

WEST DALHOUSIE SCHOOL
STUDENT HANDBOOK
2017-2018



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Welcome to West Dalhousie School

The staff of West Dalhousie School extend a warm welcome to all students and parents. It is our goal to work with parents in providing the best educational experiences for our children. With an open exchange of ideas and the building of collaborative and respectful relationships, we strive to establish a firm foundation for our children to carry with them the rest of their lives.

“Educating Tomorrow’s Citizens Today” is the mission of the Calgary Board of Education and our school’s mission. Today’s children are society’s future. We will need citizens who are knowledgeable about their own, as well as their collective potential. The ability to deal with technological change, to represent understanding in a variety of ways and to communicate effectively with others will be essential.

We welcome all of our students back to school and we look forward to another wonderful year of learning and growing together!

School Hours

Monday to Thursday

Kindergarten A.M. ➤➤ 8:05 a.m. – 10:53 a.m.

Kindergarten P.M. ➤➤ 12:02 p.m. – 2:50 p.m.

Grades 1 – 6: ➤➤ 8:05 a.m. – 11:01 a.m.
11:50 a.m. – 2:50 p.m.

Lunch Break: 11:01 a.m. – 11:50 a.m.

Friday (Early Dismissal Day)

Grade 1-6 Classes: ➤➤ 8:05 a.m. – 11:55 a.m.

Kindergarten

8:05– 9:57 am (AM Program)

10:03 – 11:55 am (PM Program)

Office Hours: Monday – Friday: 8:00 a.m. – 3:30 p.m.

Supervision is provided on the playground 15 minutes before the bell rings in the morning and during lunch time. At the end of the day all students are required to go home immediately following the bell. Please note that there is no supervision after school.

School Vision

Within a supportive community, our students will take ownership of their learning by discovering their unique potential. Challenged through a generative and inquiry based approach to learning, children will become deep critical thinkers able to make significant contributions within a complex changing world.

We believe that “Together We Make A Difference.” At West Dalhousie School we use a generative approach to curriculum and learning. It is a way of teaching and learning that respects each student’s varied interests and knowledge of the world. We consider this to be an important distinction and we intentionally use the phrases “generative approach” or “generative inquiry” to underscore the fact that we consider this to be a way to look at the world, rather than a teaching methodology. We believe that this approach to student learning exemplifies “best practices” that we have learned as both teachers and researchers.

Best Practices

We provide rich learning opportunities through a generative, inquiry-based approach to curriculum. Our learners take ownership by discovering and developing their potential, passions and gifts. As life-long learners and deep, critical thinkers, they are able to make significant contributions within a complex and changing world. Generative inquiry embodies our underlying belief in children as learners whose natural curiosity will lead



them to explore their world in meaningful ways. We believe that children can both learn and share their knowledge in multiple ways and that each of us has our own areas of strength. This value extends to both students and teachers as learners in the world and has led us to develop a broad repertoire of teaching strategies that enable children to approach their learning in different ways.

Our curriculum is organized around significant questions that lead our students into deep inquiry. Our school-wide investigation for the year is "What Is Valued?" Classes explore this and other topics as they relate to their classroom context. We recognize and appreciate the importance of student questions and discussions about the world around them. Student voice is a critical component in our planning for instruction. We encourage our students to consider questions in broad contexts and view themselves as global citizens, exploring new topics and relating them to what they already know about the world.

We view teaching as both a science and an art and honour the importance of the relationships that we nurture at West Dalhousie. We cultivate a sense of community between teachers, students, parents and our support staff. Our school embodies the three Pillars of Care philosophy; "Care for Self, Care for Others, Care for This Place".

Our Legacy

West Dalhousie School has always worked to prepare students for the world beyond our walls. As has always been the focus of West Dalhousie School, our practice continues to reflect current research and pedagogy. The colleagues who came before us based their practice on current research and we continue that practice.

We believe that our interpretation of the curriculum, which is based on sound pedagogy, will prepare our students for lifelong learning in a world that we cannot even imagine.

Professional Learning Time

Every school is responsible for scheduling Professional Development Days and Organizational Days. This year's school hours also enable our school to accommodate additional professional learning time every Friday afternoon. This time allows our staff to discuss current research and best practices in education.

On the early dismissal days there will be no classes for all students in the afternoon. In addition to this regularly scheduled time there are a number of system wide non-instructional days. Please refer to the year-at-a-glance calendar in this handbook for more detail.

Student Reporting and Online Scheduling

West Dalhousie School uses an online scheduling tool called My CBE Account. All parents need to register with My CBE Account. Go to www.cbe.ab.ca/b344 and follow the link to My CBE Account. This online tool allows parents to set up conference times, pay for fee and register for Transportation and Lunchroom. All parents will need to use this tool to schedule Parent-Teacher conferences.



Student evaluation is an on-going process that is conducted on a continuous basis. While formal reports are issued twice each year, parents are encouraged to maintain teacher contact regarding their child's progress throughout the year. **IRIS** is an online Student Assessment tool that allows





children to document and share their goals, strategies and evidence of learning. Please make sure you ask your child to share their new and developing learning in their Learning Profile in IRIS. They can access this website (fully protected) directly from our **school website**. Parent teacher conferences take place three times a year (please see our school calendar). September Conferences are a time when parents share information about their child and teachers share the program of studies and curriculum plans for the year. In November and March the focus is on student assessment data. Teachers, students and parents will work to goal set, discuss learning plans and best next steps to support achievement. In January and June formal report cards are sent home.

Attendance

West Dalhousie School operates a safety check program for all students, Kindergarten – Gr. 6. Parents of children who do **not** arrive at school for morning or afternoon classes (and for whom we have **no** prior notification of absence) are telephoned to confirm the absence.

We ask that parents call the school office at 403-777-6110, ext. "1" to advise us if your child is going to be **late or absent** on a particular day. This program is our way of assisting parents in ensuring that their children arrive at school safely.

To further assist parents, we have an answering machine which is on at all times and will allow you to leave messages in the evening or early morning. Thank you!

When parents are picking up students for **appointments** during regular school hours, we request that you come directly to the office immediately upon entry to the school.

Students will be dismissed from their classroom and will meet with their parents in the office. There is a binder at the front desk where students will need to be signed out. Your help in this situation would be appreciated. ***In the event that someone other than the parent/s is picking up a student, the school must be notified in advance.**

Safety: Emergency Information

The school maintains an emergency information file for each student. This file is updated every school year from the **Student Demographic Form** that comes home in a package in September. Should you have a change in address, home or business phone, throughout the year, please advise the school immediately.

Student Code of Conduct

The Calgary Board of Education is committed to providing students and staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. With this in mind, the CBE is creating a system-wide Student Code of Conduct (Administrative Regulation 6005) with input from students, parents and CBE employees. This new code of conduct will apply to all CBE schools, and beginning in the 2016/17 school year, individual schools will no longer have their own codes of conduct. All CBE students are expected to abide by the new system regulation, which will be posted to our Administrative Regulation page <http://www.cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>.

We believe in **The Three Pillars of Care**. These provide the entire school community with the framework with which we work, grow and learn together. It is a school philosophy that all students and staff live each day by.



The **Three Pillars of Care** are:

- **Take Care of Yourself**
- **Take Care of Others**
- **Take Care of This Place**

We strive to create a school climate in which all children believe that they are worthy, capable human beings, are expected to serve and can resolve conflicts peacefully.

Bussing

Bus service from the communities of East Dalhousie is provided by the Calgary Board of Education. Transportation contracts are available on-line or at the school. If you have questions regarding routes, schedules, stops or changes please call transportation services at (403) 817-7433 or check the website: <http://www.cbe.ab.ca/transportation>.

Noon Supervision Program

West Dalhousie School supports noon supervision in a caring environment that fosters and maintains respectful, responsible behaviour. We believe that children need a safe and secure place to have lunch. All students must register if they will be attending the lunchroom. A fee for noon supervision is charged.

If you have any questions regarding our lunch program please call our Lead Lunch Program Supervisor at (403) 777-6110.

School Patrol Program

We are very fortunate to have a hard working and dedicated team of safety patrols every year. They are on duty before school, lunchtime and after school to ensure

the safety of their fellow students. We will **not** have patrols on duty if the temperature is **below -20°** Celsius.

Use of Bikes and other Equipment

Students who ride their bicycles to school must dismount when entering the school property and walk their bike to the bike racks. According to school and C.B.E. policy, students are also **not** to bring skate boards, roller blades, heelies, scooters or toys to school. The use of toboggans and crazy carpets are not allowed on school property.

Injuries At School

Should your child be injured at school the following procedures will be followed:

- A staff member will take action to ensure the safety of the student and administer minor first aid.
- The parent or guardian will be telephoned and apprised of the situation and asked, if necessary, to come to the school to advise us of their wishes regarding their child's injury.
- If we are unable to contact the parent or guardian, the administrator in charge will decide if emergency treatment is necessary.
- If immediate emergency treatment appears to be necessary, the child will be transported via ambulance to Alberta Children's Hospital and the parents or guardian will be advised as soon as possible.

Parking And Drop Off

The staff parking lot is reserved for West Dalhousie Staff and Calgary Board of Education personnel. Since all parking spots have been assigned and paid for, we request your cooperation in NOT parking in this lot.



Also, when dropping off and/or picking up children at the front of the school, please be extremely mindful of all our students as this area tends to become very congested and visibility is often difficult.

School Entrances and Exits

Students are expected to enter and to exit the school using their designated doors. Students waiting to be picked up by parents and/or siblings should be waiting in the office.

Exterior entrance/exits will be locked after morning and noon classes' commencement for the safety and security of our students. **Parents, please use the front doors to enter the school during the school day and check in at the school office.**

Dress Code

West Dalhousie School is a place where we come to work and learn together. We request that students dress appropriately for learning. **Footwear:** All students must have a pair of both indoor and outdoor running shoes. Shoes should be worn at all times as we are expected to have regular fire drills and to be prepared for emergencies. Please put your child's name in both pairs of shoes. **Clothing:** We ask students to think about wearing appropriate clothing for learning. Students are not to wear halter tops or tops with spaghetti straps. Short shorts and tops that expose navels are also not acceptable at school. **Please label all items of clothing** as we try to return these items to their owners. We will display the lost and found items at frequent intervals, in the hallway down to the gym. All items not claimed are donated to charity.

Wireless Network

A wireless network for internet access using student owned personal electronic devices is now provided at

West Dalhousie School. At our school, we have CBE owned devices (laptops, desktops, etc.) that access our CBE network (both fixed and Wi-Fi). The new Learner Accessible Wireless Network (LAWN) has the potential to provide access to students, staff, parents and guests with non-CBE Wi-Fi ready devices. Students and CBE Staff are able to access the LAWN with their personal mobile devices with their CBE authentication credentials. Be assured that the content filtering that is normally used to filter inappropriate materials on the school's internal network will also be applied to the open access network.

Digital Citizenship frames out the rationale, conditions and dispositions for the appropriate use of personal devices by all people. At West Dalhousie, students will NOT be allowed to access the LAWN network with their personal device (mobile phone, iPad's, etc.) **unless** there is an educational reason and teacher invitation for including these devices into the learning environment. If you feel there is an educational reason for your child to be using their own personal mobile device during instructional time (school day), please contact your child's teacher. With the rapid advance of technologies and applications, we are confident that there will be opportunities for students to use digital tools that reside only on their tools in the service of their educational programming. We are asking that any use be discussed and agreed upon by your child's teacher first. We understand that some children bring cell phones for communication and safety reasons. Our policy at West Dalhousie is that all cell phones are turned off and put away during the instructional day (including lunch and recess). Students who use them during the day will be asked to put them away. If they are unable to meet this expectation, we will hold the device until we can talk to the child's parents.



As with any personal belonging that a student brings to school, the school cannot be responsible for electronic devices that are lost, stolen or damaged.

This is a significant opportunity for students to personalize their learning by identifying and using appropriate technology for their learning needs. As a school, we enter conversations with children about the responsible ways in which, we as members of a digital world, need think and act in terms of digital citizenship. We thank you for your attention to this important information.

Admirable Use Of Electronic Information Resources

Follow these three principles of respect to ensure that you are using information and technology resources in responsible way:

1. Respect Yourself

- Keep your CBE account passwords and other personal information confidential.
- Practice responsible conduct and digital etiquette when using electronic information resources.
- Inform your teacher if something on an electronic device makes you feel uncomfortable or is inappropriate.
- Use electronic information resources in a responsible manner that supports learning and demonstrates exemplary character.
- Care for personal devices is the individual student's responsibility.

2. Respect Others

- Use appropriate language and communicate respectfully while using electronic devices.


- Respect the property and the creative work of others.
- Protect and respect personal information of others.

3. Respect this Place

- Use all electronic resources in a responsible manner that does not damage computer systems, data or networks.
- Leave the school equipment so that it is ready to be used by others.
- Use electronic equipment in the classroom environment to support learning in consultation with your teacher.

Students at West Dalhousie are expected to be responsible digital citizens who demonstrate exemplary character through an understanding of personal and civic responsibility. Any violation of the above expectations may result in disciplinary measures as outlined in CBE administrative regulations 1062 and 6001.

School and Parent Councils

West Dalhousie School is privileged to have a very active School Council! Every parent or guardian of West Dalhousie is part of the School Council and is invited to  attend monthly meetings and become involved in school activities. School Council works closely with the staff of the school to enhance the learning environment for students. They have been instrumental in the development of our new Playground (being built in Sept. 2015), Nature's Place in the front of the school as well as planned and coordinated many school-wide events such as welcome back muffin mixers, fun lunches, recess treat days, as well as fundraising events.



Learn more about School Council at their newly developed website: <http://wdsparents.ca/>

West Dalhousie is also generously supported by a Parent Association who are committed to working a casino in support of our school. This particular organization runs separately from the School Council committee yet works in collaboration with the school and the council in order to support educational opportunities for children. The Parent Association supports field trips, technology, library resources, sports equipment, musical instruments and many different artists in residence throughout the year.

Volunteers

School volunteers are a vital component of any school program. At West Dalhousie School we encourage parents to be involved in our school and the classroom as well as with School Council. All volunteers need to complete a Volunteer Police Clearance Check before volunteering.

When coming into the school to volunteer please sign in the volunteer book at the office and pick up your nametag. This is for the safety and security of our children and enables staff to know who you are. We appreciate the support and recognize the value that volunteers have in the school. **Together we are better!**