

EVERYONE SUCCEEDS AND GROWS



**ELMER S. GISH SCHOOL**

75 Akins Drive

St. Albert, Alberta T8N 3A5

Ph: (780) 459-7766

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**This agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Student No. \_\_\_\_\_ Homeroom \_\_\_\_\_

<b>The Daily Schedule Elementary</b>	
<b>Welcome Bell</b>	8:45-9:50
Morning Kindergarten Starts	8:52
Period 1	8:50 - 9:36
Period 2	9:36 – 10:21
<b>Recess</b>	<b>10:21 – 10:36</b>
Period 3	10:36 – 11:21
Period 4	11:21 – 12:04
Morning Kindergarten Dismissal	11:25
<b>Lunch Break</b>	12:04 – 12:54
Afternoon Kindergarten Starts	12:38
Welcome Bell	12:54-12:59
Period 5	12:59 – 1:45
Period 6	1:45 – 2:30
Period 7	2:30 – 3:15
Afternoon Kindergarten Dismissal	3:15

School office is open from 8:00 a.m. - 4:00 p.m.

<b>Calendar Grade 1 – 9 School Year 2018 - 2019</b>
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Please refer to the handout sent home with the students on the first day of school. You may also access the school calendar by going to our school website at: <http://esgjh.spschools.org/> or refer to the back page of the agenda.

#### Staff Meeting Days

Staff meetings are scheduled for the first Wednesday of each month starting in October. On those days, students will be dismissed at 12:04 pm and school buses will arrive at that time.

Kindergarten students do not attend on staff meeting days.

*Note: There will be no staff meeting day in September.*

#### 2018 - 2019: The School Year A Glance

We have provided the key dates in the school year below. Specifics regarding special events, field trips, and other school activities will appear in the monthly calendar at the back of each school newsletter and on the school web site.

#### 2018 - 2019: The School Year At A Glance

We have provided the key dates in the school year below:

<b>First Day of Operation</b>	<b>August 30, 2018</b>
<b>Labour Day</b>	<b>September 3, 2018</b>
<b>First Day of Classes</b>	<b>September 4, 2018</b>
<b>Staff PD Day</b>	<b>October 5, 2018</b>
<b>Thanksgiving</b>	<b>October 8, 2018</b>
<b>Remembrance Day</b>	<b>November 11, 2018</b>
<b>Fall Break</b>	November 12-13, 2018
<b>Parent Teacher Interviews</b>	<b>Nov. 21-22, 2018</b>
<b>Early Dismissal</b>	<b>December 21, 2018</b>
<b>Christmas Recess</b>	<b>December 24-Jan.4</b>
<b>Teachers' Convention</b>	<b>February 7 &amp; 8, 2019</b>
<b>Family Day</b>	<b>February 18, 2019</b>
<b>Parent Teacher Interviews</b>	<b>March 19-20, 2019</b>
<b>PTI Lieu Day</b>	<b>March 22, 2019</b>
<b>Spring Recess</b>	<b>March 25-29, 2019</b>
<b>Good Friday</b>	<b>April 19, 2019</b>
<b>Easter Monday</b>	<b>April 22, 2019</b>
<b>Staff PD Day</b>	<b>April 23, 2019</b>
<b>Victoria Day</b>	<b>May 20, 2019</b>
<b>Last Day of Classes</b>	<b>June 26, 2019</b>
<b>Report Card Pick up</b>	<b>June 28, 2019</b>

#### Provincial Achievement Tests for 2018 - 2019

DATE	TIME	GRADE
May 9, 2019	9:00–11:00 AM	Gr. 6 English L.A. Part A
June 17, 2019	9:00–10:00 AM	Gr. 6 English L.A. Part B
June 18, 2019	9:00–10:15 AM	Gr. 6 Math
June 19, 2019	9:00–10:00 AM	Gr. 6 Social Studies
June 20, 2019	9:00–10:15 AM	Gr. 6 Science

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## A Message from the Principal

We see evidence every day that there are many paths to successful learning. Elmer S. Gish offers three different programmes and each of these programmes implement the Alberta Curriculum from a unique perspective. *Three great programmes – one great school!*

### Global Programme (K – 9)

The Global programme opens new doors for students by offering an exciting global perspective to learning.

Students are supported in becoming inquiring, knowledgeable and caring young people. They are active learners who strive to achieve a balance between exploration, knowledge and understanding. As well as understanding a thorough study of subjects, students are encouraged to see relationships amongst them and connect their school learning to the world beyond the classroom.

### Cogito Programme (K – 9)

Cogito is a programme of choice designed to support the student in working consistently to achieve a high level of academic excellence. Direct instruction and regular homework contribute to the development of a strong, broad base of knowledge in all subjects. An atmosphere of structure and sequenced learning is consistently fostered. The structured environment with clear expectations, emphasis on organizational skills, accuracy and precision are important facets of the programme. Student uniforms from K-6 contribute to an orderly atmosphere and sense of success.

### Logos Programme (7 - 9)

The Logos Programme follows the Alberta Program of studies. Teaching of knowledge, skills and attitudes is done within a Christian context. A Christian viewpoint to issues and topics from all curricular areas is provided. Links are made between the concepts being taught and the Biblical teachings on that concept.

### One Great School

Students in all programmes are encouraged to participate in extra-curricular activities, helping to build a meaningful, well-rounded and vibrant school. This is the Gish experience.

Opportunities are listed under Student Activities in this handbook.

We believe in two-way communication and a partnership between home and school to enhance student success. This agenda/handbook is considered to be a source of useful information throughout the year. The agenda is a required organizational support to enhance student learning.

We feel privileged to work with you and your child to promote growth and success.

*Working together will ensure a good year for all!*

*Get the Gish Energy!*

Sincerely,

## Elmer S. Gish: An Overview

### Our Mission:

*At Elmer S. Gish School, it is our mission to ensure that **EVERYONE SUCCEEDS AND GROWS!***

### Our Name:

Elmer Gish was an educator noted for his commitment to developing school programs to meet student needs. As a teacher and principal, he was forward-thinking and creative. In 1970, he became Superintendent of our District. His vision for programs that would incorporate the best educational practice and outstanding staff guided development for a decade. He retired at the end of 1979.

When our school was opened in 1981, Mr. and Mrs. Gish attended the opening ceremonies. They continued to take an interest in the school and its programs throughout his life. Our students are encouraged to emulate his qualities as an inquirer, communicator, and life-long learner.

### Our Vision:

*EVERYONE SUCCEEDS AND GROWS At*



## ELMER S. GISH SCHOOL

in an environment

- ❖ that is safe and caring and
- ❖ that nurtures individual and group well-being where

- ❖ teamwork
- ❖ communication and
- ❖ mutual respect

enhance the development of individuals who

- ❖ believe in themselves
- ❖ are critical and compassionate thinkers
- ❖ are developing to their potential in academic studies,
- ❖ are demonstrating positive personal qualities and moral values
- ❖ are preparing to be informed participants in their community and world and
- ❖ will be lifelong learners.

## Student Health/Personal Safety

### Illness/Accident

An infirmary is available for emergencies and unanticipated illness. School personnel see to minor cuts, scrapes, and playground bumps. The school does not provide or administer non-prescription medication for headaches or the flu.

In the event of a serious accident, the school will contact the parents or the person named as emergency contact for instructions. If one or more of these persons are unavailable, the student may be transported to the hospital by school staff, or an emergency medical response team.

When exemptions from courses or activities are required due to a physical disability or illness, a note from parents or a doctor is required.

### Medical Treatment of Students

If your child requires medication during school hours because of illness, injuries, or medical conditions, please inform homeroom teachers and the office in writing. The Doctor's note or your letter should describe reasons for the medication and procedures for administration.

Medication must be secured in our infirmary. Students will be requested to self-administer any medication under the supervision of a staff member.

If your child has severe allergies or any other condition that requires special management, please advise us at the earliest opportunity. Call to arrange a meeting.

### Bus Lanes and Student Drop-offs

For the safety of the children, parents can enter the east parking lot and proceed in order to the neon safety figure. Vehicles proceed in a single lane to the left of the safety figures. Students are to exit the vehicle and proceed to the crosswalk and then proceed to their assigned doors. Parents are reminded to park on Akins Dr. if they are entering the school. The parking lot is used for assigned staff parking only. If dropping off your child on Akins Dr. please do not stop within five meters of the crosswalk. Only right hand turns are allowed when leaving the parking lot between 8:00am-4:00pm.

Thank You.

*We require everyone's cooperation with this important safety issue.*

## Sign In/Out Procedures

Students who become ill and must leave the school or who have medical appointments are required to sign out at the office before leaving. Students may leave during the school day only when:

- The parent personally picks up the student or
- The parent makes alternate arrangements that can be confirmed by the school.

## General Safety

- Bikes are to be walked and scooters and skateboards carried in the immediate vicinity of the school.
- Skateboards, skates and scooters must be kept in lockers during the day including noon break (unless the student is going off site for lunch).
- Students must change to and from inline skates at the school entrances/exits.
- Students will enter and leave the school at the entrance/exit specified for their class.
- Appropriate footwear will be worn at all times in the school.
- Students will respectfully listen to and follow the directions of the staff, supervisors, and bus drivers.
- Students will keep their hands and feet to themselves.

## School Health Services

Capital Health works together with schools and community agencies to provide a range of coordinated community health and support services for school age children and their families. Our common goal is to build on the health and education potential of students.

### Services include:

- Immunization and communicable disease control
- Enhancing the health of students, families and staff regarding tobacco reduction, injury prevention, healthy eating, active living, and mental health by working in a partnership to identify and respond to issues that affect their health
- Health education and support for teachers in presenting health education
- Consultation, information, and access to educational resources for teachers

- Hearing screening upon request
- Assisting/linking with referrals to other agencies
- Speech and language assessment and treatment (early elementary)
- Dental health (elementary schools)
- Respiratory rehabilitation – Asthma education program (elementary schools)
- Limited occupational therapy services

Please contact your school nurse at 459-6671 for more information regarding any of these services.

## Expectations for Student Behaviour

### Appropriate Dress

Appropriate dress helps students to perceive themselves as successful. All students are expected to wear clean, neat clothing that demonstrates personal pride.

- Logos or sayings must be respectful and consistent with a positive learning environment.
- No scanty and/or revealing clothing.
- Hats are to be removed and kept in lockers.
- Students in the Cogito programme, K-6, are required to wear uniforms.
- Starting in grade 4 all students are required to change-out for Phys. Ed. Classes. Students' need: shorts, t-shirt, sweats, and non-marking runners.

### Cogito Junior High Standard of Dress

- All students are expected to wear clean, neat clothing that demonstrates personal pride.
- Collared shirt or tops and T-shirts are acceptable.
- Jeans and casual fitted pants are acceptable.
- Pants must be fitted. Boxers and underwear can not be showing.
- Shoes must be fitted properly. For example, runners must be kept tied up and laces not left loose.
- Hair must be clean, neat and well kept. Highlights are acceptable but they must be natural colours. For example, blue and green will not be acceptable.
- Logos and sayings must be respectful and school appropriate. School staff has final word.

- Hats are to be removed and kept in lockers.

### **“Froshing” – Assault and Abduction**

Elmer S. Gish, along with all schools in St. Albert, will not tolerate ‘froshing’. District policy clearly states that students “will neither initiate, participate in, nor encourage froshing”. Consequences for such behaviour could result in suspension or expulsion.

### **Drug-Free Schools**

All secondary schools in St. Albert are committed to implementing a Protocol Respecting Drug Free Schools. Under this protocol:

- Possession of or trafficking in illegal drugs in any form is an illegal act utterly incompatible with the School Act.
- Random patrols of the school may be conducted by school administrators and the RCMP, including canine members, or the district’s drug detection dog. Should these result in detection of an illegal substance, recommendation for expulsion from the school will be the norm.
- In all cases, parents or legal guardians will be notified.

### **Personal Sound and Communication Equipment**

Use of personal sound and communication equipment systems during school time is not consistent with effective and efficient teaching and learning processes. Students are expected to leave such equipment in their lockers. Any student who is concerned about the security of his/her lockers may leave this equipment at home or at the office for the day.

### **Effective Behavior Support Plan**

Every classroom will have its own set of rules and procedures as determined by the teacher and students in that particular school year. In addition to these classroom rules, the school operates by a set of general regulations and procedures implemented to ensure the health, safety, and success for our school community. These general regulations include, but are not limited to the following:

Students will:

- be diligent in their studies
- attend school regularly and be on time
- treat others with respect and use proper manners

- play safe, “hands off” games that respect personal safety and the safety of others  
Examples of dangerous games include tackle football, throwing snowballs or other dangerous objects and play fighting. Such activities are not acceptable.
- dress appropriately (see Appropriate Dress)
- treat the school environment with care and respect
- cooperate fully with staff

We will continue to implement and refine our Effective Behavior Support Plan in the upcoming school year.

The overview of the plan is included in an appendix of this handbook. We encourage parents to review this information with their children.

The School District has adopted a Code of Student Conduct. Students are expected to comply with this Code. A copy is sent home with each student at the beginning of the school year. Additional copies can be requested from the school office.

### **Foundations for Success**

A document setting out commitments important in achieving success and growth is sent home in the fall. Students, parents and staff are expected to sign the document.

## **Student Services**

### **Counselling**

The counselling service is organized to promote activities and experiences that will help students develop a positive self-concept, interpersonal relationship skills, decision-making and problem solving strategies. With parental consent, our counsellor is able to assess a student’s learning needs through special testing, and can assist with appropriate placement of children in a program that meets their needs.

Students can also use their counsellor as a resource in coping with personal concerns. Lifeskills, Anti-Bullying and Conflict Management are other areas offered. Please do not hesitate to call if you require information, additional resources, or assistance in any way with your child. We’ll be glad to help.

## School Resource Officer

The St. Albert R.C.M.P. is a strong partner with our school. A liaison officer is available to provide advice and educational services to our school and families. For example, the D.A.R.E. (Drug Abuse Resistance Education) is provided to all students in grade six.

## Communication

### Attendance

Parents are requested to telephone the school at **459-7766** and leave a message on our answering machine before 8:00 am if a student is going to be absent from school or email us at [esgattend@spschools.org](mailto:esgattend@spschools.org). The answering machine is a 24hr machine and messages maybe left at anytime in the day or night.

When a student is absent and no message has been received, a phone call will be made to the home and/or the workplace of a parent/guardian.

### School Newsletter

The *GISH GAZETTE* is published bi-monthly. The *GAZETTE* contains important information on school events, meetings and issues, as well as an updated calendar that will help you plan around important school dates and times. It is available online at: [www.esgjhspschools.org](http://www.esgjhspschools.org).

### Student Agenda

Time management is a key strategy for personal success. Adults and students alike deserve the quality of life that can result from efficient use of time. We are committed to fostering good habits for our students in this important area.

Agendas have been utilized successfully for organization and communication at Gish. Continued emphasis will be included this year.

- Every student will be expected to have the agendas at all times throughout the day. Important information can be recorded in each class.
- Agendas will be used when students sign in or out at other than regular times.
- Students will have agendas with them if and when they are in the hallways during class time.

These strategies will help ensure that each student is making good use of time. It will also provide an important communication and planning tool for parents and families.

## Facilities and Services

### Supervised Lunch Program:

Supervision of students during the noon hour is provided through a user-pay program. All students who stay at school during the noon hour are part of this program with no exceptions.

All other students who stay at school during the noon hour are charged a fee of \$60.00 per year. See Lunch Program Fees for details.

During the noon hour:

- Students eat lunch in the assigned room. No students are permitted to eat lunch in the gymnasium, hallways, washrooms or outside.
- Students will remain in the assigned room until dismissed by the supervisor.
- Microwave ovens are available to students for the purpose of heating lunches.
- Students in grades 1 to 6 **must** remain in the designated supervised areas of the school playground during recess. Written permission must be provided by a parent for any exceptions.
- Students in grades 7 to 9 may leave the school with parent/guardian permission.
- **NOTE:** Students who do not take part in the user pay lunch program are expected to go directly home (or to alternate care as arranged by parents) at the beginning of the lunch hour. They must return to school to arrive promptly at 12:54 pm.

**Students are expected to follow rules during the lunch break and to treat paid supervisors with the same respect that is accorded the other school staff. Students who do not behave properly may lose the privilege of eating lunch at school.**

## Appendix I

### Effective Behaviour Support Plan

#### Goal

- to maintain a safe and caring environment in which teaching and learning is maximized.
- to provide instruction, support and encouragement that empowers students to become self-disciplined responsible citizens of the school, community and the world.

#### Guiding Principles

We believe that:

- Success is a key factor in the development of self worth and positive behavior.
- Respect for self, others, and the school environment is fundamental for success.
- Everyone is responsible for his/her behavior.
- Everyone is expected to follow the school rules.
- Clear expectations and communication are important for growth and success.
- Students will learn acceptable behavior through the use of a problem solving approach.
- Teamwork between staff, parents, and students is important in developing positive behavior, pride and school spirit.

At the beginning of each school year, a copy of the *Foundations For Success* is sent home to be signed by all concerned. The homeroom teacher will retain the signed copy.

#### Discipline Approach

Three important levels of discipline are addressed within the school.

##### 1. Preventive Discipline

- provides instruction, clarification and modeling
- focuses on effective pro-social behaviour
- encourages responsibility and respect
- strategies include:
  - instructional programmes such as Health and Lifeskills, and iLEAD Character Education.
  - community initiatives such as – community fundraising
  - Leadership opportunities such as Student Council and volunteer roles
  - relationship building opportunities such as school spirit events, teams, cross-age activities
  - recognition programmes such as showcasing student work, awards programmes.

##### 2. Supportive Discipline

- accountability for high expectations
- low key interventions such as identification of inappropriateness and prompting of acceptable behaviour
- problem solving approach including individual, small group and classroom meeting

##### 3. Intensive Discipline

- responds to behaviours that are disruptive to a safe and orderly environment
- frequency, duration and intensity (severity) of behaviours are important factors
- logical and/or appropriate consequences include but are not limited to:
  - accounting to parents
  - making appropriate apologies, and where possible, restitution
  - being referred to attendance board
  - losing privileges for a time
  - rendering service or serving a detention
  - being temporarily excluded from a class
  - serving an in-school suspension
  - serving an out-of-school suspension
  - agreeing to a contract to improve personal conduct
  - receiving assistance from the police liaison officer
  - being expelled from school.
- Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behavior such as:
  - consistently disruptive, defiant behaviours
  - conduct that threatens the safety of students and/or staff
  - behaviours that are a threat to personal safety may result in parent school conferences, suspensions, and alternate assignments of programmes
  - possession and/or use of a weapon
  - theft
  - possession, trafficking or use of illegal drugs, alcohol or inhalants.



## 2018-2019 Year At A Glance

August 2018						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

  

September 2018						
S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

  

October 2018						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

November 2018						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

  

December 2018						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

January 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

February 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

  

March 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

April 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

  

May 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

June 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

July 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Dates to Note

First Day of Operation	Aug 30
Labour Day	Sep 3
First Day of Classes	Sep 4
Staff PD Day	Oct 5
Thanksgiving	Oct 8
Remembrance Day	Nov 11
Remembrance Day In Lieu Day	Nov 12
Parent Teacher Interview In Lieu Day	Nov 13
Early Dismissal	Dec 21
Christmas Recess	Dec 24-Jan 4/2019
Classes Resume	Jan 7/2019
Teachers' Convention	Feb 7-8
Family Day	Feb 18
Parent Teacher Interview In Lieu Day	Mar 22
Spring Recess	Mar 25-Mar 29
Good Friday	Apr 19
Easter Monday	Apr 22
Staff PD Day	Apr 23
Victoria Day	May 20
Last Day of full classes	Jun 26
Last Day of Operation	Jun 28
<b>Date</b>	First Day of Classes
<b>Date</b>	Operational Day (No classes)
<b>Date</b>	Non-Operational Day
<b>Date</b>	Statutory Holiday
<b>Date</b>	Staff Development
<b>Date</b>	Early Dismissal—Staff Meeting