

KING EDWARD SCHOOL HANDBOOK



KING EDWARD SCHOOL



EDMONTON PUBLIC SCHOOLS

School Philosophy

Staff, parents and students at King Edward School have developed the following vision for our school:

The school offers an arts enriched focus for students to explore, discover, learn and grow. Within our school community, we gain confidence in our abilities and are encouraged to develop the endless possibilities we all possess.

King Edward Vision Statement

King Edward School is a safe, caring community where students are creatively engaged in their learning.

We believe in:

Developing a connected community of learners

Respecting and accepting each other

Enabling all individuals to succeed

Aspiring to higher levels of learning and understanding with an arts focus

Making choices which foster good citizenship

Sharing in the joys and challenges of learning and growing together

School Profile

King Edward School is a community school located in the heart of Old Strathcona; a vibrant, historic, family oriented community. The school draws a diverse student population, primarily from the university, arts, media, and business communities. King Edward School has a strong reputation for high achievement, and a focus on good citizenship.

Other key features of the King Edward program include:

- A strong early literacy focus
- An excellent music program
- French as a Second Language, Grades 4-6
- Major arts focus each year, in theatre, visual arts, dance or music.
- A strong home and school partnership
- An involved and dedicated School Council
- Opportunities for extracurricular involvement and student leadership

Kindergarten Program

The Kindergarten Program is designed to prepare children for entry into Grade One. The purpose of kindergarten is to provide learning experiences that are developmentally appropriate in order to meet the diverse needs of children. The curriculum, called the Kindergarten Program Statement, provides learning objectives which address the intellectual, social, physical, cultural and emotional development of young children.

Interactions (District Site)

This program provides academic programming for children who display characteristics within the Autism Spectrum Disorder. Students may be in a specialized classroom which provides a higher adult to child ratio or a mainstream classroom. All staff are knowledgeable in the area of Autism Spectrum Disorder and there is ongoing professional development throughout the year.

Hours of Operation

Grades One to Six

Assembly	8:35 am
Classes Begin	8:40 am
Morning Recess	10:15-10:30 am
Lunch Elementary	12:00-12:45 pm
Afternoon Recess	2:20-2:35
Dismissal	3:25 pm
Thursday Dismissal is at 2:26 p.m.	

Interactions Program

Grades One to Six

Assembly	8:35 am
Class Begins	8:40 am
Dismissal	2:48 pm
Thursday Dismissal is at 2:26 p.m.	

Kindergarten:

AM Morning Assembly	8:35 am
Class Begins	8:40 am
Recess	10:15-10:30 am
AM Dismissal	11:36 am
PM Afternoon Assembly	12:15 pm
Recess	2:05-2:20 pm
PM Dismissal	3:25 pm
Thursday Dismissal is at 2:26 p.m.	

The only students who should be inside the school prior to the bell are safety patrols and students who have received prior permission from a teacher.

Supervision

Adult playground supervision is provided for the 15 minutes preceding the morning bell, as well as during recess periods. In the morning, students should not arrive prior to 8:20 a.m. Students who go home for lunch should not return before 12:35 p.m. unless participating in organized school activities. All students are expected to play outside until the bell rings and to line up at their assigned doors.

Absentee Phone Line

24 Hour (780) 439-2491

Our answering service is provided for the purpose of reporting absences and for leaving messages for the general office.

Attendance and Late Arrivals

Regular attendance and punctuality are factors which affect student achievement, organizational skills, and attitudes toward learning. If your child is going to be absent, please phone the school's absentee message system before school begins. Parents and guardians who do not phone the school will be contacted at home or at work, as our safety procedure is to account for all registered students each day.

The first five minutes of class time is critical to student success. This is a time when teachers check agenda books, review the day's schedule, set the tone for learning, and make announcements. Students are considered late if they are not in the classroom when attendance is taken, following the second bell. Students who are late must report to the office for a late slip. Please help your child to develop good punctuality habits.

Extended Absences

Please inform your child's teacher and the office if your child will be absent due to a family trip during the school term. We encourage you to avoid booking holidays during school time, as the learning experiences that occur daily in the classroom contribute to student progress. As a general guideline, teachers will not assign packages of work for students to take with them on trips that occur during the school year. Teachers may encourage students to keep up with their reading, or create a trip diary or scrapbook. Our experience has shown that it is more productive for students to take on the responsibility for completing assignments upon return to school when they have access to the teacher for answering questions and receiving guidance.

Student Attendance Expectations and Absence Reasons

Edmonton Public Schools strongly encourages students to attend school regularly and punctually in order to enhance the likelihood of successful learning. The *School Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if due to **sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstances**. You may access a copy of this section of the School Act from the Edmonton Public Schools website (www.epsb.ca).

Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission given to a student to stay away from school are not considered to be excused absences. If a student is chronically absent from school for “unexcused” reasons, the school may be required to refer the student to the Attendance Board.

All schools in Edmonton Public Schools will use the following set of district-wide student absence reasons that align with the School Act:

Absence Reason	Example of Use	School Act Interpretation
Absent	No reason given	Unexcused
Confirmed Absent	School notified with reason not conforming to School Act	excused
Illness	Student is sick	Excused
Other Medical	Any medical/dental other than illness	Excused

Religious Holiday	Day is holiday in student's religion	Excused
Bereavement	Death in family	Excused
Transportation Issue	Bus not running or late	Excused
Out of School Suspension	Student is suspended from school	Excused
Unavoidable Circumstances	Examples are legal or safety issues – school will make a note of reason	Excused
In School – Not In Class	Examples are testing out of class, call to office, etc.	Not Absent from School
Field Trip/School Activity	Student is absent from classes due to participation in a school-recognized field trip or other school activity	Not Absent from School
In-School Suspension	Student serves suspension at the school	Not Absent from School
Late	No reason given or reason not conforming to School Act	excused
Excused Late	Late for reason conforming to School Act	excused

We encourage parents to continue to contact schools whenever their child is away. If you have questions related to these absence reasons, please contact your school principal for further clarification.

Recess Policy

Recess provides an opportunity for students to have a break from routine, have some exercise and fresh air, and to develop social skills in playing with others. Recess will be held indoors in the event of extremely cold weather (-23°C, with wind chill considered) or when it is raining heavily. During an indoor lunch recess students are provided with activities which include; gym, board games etc. They are supervised by paid lunch supervisors.

During extremely cold or wet weather, before school, students are permitted to stand quietly inside their entrances 15 minutes prior to the bell.

Students who are too sick to go outside for recess are usually too sick to be at school. Please make other arrangements if your child is sick.

Professional Development Days/ Days-in-Recognition

There will be **Professional Development Days** which provide staff with an important opportunity to expand their knowledge, skills and learning. There will also be two days provided to recognize the time that teachers spend in evening parent conferences. There is no school for students on these dates. These dates will be announced in a newsletter.

Neighbours of King Edward School:

The King Edward Child Care Centre, located in King Edward School, offers before and after school care for school-aged children. Please call the Director, for further information.
King Edward Child Care Centre (780) 439-9014

The Strathcona Nursery School is a parent cooperative preschool program, which offers a safe, happy, developmental atmosphere for children between the ages of 2 ½ to 5 years of age, to experience learning through play.
For further information: (780) 432-9226

Lunch Program

King Edward School offers an optional lunch program to all students in Grades One to Six. Participating students bring a lunch to school and are supervised by paid lunchroom staff. The lunch program is part of the school program and

participating students are expected to behave in a reasonable and responsible manner. Students staying for lunch must remain on school property at all times, unless written parental permission is provided otherwise. Complete details about the lunch program is shared with families in September, including the fees charged that pay for the lunch supervisors.

Newsletters

A School Newsletter will be posted on SCHOOLZONE at the beginning of each month. This will bring you up to date on various activities and functions that will be happening at the school and will always include a calendar for the current and following month. Additional notices are posted on SchoolZone on a regular basis.

Technology

At King Edward, we make a strong effort to keep up with the newest technology to support student achievement. Each classroom is equipped with a smart board to promote interactive learning, and iPads and Chrome Books are available to support instruction and research. Students bringing cellphones to school are expected to give them to their teachers upon entering the school.

Reporting Student Growth

Student growth is reported formally three times per year. Progress reports will be distributed in November, March and June. In November and March, parent-teacher-student interviews will be held. Our November conference is a private conference with parents, student, and teacher. Our March conference is a student-led celebration of learning in an Open House format.

These conferences provide an opportunity for students to demonstrate what they have achieved, what they know about themselves as learners and to share samples of their work. The teacher will also discuss how well the student is meeting curriculum expectations and parents are encouraged to ask questions and share information about their child. Conferences are an essential component of the reporting process and all families are requested to attend.

King Edward School Council

All parents at King Edward School are automatically members of the School Council. School Council meets once each month and provides an opportunity for parents to be actively involved in the work of the school. Topics covered at the meetings include exploring ways in which parents can support school and district priorities, developing initiatives which are organized and carried out by the parents, and discussing issues related to the school.

As well, the council consists of an executive of four parents, parent representatives of each classroom, the principal, a teacher, and a community member. All parents are welcome at these meetings. All parents of students attending King Edward School can a vote at the meeting.

KEEPS

The King Edward Educational Parent Society is a nonprofit society which serves as a parent fundraising body in King Edward School. The KEEPS meeting is held following the School Council meeting each month.

ABC's of Policies and Practices Accidents and Injuries

We attempt, as best as possible, to prevent accidents through proactive supervision practices and communicating behaviour expectations. However, accidents do happen at school from time to time. If an accident or injury occurs, first aid will be administered as needed and an attempt will be made to notify parents if the situation warrants it. Parents are contacted immediately about any serious accident. If the injury is of a serious nature, the child may be transported to a med centre by the principal, or an ambulance will be called and the child will be transported immediately to the nearest hospital.

It is very important that parents complete the student information form in early September, with emergency contact numbers, and notify the office of any phone number changes during the year.

Please advise the school of any medical conditions that your child may experience and any directions you wish followed.

Assemblies

Assemblies will be held monthly and on special occasions. They provide an opportunity for us to come together as a community of learners to celebrate successes, to develop school spirit, to share student talents, to review expectations, to provide leadership opportunities for students, and to practice audience and performance behaviour. Parents are invited to attend

Behaviour Plan

At King Edward School, our behaviour plan focuses on general principles of respect and safety and has a problem solving focus. The plan is outlined in detail on the school's Student Rights and Responsibilities which can be found on SchoolZone.

Bicycles, Skateboards, Rollerblades, Scooters

Bike racks are provided on the south and north side of the school this area is out of bounds except when parking or retrieving bikes. All bikes must be locked and all students must wear a bicycle helmet when riding a bicycle to and from school. The school will not be responsible for any damage or theft to bicycles. Students are expected to walk their bikes across the paved tarmac where other students may be playing.

We would prefer that skateboards, rollerblades and scooters be left at home. However, if a parent supports the use of any of these items as a form of transportation to and from school, students are required to keep the item stored in the classroom or lockers throughout the day and **may not use it at recess.**

Emergency Procedures and Fire Drills

Fire drills are conducted regularly. The school's emergency plan will also include drills related to evacuation procedures and lockdown procedures in the event of an emergency

It is essential that students wear footwear at all times inside the school, including during the lunch hour, as a drill may be called at any time.

Field Trips

Parents are notified of all field trips requiring private/public transportation prior to occurrence. This notification will include the purpose of the trip, the proposed itinerary, method of transportation, cost to the student, and supervisory arrangements. A teacher leader will always be in charge on each field trip, and will be equipped with a student list, with phone contact numbers, and access to a cell phone and first aid kit (these may be taken on the trip or accessible at the location of the field trip). Fees may be charged to cover the transportation and admission costs. Parents are required to sign a field trip permission form for each trip. Students who have not returned the form will not be allowed to go, and will be placed in another classroom for the day.

In addition, you will be asked to sign a field trip form in September authorizing your child to take part in field trips in the local vicinity, within walking distance from the school.

We welcome parent supervisors on field trips and parent supervisors do not pay for the field trip. We are unable to accommodate other children of parent supervisors (infants, toddlers) on field trips, due to the need to serve in a role of supervisor and attend to the children in the group first, and due to insurance restrictions on the bus.

Expectations for Student Attire

District Policy requires students to meet acceptable standards of dress and grooming. Our guidelines are that clothing should be neat, clean and appropriate. Caps, hats, headgear and coats are to be removed when entering the school and stored in lockers.

Footwear

Our custodians work hard to keep our floors clean and safe for children each day. We appreciate parent support in helping with this goal by removing boots at the door. Students are expected to have two pair of shoes – one for indoor use only and one for outdoor use. Indoor shoes should be suitable for activities in the gym. It is preferred that they not be black soled shoes. Footwear for outdoor wear should be appropriate for the weather conditions. As well, in warm weather, students who play in the sandbox/creative playground area will be required to wear footwear that does not allow dangerous objects to become trapped between the shoe and the foot.

Illness

If a student becomes ill while at school, we attempt to contact the parent. The child may be signed out by a parent in the office and taken home. If a parent/guardian cannot be reached, the child is made as comfortable as possible in the medical room. If the illness appears serious and likely to require immediate medical attention, the emergency contact will be called. If neither the parent nor the emergency contact is available, the child will be taken to a medi centre or to the hospital by school personnel or by ambulance and accompanied by school personnel.

Medication

Parents are encouraged to dispense any necessary medication at home. If medication must be taken during school hours, please contact the office. Administration of prescribed medication(including inhalers and Epi-Pens) on a regular basis requires a signed request from the parent and the physician, indicating the type of medication, required dosage, and action to take in event of side effects or other hazards. Forms are available in the office.

Message to Students

Please ensure that your child is aware of “after - school” arrangements **before** coming to school. This will help to minimize the number of messages passed on to children during school hours and reduce the number of disruptions to classroom instruction.

Money and Valuables

When money is sent to school for an event, please put it in an envelope with the child’s name, grade, and teacher’s name written on the outside. Please leave all other money and personal valuables at home.

Parental Concerns

If you have a concern about something related to your child’s experience at school, please discuss the situation with the classroom teacher or staff member involved. If a situation cannot be resolved at that level, discuss your concern with administration. Our belief is that a concern should be addressed directly with the person with whom it originated, and within a short timeframe thereafter.

Personal Property

Please mark all personal clothing items – boots, mitts, running shoes, school supplies and special articles brought for display. We would request that toys be left at home. The school is not responsible for the personal property of students and for items which are lost or stolen.

Reporting Vandalism

We are requesting support from all residents of the community in reporting any acts of vandalism or of a suspicious nature. If you see persons:

- On the roof of the school
- Throwing objects at windows and doors or lurking around windows or doors
- Carrying weapons of any kind
- Destroying shrubbery or playground equipment
- Lighting fires
- Writing graffiti
- Committing any other suspicious acts

Call (780) 423-4567 or 911 EMERGENCY

This is the number of the City Police Complaint Line. Provide the name and location of our school (8530 – 101 St) and a description of what is happening. You need not give your name.

King Edward School is protected by an alarm system. School officials will prosecute offenders and attempt to obtain restitution for damages. If further assistance is required, call the EPSB Security Services directly at (780) 429-8295.

Safety Patrols

Our Grade 6 Safety Patrols provide a very important service to our school community by helping our children to cross the street safely each day. We are very proud of the work they do, which is an all-weather commitment for them. Parents, if you are crossing the street at the intersection served by our patrols, we would encourage you to follow their instruction and cross with them in to model safe crossing practices to our children and respect for the work that the patrols do each day. When you pass by them, please thank them for the work they do!

Staying After School

There is **no** supervision afterschool; your child is expected to leave the school when the bell rings. If a teacher keeps a student for longer than 15 minutes after school, parents will be informed.