

Smith School Address and Telephone

Smith School
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School Staff

Principal	Brenna Liddell
Admin. Assistant	Chris McConnell
Teachers:	
Lauren Jeffries	K/1
Jennifer McLeod	2/3
Caitlynn Chernish	4/5
Amber Hensch	6/7
Daniel Andruik	8/9
Educational Assistants:	
Lucy Dixon	Rhonda Timms
Brenda Fulmore	Diana Thomas
Karen Beauchamp	
Custodian	Brenda Rempel

Vision Statement

Educating the heart of the community.

Mission Statement

As a community of learners, we are dedicated to creating an inclusive environment where everyone practices the Seven Habits Philosophy. Our role is to provide diverse learning experiences that engage students in developing confidence and leadership skills.

Believe in Yourself
Lead Others
Achieve Your Goals



Aspen View Public Schools Calendar 2017-2018

Important Dates:

August
28/29 – Staff Work Day
30 – First Day for Students

November
11 – Remembrance Day
13 – Day in Lieu
14-17 – November Break

February
2 – Semester Break
15/16 – Teacher Conv
19 – Family Day

April
2 – Easter Monday
20 – Staff Work Day
9-7 – Diploma Exams

June
13-28 – Diploma Exams
29 – Last day for all staff

September
4 – Labour Day
15 – Staff Work Day

December
25-29 – Christmas Break

March
23 – Staff Work Day
25-29 – Spring Break
30 – Good Friday

May
17 – Staff Work Day
18 – Day in Lieu
21 – Victoria Day

October
6 – Staff Work Day
9 – Thanksgiving

January
1-5 – Christmas Break
8 – Classes resume
11-30 – Diploma Exams
31 – First day of Semester 2

Staff Work Day	Diploma Exam Start	Day in Lieu	
First Day of Classes	Last Day of Classes	Stat Holiday/Breaks/Closures	

August 2017						
S	M	T	W	T	F	S
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27	28	29	30	31		

September 2017						
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October 2017						
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November 2017						
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December 2017						
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31						

January 2018						
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February 2018						
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March 2018						
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April 2018						
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May 2018						
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June 2018						
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July 2018						
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7 Habits/Leader in Me

We are a “Leader in Me” School which means we practice the 7 Habits of Highly Effective People. We believe in establishing a culture of leadership. We believe that all students have within them, the ability to be leaders at every age!

School Programs

Regular Assembly: To promote a spirit of belonging amongst all students, staff, parents and community, we meet regularly to celebrate and recognize students, special events and leadership in our school as well as communicate information.

Student Recognition – Students will be celebrated for showing leadership and by “doing the right thing even when no one is watching” (S. Covey)

E.C.S. Program: - E.C.S. classes are held between the hours of 8:30 a.m. and 3:20 p.m. The program will run 3 days per week (Monday, Wednesday and Friday), starting August 30th until October 5th. Starting October 10th the program will run 5 days per week until June 28, 2018.

Aspen Health Services - Provides the following services; immunization, dental education and checkups (elementary), health awareness programs (in conjunction with the Health program), and a sealant program for Grades 1 through 8.

Physical Education Program - All students are expected to have an indoor and outdoor pair of running shoes. Grades 4-9 will be expected to change into gym clothes. Skating, skiing, snowboarding, and swimming are part of the regular physical education program. All students are expected to participate.
****Running shoes must have non-marking soles.**

Co-Curricular and Extra-Curricular Programs

Sports and Field Trips - Students are expected to demonstrate good academic standing, behaviour and attendance in order to participate in field trips or sports trips. A contract outlining student expectations, signed by the parent, coach/teacher and player, may be required. A form will be given to students to obtain signatures from all of their teachers, the principal and parents before they are able to go on a sport and/or field trip. Any student who has had any type of suspension or does not meet the criteria prior to a sport or field trip may not be allowed to go. A parent may be required to accompany a student if deemed necessary by the principal.

Annual Christmas Concert - Christmas concert is held during the last school week before the Christmas break and involves students representing all grade levels. Participation is expected by all students.

National Aboriginal Day - Traditional and non-traditional activities to celebrate Aboriginal culture will take place on or near June 21st.

Expectations of Students

At Smith School, students are expected to

- 1) Listen to instructions
- 2) Do as they're asked the first time asked
- 3) Keep hands, feet and objects to themselves
- 4) Not threaten, put-down, name-call or tease
- 5) Use appropriate language and tone of voice

Student Rights and Responsibilities

Rights

Responsibilities

- | | |
|---|--|
| 1. I have the right to learn in this school. | 1. It is my responsibility to listen to instructions, work quietly at my desk, and to follow general classroom, guidelines set by my teachers. |
| 2. I have a right to hear and to be heard. | 2. It is my responsibility not to talk, shout or make loud noises when others are speaking. |
| 3. I have a right to be respected in this | 3. It is my responsibility not to tease or bug other people or to hurt their feelings. |
| 4. I have a right to be safe in this school. | 4. It is my responsibility not to threaten, kick, punch, or or physically harm anyone else. |
| 5. I have a right to privacy and to my own space. | 5. It is my responsibility to respect the personal property of others and to accept their right to privacy. |

Student Conduct Policy

Students are fully responsible for their own behaviour at all times. Behaviour that is harmful to or interferes with the learning of others, that is disrespectful, disruptive or otherwise inappropriate, will result in corrective and/or disciplinary action from staff or the principal. Every effort will be made to respond to misbehavior in a manner that allows the student to learn and grow, that respects his or her dignity, and is appropriate to that student. We believe that treating students fairly does not mean treating them all the same, and so will employ judgment and discretion in responding to each student and each issue. Other variables, which will influence the choice of the response or consequence are the severity of the misbehavior, the frequency of the behavior, and the time and place of the behavior. Suspension out-of-school, is a possible and likely consequence of such behaviours as physical violence, threats, extreme or persistent verbal abuse, blatant defiance or disrespect of staff members, vandalism or willful destruction of school or others' property, smoking, being under the influence of or possessing alcohol or illegal drugs. Expulsion from school may result from continued or extreme behaviour of these types.

Parents are expected to take an active part in dealing with student discipline. If parents have questions or concerns about a discipline issue, they are asked to discuss the concern with the homeroom teacher. If they are not satisfied, parents are then asked to contact the principal. Parents

must provide contact phone numbers for themselves and an emergency contact should their child have to be sent home.

Classroom teachers will be expected to deal with the majority of discipline issues. Incidents (other than infrequent, minor misconducts) will be documented and submitted to the office on "Office Referral Forms". Parents may be notified by phone or email of behaviors, depending on the severity and/or frequency of the incident/behaviour.

Guidelines for Dealing With Student Misconduct

Misconducts are categorized as a minor misconduct, major misconduct or a severe misconduct.

Minor Misconduct: Dealt with "on the spot" by any school personnel.

- Interventions for Minor Misconduct: examples include teacher-student conference, time out, loss of privileges/recess, or some other logical consequence.
- A minor misconduct will become a major misconduct if it is continually repeated.

Major Misconduct: Major misconducts are behaviours that interfere with the orderly functioning of the school and threaten the safety and/or dignity of students or staff. Behaviours that fall in this category include defiance of authority, willful disobedience, physical or verbal aggression towards another student, threats, leaving the school grounds without permission, disrespectful/ abusive language, continuous disruption in the classroom, hallway or bus and smoking. Major misconducts are dealt with by the principal. Contact with the parent/guardian is made by the principal by phone. Logical consequences for student behavior are determined by the principal in consultation with teaching staff, and at times, with parents. Consequences may include a requirement for restitution, loss of privileges, in or out of school suspension, or other. Incident severity and frequency are considered.

Severe Misconduct: Behaviors that seriously threaten the safety of others or severely interfere with the orderly conduct of classes and school are considered severe misconducts. Some examples of severe misconducts include sexual harassment, assault, false activation of the fire alarm, vandalism, possession of a weapon, and the possession or consumption of alcohol or drugs on school property. The principal and possibly school district representatives will deal with severe misconducts.

Severe misconducts could result in suspension from the school or bus for 1-5 days, and may lead to a recommendation for expulsion by the principal.

Vandalism will result in all related costs being paid by the parents/guardians.

Student Guidelines – School

The following are guidelines for student behavior within the school, the classroom, outside the school and on the bus.

Show respect for others by speaking courteously to other students and all adults, using appropriate language free from profanity, and asking for permission before using the property of others.

- Move around the hallways and school grounds in an orderly manner.
- Care for school property and equipment.
- Wear appropriate, non-marking indoor footwear at all times.
- Do not smoke in school building or on school grounds.
- A written note or phone call from the parent is required for excusable lates and absences

- Students should not arrive at school before 8:30 am as no supervision is provided before then.
- Students going home before regular dismissal time must report to the office, provide appropriate consent (parent note, call to the office) and notify the bus driver that they will not be on the bus.
- Snacks items which involve shelling (such as sunflower seeds, peanuts) are not be consumed at school. The school is an **allergy aware school**.
- Students are to remain in the lunchroom to eat their lunch (unless elsewhere for an organized and supervised activity).
- Headgear is to be removed upon entering the premises.
- If students are late in the morning or afternoon, they are to report to the office.

Student Guidelines – Classroom

The following are guidelines for behavior in classrooms.

- Students are to be punctual and prepared for classes. They should not enter or leave without permission.
- Students late for classes are required to provide reasons for their lateness to the teacher.
- Students assigned regular seats are responsible for the desks assigned.

Student Guidelines: Recess

- The following are guidelines for recess behavior.
- Elementary students go outside at all breaks, but will remain indoors in severe weather.
- Out-of-bounds areas are:
- All areas outside the fences on the east and north side of the school.
- Areas south and west of the school grounds (treed area).
- Areas between the boundary fence and shelterbelt trees, including the trees (north side of the road).
- Gym, except for scheduled activities.
- Front area of the school.
- Students should report concerns and accidents to the supervisor on duty.

Student Guidelines: Transportation

The following are guidelines for student behavior on the bus.

- Students have the right to ride on the bus to and from their school in a safe and quiet manner.
- Students have a right to be able to carry on quiet conversation with other pupils in their assigned seat area.
- Students may eat on the bus with the driver's permission.
- Students traveling on the bus are expected to place garbage and other papers in the garbage basket.
- Students will be assigned a seat according to a seating plan as decided by the bus driver. Students will sit in their assigned seat at all times when riding the bus.

- Students have a right to be safe from sharp objects, glass and other materials, which injure them. Protective guards must cover skate blades and other hard objects if these objects are transported on the bus. Permission must be granted by the driver to carry these objects.
- Students are expected to be on time at all times for loading.
- Students are expected to exhibit behavior on the bus, which is acceptable in the classroom.
- When behavior on the bus is unacceptable according to the rules above, the driver will remind the students of the expected behavior. If the behavior does not improve, the bus driver will fill out a "Bus Infraction Form." A copy then will be sent to the parents, bus supervisor and principal.

Please note: Parents/guardians must provide contact phone numbers for themselves and their emergency contact in the event that an emergency arises.

- Volunteers are required to have a criminal record check. Please obtain a letter from the office before going to the RCMP office in Slave Lake.
- Parents/guardians must personally notify the school if:
 - Their child is going to be picked up from school by someone other than themselves.
 - Their child is to be picked up or dropped off at an alternate location on the bus route.
 - They have made arrangements for their child after school (staying after school,

A Safe and Caring School

Smith School welcomes parents/guardians, visitors, volunteers and student guests.

To ensure and maintain our policy of a safe and caring environment at Smith School, the following procedures are in place:

- All parents/guardians, visitors, volunteers and student guests are required to sign in and out at the office.
- Parents/guardians are asked to phone the school to make an appointment if they wish to meet with a teacher or staff member. Teachers will not be able to meet with parents/guardians during instructional time.
- To maintain optimum student learning and protect student privacy, all classroom visits must be pre-arranged and approved in advance with the classroom teacher.
- Students arriving late or leaving early must sign in/out at the office.
- In accordance with the School Act, it is expected that while in Smith School, parents/guardians, visitors, volunteers and student guests conduct themselves in a respectful, courteous and civil manner.
- At the beginning of the school year, a "Volunteer Form" will be sent home. Volunteers will be required to sign a confidentiality agreement prior to any volunteer work in the school. (This includes field trips/class trips.) walking to a friend's home, or riding the bus, etc.)

Cell Phones and Wireless devices:

Our purpose in having a cell phone and wireless device policy is to ensure that learning in classes is focused and uninterrupted. Students and staff demonstrate respect and responsibility using their cell phones and our goal is to teach and model the appropriate use of technology.

Cell phones and similar wireless devices are not to be seen, heard or used in teaching and learning spaces, unless a student is specifically directed by a teacher to utilize a device. This includes use as multimedia players and cameras.

Violation of this policy will result in the device in question being immediately confiscated and turned over to an administrator in the office. Consequences for violating are as follows:

First Offence: The device in question will be picked up by the student at the end of the day from the administrator in charge.

Second Offence: A parent or guardian is required to pick up the device in question from the administrator

Third and Subsequent Offence: Suspension procedures. If a student must be contacted for any reason during class time, parents/guardians should contact the school office and the message will be relayed to the student. For emergencies only, the student will be contacted immediately in the classroom.

Responsible use of cell phones will be permitted in the **hallways and lunch room** during the following **designated times** only:

- Before school
- During breaks
- After school

Students may use their cell phones and other devices outside of the school building.

Please be courteous and aware of others when using cell phones and other devices in designated times and locations.

Note: Alberta Education policy states that students may not bring cell phones and/or personal audio devices into the examination room.

Note: Students choosing to bring any devices to school do so at their OWN risk. The school will not assume responsibility for items that are lost, damaged or stolen.

All parents/guardians and students must sign the "Aspen View Student/Parent (Guardian) Technology Code of Conduct Agreement" before a student has access to any of the computers at the school in order to have access to Aspen View network Services for their duration of their time as an Aspen View Student. This form will be sent home at the beginning of the year and with new students.

School Lockers

School lockers are available to students on the understanding that lockers remain school property. The school may repossess lockers at any time without notice. Students should have no expectation of privacy, as lockers are subject to searches without notice under the direction of the Principal. It is desirable that students be present when their lockers are searched. (As per Aspen View Public Schools – Policy #352-4.1) Students in junior high school and some elementary students will be allocated hallway lockers. Students supply their own locks, but the office needs to have the combination. Lockers must be locked at all times. **The school will not be responsible for items that go missing from lockers.**

Student Guests – Any student inviting a guest to attend school for a visit during school hours **MUST:**

- Obtain prior approval from the principal.
- Report to the office with the guest upon arrival at the school.

A student inviting a guest is responsible for informing that guest of school regulations and for the guest's behavior while at school.

Dress Code - Students will wear clothing appropriate to school. Clothing considered inappropriate includes items that show alcohol, drugs, weapons, gang insignia, sexual or other inappropriate symbols, depictions or messages; revealing clothing, or clothing inappropriate for weather conditions. Revealing clothing is generally defined as clothing that doesn't cover the midriff (when actively moving), exposes too much cleavage, or is too short (as in skirts and shorts). Students will be asked to change, cover up, or go home to change. This code applies to all ages and genders.

Staff Work Day- Students do not attend school on staff work days.

Known Student Medical Problems

It is the responsibility of the parents to advise the school of any medical problems their children may have which affect their day-to-day performance. Parents must advise the school, in writing, of any prescription medications, which they may want a designated staff member to dispense. All medication (cough syrup, headache medication etc.) must be handed into the office. Students who have an allergy that requires an epipen, must provide an epipen to the office.

Student Valuables and Belongings – We encourage students to keep personal possessions i.e. toys, games, etc. at home. Student belongings are to be clearly marked for easy identification. Students who bring items to school must accept the risk that these items may be lost, damaged or stolen. **Staff members and the school assume no responsibility for lost, damaged or stolen property.** Do not leave money and valuables in the change rooms. Students who lose valuable articles are to report such to their teacher. If the student and teacher are not successful in locating the lost item, the student and/or teacher should report to the office. Clothes left in the locker room will be put in the lost and found box. Clothes not picked up after Christmas break or when school is finished at the end of June will be given away to local charity groups or discarded.

Student Textbooks and Library Material

- Students are responsible for all texts and materials rented and loaned to you by the school. Names are to be signed in the textbook. These items are to be cared for by the student. They should not write in, deface or otherwise damage these materials.
- If a textbook becomes lost, report it to your teacher and make a thorough search.
- **Students will be required to pay for lost or damaged textbooks and library books shortly after the loss is discovered.** Money will be refunded if the text is eventually found, provided it is in reasonable condition.

Library

- Your cooperation is needed to make your library an effective place to study, research and read. Only those intending to use the library as such should be in the library.
- Our books are limited in number-please take pride in caring for them. Return books promptly in good condition. Books are signed out one week at a time.
- **Students with overdue books will not be permitted to sign out new books until the book is either returned or the replacement cost is paid.**
- Parents are responsible for paying for the replacement cost of any lost or damaged (beyond repair) books. The replacement cost for fiction books is \$5.00 and for non-fiction is \$10.00.

Fire Drill: A continual bell will sound. Students are to inform a staff member if any sign of a fire is evident. All students and staff are to be familiar with exit routes and fire drill regulations.

Lock Down/Hold and Secure: All students and staff are to be familiar with lockdown and hold and secure procedure.

Critical Incident Plan - Smith School recognizes that procedures and conditions, accident prevention and the preservation of health are of primary importance to student and personnel safety. We have developed a Critical Incident Plan for Smith School which addresses how to handle a variety of emergency situations.

Closure Due to Inclement Weather: Parents should always use their own judgment when considering sending their child to school during serious weather conditions. In accordance with Aspen View Public School's policy, parents should check the school and division websites and/or listen to radio stations CFCW, CFOK (Athabasca), and CHED for the possibility of non-operation of school busses. The school is always open during operational days.

Parent-School Communication: Parents and teachers are encouraged to establish a regular system of communication. Student agendas will be available for students at the beginning of the year at a cost of \$8.00. **ALL** students are expected to use an agenda as a daily organizational and communication tool.

Please avoid texting students during class times. You can contact school staff through email, agenda book or phone call. Communication between school and parents will be done through the school's website, alert solutions through powerschool and facebook.

Student Assessments/Parent-Teacher Interviews:

Parents are encouraged to regularly check Parent Portal through Powerschool to see an up-to-date picture of how their child is doing throughout the year. Please contact the school office to find out how to set up an account. Tutorials are also available on the Smith School website.

Parent/teacher interviews will be held in November 2017 and April 2018.