



School Handbook

reaching **new** heights

213 Tamarack Avenue, Hinton, Alberta T7V 1 T7

Phone: 780-865-25 Fax: 780-865-8887

TABLE OF CONTENTS

WELCOME	3
CREATING A POSITIVE ENVIRONMENT	6
SUPPORTING STUDENT LEARNING	8
COMMUNICATING AND REPORTING	8
EVALUATION AND AWARDS	9
STUDENT SAFETY AND WELL BEING.....	10
SUPPLIES AND SERVICES.....	11
AROUND THE SCHOOL	13
ACTIVITIES	14

WELCOME

Principal's Message

Crescent Valley has always been a community of learners, and this year, we will be creating a safe environment where students will be working together in new ways. We will be working under new conditions with new protocols. I am proud to say the teachers taking on these new protocols are highly experienced, open-minded, and creative. By using: physical distancing, hand hygiene practices, PPE's, cohorts and staggered groupings, we will be able to support our students in a safe and caring manner.

Living through this COVID pandemic has forced us to accept a new type of normalcy. It continues to be uncomfortable and uncertain for everyone. Please know we are doing our best to keep student learning moving forward in positive ways. *I want to remind you to give your son or daughter permission to step back if they begin to feel overwhelmed.* Each family environment is different, and only you know as the parent if your son or daughter is finding the challenge too difficult.

We have the very best teachers and by simply reaching out and communicating with your teacher, we can support your children. Teachers are continuing to do their best to support their students while balancing their own family, children, and health. Thank you for continuing to be supportive, patient and compassionate with all of us.

There are many questions about returning in the fall. We will continue to follow the directives from Alberta Health Services, the Minister of Education, and our Senior Leadership. As we know more, we will share information with you. As of August 24th, we posted the school re-entry plan for you to go through with your children. The plan will be ongoing and change as we receive new information and directives.

Please remember to review the School's Re-entry Plan on the school's website and to go through the additional resources under the tab "Covid Resources". You will also find a daily **AHS Screening Check** to do with your children each morning. Also you are reminded to pack personal hand sanitizer so that your child can practice hand hygiene with their teacher. Although masks are mandatory for grades 4-7, please feel free to provide your children in grades K-3 with a mask as well. As we have not received masks yet, please provide a mask for your children for the first day.

Microwaves and recycling will not be available for student use so pack lunches accordingly. Big Horn Mines has graciously donated a water bottle for every

student and we will be handing these out in the first week so please put your child's name on it. We are recommending a "boomerang lunch". A boomerang lunch is a lunch that has every piece of it return to its source. In other words, everything in the lunch goes back home at the end of the day. No matter if it is leftover food, containers, recyclables or garbage, it all goes back.

Please be respectful of physical distancing and follow the arrows on the ground or floors. Only parents of Junior Kindergarten are allowed to enter the building (wearing a mask) and accompany their children to and from the classroom. However: parents of students in Kindergarten to Grade 7 are not permitted to enter the building. If your child is late, please remind them to use the front door only as other doors will be locked and to ring the doorbell at the front door.

On the first day of school, we will have the teachers outside with signs with their grade and names. Grades 1-2 should find their teacher at the primary doors located on the east side of the building, Kindergarten and Grade 3 will locate their teacher at the gym doors. Grades 4-6 will find their teacher at the doors located in the back beside the basketball court, and the Grade 7s at the picnic tables. Please go through all of the information posted on our website and if you have any questions, please do not hesitate to contact me.

Thank you for your support.

Rod Armstrong

Crescent Valley School Staff

<i>TEACHING STAFF</i>		<i>SUPPORT STAFF</i>	
Mr. Armstrong	Principal	Mrs. Frattinger	Secretary
Ms. Casagrande	Assistant Principal	Mrs. Leblue	Student Records/Library
Mrs. Okoli	Kindergarten		
Mr. Darroch	Kindergarten	Mrs Lavoie-Murray	Family School Liaison
Mrs. Bradford	Grade 1	Junior Kindergarten	Ms. Arsenault
Mrs. Pratt	Grade 1-2	<i>EDUCATIONAL ASSISTANTS</i>	
Miss Jones	Grade 2	Mrs. Durocher	
Mr. Phillips	Grade 3	Mrs. Eleason	
Miss Schwartz	Grade 3	Mrs. Grycan	
Ms. Morey	Grade 4	Mrs. Johnstone	
Mrs. Callihoo	Grade 4-5	Mrs. Morrison	
Mrs. Miller	Grade 5	Mrs. Bather	
Mrs. Clark	Grade 6		
Mrs. Murphy	Grade 6		
Mr. Scott	Grade 7		
Ms. Casagrande	Grade 7		
Ms. Degerstedt	Music		
Mr. Wintermute	PE, 7 Social		
Mrs. Mitchelson	Learning Support		

Crescent Valley's Mission, Vision and Values and Goals

Mission

It is the mission of Crescent Valley School:

- To ensure high levels of learning for all students in a safe and caring environment.
- To collaborate with our community to ensure our students' success.

Vision

At Crescent Valley we envision a school where:

- Everyone is welcome, respected and appreciated.
- All students develop the skills and attitudes necessary to be successful within the school, community and world of work.
- Parents and the community participate in the education of our students.

Values

At Crescent Valley, we value **BEARS**:

- **B**elonging- everyone is accepted and appreciated.
- **E**xcellence- we all strive for personal excellence.
- **A**ccountability- we take ownership for our actions.
- **R**espect- we respect ourselves, others and property.
- **S**afety- we provide a safe and caring environment for all.

Goals

The goals of Crescent Valley School are:

- To improve student learning by using balanced assessment, effective learning strategies and providing systematic interventions and enrichment.
- To provide a safe and caring environment.
- To recognize and celebrate students' success.
- To increase the level of community engagement within our school.

General Information

Daily Schedule Monday to Friday

08:30-8:35	First bell
10:10– 10:25 10:30-10:15-10:30	Recess
11:25-11:50 11:30-11:55	Lunch Break 11:25 - 11:55 <i>Lunch break activities</i> 11:55-12:15 <i>Lunch</i>
12:15	Classes resume
1:40-1:55 1:45-2:00	Grades K-7 recess
3:00 3:05	Dismissal

CREATING A POSITIVE ENVIRONMENT

Student Conduct

Our goal at Crescent Valley School is to instill values and positive attitudes so children become socially responsible citizens.

We work to accomplish this through our focus on BEARS and clearly defined student expectations in each area of the school. (Belonging, Excellence, Accountability, Respect, Safety)

However, we recognize that inappropriate behaviors still occur. When they do, the following Behavior Policy will be adhered to.

Minor:

Any inappropriate behavior that is easily corrected by a teacher or supervisor (i.e.: gum chewing, hats or outside shoes in school, running in the hallways, tardiness, interrupting the learning of others)

Minor Consequences:

The teacher or supervisor will instruct the student on the appropriate behavior, ensure compliance and a logical consequence set (run a lap, walk with a supervisor, recess detention).

If the student is sent to the office, he/she will be required to complete a written action plan.

MAJOR:

1. Physical Aggression (physical striking out at someone with the intent to harm)
2. Verbal Aggression (verbal striking out at someone with the intent to harm)
3. Threat with an intent to harm
4. Defiance
5. Unlawful Acts (*this may include stealing, vandalism, drugs, alcohol, smoking*)
6. Absent Without Permission (*this may include leaving class without permission, skipping, leaving school grounds*)
7. Bullying: *defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by individuals or groups (reference GYPSD AP 316)*
8. Repeated Minors (*student continues to demonstrate the inappropriate behavior after on-going correction*)

MAJOR CONSEQUENCES: (Each offence requires a written action plan and reflection.)

Depending on the severity of the offence, students may serve a lunch detention 30 - 45 minutes, an after-school detention (30-60 minutes), in-school suspension or out of school suspension (1-5 days). Students can also be held responsible for restitution for property damage of individuals or GYPSD. Serious offences or repeated offenses could result in recommendation for expulsion. Parents will always be notified in the event of a Major offence. ***Final decisions rest with school Administration.***

***If it is determined that the behavior displayed is extremely threatening in nature, the Threat Assessment Team (School Administration, Family School Liaison, RCMP, Mental Health, GYPSD Divisional Office personnel) will be called together and recommendations made will be followed. See the "Fair Notice" section.

Fair Notice

Grande Yellowhead Public School Division provides a safe and caring learning environment in all of the division's schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their designate. Threats may be, but are not limited to, verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine

how best to support students so that their behaviour does not become hurtful or destructive to themselves or others.

This is intended to serve our students with fair notice that we, as a school community, will respond to all threats. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

Please reference Administrative Procedure 350 (Student Conduct) on the GYPSD website.

SUPPORTING STUDENT LEARNING

Academic Expectations

At Crescent Valley all students are expected to do their best in all subjects. This requires attention during class time and a determined effort at home as well.

Homework

Homework refers to work that is sent home to be done, with little or no class time being used to work on it. Work that is not completed in class due to inattention to the task is not, strictly speaking, homework. However, students are expected to complete unfinished work on their own time, which may involve taking the work home.

The amount of time spent on homework varies with the grade and can be as little as 15 minutes of reading or being read to in the primary grades, to an hour in grade 7.

Student who do not complete assignments at home will be assigned to the homework room during our Intervention time.

Student Interventions:

Students who need small group focused instruction to learn specific concepts will receive support during our Intervention time.

Student Learning Center:

The Student Learning Center is open to students who would like to enrich their learning experience.

Parental engagement

Parental engagement plays an important part in your child's school success. Asking questions, participating in P4K, volunteering are all ways to become involved in your child's education.

COMMUNICATING AND REPORTING

We use a variety of strategies to keep parents informed about school and community information and activities.

Student Planners

All students in grades 1-6 will receive a student planner at the beginning of the year. This is an excellent way for two way communication between teachers and parents.

Newsletter

School events and news updates are sent via School Messenger through weekly emails. Please make sure that your email address on file at school is current to receive these.

Bulletins and Announcements

General information, student birthdays and special events are announced each morning and again at the end of the day. Information bulletins are also sent home when necessary.

Monthly events are also posted on our school sign.

Crescent Valley Website

Monthly newsletters, classroom news and school council information is updated monthly on our school webpage. Please visit it at <https://crescentvalleyschool.gypsd.ca/>

Access to Report

Every year the school produces a Continuous Improvement Plan, a Results Report, Division Survey Results Report, and a report on the Achievement Test results. These reports are available on our website.

School Council

Parents for Kids (P4K) has an active and involved School Council, and they are always looking for others to join. P4K is a key contributor to decisions regarding the budget, plans, and priorities for the school. It is also an avenue for parents to gain a better understanding of the school operation. P4K meets once a month and free babysitting is offered for the duration of the meeting.

ASSESSMENT AND AWARDS

Student Assessment

Assessment is a critical component to student success. Crescent Valley incorporates a Balanced Assessment system that includes formative and

summative assessments. Formative assessments are ongoing observations in the learning process while summative assessments include tests and projects to determine a student's grade.

These assessments are also used to determine suitable intervention and enrichment programs.

Communication of student assessment results will be shared with parents through three progress reports and two student- parent-teacher interviews.

Monthly Awards Assembly

At the end of every month we have a school-wide assembly to recognize and celebrate student success. Parents are always welcome to join us. If your child is receiving an award, you will be notified.

Field Trip Approval

The Division's Field Study policy requires that we get parental approval for any activity that occurs outside the school yard. A blanket approval form will be sent home at the beginning of the school year that will allow you to approve small, no/low risk activities. Failure to give this approval will result in your child being excluded from the activity.

STUDENT SAFETY AND WELL BEING

Student Attendance/Safe Arrival

Students are expected to attend school regularly and on time in order to benefit fully from the educational opportunities available in school. The Principal shall take appropriate action respecting inexcusable absences and if continuing absences contravene Section 9 of the Education Act, shall notify the Division's Attendance Officer.

If your child is going to be late or absent we ask that you please notify the school's Safe Arrival at (780) 865-2569.

Visitors

We ask that all visitors report to the school office.

Locked Door Policy

We have a "Locked Door" policy to ensure the safety of all our students during school hours. Parents entering the school are asked to use the front doors. We work hard to teach our students not to open the school doors. *Please do not knock on them and ask students to open the doors for you.*

Leaving School Without Permission

During the school day, staff members are responsible for the safety and well-being of the students. For this reason, students are not allowed to leave the school grounds without parental permission and notifying the classroom teacher. Leaving the school without permission will result in a major consequence.

Technology

Crescent Valley endorses the use of computers to support teaching and learning. An 'AP-410 Computer Agreement' between the school, parent and student must be signed before the student will be granted access to the computers. Students caught violating the conditions of the contract, which include improper use of the internet, will have their access privileges suspended, and possibly removed for the balance of the year.

Publication and Display Waiver

In order to comply with the requirements of the Privacy Act, schools are now required to have signed permission before any student work or pictures can be displayed or published. A permission form will be sent out at the start of the school year.

Student Illness at School

In the event that your child becomes ill while at school we **must** be able to contact a parent or emergency contact to come and take the child home for care. This is especially important during the COVID 19 Pandemic. Students will be isolated from other children until parents arrive to pick them up.

Student Accident

In the case of an accident, staff members trained in first aid will do an initial assessment and determine proper treatment of the injury. Emergency personnel will be called in if necessary.

Medication

In order for medication to be administered to students by school staff, a medical form must be completed. This form is available in the school office.

Please reference Administrative Procedure 316 (Medical Care of Students in School) on the GYPSD website.

SUPPLIES AND SERVICES

Student Services Team

To better meet the needs of our school community, the following services are available:

Family School Liaison
Family Student Therapist

Access to Educational Psychologists
Speech and Language pathology
Occupational Therapist

Student Learning Center

To enhance learning, students are encouraged to visit the Student Learning Center where they can access library resources, iPad and computers in comfortable, welcoming environment that is conducive to learning. Time is scheduled over the lunch recess to allow to additional access.

Riding the Bus

Students living 2.4 km or more from the school have access to school bus transportation. Students must register with the school prior to riding the bus. *Students living within the 2.4 km range who have access to a bus route and wish to ride the bus will be charged a transportation fee of \$400.00.*

Student Photographs

Student photos are taken and the fall and class photos are taken in the spring. Notices will be sent home prior to Picture Day.

Hot Lunches

Every month the Friends of Crescent Valley serves one hot lunch. The money raised goes to pay for field trips and special events. Order notifications are sent out at the beginning of the month. Register at <https://healthyhunger.ca/>

School Milk Program

Our school milk program will be operating again this year (October-May). 250 ml milk cartons will be available but must be preordered monthly.

Defining School Property

Students and parents are reminded that the school, desks, and lockers are private property that the children are allowed to use. As such, desks and lockers can be searched at any time if the Administration feels there is strong evidence that a major violation of school rules has occurred. In the event that drugs, alcohol or a weapon are discovered, the police will be contacted.

Please reference Administrative Procedure 353 on the GYPSD website.

AROUND THE SCHOOL

Indoor/Outdoor Shoes

All students need a pair of indoor and outdoor shoes. Indoor shoes should have a soft, non-marking sole.

Acceptable School Dress

Parents and students are reminded that this is a place of learning. Students should come dressed appropriately. Short shorts and shirts, tank and tube tops are not appropriate. We do not allow any clothing that advertises liquor or drugs, has inappropriate language or pictures, or is offensive to another race, sex, or religion.

Lost and Found

All 'found' items are kept in plastic containers in each wing of the school and are put on display in the office hallway two to three times a year. Please look in these areas to reclaim lost clothes. Please label your child's clothing. Unclaimed items will be disposed of.

Appropriate Language

It is expected that students use appropriate school language.

Cleanliness in the School

It is expected that students will cooperate in maintaining a high standard of cleanliness in the school and on the school grounds.

Environmental Program

At Crescent Valley we encourage our students to recycle, compost and bring garbage free lunches to school. We have recycle bins located in our hallways and a composter in the school yard.

Being a Good Neighbour

Students are reminded to be a good neighbour. Do not trespass, loiter or litter on private property surrounding the school.

Emergency Drills

Fire drills and lockdown drills are practiced throughout the year as a safety precaution. It is essential that when the signal is given, everyone obeys directions promptly and responds efficiently.

Electronics

Electronics (this includes cell phones) need to be turned off and stored in a safe location during the school day. We are not responsible for lost or stolen items.

Bicycles

Students who come on bicycles must:

- walk the bike across crosswalks
- walk the bike from the school yard entrance to the bicycle rack
- park bicycles in the racks provided, or designated area in the yard
- keep bicycles locked during the day; bikes are not to be ridden during the day
- wear a helmet

We are not responsible for lost or stolen bikes.

Skateboards/Scooters/Roller Blades

Students riding skateboards/scooters/roller blades to school must wear proper safety gear. Use of these at recess is not permitted in order to ensure the safety of all the students in the yard. Skateboards are not allowed on school busses.

Parent Parking/Student Drop-off

Parents are asked to use the parking lot on Tamarack Avenue if you are coming into the school or the drop-off zone on the west side of the school if you are just delivering your child. During peak hours, 8:15 – 8:45 and 3:00 – 3:30, please exit the parking lot by turning right onto Tamarack Ave. This will reduce congestion for everyone.

ACTIVITIES

Lunch Hour Activities

There are a variety of lunch hour activities available to all our students. They include: intramurals, library, soft ball and Homework Help. The schedule is as follows:

(Learning Commons & Intramurals may be cancelled due to the COVID Pandemic)

	Mon.	Tues.	Wed.	Thurs.	Fri.
Learning Commons	Grade 6	Grade 5	Grade 7	Grade 4	
Intramurals	Grade 5	Grade 6	Grade 4	Grade 7	
Courtyard	6 - 7	4 - 5	6- 7	4 - 5	6- 7
Baseball Diamond	1 - 4	5 - 7	1 - 4	5 - 7	1 - 4

Special Events

Every month students will participate in a school wide special event. These activities allow us to enhance our sense of community. **(Large gatherings prior to November 30 have been cancelled / postponed due to Covid 19)**

CVS SPECIAL EVENTS CALENDAR 2019-2020				
MONTH	EVENT	DAY	DATE	TIME
September	Welcome Back Assembly	Tuesday		
	Welcome Back Picnic/Meet our Staff	Friday		
	School Photos	Thursday	24 th	
	Terry Fox Walk	Friday	25 th	2:00
	Assembly	Friday		
	Orange Shirt Day	Wednesday	30 th	
October	SPT Conferences - Goal Setting	Mon-Thurs	19 th - 22 nd	
	Professional Learning Day	Friday	23 rd	
	Assembly	Friday		
	Halloween Bash	Friday		
November	Remembrance Day Ceremony	Tuesday	10 th	10:30
	School closed	Wed - Fri	11 - 13	
	Assembly	Thursday		
	Professional Learning Day	Friday	27 th	
	Moustache Day	Monday	30 th	
December	1 st Report Card	Friday	4 th	
	Christmas Concerts K-3, 4-7	Tues/Wed	8 th & 9 th	6:30
	Christmas Luncheon	Thursday	17 th	11:30
	Teddy Bears & Pyjamas Day	Friday	18 th	
January	Math Convention			
	Family Literacy Day	Friday	29 th	
	Assembly	Friday	30 th	8:45
February	Science Fair	Wednesday	3 rd	
	Early dismissal	Wednesday	3 rd	1:00
	Teachers Convention -no school	Thurs/ Fri	4 th & 5 th	
	Family Day - School closed	Monday	15 th	
	Random Acts of Kindness Week	Mon-Fri	15 th - 21 st	

	Pink Shirt Day	Wednesday	24 th	
	Assembly	Friday	26 st	8:45
March	Professional Learning Day	Friday	5 th	
	2 nd Report Card	Friday	12 th	
	SPT interviews	Mon-Thurs	15 th -18 th	
	Assembly	Wednesday	24 th	8:45
	Easter Egg Hunt	Wednesday	24 th	
	Lieu Day - school closed	March 25 & 26		
	Spring Break	March 29 – April 2		
April	Classes resume for Spring Break	Monday	5 th	
	Assembly	Thursday	29 th	
	Professional Learning Day	Friday	30 th	
May	Education Week	Mon-Fri		
	Volunteer Appreciation Assembly	Friday	7 th	
	Crazy Records Day	TBD		
	Victoria Day - School Closed	Monday	24 th	
	5 – 7 Track Meet	TBD		
	Assembly	Thursday	27 th	8:45
	Professional Learning Day	Friday	28 th	
June	Fun Day	Friday	11 th	
	Kindergarten/Grade 7 Graduation	Friday	18 th	
	National Indigenous Peoples Day		21 st	
	Year End Assembly	Monday	28 th	8:45
	3 rd Report Card	Monday	28 th	