

DELTON SCHOOL HANDBOOK 2020-2021



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EDMONTON, ALBERTA
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Dear Parents and Students,

Welcome to Delton School and the 2020-2021 School year. Delton School is a place where there is an excellent learning environment and welcoming school atmosphere made possible by dedicated staff, committed parents and great students.

This handbook has been developed to inform you of the policies, procedures and philosophies that are in place at Delton School.

As a community of learners we are committed to always doing our very best work for the students, always strive to conduct ourselves with the utmost integrity, insist on respectful relationships between adults and children alike. We ask everyone in our community to share these commitments.

As the principal, I am looking forward to getting to know all staff, students and parents. There are so many great things happening at Delton that I know it will be an exciting year. It is our goal to build a strong partnership between home and school to ensure the success of every child that we serve. We look forward to working with our community in support of the critical work of teaching and learning at Delton School.

Please feel free to contact me if you have any questions or concerns. The better I know you and your child, the better I will be able to assist with concerns and help create the best learning environment possible for your child.

Let's work together to continue to focus on a strong academic and citizenship program for all students.

Yours in education,

Ms. Simmons
Principal, Delton School

District Vision, Mission, and Priorities

District Vision

Success, one student at a time.

District Mission

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, families, staff and community.

District Priorities (2018-2022)

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Delton's Philosophy

Delton Elementary is a school that provides meaningful learning experiences that will enable all students to attain at their highest possible levels and all staff members to grow professionally and personally in an atmosphere of mutual trust and respect. The staff, students, their families and the community will work collaboratively as we pursue the mission of excellent results from each member of our school family.

The Delton Way... It starts with us!

I believe I am an important part of the Delton Community. I

believe in being kind, caring and respectful to everyone.

I believe I have the power to make a difference.

I believe I am responsible for my own learning, and will respect the learning of others.

I believe that it's okay to take a chance, and learn from it.

I believe I will be successful.

I believe in us.

School Council Group

The Delton School Council meets monthly. This group represents an opportunity for parents to become involved in their child's education. Information on times and dates will be available in the school newsletter. All parents are welcome to attend.

Instructional Programming at Delton School

At Delton, staff endeavor to engage all students in their learning. Student engagement refers to student's willingness, need, desire and compulsion to participate in and be successful in the learning process.

Our focus on literacy involves students in problem solving and critical thinking skills. Through a variety of text, students are given an opportunity to collaborate and communicate as they make sense of the world and develop their own perspective. Literacy is “the ability to **acquire, create, connect and communicate meaning** by interacting with **texts** in a wide variety of formats and in a wide variety of **contexts**”.

Curriculum Support for Parents

When parents or guardians are involved in their child's education, achievement levels tend to rise. Parents play a vital role in the education of our students. In order to help parents reinforce learning at home, Alberta Education has published the Curriculum Handbook for Parents series. Visit www.education.alberta.ca to download a copy of this helpful document.

Here are some other ways you can support your child's learning:

- Make sure your child gets the most out of the school day by helping him or her to arrive to school on time, healthy and well rested
- Encourage your child to take part in school activities and to take pride in the school community, including its building and grounds
- Be supportive of your school
- Encourage your child by talking about and showing your appreciation for his or her efforts. For example, display their school work on the refrigerator or on a bulletin board
- Keep up to date on what your child is learning – i.e., monitor student daily reading and sign the Student Planner daily. Check for information on SchoolZone
- Attend school events such as Meet the Staff; parent-teacher conferences and concerts, and more.
- Read your school newsletter
- Have your child teach you something he or she has learned
- Get to know your child's teacher.

Communication

Ongoing communication between home and school is essential for student success in learning. As a result, we have established multiple means of communication to keep our school community informed of the happenings at Delton School.



SchoolZone is currently being used to advise parents of school activities and to provide access to newsletters, attendance, and progress reports. If you are unable to access SchoolZone, please contact our office for assistance. All parents receive their own unique logon credentials. Access to SchoolZone is at <https://schoolzone.epsb.ca>. You can contact the school at any time through email or phone. We encourage parents to stay in contact with their child's teacher to keep informed of their child's progress and to provide information that may be helpful in planning for programming for success.

All students at Delton have an agenda that is expected to travel between home and school each day. The purpose of this book is to help parents and students keep track of homework, special events and assignments.

Registration Information

All parents registering students must provide a proof of address to the school. Delton School's programming choices, resources and approaches ensure students have equal access to enhanced learning options, and include: community programming for full day kindergarten to grade 6. We also serve as a District Site for Behavior Learning Assistance and the Opportunity Program. For more information on these programs and how to enroll please contact the main office.

Notification of Changes of Information

If during the school year, the address, telephone number, etc. of a student changes, please notify the school office as soon as possible. **Emergency contact numbers must be kept up-to-date.**

Parking and Student Drop Off

Student safety is our priority. We anticipate that traffic flow will be heavy around the school at the beginning and end of each day. In an effort to be proactive, we have established some drop off/pick up zones.

- please note that the front of the school (89 Street) **is a bus lane**.
- pull up along the sidewalk **along 121 Avenue or 90 Street**. This allows students to be dropped off along the side of the school.
- drop your child(ren) off quickly and have them proceed to the back field or playground until the bell rings
- pull away from the sidewalk to allow other parents to drop off

Limited visitor parking is available along the south and west side of the school building. **When dropping off students for school or picking them up at the end of the day, parents are asked to obey the parking signs.** Student safety is enhanced when patience is exercised and proper driving practices are followed.

Finally, we ask that you respect the ***Do Not Enter*** sign at the entrance of our staff parking lot. Parking spots are paid for by each individual staff member on an annual basis and need to be available to them. Thank you in advance for your cooperation.

Bus Transportation

Edmonton Public School Board has transportation boundaries and curb service



available for eligible students. Please contact the office for more information.

Edmonton Transit monthly bus passes are sold to any student who attends Delton School who access an ETS monthly bus pass is \$60.00 per month.

Students residing in the HA Gray area (west of 97th Street and north of 118 Avenue to the Yellowhead Trail, Eastwood area and Parkdale East area are provided with Fixed Route Transportation at no cost to the student.

Students are only allowed to access one subsidy therefore if they are taking the ETS they are not able to use the Fixed Route bus which is free of charge.

Delton Telephone Directory

Main office.....	780-477-8742	press 0
Absence Line.....	780-477-8742	press 1
Fax.....	780-479-7553	

Daily Schedule

Kindergarten to Grade 6

Morning Bell	8:35 AM (Classes start 8:40 am)
Recess	10:13-10:28 AM
Lunch	12:00-12:45 PM (Classes start at 12:50 pm)
Recess	2:21-2:36 PM
Dismissal	3:31 PM

****EARLY DISMISSAL EVERY THURSDAY K-GRADE 6 IS 2:25 PM**

Delton School only provides supervision 15 minutes before the first morning bell. We request that parents NOT send their children to school before supervision begins.

Attendance, Lates, and Absentee Check

The school should be notified in writing or by telephone of any absences prior to the morning (8:40 a.m.) or afternoon (12:50 p.m.) bell. Parents are requested to keep children with any illness at home or make other arrangements for their care. In the case of long-term absence, the teacher should be informed and allowed a few days to prepare learning materials for the child while he or she is away from school.

We have a 24 hour answering service for calls before and after school – 780-477-8742 and press 1. You may leave a message with the information and it will be retrieved in the morning. Please leave:

- Your child’s full name
- Their teacher or homeroom teacher’s name
- The reason for their absence

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home, work, or emergency contacts.



Parents/Guardians of children who are absent will be contacted by an automated system. At 9:30 am and again at 1:15 pm all students who are not accounted for will receive a call from this system.

The *Education Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 7(4) of this act excuses a student from attending school only if the reason is sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstance. **Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission must be recorded as confirmed but unexcused absences, as provided by the Education Act.**

If students are late, they are to report to the office for a late slip and our office staff will update their attendance record. For students who are habitually late, the classroom teacher or the school administration will work with families to come up with a plan to address the situation. Punctuality is essential for your child's success in learning and in life. Let's work together to ensure your child's success.

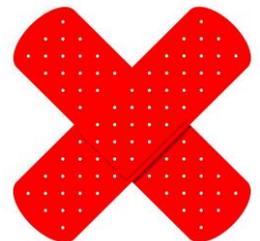
If your child needs to be excused from school before regular dismissal time (doctor, dentist appointments, etc.) we ask that you meet your child at the school office. Students will not be sent to wait outside for parents. This allows the school to ensure that an appropriate adult has safely picked up and signed out a child. No child will be allowed to leave early without a note or call from a parent.

Absences for Holidays

A great deal of learning occurs in the classroom through the use of guided questions, dialogue, problem solving and so on. We therefore request that parents try to schedule family holidays during school breaks. **Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period of time.** Home education imparts responsibility to the parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we ask that you provide notice well in advance to allow teachers an opportunity to share what learning your child will be missing. Please note, teachers are not required to develop handouts or specific lessons for extended holiday time.

Illness or Injury

If it is deemed that a student is ill or injured while at school, we will attempt to contact the parent/guardian or the person listed as the emergency contact to send the child home. In the interim, the child will be made as comfortable as possible in the school office. If it is deemed that the illness or injury appears to be serious, medical advice will be sought. For safety reasons, parents/guardians who are requesting their children leave school early for an appointment are asked to **pick up their child at the school office and sign them out.** Prior notice of appointments should be given to teachers in a written note.



For injuries or accidents, first aid will be administered as needed, and an attempt will be made to notify the parent(s). When a parent or guardian cannot be reached, and the injury is serious, a

staff member will accompany the student to the nearest clinic or hospital. If necessary, an ambulance will be called (at the expense of the child's parent/guardian) to transport a critically injured child to hospital. Every effort will be made to contact the parent first. The school requests to have each student's current Alberta Health Care number on file.

Safety and Security Around the School

Delton School is committed to making the school a safe environment for all that use the facility. We have installed a doorbell at the front of the school. Students arriving after 8:45 am will be expected to use the front entrance to report for attendance and a late slip. For the safety of our staff and students, all other exterior doors will be locked shortly after the 8:45 am. With the help of our parents, students, staff and neighbors, we will do everything we can to make the school and grounds safe.

Visitors/Volunteers

Visitors, whether they are parents, guests, or people on official school business, are welcome in our school. **We ask that all visitors sign in at the office prior to going anywhere else in the school.**



Supervision

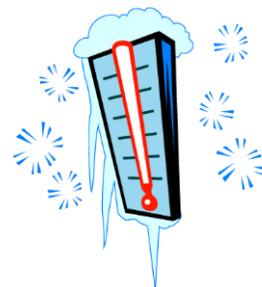
The teaching staff provides supervision 15 minutes before school, and during the morning and afternoon recesses. We ask that students do not arrive to school before 8:20 am when supervision begins.

Paid lunchroom aides supervise students while they eat their lunch and when they are on the playground during the lunch hour. At dismissal time, students are to proceed directly home or to their after-school care.

For the safety of our students, parents or members of our community who are on the school playground during recess breaks may be questioned by our supervisors to seek clarification for their presence. Parents who are picking their child up during recess breaks are required to first sign them out at the office. They will receive a pass to present to the supervisor outside indicating that their child has been signed out at the office.

Inclement Weather

When the weather is very cold (-23 or colder) or if it is raining heavily, children may proceed directly to their classrooms. When the temperature is -23 Celsius or colder, or if the wind-chill factor creates an equally cold situation, regular outside recess will be cancelled and students will remain indoors under their teacher's supervision. A **green dot** will be placed on the exterior doors in the morning to indicate that students should come into the school due to inclement weather. District schools are not closed during periods of cold weather, heavy snowfall or rain. It can be expected that unless weather conditions become extremely severe, all Edmonton Public Schools will remain open. Any notice of school closures will be made known through television or radio announcements.



Medication Management Plan/Administration of Medication

Edmonton Public Schools' regulation titled *Administration of Medication* requires the following:

- All students requiring medication management for physician-prescribed medications must have a **Student-Focused Medication Management Plan** to ensure that the medication information is complete and accurate. This plan is for students who regularly or infrequently take physician-prescribed medication at school. If a student requires this type of medication to be administered at school, please contact the office so that the appropriate paper work can be completed.
- In cases where non-prescribed medications (such as Tylenol) are sent to school, parents must provide the following information to the teacher in writing:
 - date note is written (e.g., November 6, 2010)
 - exact dosage (e.g., 1 regular Tylenol)
 - frequency/time (e.g., twice a day, 9:00 am and 2:00 pm)
 - duration (e.g., twice a day for today & tomorrow – November 6 & 7, 2010)

Medication must accompany the appropriate paper work and must be appropriately labeled in the **original container**.

These forms must be filled out each year or if any change in dosage or different medication is prescribed. No one at the school is allowed to administer over the counter medication.

Field Trips

Our classes may participate in a variety of field trips during the year. Trips will be curriculum based and enhance classroom learning. Prior to their occurrence, parents will be notified of all particulars pertaining to the specific field trip (cost, method of transportation, itinerary, supervision, etc.). If a student is not able to participate in a field trip for whatever reason, they will be accommodated in other classes. **Students must have written permission in order to participate in the activity.** Permission slips are to be signed by a parent or guardian. **Verbal consent will not be accepted.**

Bicycles and Personal Property

The bicycle rack area is out-of-bounds except when parking or picking up bicycles or scooters. All bicycles and scooters must be locked and must not be ridden on school property to ensure the safety of others. We cannot assume financial responsibility for damaged or stolen bicycles, but we will make every effort to assist students in recovering their property if the need arises. **It is the law that students must wear bicycle safety helmets.**



Students are discouraged from bringing large sums of money or other valuables such as toys and electronic gaming devices to school. The school will not be responsible for lost, broken or stolen personal items. If an item is valuable, it is safest at home.

Use of Cell Phones on School Property

Students will be expected to use all technology tools, including cell phones, in a responsible manner as indicated by our Acceptable Use Policy, their teacher(s) and school administration.

Students are encouraged to leave all electronic devices and toys at home. The school will not be responsible for their loss. All phones must be turned off within the school.

Dress Code

Students are expected to wear clothing and footwear that is appropriate for all class and school activities.

Footwear

All students must have an extra pair of shoes for indoor use. **These shoes must have non-marking soles.** All footwear should be marked with your child's full name. The school cannot assume responsibility for lost footwear, but will make every effort to assist students in recovering their property. We ask that all visitors coming into the school respect our effort to keep the floors clean for our students by removing their dirty shoes at the door and carrying them. Shoes with wheels in the soles are not permitted in the school.



Identification of Personal Property

All student footwear, clothing, and personal supplies should be clearly labeled. This greatly assists us in returning lost items to their owners. Small lost items such as glasses, rings, watches, keys, etc., may be checked for in the school office. Found articles of clothing and footwear are placed in the Lost and Found boxes located in the hallways. The contents of these boxes are put on display periodically so parents and students can more easily look for lost items. Unclaimed items may be removed from the school.

School Supplies

It is customary for City Centre Education Partnership Schools (CCEP) to provide school supplies for our students.

Extra-Curricular/Intramurals/Activities

Delton offers extra-curricular activities for students. They are often held during noon hour, recess and after school. In addition to various intramural sports, there are many student clubs at Delton. Extra-curricular activities are organized primarily for student enjoyment and vary from year to year. **Any student that has signed up for any clubs or any after-school activity is expected to attend unless they have a written note from their parent/guardian excusing them.**

Vandalism

We request the support of all community residents in reporting any acts of a suspicious nature or vandalism.

If you see someone on the roof of the school, throwing objects at windows or doors, destroying shrubbery or equipment, or committing any other acts of vandalism or of a suspicious nature, please call the Edmonton City Police Dispatcher at 780.423.4567. Give the name Delton School at 12126 89 Street, and a brief description of what is happening. Edmonton Public Schools

officials will prosecute offenders. If further information on the school security program is desired, please call the security supervisor at 780.429.8295.

Our school is protected by an alarm system. However this does not negate reporting vandalism procedures. Vandalism costs taxpayers large sums of money every year.

All in For Youth

The Family Centre provides a family therapist onsite at Delton School. The family therapist works with families on a variety of issues such as dealing with loss, anxiety or behavioral issues. Developing programs to encourage positive self-concept and social skills in children is an important aspect of the role of the family therapist. The family therapist also makes referrals to outside agencies as necessary.

Delton has formed partnerships with some very special agencies/organizations who together are working for the benefit of your child and family. These agencies include: **Big Brothers Big Sisters, Child and Family Services, The Family Centre, Rotary, Start 2 Finish, Lions Club, E4C, and the United Way.** We also have other volunteer groups who are involved in a variety of ways.

They will provide **mentors, coaching, therapy, counseling, recreation, family and cultural support** as needed, and will be working together to ensure that your family has the most positive school experience.

Nutrition Program

Snack Program:

All students are eligible to receive a daily mid-morning snack and lunch providing the parental permission form has been returned. Parents are required to complete a permission slip and indicate if their child has any allergies.

Food will not be given to a student **without proper signed documentation.** This program is not to replace breakfast at home.

Lunch Program:

Delton School has a lunch program provided by E4C. This is **not** a hot lunch. Children are provided with a nutritious lunch consisting of sandwiches, wraps, fruit, salads, milk and juice, etc. There is a monthly fee. Fees are paid anonymously, and they request \$20.00 per month, or whatever your family can afford. If your child is a big eater and would like something more for lunch, please send supplemental snacks with your child.

Food will not be given to a student **without proper signed documentation.** Students are certainly welcome to bring their own lunch. Delton School does NOT provide microwaves; therefore we are unable to heat up student lunches. **Students who live in the Delton area are encouraged to go home for lunch.**



Awards

Delton School holds monthly assemblies usually on the last day of the month to recognize some outstanding students from each homeroom class. While a letter to these assemblies invites parents of the award recipients, all parents are invited to celebrate students' achievements.

Grade Six "Farewell" Awards

At the Grade 6 Farewell, held at the end of the school year, grade 6 students are eligible for these other special awards:

Achievement Awards – Separate awards are given to students with honors in the following areas:

- Excellence in Social Studies
- Excellence in Language Arts
- Excellence in Science
- Excellence in Mathematics

There are also awards to the top student in each core subject. Additional awards consist of:

- **The John Kulak Scholarship** – Presented annually to a grade 6 student who best meets the criteria of scholastic excellence and is an example to all of good citizenship. The scholarship consists of a plaque and cash award from the John Kulak Scholarship Trust Fund. Mr. Samuel Biernberg established the trust fund in recognition of the contributions made to Delton School by John Kulak, principal of the school from 1947 – 1965.
- **The Darren Williams Award** – Recognizes a grade 6 student for excellence in and participation in sports. The award is a memorial tribute to Darren Williams, a former student at Delton School from 1983 – 1986.
- **The E.G. Pope Award** – Presented to the grade 6 student who has contributed the most towards the smooth functioning of our school community. It was established as a tribute to Elizabeth Gilroy Pope upon her retirement as a teacher at Delton School from 1947 – 1968.
- **The Delton Way Award** – In recognition of a grade 6 student who best exemplifies excellence in academics, community service and citizenship.

