



École J.A. Fife School

**FAMILY
HANDBOOK
2015-2016**

15004 - 76 Street NW
Edmonton, AB
T5C 1C2

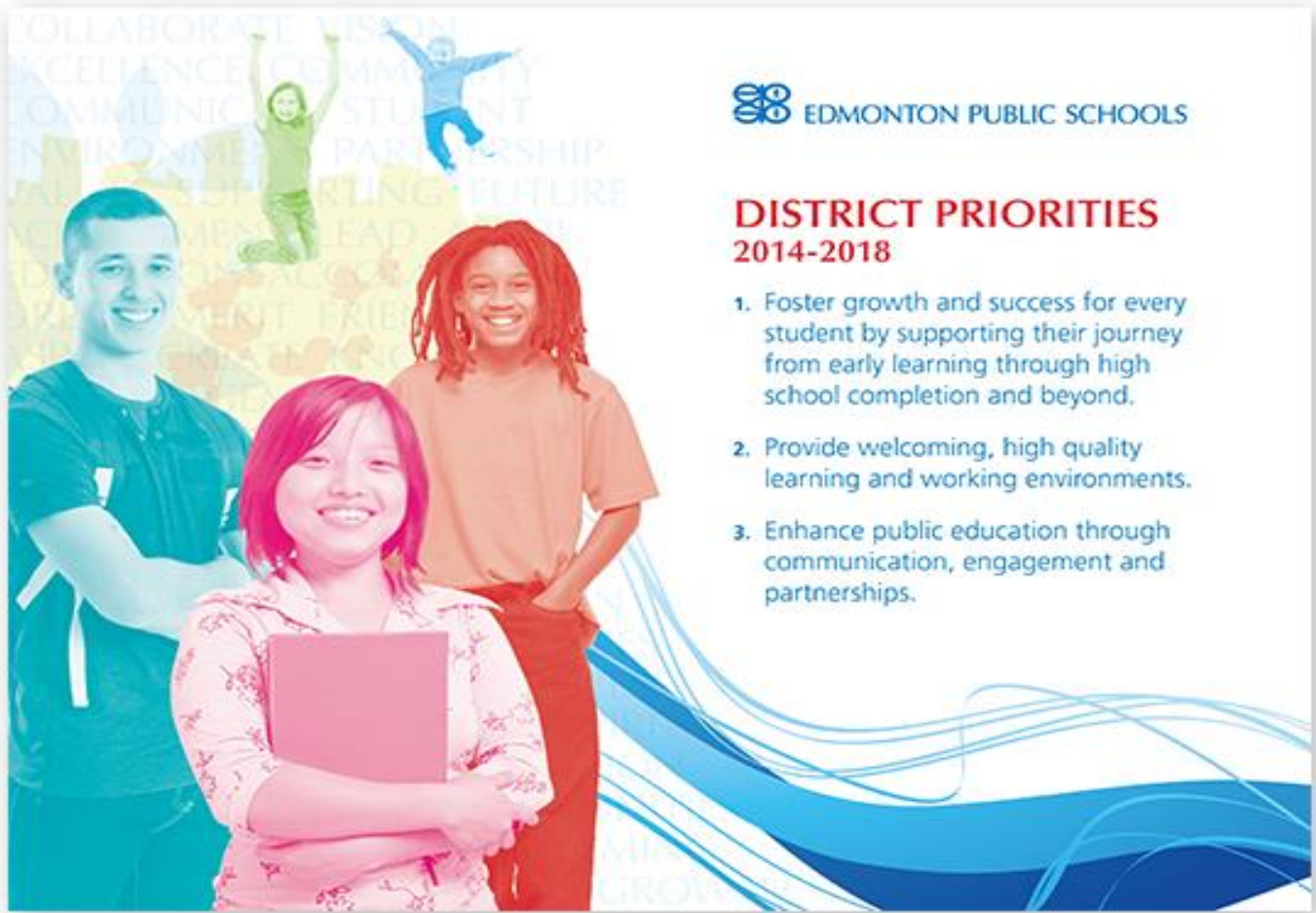
Telephone (780)476-0775
Fax (780)473-8258
E-Mail: jafife@epsb.ca
Web Site: <http://jafife.epsb.ca>

Principal
Assistant Principal

Mme P. Kernaghan
Mr. C. Hughson

Superintendent

Mr. D. Robertson



 EDMONTON PUBLIC SCHOOLS

DISTRICT PRIORITIES 2014-2018

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.

 EDMONTON PUBLIC SCHOOLS

*Bright futures
begin here* 

ÉCOLE J. A. FIFE SCHOOL PHILOSOPHY

École J. A. Fife School will be seen as an exemplary school, where the quality and effectiveness of our school will be reflected in the achievement of our students as well as the confidence and satisfaction of our students, parents, staff and community.

INSTRUCTIONAL FOCUS

It is a school wide effort to have all students at École J. A. Fife School show measurable growth in their ability to read and write. We will measure our success in reading and writing through interim measures; district HLAT Reading and Writing, Provincial Achievement Tests and Report Card marks.

RESPECTFUL LEARNING AND WORKING ENVIRONMENTS

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behavior in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

ÉCOLE J. A. FIFE ELEMENTARY SCHOOL

HANDBOOK 2015-2016

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Attendance Check

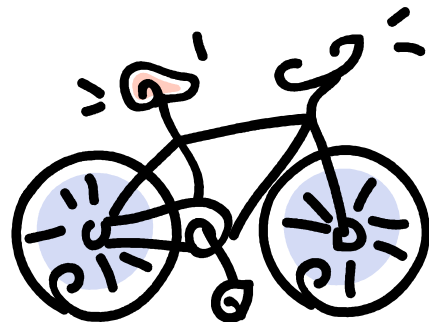


In an effort to ensure the safety of your children, the school will conduct a daily attendance check. Please call the school at 780-476-0775 if your child is going to be absent or late. Between 4:00 p.m. and 8:00 a.m. a message can be left on the general office voice mail. If a student is absent and we have no prior information pertaining to this absence the school will contact parents or the designated emergency numbers to ensure the child is safe. Pupils arriving late must report to the office before going to the classroom.

If your child needs to leave early for an appointment it is essential that a note be sent to the teacher and that a parent comes to the office to sign the child out.

Bicycles, Skateboards, Roller Blades, and Scooters

We encourage students to walk to school; students who cycle are expected to get off their bicycles once they arrive at school. Students are discouraged from bringing skateboards, roller blades or scooters to school. Students who bike to school should dismount and walk when on sidewalks in front of the school, bus zone, and school crosswalks as well as to and from the bicycle racks. It is important that parents help children to understand and obey the laws associated with bicycles and to ensure that appropriate safety equipment is worn. Bicycles are to be locked up on the racks provided. Please note: the school will not assume any responsibility for lost or stolen bicycles.





Bus Pass

Bus passes are available in the office for students riding E.T.S. buses and Yellow School buses. The costs are: *(may be subject to change)*

Edmonton Transit:

Elementary Special Needs: \$30.00

Elementary Regular: \$30.00/\$55.00

Yellow Bus:

Elementary (programs of choice, in rural areas and neighborhoods-where schools have not been built)
\$30.00

Kindergarten No Charge

Special Needs Curb Service

Elementary \$30.00

Annual (Purchased in Sept.) \$240.00

Bus Passes are available in the office. We appreciate prompt purchase of these passes at the beginning of each month. Monthly bus passes will be handed out during the first week of the month. A one-time yearly payment is available in September for an Annual Bus Pass and one pass will be handed out for the full year. Lost or stolen passes must be replaced with a pro-rated fee applied for the remaining month(s). Students are required to have their bus pass with them when riding on the bus.

Cold Weather Policy

A "Happy Face" will be posted on the doors to signal that students should come indoors due to inclement weather. We are committed to outdoor recesses, and only when the weather is inclement will students be allowed to remain indoors for a supervised recess or lunch break. When it is extremely cold (-23 C or colder including wind chill factor), or raining very hard, regular recess will be cancelled. Students will be given a short in-school break and **dismissed at the regular time.** Please ensure children are appropriately dressed for the weather so that they will be comfortable when they are outside. For safety reasons students will always have access to the school building. The front doors are monitored by a camera and a doorbell is available to allow students/parents access to the building. Staff carry keys with them at all times so that they and students have access to the school. For security reasons all other entrances are locked within 10 minutes of the breaks (recesses and lunch hour). Please use the doorbell to the left (when you are facing the doors) during school hours.



Communicating Student Achievement and Growth

We believe that good communication between home and school is an important aspect of student success. Students and parents are made aware of curriculum expectations and of progress in learning. This communication is essential for the optimum growth and development of each child. J. A. Fife students will receive three progress reports throughout this year; November 27, 2015 March 18 and June 28, 2016. Student Led Conferences will be held on the day prior to release of the November and March Progress Reports. Descriptors of student achievement are included in Progress Reports.

Field Trips

Various out of the classroom experiences are provided for students throughout the year to enhance the school program. Parents will be notified in advance of all field trips requiring chartered transportation. A completed returned permission slip is required for each child before they can participate. When it is an out of school event we must have a signed permission form. We can not accept verbal permission. This signed consent form is your authorization for your child's participation.



Footwear

All students require a pair of running shoes for gymnasium wear and for wearing inside the school. Students require some type of footwear at all times while in school.



Hours of Operation

8:40 a.m.	Assembly Bell/ Instructional Day Begins
10:12-10:27 a.m.	Recess
11:31 a.m.	Lunch Dismissal K (AM)-Gr. 6
12:26 p.m.	Assembly Bell/Instruction Begins
2:10-2:25 p.m.	Recess*
3:26 p.m.	Dismissal

***All students from Gr. 1 - Gr. 6 will be dismissed at 2:26 p.m. every Thursday beginning the first week of school.**

Illness and Medication

Please do not send an ill child to school. Children who are ill are a source of infection for other children. If a child is too ill to go outside at recess, they are too ill to be at school. In the event a child becomes ill after arriving at school, we will contact the parents so the child may be taken home.



There have been requests from parents for school staff to administer medication to their children during the time they are in school. Authorization forms for the administration of medication are available at the school office. Parents and physicians must complete this form. No medication will be administered to students without this permission. Medication must be stored at the General Office.

Illness/Injury Procedures

If a student becomes ill or hurt while at school the following procedures will be followed: A staff member will attempt to make contact with the parent/guardian or with the person listed for emergencies.

If the illness or injury should be of a serious nature, and a parent or emergency contact cannot be reached, a staff member may accompany the child to hospital (by ambulance if necessary).

Attempts to contact parent or guardian will continue.

***Please ensure that the emergency number you provide us with is a city number of someone who could provide us with assistance in your absence.**



Interruptions During Class Time

Please be aware that instructional time in the classrooms will not be interrupted to convey messages to students. Phone messages made to the office during the day are not guaranteed to be conveyed to your student on time. Please have instructions regarding before and after school written in your child's agenda. Emergency situations will be dealt with as they arise.



Kindergarten Fees

Kindergarten fees are \$120.00 for the 2015-2016 school year and are due in September. The fees cover field trip entrance costs, buses for field trips, in-school performances, kinder-cooking supplies, some classroom supplies and make-and-take project supplies. Late or non-payment of these fees could result in the cancellation of field trips or planned projects.

Library



Students are encouraged to borrow books regularly for both pleasure reading and subject needs. Loans are for one week and the number of books is limited to two books per library exchange.

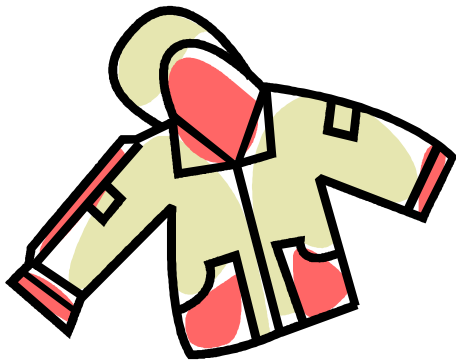
Fines are imposed for lost or destroyed books.

The library technician operates our library with curricular assistance from the Assistant Principal.



Lost and Found

At École J. A. Fife School we have a lost and found box located near each boot room door. Please check these boxes periodically for lost articles. We display these lost and found items three times a year, prior to packaging and sending them to a charity. Please ensure that your child's name is on all personal belongings (clothing tags on the inside of items is a safe place to write your child's name).



Lunch Supervision at School

Parents who want children to eat lunch at school have this option at École J. A. Fife School. All students who stay at school during the lunch hour will be charged a **monthly supervision fee** or a **yearly payment fee** (if paid before **September 15th**). Lunches are not provided. Occasional users are requested to buy tokens. All lunch students are expected to stay on the school grounds until classes resume. *It is essential that we receive a note giving your child permission for any alternate arrangements that are made if your child eats in the lunchroom on a regular basis.* We need to know, as do you, that your child is where you expect them to be! If there are outstanding fees owed, your child will not be permitted to participate in the Lunchroom Program until those fees are paid up to date.



Parent Groups

Key Communicators:

Key Communicators are members of the community who meet to share information, concerns and ideas. Their input helps to shape the future direction of education.

School Council:

The École J. A. Fife School Council is a very important part of our organization. This Council supports our school programs and facilitates communication between home, school and the community.

You are invited to attend monthly meetings of the École J. A. Fife School Council. Dates of meetings will be announced in newsletters.

Parent Volunteers:

Parents can play a larger role in education by becoming parent volunteers. Assisting teachers as a volunteer benefits your own and other children and strengthens the ties between the school and the community.

Patrols

Grade 6 students have volunteered to take on a very important role in our school as members of our School Patrol. They are on duty before school, at lunch, and after school and are responsible for crossing our students at very busy intersections as safely as possible. They are there to direct students—not vehicles.

Please encourage your children to cross the street at patrolled intersections and to always show respect to patrollers. It is very important that parents set a good example when it comes to safe crossing of busy roads. Parents are asked to observe the "No Parking" and "No Stopping" zones that are posted by crosswalks.

A Grade Six teacher is coordinating this group of grade six leaders.



Cold Weather Guideline and Non-Duty times for Patrollers

The 'cold weather guideline' is at the school's discretion. As safety is our primary concern, patrollers should not be sent out in extreme weather conditions. Many schools use their indoor recess rules (i.e. If it is too cold to go outside for recess, it is too cold for patrollers to be on duty). Other schools will split the shift (i.e. additional patrollers will be scheduled and the shift will be divided into two or three mini-shifts).

There may also be times during the year when patrollers may not be able to perform their duties, as in the case of field trips. Parents should be aware that patrollers may not be on duty during extreme weather conditions and/or when they are away on field trips. Information regarding the school's cold weather policy is located on page 7 of this handbook.



Personal Games & Electronics: Pokémon Cards, Hockey Cards, Electronic Games, iPods and Cell Phones

Items such as Pokémon Cards, Hockey Cards, Electronic Games, iPods and Cell Phones should not be brought to school. We encourage our students to respect the property of others at all times. Unfortunately, when such items are brought to school they are frequently lost or stolen and the school can not be held responsible to replace such items. If issues as to ownership or who won the game can not be resolved at recess time, it is frequently brought back into the classroom for the teacher to resolve and this is time consuming and extremely disruptive to the teaching and learning that needs to be taking place. To ensure the safe keeping of such items please make sure that your child leaves these at home.



Property

Students are encouraged to respect the property of others. In an attempt to reinforce this concept, students and/or parents will be asked to pay for damages where it is apparent that the student destroyed or damaged student or public property.

Student Behavior and Safety

FOR SAFETY REASONS PLEASE DO NOT DRIVE INTO THE PARKING LOT TO DROP OFF YOUR CHILDREN.

PLEASE BE AWARE THAT THERE IS NO PARKING IN THE BUS ZONE IN FRONT OF THE SCHOOL.

TURNING AROUND OR MAKING A U-TURN IN FRONT OF THE SCHOOL IS NOT ONLY UNSAFE, IT IS A TRAFFIC OFFENCE POLICE DO WATCH FOR.

CELL PHONES - PLEASE TURN OFF CELL PHONES WHEN IN THE SCHOOL.



École J. A. Fife School - Expectations for Behavior

1. Children will remove boots or outside shoes upon entering our school. Indoor shoes are required.
2. Children will walk quietly and always use friendly manners and appropriate language in school.
3. Each child will take responsibility for his behavior and language.
4. Children will play safely. THERE WILL BE NO ROUGH PLAY.
5. Children will play in designated areas, and follow a schedule for playground use.
6. Children should respect everyone.
7. Children are expected to do their best to learn, and let others learn, and let teachers teach.

École J. A. Fife School will be consistent with Edmonton Public Schools Student Behaviour and Conduct Policy.



Supervision/Safety of Students

Teacher playground supervision is provided for the fifteen-minute period preceding the morning and afternoon sessions, as well as during recess periods. **For safety reasons we ask that students arrive no earlier than 8:25 a.m. and 12:15 p.m.**

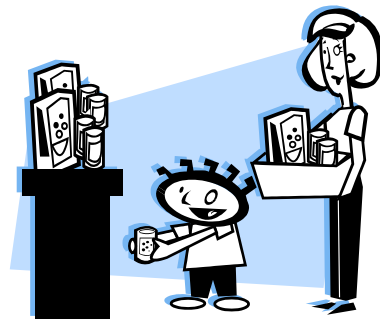
Our hallways become very busy in the mornings as students are moving to their classrooms. To help reduce some of the 'congestion' we ask parents to give children the independence to travel to their classrooms alone. Students should enter and leave the school through their regular entrances unless they are arriving late - in which case, they need to enter through the front door and go to the office for a late slip. We appreciate your support as students practice this school routine.

Unless it is an emergency we also ask that all parents please wait for classes to be dismissed before entering a classroom. Our goal is to disrupt classes as little as possible as our instructional time is vital.

Our dedicated staff works diligently at providing the best possible learning environment for the students. With your help as partners in education, we are successful in providing an environment conducive to your child's physical, social, academic and emotional growth.

Visitors and Volunteers

All visitors and school volunteers must report to the school office upon arrival. Visitors and volunteers are required to sign in/out in the Log Book kept at the office. Visitor tags are available at the time of sign in and must be worn while at the school or while on Field Trips and returned when signing out.



Year Organization -School Staff 2015-2016

Principal Mme P. Kernaghan
Assistant Principal Mr. C. Hughson

Kindergarten	Miss S. Hirsch	Room 7
Kindergarten FIM	Mme S. Milbin	Room 10
Grade One	Miss J. Holtorf	Room 3
Grade One	Ms. L. Nguyen	Room 5
Grade One FIM	Mme L. Andrews	Room 4
Grade One/Two FIM	Mme M. Semeniuk	Room 1
Grade Two	Mrs. C. Olhmann	Room 6
Grade Two	Miss N. Wilson	Room 14
Grade Two/Three FIM	Mme A. Arnieri	Room 2
Grade Three	Mr. T. Lee	Room 13
Grade Three	Mrs. A. Holland	Room 20
Grade Three FIM	Mme L. Hornung	Room 12
Grade Four	Miss K. Robinson (AM)	Room 15
Grade Four	Miss S. Hirsch (PM)	Room 15
Grade Four/Five	Mme S. Wilson	Room 18
Grade Four/Five FIM	Mme J. Dupont	Room 11
Grade Five	Mr. B. Luard	Room 19
Grade Five/Six/FIM	Mme V. Levesque	Room 17
Grade Six	Mrs. J. Pinnock	Room 22
Literacy Grade Four/Five/Six	Mrs. S. Lembryk	Room 16
FSL Grade Four/Five	Mme S. Wilson	

Support Staff

Administrative Assistant
Secretary/Educational Assistant
Library Technician

Mrs. L. Chzyk
Mrs. J. Ficht
Mrs. L. Rodgers

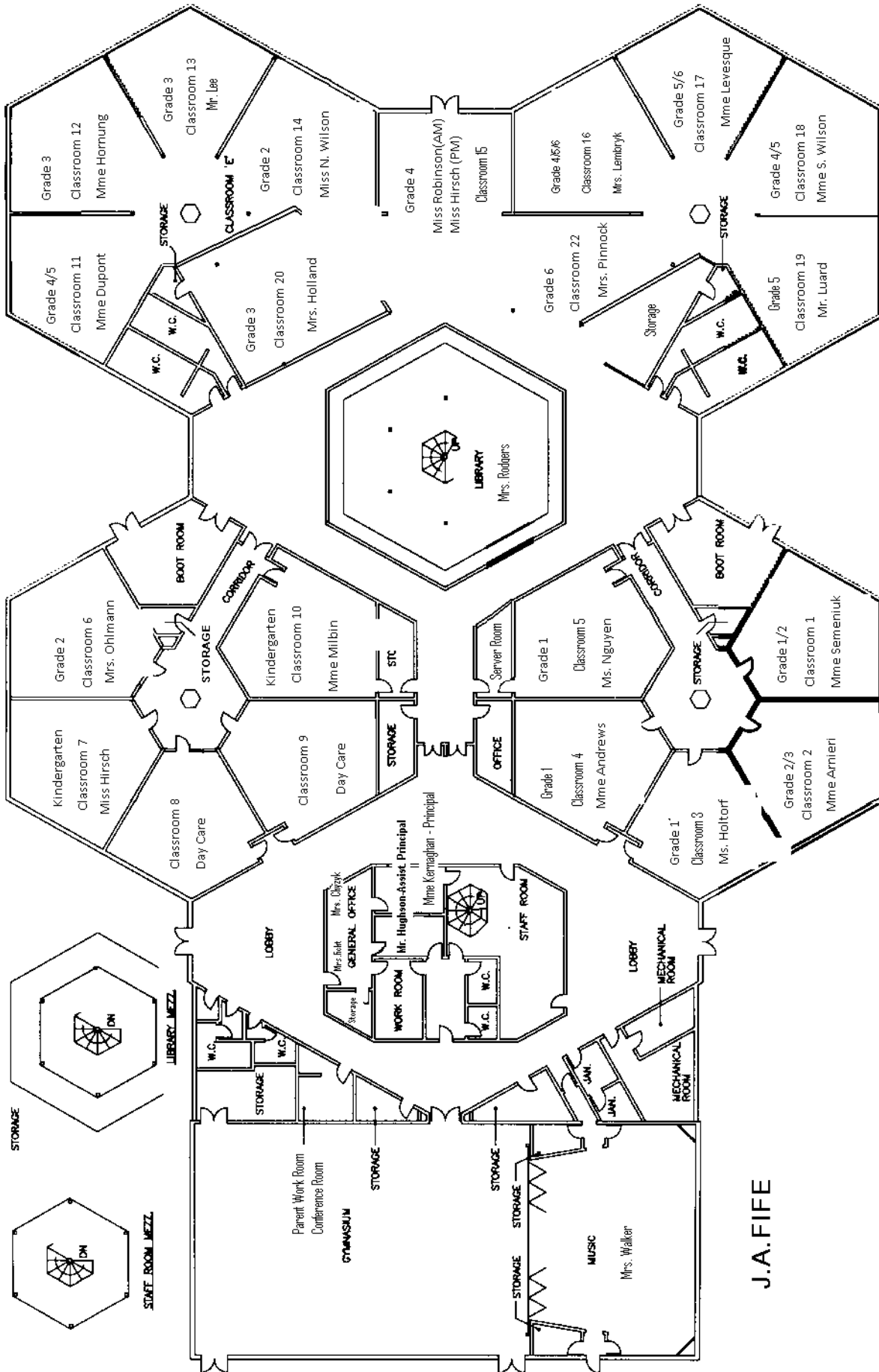
Custodial Staff

Head Custodian
Custodial Assistant

Mr. W. Curry
Mrs. F. Pagsanhan

2015-2016 School Year At-A-Glance

September 8, Tuesday	School Year Starts
September 24, Thursday	Meet the Teacher
September 25, Friday	Photograph Day
October 5 thru 10	Read-In Week
October 12, Monday	Thanksgiving Day
November 10, Tuesday	Photo Retakes
November 11, Tuesday	Remembrance Day
November 23 – 26	Book Fair
November 26, Thursday	Student Led Parent/Teacher Conferences
November 27, Friday	Progress Reports Distributed
December 15 & 17, Tuesday & Thursday	Christmas Concert Gr. K-6
December 19 to January 3 Inclusive	Christmas Recess
February 1, Monday	PD Day
February 15, Monday	Family Day
February 24, Wednesday	Carnaval
February 25 & 26, Thursday & Friday	Teacher's Convention
March 7, Monday	PD Day
March 10, Thursday	Kindergarten Parent Information Evening
March 14 - 17	Book Fair
March 17, Thursday	Student Led Parent/Teacher Conferences
March 18, Friday	Progress Reports Distributed
March 25 thru April 3 Inclusive	Spring Recess (including Easter)
April 18, Monday	PD Day
April 21, Thursday	Spring Tea
May 6, Friday	PD Day
May 19 & 20, Thursday & Friday	Day in Lieu
May 23, Monday	Victoria Day
June 28, Tuesday	Last Day of Instruction/Progress Reports
June 29, Wednesday	Last Operational Day



J.A.FIFE