



Duffield School Handbook 2021/2022

Welcome to the 2021/2022 school year at Duffield School. I hope you all had a restful and relaxing summer.

Duffield School has a long tradition of academic success, community involvement and a safe and secure learning environment. We will continue to focus on citizenship, social responsibility and life-long learning.

At Duffield School we provide our students with:

- opportunities, support and resources to develop a strong foundation in literacy, numeracy and a fluency of expression through fine arts and athletics,
- a sense of social responsibility and the skills to carry out those responsibilities,
- a positive school experience which enhances self-confidence and sense of self-worth.

Duffield School prides itself in having a warm and positive atmosphere that is evident as soon as people walk through the doors. Students, parents and staff are valued as members of the school community. Together we will ensure that this continues during the 2021/2022 school year.

Cherie Lovsund
Principal

Please take time to review the information provided in our Duffield School Handbook. The monthly calendar provides you with activities known to us as of the publication date. The information pages are designed to inform you of important policies and practices of Parkland School Division and Duffield School.

The intent of this handbook is to keep you informed and to encourage your participation in school activities. As the year progresses, additional information and dates will be posted on our webpage, and newsletters.

We are counting on you to become an integral member of the school community. Education is a partnership that cannot occur without the support of every staff member, the involvement of every parent, and the commitment of every student.

2021 - 2022 TEACHING ASSIGNMENTS

Kindergarten: Mrs. T. Leavell
Grade One: Ms. Eniko Gyorgy
Grade One/Two: Ms. J. Schmidt
Grade Two: Mrs. M. Satermo
Grade Three: Mrs. S. Fleming
Grade Four: Mr. S. Owen
Grade Five: Mr. J. MacDonald
Grade Six: Mr. J. Mireault
Grade Seven: Mrs. C. Petterson
Grade Eight: Mrs. J. Whalen
Grade Nine: Ms. C. Shukalek
Music/Social Studies: Ms. K. Nesbitt

Administration and Office

Principal: Mrs. C. Lovsund
Assistant Principal: Mr. S. Jaspers-Fayer
Head Secretary: Ms. S. Shave
Secretary: Mrs. G. Johnson

Library: Mrs. B. Baron

Educational Assistants: Mrs. D. Giauque, Ms. A. O'Connor, Mrs. L Goebel,
Mrs. R. Neron, Mrs. R. Richards and Mrs. J. Hennig

Custodial

Ms. C. Laing

BUS INFORMATION

Students may ride buses other than their own **ONLY** with contact between parents of the "guest rider" and PSD Transportation 24hours **BEFORE** the requested ride (780-963-8452). Our buses may carry the safety limit of passengers, and may not have room to accommodate another student on the bus for safety reasons. We appreciate your cooperation in these matters which ultimately support the safety of students and the efficient operation of the school. *For the startup of the school year, students will not be permitted to be a "guest rider" on another bus*

SCHOOL NEWSLETTER Is posted to our school's webpage the first of every month. If you visit our webpage and sign up for the newsletter, a copy of it will be emailed to you.

ATTENDANCE PROCEDURES: Please notify the office **before 7:50 a.m. each day** if your child will be absent from school. The phone number is (780) 892-2644. Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents to reinforce the importance of being at school each and every day and to make every effort to send your child to school on a regular basis. In the event that a student misses 10% of the school year, parents/guardians will be contacted and will receive an attendance letter from administration.

If you wish to pick up homework for an absent child, please contact the teacher directly via email, and please recognize that teachers will not be able to collect materials for your child during instructional hours. If your child is tardy to school, he/she must report through the front office to allow us to update our attendance records for that day. Consistent tardiness also impairs your child's ability to perform well at school and will result in parent contact and appropriate consequences.

Should you find it necessary to schedule a medical/dental appointment during the student's class time, please notify the teacher & school office by note in advance so that we may keep class interruptions to a minimum. All students leaving school before dismissal time must be signed out in the front office by a parent, guardian, or other adult listed in PowerSchool.

SIGN IN / OUT OF SCHOOL: All community members *MUST sign in at the front office upon entering the school and sign out again upon leaving. This enables us to know who is in the building at all times for Safety and Health concerns.*

TRANSPORTATION TO SCHOOL

Parents are asked to avoid driving in the bus lane. Parents are requested not to stop in the bus lane at any time. Students being dropped off should use the front door of the school to avoid the bus area altogether. **PLEASE DO NOT PARK IN THE NUMBERED PARKING SPACES, THESE HAVE BEEN ASSIGNED.** For a brief stop, please feel free to park along the side walk out front, except in the designated fire lane, or for longer time periods please park in the south parking area.

If you are making alternate arrangements for your child after school, please try to notify the office **before 1:30pm** to ensure that the message is given to your child before he/she gets on the bus.

MEDICATION AT SCHOOL Parkland School Division Board believes administration of prescribed medication/personal care is fundamentally a medical, not an educational function. Primary responsibility for the administration of medications, therefore, rests with the individual student, his/her parents and/or the appropriate medical personnel. The Board, however, recognizes that it may be appropriate in certain circumstances for staff to assist parents in the provision of care to students, if so requested and supported with written instructions provided by the parent and physician. Please refer to PSD Administration policy **782 Administering Medications/Personal Care to Students** and note that: Medication **MUST** be in the **ORIGINAL** pharmacy bottle, labeled by the pharmacist. The parent and physician **MUST** sign a consent form (available in the office) prior to any medication being administered.

ASSEMBLIES will be hosted by students throughout the year. These assemblies are an opportunity for students to perform and share aspects of the school programs. They are also occasions of celebration of ongoing student progress and achievement. We welcome parents who are able to join us!

Protection of Student Property - PLEASE Do not allow students to bring valuable personal items to school. We cannot be responsible for property lost or stolen. Please mark your child's belongings with his/her name. Labeled clothing will be returned to your child through the office rather than placed in the lost and found box. The labeling of property greatly assists us in returning misplaced items or retrieving lost articles. Few, if any, items are deliberately taken by another student, and most end up in one of our three lost and found boxes. If your child is missing something, please check these boxes when you visit the school. Most of our students are very honest and respectful of the property of others; however, unfortunately in every community there are incidents of theft. For this reason, we ask parents **not to allow students to bring valuables to school.** Items of value, (including clothing) should bear some identifying marking.

We also appreciate the integrity of parents who let us know when something comes home which does not belong to their children.

We do everything we can to track down missing items, but this is a very challenging task and we hope you will assist us in every way to avoid the disappointment and expense of such losses to your child and others.

REPORTING TO PARENTS

Our commitment is that we will regularly and thoroughly communicate with parents. This communication will be accomplished through a variety of formally scheduled activities throughout the year:

- **Curriculum and Welcome Back To School**
- **Report Cards.**
- **Parent Conferences**

SCHOOL PHOTOS Individual student photos and class pictures will be taken on **Monday, September 27th, 2021; with retakes on Tuesday, October 26th, 2021. As in the past, order forms will come back with the pictures and you will be able to make your choice for ordering at that time.**

HOT LUNCH PROGRAM

In prior years hot lunch, including milk, has been available at school three days a week, for a minimal cost. Menus are available from classroom teachers and in the school office. We are looking to continue on with this program: TBA.

VOLUNTEERS AND VISITORS

The Parent Volunteer program at Duffield is a very active one. Volunteers help us in many areas of the school - in the classroom, office, games room, field trips. If you are interested in helping please see Mrs. Johnson or Mrs. Shave to fill out a volunteer form. For Emergency Evacuation purposes please check in/out of the office any day you are in While visiting the school or volunteering in a classroom, ***you must sign-in and sign-out in the front office and wear a volunteer tag.***

SCHOOL COUNCIL

This group is composed of staff and parent members whose responsibility it is to support the school and offer ideas and direction in regard to the school plan. Meetings dates are posted on the webpage. All parents are welcome and encouraged to attend.

LOST AND FOUND

We urge parents and students to label EVERYTHING that is sent to school. Our Lost and Found rack and bin fills up very quickly with many items that are never reclaimed. We encourage parents and students to check it regularly for lost articles. Unclaimed clothing is donated to charity.

LIBRARY BOOK CHECK OUT

Students are able to check out 1 to 3 library books a week, depending upon their grade level. These books are due the week following check out unless the student renews the book(s). Overdue notices are sent home if the student has overdue book(s). Should any book be lost or damaged, payment must be made to cover the cost of the book's replacement.

PETS ON SCHOOL GROUNDS

Pets are not allowed on school grounds.

PHYSICAL EDUCATION

All students participating in scheduled Phys. Ed. classes and other gym activities, (e.g. noon hour intramural sports, after school sports) **will be required to wear approved indoor footwear**. Outdoor footwear or sock feet will not be allowed in the gym. Except for cool weather outdoor activities, the following dress is required for gym class: indoor runners, cotton or other shorts that do not restrict movement, and for sanitary reasons, T-shirts to be used for Phys. Ed. only. Sweat pants are acceptable.

LOCKERS

All grades 4 to 9 students will have a locker assigned to them (TBD). **Only school locks can be used on these lockers. All students who have a lock must lock it at all times.**

SUPERVISION

Students are requested **not to arrive at the school earlier than 7:40** unless they have been asked to come for a school related activity. Supervision is provided during the unloading and loading of buses, during recess periods and at noon as well as throughout the day. **No students are allowed to leave the school grounds.**

EXTRACURRICULAR SPORTS ACTIVITIES

Some of the extra programs offered at Duffield School are:

Sports Teams: Volleyball, Basketball, Badminton, Track, and Running Room Games.

An intramural program is offered at lunch time for each of these sports (TBD). Due to the escalating costs of school athletics, members of school teams are required to pay a fee for participating in each sport. This money will go towards the costs of refereeing, tournament fees and transportation

If Your Child Comes Home with a Problem or an Issue that Concerns You Can Be Sure...

- That conflict and misunderstandings are part of life in a community
- That the staff WANT to know about your concerns
- That the staff WANT to serve your child well
- That the staff WILL investigate the issue fully and get back to you about it
- That where injury or wrong have been done, perpetrators will receive consequences and reconciliation will be mediated

UNTIL THERE IS EVIDENCE TO THE CONTRARY, PLEASE ASSUME

- That there may be shared responsibility for the problem and for the solution
- That there is usually more to the story than comes out in one version
- That people have acted in good faith
- That there may have been legitimate misunderstandings
- That every attempt will be made to satisfy you that the concern has been addressed

KNOW THAT: A process called **Healthy Interactions** is in place in the School Division so that you are assured of being heard. If informal means fail to bring resolution, ask about this process.

No issue was ever resolved by failing to make known your concerns **in the place where those concerns can be properly addressed.**

Duffield School's Student Code of Conduct

Our Student Code of Conduct exists to ensure that each student and staff member has access to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Code of Conduct ensures that our school promotes a culture of wellness that:

- Establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students, staff, families and the greater community;
- Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;

- Establishes and publishes expectations for student behavior while at school, at a school- related activity, or while engaging in an activity at any time that may have an impact on others in the school;
- Ensures that healthy environments exist in all schools that are free from fear, discrimination and harassment while promoting inclusive strategies to ensure that every student is treated with respect and dignity. Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams. The following commitments are essential to a successful school program and purposeful life:
 - o Duffield students will pursue academic excellence and show respect for teaching and learning to the best of their ability.
 - o Duffield students will promote responsibility, respect and kindness.
 - o Duffield students will demonstrate strong positive character.
 - o Duffield students will accept and honor all people including those who appear different from themselves.
 - o Duffield students will treat all members of the school community with courtesy and respect.

In keeping with a commitment to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, in Parkland School Division everyone is accepted and experiences a sense of belonging. The Division supports the endeavors of staff, students, parents and the community to promote positive student behavior and conduct throughout our community of schools.

Parkland School Division has a responsibility to ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

All stakeholders in the success and well-being of students, and especially the students themselves, are expected to recognize their responsibilities in developing student self- discipline within a culture of wellness. Staff members and students will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

Duffield Discipline Policy

At Duffield, we believe that students have the right to learn without interference; to participate without intimidation; to be treated with respect and to be safe and secure. Discipline is seen as an ongoing process rather than an event. Success is most likely to

occur when home and school work together in the best interest of the child. Students are encouraged to make positive choices. Students are held accountable for their own behavior. Cooperation, mutual respect, and trust, create a positive school environment for growth and learning. Students found to not be following the expectations for behavior will be held subject to the consequences outlined in Parkland School Division Administrative Procedure 360 - Student Discipline.

Academic Expectations

Students are expected to bring materials to class, participate actively and positively in class activities, and complete assigned homework to the best of their ability. These behaviors are essential for students to reach their academic potential.

Playground Safety

Students are expected to play safely and use equipment wisely. Playgrounds are typically accessed by students in K-6 for the most part during recess time. If a grade 7-9 student is on the playground and behaving in a respectful manner they are welcome to continue to use the equipment, if behavior becomes a concern please refer them to the office. In addition, there are basketball nets in the tarmac for all grades to play with. In the field there are places to play football, soccer, baseball and even Frisbee. Students are to be mindful and play with students of the same age. Supervisors are at and about to ensure safe playing is occurring.

Respect for Others

Students are expected to demonstrate respect for others by being courteous and well mannered, being tolerant of others, being cooperative with school staff, using appropriate language, observing safe practices, and being accountable to **all** members of the school community. Harassment of others, in any form, will not be tolerated.

Respect for Property

Students are expected to respect and care for the property of others. Damage, theft, or misuse of school or personal property is unacceptable behavior and students will be expected to pay or compensate in some way for the damage. Students are expected to assist in keeping our school a place to be proud of that is safe and clean.

Respect for Self

Students are expected to show respect towards themselves and their own property. No student in our school is old enough to legally purchase/possess/use tobacco or alcohol products. It is illegal for them to purchase/possess illicit drugs. Students in possession and/or using these substances will be faced with suspension and possible expulsion.

Specific Guidelines

The following specific guidelines help to create a positive learning environment:

- all students play outside in the playground in the morning before school (other than inclement weather)
- during recess and lunch, students are to play outside (other than during inclement weather), within school boundaries.
- snowballs, sticks, rocks, and sand must not be thrown
- fighting is not allowed; play fighting is not permitted as they often lead to further problems
- students are asked to leave toys of personal value at home as we are not responsible for them.
- students are expected to remove their hats/caps/hoods in the school

Student Dress Code

Students are expected to dress in appropriate clothing when attending Duffield. Rather than trying to describe the things that they can't wear we are focusing on helping them to make appropriate choices that demonstrate respect for themselves. In the same way that discipline is an individual journey and will require more or less guidance on an ongoing basis.

Bikes, Scooters and Skateboards

All bikes, scooters and skateboards are expected to be locked and secured outside of the school on one of the racks provided. There are two main bike racks at the front of the school and beside the tarmac and three skateboard/scooter racks by the Grade 5-9 entrance. Students are expected to bring a lock and secure their belongings during the day. Scooters and Skateboards that are left in the boot room may be removed and stored in an alternate location and returned to students at the end of the day.

Electronics Policy (iPods, iPads, Cell Phones, etc.)

Many students come to school each day with personally owned devices (cell phones, ipods, etc.). Students are given instructions when they can or cannot use their devices. Pockets are available to each student to safely store the device if they do not have a book bag. Students use these devices (typically iPads, Chromebooks or Laptops) throughout the day to complete their work. Students using personally owned devices during the school day are expected to demonstrate respect and to follow the direction of staff (i.e. if a staff member asks a student to put a device away it is expected that they comply with this request). Devices should not be used during instruction; however, are used by many students during independent work time.

If a staff member determines that a student's device is becoming a distraction to learning or is having a negative impact on the learning environment, it can be taken away. The device will be returned to the student at a specific time determined by the staff member and/or administrator.