

PRINCIPAL'S MESSAGE

Welcome to an exciting school year at Ronald Harvey School. Staff work together to ensure the success of our students. We hope that you will take advantage of every opportunity to be part of our school, bringing to it your energy, talents and interests. Together we will achieve excellence.

This handbook has been prepared in anticipation of some of the questions parents and students ask about Ronald Harvey School. Although it is not all-inclusive, it will help you become familiar with our organization, procedures and services.

Our regular monthly newsletter will be sent home with students at the beginning of each month. Special communications or classroom newsletters are sent home as required. Please do not wait for your school to contact you. If you have a question or concern, please call. Early and frequent communication between home and school is encouraged and your partnership is valued.

THE SCHOOL

Ronald Harvey is an elementary school enrolling kindergarten to grade six children. The total student population is approximately 260 students. Our school is named after a long time resident of St. Albert, Mr. Ronald Harvey. A native of Ireland, Mr. Harvey came to St. Albert where he began a very successful insurance business. He was a founding member of the United Church in St. Albert and was also very instrumental in the creation of our school district. Mr. Harvey was the first chairman of our school board and served in that capacity and as a trustee for many years. He has always been deeply interested in the community and the education of our children. It is both fitting and an honour that our school bear his name. Mr. Harvey passed away in April 2003.

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DISTRICT MISSION STATEMENT

Through our commitment to excellence in public education, we strive to ensure all students become life-long learners, confident and capable of shaping their future and meeting the challenges of today and tomorrow.

DISTRICT PRIORITIES

- ***HIGH QUALITY LEARNING OPPORTUNITIES FOR ALL***
- ***EXCELLENCE IN LEARNER OUTCOMES***
- ***HIGHLY RESPONSIVE AND RESPONSIBLE JURISDICTION***
- ***COLLABORATION, COLLEGIALITY AND EFFECTIVE RELATIONSHIPS WITH PARTNERS***
- ***SAFE AND INVITING LEARNING & WORKING ENVIRONMENTS WITHIN THE DISTRICT***

STAFF MEETINGS

Staff meetings for the 2006-2007 school year will be held on the first Wednesday of the month with the exception of September. There will be no kindergarten classes on staff meeting days. For all students, grades 1 - 6 inclusive, there will be early dismissal on staff meeting days. Dismissal times will be posted in newsletters.

COMMUNICATION

Classroom newsletters, a Parent-Student Handbook and Open House evenings are additional ways that the school informs students and parents about curriculum, expectations and classroom routines. Special needs students have an individual education plan written by the teacher prior to the November interviews. These plans are discussed with parents at each conference and updated as necessary.

If concerns arise, the teacher should be contacted first at 459-5541.

At Ronald Harvey School we are proud of the accomplishments of our students. Consistent with the curriculum mandated by Alberta Education and the priorities of St. Albert

Protestant Schools, high standards are set for achievement and growth. Our aim is to:

- work cooperatively to enhance student learning.
- work toward excellence in all mandated curriculum.
- develop positive attitudes toward learning, working and playing with others.
- foster respect for oneself and others, public and private property and authority.
- focus on anti-bullying education.
- provide a safe environment.

ASSESSMENT

Assessment is the process of collecting information on student achievement and performance. Teachers and students use many strategies to ensure that everyone associated with Ronald Harvey School is informed about what students know and are able to do. Assessment includes three stages in the communication of student achievement and growth.

1. Collection of Assessment Information on Student Achievement and Performance

Teachers at Ronald Harvey use a variety of methods to assess student achievement. Included are:

- student observation
- teacher developed tests
- student writing and journals
- reading inventories
- student self-assessment
- diagnostic testing
- district and externally developed tests
- student work samples - files/portfolios
- interviews and questionnaires

An important part of learning is the decision-making, interpretation, analysis and reflection in which students engage when collecting evidence of their learning. Assessment for Learning is also used as an important component of developing student success.

2. Selection of Assessment Information Relative to the Curriculum

Teachers at Ronald Harvey School utilize the information and make judgements during the year regarding students' achievement, effort and growth.

Achievement is the demonstration of knowledge, skills and attitudes students are expected to learn at a specified grade level. Achievement is

judged by comparing a student's work to the requirements of the curriculum. How well a student demonstrates grade level expectations is determined relative to agreed-upon criteria and samples.

Effort - Motivation for learning is determined by considering general attitude and willingness to learn and to apply oneself.

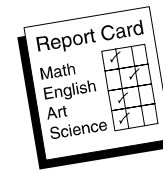
The following comparisons apply:

Achievement, Skills

- 5 - meets standards of excellence
- 4 - above acceptable standard
- 3 - meets acceptable standard
- 2 - below acceptable standard
- 1 - clearly below acceptable standard

Attitude, Effort

- VG Very Good
- G Good
- S Satisfactory
- RA Requires Attention



3. Communicating Student Growth and Reflection

Report Cards are distributed three times during the school year.

Parent-teacher interviews are set up on a school-wide basis twice a year. These occur in November and in March. Interviews are also scheduled on a need basis. Please contact the school if you would like an appointment. At most grade levels student-parent-teacher conferences are encouraged. The March interviews (Celebration of Learning) will be in the form of a student-led conference.

The report card will document progress made in each subject area. It will be sent home just prior to the conference. Parents are encouraged to read the report, list questions, sign the report and attend the scheduled conference with their child.

STUDENT SAFETY

Attendance Check

Please report all absences to the school by sending a note to the teacher the day before, or by phoning the office. A telephone answering

machine is available for your convenience during off-hours. The number is 459-5541.

Picking Up Students

If you are sending someone to pick up your children or if you are picking up your child please sign in and sign out your child at the office.

Illness

Children who are too ill to go outside for recess are generally too ill to be at school. This is particularly true in cases of severe colds, infections, headaches etc. Good health is necessary for effective learning. Our infirmary facilities can handle emergencies or unanticipated illnesses only.

Medical Concerns

Ronald Harvey staff, students and School Council work together to provide a safe environment for everyone. In order to address a variety of medical concerns, everyone must be aware of school expectations and procedures.

1. Students with medical concerns are identified to homeroom teachers with specific information regarding the condition. At-risk students are identified to the entire school staff and supervisors.

- individual information sheets are located in the school office with picture identification.
- at-risk student information (with picture i.d. is discussed with all staff).

2. Hot Lunch days are sponsored and organized by the School Council and school volunteers. Every attempt is made to avoid any allergy sensitive foods. However, parents should consider the option of providing alternate lunches for their children if they have concerns regarding allergy risks.

3. In cases where any form of medication needs to be administered on a regular basis you are requested to contact the school office to arrange for storage, administration and monitoring. Students will be requested to self-administer any medication, under the supervision of a staff member.

NOTE: Many regular dosage medications can be provided in a dosage bubble package if requested at your pharmacy.

4. It is recommended that nut products and shellfish be avoided in lunches, snacks and treats.

NOTE: In homerooms housing any at-risk students, you will be reminded to

avoid all nut products. Thank you for your cooperation.

5. Paramedics will be called immediately in any case where school personnel deem it necessary. You may wish to consider purchasing student insurance if you have any concerns regarding any costs which may be incurred under medical emergencies.

At-Risk Students (severe asthma, anaphylaxis, diabetes, epilepsy, etc.)

Parents are responsible for ensuring that the school has the necessary information regarding their child's condition.

NOTE: Medical information forms are available in the office for students who are at risk.

1. At-risk students **should** wear a medical alert bracelet (necklaces are not recommended as they can be concealed under clothing, particularly during winter).

2. At-risk students may wish to wear a waist belt containing prescribed treatment (i.e. epi-pen, inhaler, glucose tablets,) and any pertinent instructions. Expiry dates/refills/maintenance of any treatment items should be checked by parents on a regular basis.

3. Children should be reminded not to accept food, snacks or candy from anyone without parent/teacher approval.

NOTE: Providing a package of appropriate treats to be stored by the classroom teacher could avoid uncomfortable situations for your child.

4. A buddy system may be used in cases where it is seen as helpful to students with medical concerns.

Safety Patrol

Students in grade six form the AMA School Safety Patrol. They will help students cross safely at Langley crosswalk only. Students and parents are asked to cooperate with them and ensure the safety of everyone using the streets.

STUDENT SERVICES

Capital Health

Capital Health works together with schools and community agencies to provide a range of coordinated health and support services for school children and their families. Our common goal is to build on the health and education potential of all students. Services include: transition support, case management and follow up for students with complex and chronic health conditions, vision, hearing and dental screening, immunizations, speech and language services for kindergarten to grade six, emotional/behavioral support and occupational therapy for grade one students. If you have any concerns or questions about your child's health, please talk to the school principal or contact the school's community health nurse at the St. Albert Public Health Centre # 459-6671.

Counselling

Ronald Harvey school provides counselling services; the major ones being:

1. Testing students individually and in small groups.
2. Coordinating services and referrals to outside agencies.

Please contact the school with any concerns or questions.

Library

This year all students from Kindergarten to grade six will have at least one library period every week.

Technology

All students from Kindergarten to grade 6 will access the lab at least once during the week.

School Based Resources

We use school-based resources, school district resources and community resources to provide appropriate educational opportunities for all students. Students have "special needs" of many kinds and we strive to meet the needs of students requiring extra service.

EMERGENCY RESPONSE SAFETY PROCEDURES

Fire drills are held throughout the year to practice student safety procedures. Everyone must leave the school immediately when the fire alarm sounds.

Students will participate in organized practice lockdown exercises to secure the classroom and school.

BUSES

When traveling on school buses students are expected to behave in a responsible manner. Rules and school bus regulations must be followed.

DRESS AND FOOTWEAR

Suitable dress and footwear should be worn relative to existing weather conditions. To help keep our school clean we ask students to take their boots off at the entrance and place them on the boot racks. Students are asked to bring a pair of gym shoes to be worn only indoors and for physical education classes in the gymnasium. Please send shoes with non-marking soles, as the floors in the gym and hallways are difficult to maintain.

SLIDERS/SKATEBOARDS

Skateboards, scooters, bikes, heelys and roller blades are not permitted on school grounds or property. Students who bring these to school should dismount or carry them once on school property. Appropriate areas for these activities are not available at the school. Safe use and protection from injuries cannot be guaranteed. Plastic carpet sliders are no longer permissible for winter sliding. Toboggans and other heavy sliding devices become hazardous to the many children around the hill as well and are not allowed.

EXTRA CURRICULAR PROGRAMS

Sports Programs



Several sporting events are planned during the year. In the fall, the school holds a cross-country run and enters the St. Albert District Cross-Country Competition. During the winter, grades 4, 5 and 6 students have an intramural program at noon-hour. Skiing takes place 2 days in the year at Snow Valley. Spring events include school and district competitions in track and field for grades 4 - 6 students. The year ends with a school field day in June that includes a variety of activities. These events are in addition to our daily physical education program and help to enhance the program.

Clubs

There are many opportunities for students to be involved in a variety of clubs during the lunch hour. Some examples include Chess Club,

School Reach, Skipping Club, Computer Club, Leadership, Running Club, Speech, and Learning Club.

Fine Arts

Students from grades three through six have the opportunity to join the school choir. There may also be other opportunities such as Art, Artist in Residence, school concerts and productions throughout the year.

LOST AND FOUND

Please label all of your children's possessions, including clothing. A great number of articles turn up in the lost and found box. Parents are asked to check this box during the school year. These articles are placed in the hallways during parent-teacher interviews and prior to Christmas break, spring break and year-end. Smaller items, such as keys, are normally kept in the office. Bicycles brought to school should always be kept locked in the racks. The school will not be responsible for lost items.

FEES AND SUPPLIES

All students are responsible for providing their basic school supplies as requested on the supply list. A small supply of basic school materials is kept in the office and sold to students. This is a service for students to enable them to purchase quickly any school items they might need. Prices are as reasonable as possible at approximately cost plus 10%.

STUDENT RESPONSIBILITIES

Our school is a learning community where we must all cooperate to ensure that the rights of all individuals are maintained.

Our school discipline plan is built on Barbara Coloroso's philosophy:

1. *Kids are worth it.*
2. *I will not treat a student in a way I myself would not want to be treated.*

Our behavior model utilizes the Quest Conceptual Model for Positive Youth Development and our student agenda reinforces important values that are an important part of our Character Education Program. It is premised on

our belief that all students have rights and responsibilities. It is a school goal to provide a safe and comfortable school environment where students are helped to develop positive social behaviors and self-discipline. Approaches used school-wide and at the classroom level include strategies from the *Quest* program as well as social skills emphasis.

These approaches include:

- a) *Recognizing positive behavior.*
- b) *Building students sense of belonging in the school.*
- c) *Providing appropriate direction, guidance and modelling.*
- d) *Frequent communication, and school/home interactions.*

Our students are expected to assume the responsibilities listed below.

- a) *Respect for self and for others, for property and everyone's right to learn.*
- b) *Responsibility for their own learning and behavior.*
- c) *Treating each other with courtesy and fairness.*
- d) *Using playground equipment safely and caring for school property.*
- e) *Moving safely in the halls and helping to maintain a clean environment.*

General School Rules

1. Play safely
2. Be orderly
3. Be on time
4. Show respect
5. Stay in boundaries

Classroom Expectations

During the first few days of school, teachers, with their classes, develop a classroom plan outlining classroom rules and related consequences (based on Quest, Health curriculum), e.g.:

- a) *Keep your hands and feet to yourself.*
- b) *Be prepared with books, pencils and paper.*

Playground safety rules are discussed and posted in the classroom and hallways.

Discipline Action Plans for Playground, Lunchroom, and Classroom

The following steps may vary depending on the child and the offense.

- a) *Recognize positive behavior.*
- b) *Verbal warning and/or physical proximity.*
- c) *Minor infractions are handled on the spot using problem-solving:*
 - *telling the other person what the concern is in a respectful manner.*
 - *asking the other person to stop his/her actions.*
 - *leaving the immediate presence of the other person.*
 - *asking the teacher or supervisor for help (solution may involve logical consequences, loss of privileges, recess detention, time out).*
- d) *As above with administration involvement. Parental involvement may also occur.*
- e) *In-school suspension.*
- f) *Out-of-school suspension.*

This school procedure reflects the intent of the District St. Albert Protestant Schools' Code of Student Conduct Policy.

NOON-HOUR SUPERVISION

Policy

The Board of Education believes that students wishing to stay at school over the noon hour must have the option of doing so. The Board also believes that parents have a responsibility to assist the school in the provision of noon hour supervision of children.

Guidelines

- For the purposes of these guidelines “user pay” is taken to mean that in exchange for a fee a student may be permitted to remain at school during the lunch hour and, conversely, where the fee is not paid as a matter of principle, the student affected does not have the option of remaining at school during the noon hour.
- The principal is responsible for ensuring that noon hour supervision is provided.
- The principal is responsible for involving the community in the development of the noon hour supervision program.
- The principal may establish a user pay supervision program.
- Noon hour supervision fees will not exceed \$10 per month or \$1 per day for students who stay on a casual basis.
- The principal is responsible for the development and implementation of regulations governing the school’s noon hour

- supervision program.
- The option of staying at school during the noon hour may be suspended or revoked by the principal as a result of unacceptable behavior on the part of the student.
- No student shall be denied the option of staying in school for lunch because of an inability to pay the user fee.

School guidelines have been established by a parent committee and the school administration, and are reviewed each September.

PARENT OPPORTUNITIES

School Council

Ronald Harvey is fortunate to have a supportive community. Parents are encouraged to become involved in the School Council or Council-sponsored committees. This involvement is particularly important as we continue to work toward site-based management schools.

The School Council meets most months and discusses a variety of issues. The School Council executive is elected in the fall. All parents are invited to the regular meetings.

Local Advisory Council

This is the kindergarten parents’ group. The executive is elected in June at a parent information meeting. The nature of the Kindergarten program requires parental involvement. All parents are invited to attend LAC meetings. Parents are notified of meetings through class/school newsletters.

Learn Alberta

The Learn Alberta website provides online resources to the Kindergarten to Grade 12 community. Students, teachers and parents will find multimedia learning resources that directly relate to the Alberta curriculum.

Our school jurisdiction has a User ID and Password to access the site. These are made available in a fall newsletter.

Parent Volunteers



There are many opportunities to be involved in our school. Please sign in and pick up a volunteer tag at the office if you are volunteering. Together, our parents, school and

school district work to provide our students with resources to help prepare for a successful future.

and no staff meeting in September and early dismissal on December 22.

Education Week - April 29 - May 6, 2007

NOTES:

**2006-2007
BELL SCHEDULE
RONALD HARVEY ELEMENTARY**

First Bell 8:55 A.M. School Entry
8:58 A.M. Opening Exercises & Registration
9:01 A.M. Begin Period 1
9:39 A.M. Begin Period 2
10:17 A.M. Begin Period 3
10:55 A.M. Morning Recess
11:11 A.M. Warning Bell
11:14 A.M. Begin Period 4
11:40 A.M. Kindergarten Dismissal
11:52 A.M. Begin Period 5
12:30 P.M. LUNCH BREAK
1:30 P.M. Warning Bell
1:33 P.M. Registration
1:36 P.M. Begin Period 6
2:14 P.M. Begin Period 7
2:52 P.M. Begin Period 8
3:30 P.M. Dismissal (Grades 1-6)

**2006-2007
Grades 1-9**

First Day of Operation	August 28
First Day of Classes	August 30
Labor Day	September 4
Thanksgiving	October 9
Staff PD day	October 10
Non-Operational Day	November 10
Non-Operational Day	November 13
Parent-Teacher Interviews	November 24
Christmas Recess	Dec. 23 – Jan. 7
Teachers' Convention	February 8, 9
Family Day	February 19
Parent-Teacher Interviews	March 23
Spring Recess	March 24 - April 1
Early Registration	April - TBA
Good Friday	April 6
Easter Monday	April 9
Staff PD Day	April 20
Victoria Day	May 21
Last Day of Instruction	June 27
Operational Day	June 28
Last Day of Operation	June 29

Note: 9 staff meetings with 106 minutes early dismissal

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