



Lorelei School 2016 - 2017

16230-103 Street
Edmonton, Alberta
T5X 3A9
Phone: 456-4488
Website: <http://lorelei.epsb.ca>

Student Handbook

Our Philosophy

At Lorelei School, we believe that all students can be successful learners and responsible citizens by providing them with a safe, caring and enriched environment in partnership with our community and by challenging them to meet their individual potential.

School Motto

Lorelei **PRIDE**
Learning Together
Personal Responsibility In Daily Effort

This Agenda belongs to:

Name: _____

Homeroom: _____ Teacher: _____

OUR COMMITMENT

We are committed to:

- Creating a safe and trusting learning environment where everyone is treated with courtesy and respect
- Providing programming which respects and recognizes the various needs and learning styles of the students
- Challenging each student to strive for personal excellence
- Integrating students into regular classes where educationally appropriate
- Enhancing the student’s belief in themselves as successful, independent learners
- Providing learning for the twenty-first century in the areas of science inquiry, research, problem-solving, and computer technology

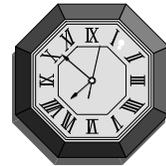
STUDENT-PARENT-SCHOOL PARTNERSHIP

We want students to have the best opportunity to learn and grow into healthy, successful young people. For the school to do the best job, we need the involvement of parents. Research has shown conclusively that, when a child’s parents take an interest in education, students are likely to achieve well in school. Thank you for working together with us for a safe and successful year.

SCHOOL HOURS

For the safety of your children we ask your cooperation in seeing that your children arrive **no earlier** than fifteen minutes prior to assembly as adult supervision begins then.

	Whole School Mon. Tues. Wed. Fri.	Whole School Thursday
Morning: Start	8:42 A.M.	8:42 A.M.
Recess	10:16 -10:31 A.M.	10:16 –10:31 A.M.
Lunch	11:33 A.M.	11:33 A.M.
Afternoon: Start	12:25 P.M.	12:25 P.M.
Recess	2:10 – 2:25 P.M.	NONE
Dismissal	3:30 P.M.	2:05 P.M.



NOTE: EACH THURSDAY ALL STUDENTS WILL BE DISMISSED AT 2:05 P.M.

DATES TO REMEMBER – 2016 / 2017		
September 1, 2016	1 st Day of School	
September 5, 2016	Labour Day	No classes this day
October 10, 2016	Thanksgiving	No classes this day
October 21, 2016	PD Day	No classes this day
November 10, 2016	Teacher Day in Lieu	No classes this day
November 11, 2016	Remembrance Day	School Closed
November 14 & 15, 2016	Non-Instructional Days	No classes these days
December 24 – January 8, 2017	Christmas Break	No classes these days
February 6, 2017	PD Day	No classes this dya
February 20, 2017	Family Day	School Closed
March 2 & 3, 2017	Teachers’ Convention	No classes these days
March 17, 2017	PD Day	No classes this day
March 27 – 31, 2017	Spring Break	No classes these days
April 14, 2017	Good Friday	No classes this day
April 17, 2017	Easter Monday	No classes this day
April 28, 2017	PD Day	No classes this day
May 22, 2017	Victoria Day	No classes this day
May 23 & 24, 2017	Teacher Days in Lieu	No classes these days
June 29, 2017	Last Day of Class	

SCHOOL ZONE

SchoolZone is an information system developed by Edmonton Public Schools. It provides parents and students with secure access to school and student information and is designed to enhance communication between school and home. Using portal technology and the convenience of the Internet, it is available any time and any place.

SchoolZone provides online access to daily homework assignments and class news from participating classroom teachers, gathered together in a convenient calendar format. By accessing the site, parents will have timely access to information and help them be more actively involved in their children's academic success. Students have access to a valuable organizational tool to help them plan their time. As well, you can find attendance records, news of school events, achievement results, timetables, and access to selected online educational resources.

New families registering at Lorelei School (if not from another EPS school) will receive log in credentials.

STUDENT ATTENDANCE

Regular attendance is a vital factor in being successful at school. The work in elementary school is sufficiently difficult that a student cannot afford to miss instruction in the classroom. Home education may be requested in cases of extended illness.

Absence from class for any reason does not excuse the student from the responsibility of learning the material covered or from doing assignments given during the absences. It is hoped that parents will do their best to maintain the student's regular attendance. Parents will be contacted about any absence not accounted for.

To maximize and respect teaching-learning time, we expect students to arrive at school on time. Parents of students who have been late more than three times per month will be contacted so that a plan of action to correct the problem can be implemented. It is our goal this year for all students to arrive on time.

Students are considered late when they are not in their homerooms by **8:42 A.M.** in the morning and **12:25 P.M.** in the afternoon. Before **9:00 a.m. and 12:40 p.m.** students are to go directly to their classrooms where they will be recorded as late. Students are only required to check in at the office to get a late slip if they arrive more than 15 minutes after assembly time. **Arriving late for school disrupts the orderly organization of the class and interferes with the learning of those students who do arrive on time.**

REPORTING ABSENCES

In order for us to keep track of children's attendance, we request that the parents contact the school and leave a message on the answering machine if the child is to be away from school. The Voice Mail will be in operation from 4:00 p.m. - 8:15 a.m. Please phone (780) 456-4488 and use the following pattern for reporting the absence.

My name is **(name of parent reporting)**. I am reporting that **(child's full name)** will be absent from school because **(reason for absence)**. My child **(child's full name)** is in **(grade)**, **(room)**, **(name of teacher)**.



STUDENT ILLNESS/FIRST AID

If your child is too ill to go outside for recess, he/she is likely too ill to be in school. This is particularly true in the case of severe colds. Students who come to school with severe colds are unable to function well at school. They also provide a source of infection for other children and would probably recuperate more quickly at home.

If a student becomes ill while at school, a staff member will make every effort to contact the parent/guardian or the person listed as your emergency contact.

If the illness or injury is serious and the parent/guardian cannot be contacted a doctor will be contacted for advice. In an emergency an ambulance will be called (parent cost). A staff member will accompany the child to the hospital. Attempts to contact the parent/guardian will continue.

It is extremely important that you provide the school office with current home and emergency contact telephone numbers.

LEAVING THE SCHOOL GROUNDS

Students who find it necessary to leave the school during class time for doctor's appointments, etc., are to provide the classroom teacher with a note requesting the absence, stating the time and reason. Students are to report to the office before leaving in order that their name is recorded in the sign in/out record book. All parents/guardians picking up students are required to meet them in our general office. Please help us to guarantee your child's safety.

SCHOOL LUNCH PROGRAM

Edmonton Public Schools policy states that lunch programs are to be provided where needed at no cost to the school budget. We at Lorelei believe that, for the health and well being of students it is best for them to leave the school for lunch. By doing this they get fresh air, exercise and are fresh and ready to learn in the afternoon. We understand that this is not always possible and therefore we offer a supervised lunch program (paid for by parents whose child/children use this service). **Please note all students who leave the school grounds for lunch are not to return before 12:15.** If your child stays for lunch and is leaving the school grounds on a particular day it is the responsibility of the parent to inform the school either in the agenda or by calling the school. You will be notified if your child leaves the school grounds without permission and a plan for their safety will be discussed.

NOTE - ALL STUDENTS attending the lunch program MUST HAVE COMPLETED a lunch contract and returned it to the school with fees, prior to attending the program. A reminder that all parents and students should review the lunch contract before signing the agreement.

SAFETY OF OUR CHILDREN

Each year we have serious concerns regarding the safety of our students and motor vehicles. We would like to emphasize that children are not to be dropped off or picked up from the staff parking lot. Parents are requested not to park in the staff parking lot during school hours. Parents are to park on the street and walk to the school and pick up their child from the appropriate dismissal door.



Please take some time to consider these safety issues when children are arriving and departing from school. Please take note of the following:

- Please park on the street and walk in with your child.
- DO NOT PARK OR DRIVE INTO THE SCHOOL PARKING LOT. This area is **NOT** to be used for picking up/dropping off students or for loading students into vehicles. The gate will be closed from 8:15 a.m. – 3:45 p.m.
- If you are volunteering at the school, please park on the street and walk in. We have only two visitor parking stalls and these are reserved for Consultants who work out of our school on a regular basis.
- Please note the bus loading and loading zones. Do not park in or block these areas.
- Please do not park in or block the crosswalk areas. **The pylons placed on the street are for the safety of your children and our patrols.** The Patrols need to be visible to aid children crossing the street.
- Please do not stop in the middle of the road and drop off children.
- Do not encourage them to jaywalk or to be picked up in the middle of the road.

- Please obey the Patrols. They are doing the job they were trained for; aiding children to safely cross the street.

Thank you from the staff and students at Lorelei for considering safety first over convenience.

COMMUNICATION/NEWSLETTERS/ASSEMBLIES

Lorelei School has an open door policy. Parents are encouraged to visit the school and their child's classrooms. Please contact the teacher or the office to make an appointment. Through *SchoolZone*, newsletters, classroom bulletins, parent/teacher conferences, and personal contact, every effort will be made to keep parents informed. Parents are welcome to direct general questions about the school's policies, procedures, and programs to the principal while **specific concerns regarding students should be first directed to the student's teacher.** Appointments to discuss student progress may be made through the office.

Please remember that the teacher is responsible for all students for the 5 minutes following dismissal and when the bell rings for assembling students. **This is not a good time to have lengthy discussions related to your child.**

SCHOOL COUNCIL

The School Council is a partnership where the entire school community joins to establish and work toward common goals with the single aim of improving student learning. The Council provides feedback to the school and becomes involved in projects for the mutual benefit of the students, staff, community and parents. Lorelei School has a very active School Council. We encourage you to get involved. All parents are invited to attend School Council Meetings.

PARENT INVOLVEMENT

At Lorelei School we believe that education is a joint responsibility between home and school. Parental involvement is strongly encouraged and appreciated. Parents can become involved by:

- Encouraging your child to talk about what they have learned, and celebrating their achievements
- Becoming acquainted with the teacher and other school staff
- Attending the various functions provided for parents and students at the school
- Volunteering to help in the classroom, computer room, office, or library
- Assisting with field trips and special events
- Attending Parent /Teacher conferences, School Council meetings
- Completing information requests (e.g. Surveys)
- Talking to the teacher when you have a question or concern
- Contacting the principal if you have a concern or wish to share a special event in your child's life

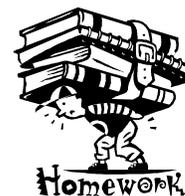


Lorelei School's Volunteer Team is second to none! Volunteers work with students in the classrooms, provide assistance in the library, office, computer room, and help teachers with clerical tasks. We invite parents and other interested individuals to contact the school office to offer their assistance. Your gift of time is valued and appreciated.

LORELEI HOMEWORK POLICY

Homework is assigned with these criteria in mind. It should:

- Reinforce what a child learns in school
- Instill good work habits
- Encourage independent study so that it lays the groundwork for life long learning



- Gives parents an opportunity to see their child's work and become more involved in the child's learning

Homework is intended to reinforce curriculum concepts learned at school. Consistent practice of study skills can result in higher achievement. Homework also helps students develop self-reliance and good study habits. As partners in your child's learning we need your assistance. Homework assignments will vary but the following is a general guideline. Encourage and support your child's efforts. Be available for questions, but remember the homework is your child's responsibility, not yours!

Students in Kindergarten through Grade 3 should spend 20 to 30 minutes a night on schoolwork. This could include spending time on review, reading together, assigned homework or practice specific skills. Students in grades 4 through 6 should spend 30 to 40 minutes a night. There is always work to do. Remember all students benefit from being read to. Find a book to read out loud to your child.

Provide a quiet well-lit place for your son or daughter to study. A desk is ideal but a corner of the kitchen table is fine. Establish a regular "homework time" in your home. Make sure your child has the "tools of the trade". These tools include pencils, paper, and a dictionary appropriate for his or her age.

LORELEI SCHOOL CELL PHONE AND ELECTRONICS POLICY

Students may own cell phones or other communication devices such as iPods and hand held electronic games, but **we expect that these are not brought to school.** If it is a necessity for your child to have one of these devices (for a long bus ride, emergency parent contact), they need to be turned off and out of sight inside the school. Students may use and access these devices as long as it is done **outside the building, off of school property, outside of school hours.**

There are many practical reasons for this policy, including avoidance of theft, keeping class disruptions to a minimum and ensuring that students are active and physically involved during breaks such as recess. Safety and security are always our number one priority along with maintaining a positive learning environment.

REPORTING STUDENT PROGRESS

There will be three formal reporting periods during the school year - November, February, and the end of June. However, teachers, parents, and students are encouraged to communicate with each other whenever necessary and on an on-going basis. The results that we would expect from our reporting process are:

- Both parents and students feel that they are being appropriately informed about the student's growth, development, and achievement.
- Parents, students, and staff feel that they are partners who share in the learning process.
- Improved student performance.

Parents are encouraged to contact their child's teacher at anytime during the school year to monitor progress or discuss concerns. We hope that by working in close cooperation with one another, communicating openly and clearly, these results will be achieved.

BICYCLES, ROLLERBLADES, AND SCOOTERS, ETC.

The school **cannot be responsible for bicycles** that are brought to school. The owner is responsible for seeing that his or her bicycle is locked in the bicycle rack provided and that all safety rules are followed. The bicycle racks are out of bounds to all students (including bicycle owners) after bicycles have been secured. Students may not ride bicycles on the school grounds on school days between the hours of 8:00 a.m. and 3:45 p.m. Once on school

property a student is expected to dismount from the bicycle and walk it to the bicycle racks to be secured. Students must wear bicycle helmets when riding their bikes. **It is the law!!!**

It is expected that skateboards, rollerblades, and scooters, etc. are to be used only as a means of transportation between home and school and will be stored in the student's classroom during the balance of the school day. Once on school property a student is expected to remove their roller blades and replace them with street shoes. The school cannot be responsible for rollerblades, skateboards, scooters, etc. that are brought to school.

STUDENT DRESS AND FOOTWEAR

Very few restrictions are necessary regarding dress for elementary students, as this does not pose too severe a problem. Dress that is questionable will be discussed with the student, parent/guardian, and school principal. We request that parents see that their children are dressed according to the weather conditions. Throughout the year, outdoor footwear will be required to be removed upon entering the school. Fire regulations state that students must always have footwear on; therefore, students are required to have an indoor pair of shoes or runners that will be worn **indoors only**. As in the past, running shoes (with non-marking soles) will be required when using the gymnasium for all Physical Education classes and these shoes can also be used for all day indoor wear.

SUPERVISION

Teacher supervision on the playground area is provided for fifteen minutes prior to assembly time in the morning and for the recess periods. Students should **ARRIVE NO EARLIER THAN 8:23 WHEN SUPERVISION IS PROVIDED**. Our lunch supervisors provide noon supervision. Students who go home for lunch should not return to school before 12:05 P.M.

Children are expected to play outdoors unless the weather is severe. Outdoor recess will be cancelled if the temperature drops below -23 degrees C. The wind chill factor is also considered. Outdoor recesses will also be cancelled in cases of other inclement or severe weather.

Any child feeling ill or extremely chilled should report to the school office regardless of the time or weather. Teachers also provide supervision for their students for five minutes immediately following morning and afternoon dismissals. **In the interest of safety, students are to report home immediately following dismissal!** Please make arrangements for after-school care if you are unable to pick up your child(ren) at the designated dismissal times.