

## Crossing Park School Student Agenda

We are very pleased to welcome you to a new year at Crossing Park School, a large and dynamic community of learners. We are extremely proud of the strong literacy programs, athletics and fine arts activities we offer our students. Our goal is to continue to work together to provide a safe and a caring learning environment.

Please take time to read through the **Student Handbook** as it contains important information regarding expectations for students, procedures and policies that will assist parents in understanding and supporting our school learning community. Students are encouraged to use their agenda books on a daily basis. Agendas are an important organizational tool for recording homework assignments, special events or messages between home and school.

We look forward to your continuous involvement and support in making this school year an exciting and special one for your children.

### **I) GENERAL INFORMATION**

#### **1. School Address & Telephone**



Our school address is:  
**500 Martindale Blvd. N.E.,  
Calgary, AB T3J 4W8.**  
Phone: **403-777-7195**  
FAX: **403-777-7196.**

#### **2. Student Attendance**

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, is with the student and parents. Excessive absences or lates may result in administrative intervention. Each reporting period parents are given a print-out of their child's lates and absences.

Crossing Park operates a student attendance check program. Parents are requested to call the school at **777-7195** and **press #1 to leave a message** if their child will be late or absent. If a child is expected at school but does not arrive, students in Kindergarten to grade 2 parents will be contacted to verify the absence. Students

from Grades 3-9 will have an automated recording send to their home notify they were not at school today.

#### **3. School Year Calendar**

Crossing Park operates on a Modified School Year Calendar. This calendar format was chosen as it is virtually identical to the calendar of other schools in our area. Families, who have children in more than one school, benefit from a common school year calendar.



#### **4. School Hours**

##### Kindergarten

a.m. class 8:03 am - 11:03 am

p.m. class 11:39 am – 2:39 pm

Fridays-8:05 am-11:00 am-alternate am/pm classes

##### Grades 1 to 9

8:03 am – 11:15 am

11:55 am pm – 2:39 pm

##### Early Dismissal Fridays

8:03 am – 11:30 pm

#### **5. Philosophical Framework**

Crossing Park views itself as a **Literacy Centre** devoted to developing abilities in students. Our primary focuses are on **Academic Literacy, Digital Literacy, Cultural Literacy and Social Literacy.**

#### **6. Professional Learning Time/Early Dismissals**

We are excited about having scheduled **Professional Learning Days and Early Dismissal Fridays** this school year. These days will provide staff members with additional opportunities to engage in professional dialogue, collective inquiry and continuous learning.

#### **7. Appointments**

Parents wishing to meet with administrators or teachers must phone the school to make an appointment.

#### **8. Charter Bus Service**

Charter bus service to and from school is provided to grade 1-6 students who live outside of the 1.2 kilometer walk limit. Bus fees are due at

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the beginning of the school year, and parents in financial need may apply for a waiver.

### **9. Cafeteria Service**

We offer a cafeteria service this school year to grades 4-9. Our Lunchroom Cook offers a menu designed to balance nutrition, demand and affordability.

### **10. Lunchroom Supervision Service**

Eligible charter bus riders receive lunchroom supervision service at no cost. Parents residing within the walk limit who wish to have their child (ren) stay for lunch are required to pay a per student fee that is reviewed annually. Ineligible bus riders must also pay for this service. There are no waiver provisions for lunchroom service. Drop-in lunchroom supervision is provided on an emergency basis only - the fee is **\$5.00 per day**.

### **11. Childcare**

Crossing Park School does not provide before or after school childcare.

### **12. Playground Supervision**

Adult supervision is provided on the playground 15 minutes prior to the commencement of school in the morning and in the afternoon. As a result, children should not arrive at school before **7:45 am** and **11:40 am**.



### **13. Nutrition Break/Student Recesses**

Nutrition breaks/student recesses are scheduled and supervised by each grade teams and homeroom teacher. Each child will have a morning nutrition break or outdoor recess based on what grade they are in. Students are kept inside for recess when the weather is too wet or cold to go outside.

### **14. School Visitors/Idenification**

All visitors, including parents must immediately report to the main office, sign in and wear visitor identification. This is done for the safety and security of all students. Exceptions are sporting events and special events, i.e. Whole school assemblies. Students are

expected to wear school identification when they are in the building.

### **15. School Supplies and Fees**

The Board of Trustees approves a mandated fee schedule for all Calgary Board of Education schools. This Instructional Resource Fee will cover the basic cost of all instructional supplies such as paper, exercise books, and pencils.

### **16. NSF Cheques and Returned Cheques**

Any NSF or returned cheque received by Crossing Park School will be subject to a bank service charge. Post-dated cheques will not be accepted unless you have made arrangements with the principal **in advance**.

### **17. School Development Planning & Annual Report**

Each school year a formal planning process is undertaken to review the successes of the previous year and set out new goals. The resulting School Development Plan is shared with our School Council and Area Director. Copies of the plan are available to parents upon request.



## **II) RESPONSIBILITIES AND EXPECTATIONS OF STUDENTS**

### **1. School Beliefs**

- Positive interpersonal skills are acquired through real life interactions that provide opportunities for talking, problem solving and resolving differences.
- Constructive, respectful communication is the key to the successful implementation of a problem solving model.
- Regular integration of the safe and caring values across the curriculum and extra activities.

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### **2. Expectations for Student Behaviour**

Crossing Park is committed to providing a safe and healthy learning environment for all. Our goal is to help students develop into socially responsible citizens. We view student discipline as a shared responsibility between students, staff and parents.

- **Be respectful of self, others and property.**
- **Be responsible for your learning and your behavior.**
- **Solve problems cooperatively**

### **3. School Bus Rules and Expectations**

- The driver is in full charge of the bus and his/her directions must be obeyed at all times.
- The driver will report any misconduct to the Administration of the school.
- The driver will assign seats to students, with assistance from the school staff.
- While the bus is in motion, student(s) must not extend arms or head out of the windows, try to get on or off the bus, or move about within the bus.
- While on the bus, students must conduct themselves in a quiet and courteous manner.
- Students vandalizing the bus will be expected to pay for the repairs or clean up of the bus.
- When leaving the bus, students must observe the instructions of the bus driver. They should not cross the road without having a clear view in both directions.
- Food and drinks are not to be consumed on the bus.

Safety of our students is our primary concern. Students who do not comply with the rules of the bus will be given a misconduct form and parents will be notified. A misconduct form may result in a suspension from riding the bus. The length of the suspension will depend on the circumstances.



### **4. Student Dress**

Student dress should be comfortable and appropriate and suitable for the weather. The following items are considered inappropriate:

- Clothing advertising beer, liquor or drugs.
- Clothing with obvious or suggestive vulgar expressions.

- Clothing that is deemed revealing - halter tops, tank tops, short shorts, belly shirts, very low rise pants, etc. or that are related to gang tagging.

### **5. Playground Expectations**

Rough play is not permitted at school. The following activities are not safe and respectful and therefore not appropriate at school:

- play fighting/wrestling
- rock/dirt throwing
- snow/snowball throwing
- riding piggy-back
- foul language
- tackling or body-checking

### **6. Damage to School Board Property**

The Calgary Board of Education policy indicates that legal action shall be undertaken for willful damage, destruction or theft of Board property. Money is to be collected for lost or damaged textbooks, library books, damage to equipment, window breakage, etc. to help with the replacement of such items.



### **7. Homework**

The Calgary Board of Education is desirous of promoting the development of good study habits. It believes that home study can contribute to this objective as well as to the reinforcement of learning. Two kinds of study are recognized, the completion of written or "hand-in" assignments, and the informal study of material related to subjects under study in school.

The nature and amount of home study recommended are as follows:

- Division 1: Parents and teachers should encourage children to read each evening. No formal assignments should be made, but from 5 – 10 minutes of systematic study per night is recommended.
- Division 2: Formal assignments may be given at the discretion of the teacher, particularly for pupils who need special attention or help, but in general, assignments should be kept to a maximum of 20 minutes per evening.

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- Division 3: Students are expected to study or work on formal assignments for 30 minutes to 1 hour per school evening.



### **8. Student Footwear**

All students are encouraged to have an **indoor** and an **outdoor** pair of shoes to help keep school hallways and classrooms clean. Appropriate footwear, such as runners, prevents injuries and protects the gym floor. Students in Grades 7-9 must have a pair of non-marking running shoes to use in the gymnasium.

### **9. Locks and Lockers**

- Each student in grade 7, 8 and 9 is issued a locker.
- Students are responsible for cleanliness and security.
- Appropriate pictures may be hung in the lockers.
- To protect their property, students must use their locks properly.
- Nothing has ever been stolen from a locked locker. Students are urged not to share their combinations with friends or to exchange locks, and to ensure they are properly locked.
- Locks will be collected at the end of the school year.
- Lost locks will be charged **(\$7.00)** against the person to whom they were issued.
- Students may go to their lockers in the morning (before class), at nutrition break, at lunch break, and after school. Students must take all books and materials necessary for class to their morning and afternoon classes. Teachers, at their discretion, may allow a student to go to his/her locker. Lockers should not be accessed during class changes.
- Students are not permitted to use their own locks.

**Lockers are school property and the school reserves the right to open them at anytime.**



### **10. Computer Use**

Students are provided access to computers and the internet to assist them in researching assignments, and using software programs that enable them to demonstrate their understanding in a variety of ways. Students who misuse school computers or the network will have their computer privileges removed for the remainder of the year. Parents will be notified of this consequence by the school administration. Misuse of computers would be sending threatening or disrespectful e-mails, vandalizing equipment, accessing inappropriate web sites, and going on Chat lines or MSN.

### **11. Bicycles**

Bicycles are permitted at school. Students should lock their bicycle at the racks at the front of the school. Helmets must be worn. Bicycles **MUST** be walked while on the sidewalk in front of the school.



### **12. Skateboards & Scooters**

These items are not permitted at school due to potential property damage and safety concerns.

### **13. Electronic Devices**

Students will be able to bring their own electronic devices to school for learning purposes. Cell phones must remain turned off and in lockers during class time unless students are asked to use them to complete assignments. The school assumes **NO** responsibility for lost or stolen electronic devices.

### **13. Heelys**

Running shoes or sneakers with wheels are not to be used as inside shoes. The wheels mark and damage our floors and can be dangerous.

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### **III. Toward a Safe and Caring Community:**

#### **1. Consequences for Unacceptable Student Behaviour**

##### **Minor Offenses:**

Staff members will handle minor offenses on the spot. Students will be expected to use problem-solving strategies with all staff members.

##### **Major Offenses:**

Major offenses are those behaviours which threaten the orderly function of the school or are deemed unsafe to self or others. These may include repeated defiance of authority, physical conflict, and/or continuous disruptive behaviour. The consequences for major offenses will be decided for each individual case. Continuous major misbehaviour will result in a progression of agreed upon consequences which may include in-school suspension, at home suspension, or assistance through out of school agencies. (Calgary Police Service, City of Calgary Vitality and Community Protection, Calgary Rockyview Child and Family Services, Calgary Health Region).

Emphasis will be on the implementation and monitoring of a problem solving process. Other actions may include

- Parent contact as required.
- Written documentation *Think Sheets and Behaviour Reports*.
- Student Suspension for serious misconduct. (CBE Policy 6001)

#### **2. School Safety Patrols**

Our school staff, with the assistance of the Calgary Police Service, supervises student safety patrollers who assist students crossing Martindale Boulevard where it intersects with Martin Crossing Park. This service is **provided 4 times per day – 7:50 am, 11:15 am, 11:40 am and 2:39 pm. School patrols do not operate in extremely cold weather.**



#### **3. Traffic Safety**

The safety of our students is a shared responsibility. We will work with the children to help them be more aware of safety rules and we are asking you to do the same. Please model safety over convenience. The school parking lot is to be used by staff members **ONLY**. Parents are asked to ensure that they are adhering to safe traffic practices:

- Teach your children to cross with the patrols.
- Instruct your child to get out of the car on the side that is closest to the sidewalk.
- Do not make U-turns.
- Do not stop or park in the bus zone.
- During school hours, the gravel parking lot on the east side of the school is reserved for staff parking. Please refrain from dropping off children in this parking lot.



#### **5. Severe/Life Threatening Medical Conditions**

The Principal must be made aware of all children who have severe medical conditions. An Emergency Protocol needs to be developed for each child that has life-threatening medical condition.

#### **6. Lost & Found**

Student Lost & Found boxes are kept near the main office and at the mini-school entrance. Lunchroom lost & found is stored separately and reviewed on a weekly basis.

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### **7. Head Lice Policy**

When a case of head lice is reported by a parent or confirmed by our Public Health Nurse, a notice is sent home to all the students in the infected child's classroom. The purpose of the notice is to advise other parents of this situation and to request that they check their child's hair to help prevent the spread of the head lice. The child with head lice may only attend school after treatment.

## **IV. OPERATING PROCEDURES**

### **1. Calgary Board of Education**

For concerns About Your Individual Child:

- Meet with your child's teacher, *then, if necessary,*
- Meet with the school assistant principal or principal, *then, if necessary,*
- Meet with the director of your area office, *then, if necessary,* meet the appropriate superintendent of the CBE

### **2. Cold Weather Policy**

Students are expected to go outside unless the weather is severe. Students are kept inside at recess and at lunch when the temperature falls below - 20°C. The wind chill factor is considered in determining the outside temperature.

### **3. Student Medications**

Staff members will assist with the administration of medications if the necessary release form is completed and approved by the Principal. Students are not permitted to have prescription or over-the-counter medications at school - Epi-pens, inhalers, pain relievers, cough medicines, etc. - unless office staff have been advised.



### **4. Student Accident Insurance**

The CBE provides a basic plan of accident insurance for all students while in school or participating on school approved and sponsored activities.

### **5. Student Assemblies**

Student assemblies and evening performances by grade groups are held on a regular basis. These gatherings provide opportunities for announcements to be made, student work to be shared and awards to be presented. Whole-school assemblies are held periodically through the school year.

### **6. Student Agendas**

All teachers participate in an online school agenda. Parents are encouraged to review the agenda on a daily basis with their child - student homework will be recorded in the agenda.

### **7. Report Cards**

Report Cards are issued three times per year for Grades 1-9 in **November, March and June**. ESL Checklists and Individual Program Plans (IPPs) are included for identified students. Parent/teacher conferences, to which the child and parent(s) are invited to attend, occur in **August, November and March**. Kindergarten reporting follows a slightly different format.

### **8. Picking Up Students During School Hours**

Parents who wish to pick up a child during school hours are requested to contact the office staff in advance. In this way the child can be readied, teachers informed and lunchroom/busing personnel advised. Even if you have sent a note with your child or personally informed the teacher that you are picking up your child - **please advise office staff as well**. Students being picked up should meet their parent(s) at the office.

### **9. Fire Drills**

CBE regulations require schools to have a minimum of 6 fire drills a year in which all children are required to participate. It is important that your child have shoes on their feet at all times while in the school as we are required to exit the building immediately whenever the fire bell rings.

Due to the reflection of the changes in our society we are required to add variations to our safety drills. The safety of all students and staff of Crossing Park School is of great importance. To that end, we will, from time to time, practice a drill know as a "silent lock down". This kind of drill might be used in the event of an emergency where their teachers give the children instructions while the building is secured. Teachers will ensure all children are in classrooms, classrooms are locked and attendance is taken. Parents or other visitors will be expected to evacuate to

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safety areas as instructed by teachers during this kind of drill.



### **10. Emergency Plans**

Our school has developed emergency plans to deal with fire drills, bomb threats, evacuations, lockdowns, serious accidents and power outages. In the event that we have to evacuate the school, our emergency relocation would be to the Gurdwara (Sikh) Cultural Temple on Martindale Blvd.

### **11. Severe Allergies**

Parents of students with severe allergies are required to advise the principal and classroom teacher at the beginning of each school year. We must have emergency contact information, a recent photograph, and other information so that the school can have appropriate emergency procedures in place.

### **12. Student Accidents**

Minor injuries to students are treated at school. We endeavor to contact the parent if there is a facial or head injury. A child may be taken to an emergency clinic/hospital or EMS called if an accident is deemed to be serious.

## **V) SPECIAL PROGRAMS AND SERVICES**

### **1. Multicultural & Aboriginal Education Policy**

Many of our students come from culturally distinctive backgrounds. We support and endorse the concept of multiculturalism that fosters an attitude of acceptance, understanding and respect towards others.



### **2. English As A Second Language Policy**

Crossing Park welcomes all children and their families, respecting and valuing the many languages and experiences that they bring to school. Our goal is to assist our ESL students to become confident and successful learners.

### **3. Electronic School Newsletters**

School newsletters are available on line or by special request parents can come by the office to pick up a printed copy. Every newsletter contains a calendar of events for the upcoming month. Announcements and bulletins of community interest may be included in our newsletters upon request - in such cases, the school offers no guarantee or endorsement as to the information offered.

### **4. Public Health Nurse**

A Public Health Nurse is assigned to our school. The nurse works out of the Village Square Community Health Centre at 2623 – 56 Street NE. The Centre telephone number is **403 944-7000**.

### **5. Speech Services**

Speech services are provided to our school through the Calgary Regional Health Authority. A Speech/Language Pathologist works in our school on a weekly basis. Kindergarten speech services are also supported by the CBE.

### **6. Field Trips**

Parents will be advised well in advance of any activities that are planned for "off campus". **Written** permission from parents will be mandatory. Please watch for notices and return them on time so disappointment can be avoided. Field trips are valuable experiences and are arranged to support the Program of Studies.

### **7. Extra-Curricular Activities**

Each year Crossing Park School offers a wide range of extra-curricular activities such as: Team Sports, Drama Productions, Orff, Choir, Dance, Cup Stacking, Patrols, Young Writers, and Recycling. Families are encouraged to retain their newsletters or notices for information regarding any activities or events that may be offered during the year.

Some extra-curricular activities may require a small fee to offset supply costs.



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### **8. Paper Recycling**

Our school participates in a school-wide paper-recycling program. Student volunteers collect paper that can be recycled from classrooms and offices every other day. The School Council provides the collection bags and bin to support this environmentally related project.



### **9. Parent Volunteers**

Parent volunteers support our work in many ways. Assistance in our library is always needed. Participation in our School Council is invaluable. Parent volunteers are required on our field trips to ensure an adequate child-to-adult ratio. If you are interested in volunteering, please let your child's teacher know. All volunteers in the CBE must complete the **Volunteer Registration Form** and the **Calgary Police Consent to Search and Disclosure Form** with proper identification.

### **10. School Council**

Crossing Park School Council is an active association of parents and professional staff who work together to promote the well being and effectiveness of the entire school community. It is a means to facilitate cooperation among all concerned participants, as well as advise and consult with the principal. Please feel welcome to attend the meetings, which are usually held on a Wednesday afternoon, once a month. Watch the school newsletter for exact dates and times.

### **11. School Society**

The Crossing Park School Society is a registered society that formally supports initiatives such as raising funds for the purchase of equipment for a school playground. Meetings are run

concurrently with those of the School Council. A casino has been approved for this coming year. Parents are always welcome to attend any of the meetings.

### **12. Parent Questions/Concerns**

If you have questions, concerns or compliments, please contact us. Your child's teacher probably has answers to most questions. The Principal, Assistant Principals or Resource Teacher can be contacted by phone or seen by appointment. We want our parents to feel that they can call school staff members and have their concerns addressed.

### **13. Class Treats**

Parents wishing to bring treats for their children's classes need to **consult** with the teachers beforehand in the event of **serious allergy concerns** that must be accommodated. For special classroom celebrations, teachers often send home a list with specific food items that can be sent to school.