these days to let students know that they can come directly into the school. These doors will be unlocked during these cold days to allow easy access. Please encourage your child to dress warmly and to arrive at school no earlier than fifteen minutes before the first bell.

### **STUDENT DRESS AND FOOTWEAR**

All students require a pair of running shoes to wear indoors and in the gym, and must wear appropriate footwear at all times. Outdoor shoes are to be removed at the entrance.

Staff, parents, and visitors are also asked to remove outdoor footwear when entering the school.

Choice of clothing should reflect standards of acceptability and modesty as interpreted by the school. Revealing clothing (e.g. exposed midriffs, halter tops, camisole tops), or clothing with offensive or inappropriate logos or graphics are not to be worn to school.

### **FIELD TRIP VOLUNTEERS**

Edmonton Public Schools insurance coverage for volunteers on field trips does not include coverage for younger siblings coming along on busses or at the field trip site. Unfortunately, this may limit some of our volunteers but we are required to follow policy. A volunteer registration form must be filled out each year. Opportunities to experience learning beyond our classroom walls are very valuable and volunteer support is greatly appreciated.

### **HOMEWORK POLICY**

Many factors influence the healthy development of a child. After-school activities such as Brownies, Cubs,

piano lessons, and sports provide valuable life lessons as a part of growing up.

Homework, too, can play an important role in this process. Research has shown that when students do some homework each day, it:

- reinforces the learning they have done in school
- develops positive work habits
- enhances student achievement

At Keheewin, we believe that students should do some homework each evening, and for the purposes of this recommendation we are defining “homework” as any activity, assigned or otherwise, that will enhance your child’s learning. These activities (depending on the grade level) could include:

- home reading
- learning or practicing basic facts
- writing a story
- organizing binders and notes
- researching more information on a topic being studied at school
- reading the newspaper
- self-directed art work
- writing their own mathematics problems and solving them
- making a spelling list of words they are misspelling in their work and then studying them
- playing an educational game
- practicing a musical instrument (recorder)
- studying weekly spelling list

In order to strengthen the partnership between the home and the school, homework expectations will be reasonable and clearly communicated. Homework will be assigned by the teacher on an “as needs” basis. Specific assignments may occasionally exceed the suggested guidelines; if you find that your child consistently requires more than the suggested amounts of time to complete homework, you should contact his/her teacher. We suggest that the following amounts of time are appropriate for each grade level.

Grades 1 and 2	10 - 20 minutes
Grades 3 and 4	20 - 30 minutes
Grades 5 and 6	30 - 45 minutes

Keep in mind, however, that students differ widely in their ability to manage the time required completing a given task. We recommend that each child be given a quiet location and a set time to complete their homework. At the grades 1 - 6 levels we would encourage students to have a Student Agenda. Your child’s teacher will be addressing their particular homework expectations for their class at the Parent Information Night.

## HOURS OF OPERATION

### Please be on time

8:21 a.m.	Please do not arrive before this time.
	All students remain outside unless weather is severe.
8:33 a.m.	Morning assembly bell
8:36 a.m.	Morning instruction begins
11:30 a.m.	Noon dismissal for all students
12:17 p.m.	Afternoon assembly bell
12:20 p.m.	Afternoon instruction begins
3:26 p.m.	Afternoon dismissal
2:26 p.m.	<b>Early Dismissal Thursday</b>

Students will be **supervised** outdoors from:

8:21 a.m. to 8:33 a.m.; morning and afternoon recesses

### Interactions Hours

8:31 a.m. to 2:37 p.m., Thursday to 2:14 p.m.

## LUNCHROOM PROGRAM

The Division is using a standard approach to the provision of lunch-time supervision service to support our schools in providing this service to families. This approach reflects the Division cornerstone values of integrity, equity, collaboration and accountability, and takes into account the evolving provincial context as it relates to lunch-time supervision fees. Lunchroom fees are a shared cost between parents and the school. **The 2021 - 2022 fee schedule for Keheewin School will be available by the end of September 2021 to reflect a**

**more accurate cost based on the number of students enrolled in the lunch program.**

**WHENEVER POSSIBLE, WE WOULD ENCOURAGE CHILDREN TO LEAVE THE SCHOOL OVER THE LUNCH BREAK.** The change from the school setting is valuable for each child.

#### **EXPECTATIONS FOR LUNCH STUDENTS**

1. I will speak softly and use good manners.
2. I will cooperate at all times with lunchroom supervisors.
3. I will come in quietly and sit in a chair at a desk or table.
4. I will raise my hand to get the attention of the lunchroom supervisor.
5. I will ask permission to leave the lunchroom.
6. I will eat while sitting and clean up after my lunch and assist in making sure the lunchroom is clean and tidy when we are finished.
7. I will line up quietly when it is time to go outside. I will walk quietly in the hallways on my way outside.
8. I will colour, draw, read or talk quietly if I am waiting for others to finish. I may also play a game quietly with the supervisor's permission if it is too cold or wet outside.
9. I will sit in my own desk if in homeroom.

Failure to comply with the expectations during lunch time supervision may require the student to eat lunch on a temporary or long term basis in an alternate setting or, if needed, require parents to make alternate arrangements.

#### **MEDICATION POLICY**

There have been requests from parents to administer medication to their children during the time they are in school. The Edmonton Public Schools Operational Handbook states:

“If a request is made to administer medication at school to students not sufficiently mature or reliable to care for

their own needs, the following guidelines and procedures are to be observed. The principal shall require a signed request from the parent and physician indicating the type of medication (in original bottle) to be administered, required dosage and action to be taken in the event of possible hazards or side effects.” Children with Epi-pens must carry them in a fanny pack/backpack on field trips.

**The Medical Management Plan forms for this request are available in the school office and must be updated each school year.**

#### **NEWSLETTERS/UPDATES/BULLETINS**

Individual teachers post classroom newsletters on SchoolZone, and important dates, events and other information are posted by office staff. Newsletters are essential to inform parents of school and community events and activities. We ask that you check SchoolZone on a regular basis to keep informed, particularly for those that apply to the entire school.

Principal Updates are also provided to communicate school-wide information, reminders and expectations.

#### **OUT-OF-BOUNDS AREAS FOR STUDENTS**

Students are not permitted to play in the staff parking lot, bicycle rack area, on the hill, around the community league building, or the front of the school. Further areas may have limited access due to changing levels of supervision and safety factors.

#### **SCHOOL COUNCIL/PARENTS SOCIETY**

The School Council/Parents Society is a group of Keheewin parents and staff who meet on a regular basis for the discussion of issues related to education. This forum is an excellent opportunity to participate in your child's education. Please contact the Principal or School Council Chair if you would like to attend.

## TELEPHONES

School telephones are for official school business only! Students are permitted to use the school telephone in emergency situations. Teacher permission is required. Students are expected to leave home with all the items they will require such as school supplies, homework, musical instruments, and lunch. Failure to bring these items is not considered an emergency situation and a phone call may not be permitted. Play dates are to be arranged from home. Please help us in assisting your child to develop a sense of responsibility. Because students have access to school phones when needed, student use of cell phones during school hours is not permitted. These are to be kept in a safe area, out of sight, and are the responsibility of the student.

## HEAD LICE

All schools deal with head lice sometime during the school year. Head lice are annoying but a harmless part of life. To control and prevent the spread of lice, please inform the school if you find your child has a case of head lice.

## THE IMPORTANCE OF SCHOOLZONE

- connect with families online
- information about school events and activities
- yellow bus tracking
- Division news
- resources
- student profile
- forms

## FOIP CONSENT FORMS

The Edmonton Public Schools FOIP consent form requests permission for schools to post or publish student information in public venues or on the Internet where the general public may have access. Parents are now able to complete the FOIP consent form during the pre-enrolment process (on SchoolZone) and when registering their child in Edmonton Public Schools. Through SchoolZone, consent is given electronically and only has to be done *once* during their child's time with Edmonton Public Schools. Consent is optional and parents can change their consent at any time.

## STUDENT INFORMATION CORRECTION FORM

The Division has moved towards an online Student Information Correction Form on SchoolZone. **This form is to be reviewed by parents on an annual basis so schools have the most up-to-date contact information in case of an emergency.** Parents are asked to check and make any changes and/or updates usually in September after the start of a new school year. Please note that some information may require verification, such as an address change or name change.