



# Overlanders

## SCHOOL

## SCHOOL HANDBOOK

2019-2020

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## PRINCIPAL'S MESSAGE

Welcome to Overlanders School. Nestled in the Northeast corner of Edmonton, we are a community-based school serving children and students from Kindergarten to Grade 6 in the Overlanders and Canon Ridge neighborhoods. As well, we accommodate students in three special needs classrooms. We serve approximately 270 students with 30 professional, knowledgeable, and skilled staff. At Overlanders, we are committed to providing a supportive learning environment that fosters growth for all learners as they prepare to meet present and future challenges.

As an engaged and effective school, we rely on the meaningful communication, collaboration, cooperation and compromise involving staff, students, parents and our community partners. At Overlanders, staff hold high expectations for student achievement and social skills. These expectations are fostered through ongoing communication between home and school. We also expect students to follow the basic rules of respect for self, others, and property.

We believe that in a positive learning environment, students are encouraged to take risks and mistakes are viewed as an important part of the learning process. We encourage our students to show initiative and creativity. We provide support so they can communicate effectively, cooperate with others, solve problems and make good decisions.

At Overlanders, our focus is to provide knowledge and confidence to inspire a life-long love of learning so our students can be successful through high school and beyond.

I look forward to working with and for you in the future. Please call the school at 780-476-3361 for further information, questions or concerns.

Your partner in learning,

Damian Wilkinson

Principal, Overlanders School

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## ADDRESS OR PHONE CHANGE

If during the school year the address, telephone number or email address of a student changes, parents must inform the school at their earliest convenience. Emergency numbers, in particular, must be kept up-to-date.

## ARRIVALS, DEPARTURES, AND SUPERVISION

The safety of our students is paramount at all times and doors will be locked during the day to ensure their safety. Visitors and parents are asked to use the front door and ring the office buzzer for entry. Supervision is provided for students on the playground before morning and afternoon entry times, as well as at recess. Please ensure students do not arrive before 8:13 a.m. as supervision is not provided before this time.

Students are requested to report home immediately after dismissal to ensure their safety. If students remain at school to complete work, receive extra help, or work on a special project, parents will be notified. If students wish to make plans to go to a friend's home to play after school, we expect them to make arrangements prior to coming to school.

Should it be necessary for a student to leave school during regular class time for medical, dental or other valid reasons, parents are asked to contact the school indicating the time the student needs to leave. This information will be shared with the classroom teacher. Students must be signed out at the office. Under no circumstances is a student to leave the school before speaking with someone in the school office.

During instances where students are injured or seriously ill and parents cannot be contacted, the school administration will act in "loco parentis" and secure the required medical attention.

**Parents and family members who pick up students at dismissal are asked to wait at the front entrance or at a pre-arranged meeting spot outdoors until the dismissal bell rings. This helps minimize distractions for all students and allows teachers to conclude their lessons appropriately and to ensure orderly dismissals.**

## ASSEMBLIES

School assemblies are scheduled throughout the school year at 10:30 a.m. or 1:00p.m. and will occur on the last Tuesday of a month. Dates of assemblies will be communicated via SchoolZone. This is a special time to provide performance opportunities, build a sense of community, and learn together about character education. Parents and community members are most welcome to join us.

## ASSESSMENT PLAN

Overlanders School has a Guide to Student Assessment, Achievement & Growth. This Guide is posted on our website – [overlanders.epsb.ca](http://overlanders.epsb.ca)

Why do we assess student performance?

- to set targets for student growth
- to provide students with ownership of their work
- to support teachers, students, and parents in monitoring student growth
- to monitor performance trends at the school, district and provincial levels
- to provide information to teachers in planning instruction

The following, in whole or in part, will be used to assess student performance:

- Observations of learning
- Discussions of learning
- Products of learning - school based quizzes/tests/exams/projects
- Daily interactions
- Individual teacher marking/evaluation
- EPSB Highest Level of Achievement Tests
- One-on-one sessions
- Provincial Achievement Tests
- Cooperative learning demonstrations
- Oral tests/examinations
- Group performance projects
- Student self-assessment
- Rubrics

How are performance results recorded/reported?

- Progress reports
- Student portfolios
- Cumulative records
- Individual Program Plans
- Student goal setting
- Parent/Guardian meetings
- Parent/student/teacher conferences – celebration of student learning evenings
- Daily agenda and communication books
- Learning journals/logs

How do teachers communicate course expectations to parents?

- School orientation evening
- School handbook
- Alberta Education/Edmonton Public Schools curriculum handbook for parents
- Parent information letters/notices
- Classroom newsletters, student agendas and communication books
- Parent and teacher discussions

## ATTENDANCE

Regular attendance is a vital factor in being successful at school. Schoolwork is sufficiently challenging that a student cannot afford to miss instruction in the classroom. It is the responsibility of parents to communicate to their children the importance of attending school regularly and being punctual. Parents and students have a legal responsibility as outlined in Section 12 of the School Act, to ensure that students attend school regularly and on time. Extended pupil absences adversely affect school performance and when this occurs, parents will be informed. Multiple absences or lates may be dealt with by phone calls or letters home and/or referrals to the Provincial Attendance Board.

Overlanders School operates a daily phone attendance check to:

1. ensure that your child arrives at school safely
2. inform parents if your child is away when attendance is taken

This system will provide peace of mind to both parents and school staff.

1. Parents are asked to phone the school each day the child is away. One phone call is necessary for prolonged absences.
2. Teachers will take attendance and if a child is absent and there has been no phone-in, a parent will be phoned to confirm the absence.
3. Please use our answering service day or night (780-476-3361) to leave messages regarding absences. Leave your child's name, teacher's name, room number or grade.

Students are considered late when they are not in their homeroom and ready to work by the second bell in the morning (8:33 A.M.) and the afternoon (12:20 P.M.). If attendance has been completed in the classroom and the student has been marked absent the student will be sent to the office to avoid an unnecessary call home to the parents. Punctuality is important for consistent school progress and latecomers often disturb the classroom activity; therefore steps will be taken to discourage persistent lateness.

## BEHAVIOUR AND CONDUCT POLICY

At Overlanders school, we believe in high standards of citizenship and behaviour for the safety and well-being of all members of the school community. Through showing respect for ourselves, others and property, we are committed to creating a welcoming and safe school environment which fosters positive relationships. Appropriate behaviour is essential to learning and academic success. Students are encouraged to show responsibility and be accountable for their behaviour as well as consider how their actions might impact others.

When dealing with our students, Overlanders staff use the following guidelines to help encourage positive behaviour.

- Ensure children know what they can do and give them positive reinforcement for doing what they should
- Model respect and kindness towards everyone
- Establish simple routines and rules in the classroom
- Teach problem solving behaviours and help children to make good decisions

In focusing on positive interactions, Overlanders staff reinforce the following expectations with students on a consistent basis.

- Arrive at school on time and move through hallways quietly not interfering with others or displays
- Respect our school building, remove outside shoes, use assigned entrances
- Respect the property of others
- Participate in all activities to the best of your ability, do not disrupt the learning of others
- Complete your assignments and use class time wisely
- Interact with others in a respectful manner, use appropriate language and show patience and kindness, avoid arguments and tell the truth
- Play in a safe and appropriate way, no play fighting, bullying or hurting others or property
- Seek out the support of an adult if you see, hear or feel that something or someone is unsafe

Minor infractions will be dealt with on the spot (walk with supervisors, time out on park bench or other designated area). Students will be given the opportunity to resolve their conflicts with the support of a supervisor. Behaviors, which are deemed unacceptable or unsafe may result in the removal of privileges such as recess, lunchroom and/or intramural activities. Overlanders has a recess detention room for negative recess behaviour where a student will conference about what went wrong and how they can make better choices next time. Most students serve 5 recesses for detention but it may be as few as 1 or as many as 10. For infractions of a major nature, offenders will be sent directly to the office.

Some examples of major infractions include:

- Physical abuse or fighting
- Threats or bullying
- Continuous disruptive behaviour
- Defiance of or disrespect to authority, including lying to staff

- Abusive disrespectful or derogatory language
- Theft, damage to property or vandalism

Please remember that your child will state his or her perception of what took place when speaking about their actions. It is our goal to work with your child in order to get as clear a picture as possible of what happened.

At any time, there may be situations which warrant further action or a bump up of consequences. Please refer to the [EPSB policy for behaviour and conduct](#).

#### BEHAVIOUR AND LEARNING ASSISTANCE PROGRAM

Overlanders School is a District Site for the Behavior and Learning Assistance program. We provide small group programming to assist our special needs students in developing behavior management skills. Each classroom has one teacher and one teacher assistant. This team also works closely with other staff if students are integrated into regular classes.

#### BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

Safety of students who ride bicycles or bring roller blades, skateboards, or scooters, as well as the safety of students on the school grounds is a priority. Students are responsible for ensuring their bicycles are locked individually in the bicycle racks provided. Students are reminded that bicycle helmets are required by law. For the safety of all students, bicycles, skateboards, and roller blades are not to be ridden on the school grounds between 8:13 a.m. and 3:30 p.m. Students must walk bikes and scooters on school property and city sidewalks in front of the school. Students who roller blade to school must carry shoes with them and put them on before entering the school. Scooters and skateboards are discouraged as we do not have the space necessary to store them. Heely shoes will be considered outside shoes and removed on entry. While on school grounds, the wheels must not be used. The school is not responsible for lost or stolen items.



## BUS RIDING/TRANSPORTATION

Edmonton Public Schools provides yellow school bus transportation to Overlanders for students with special needs as well as for children from the Canon Ridge neighborhood. This bus is provided to families for a nominal fee set by the Board annually with the understanding that all riders will make bus travel safe for self and others. By EPSB transportation rules, all children riding the bus will ensure a safe journey to and from school for all riders. Should children choose to ignore the rules, **transportation privileges will be removed**. Please talk to your child(ren) about this. These rules are also in effect for all school field trips.

## COMPUTERS AND TECHNOLOGY

All students have opportunities to use computers and technology as tools to enhance learning. **Students will have the opportunity to access technology on a regular basis.**

Internet access is also available to all students. We believe the Internet offers vast, diverse and unique resources that facilitate resource sharing, innovation and communication. Students become more aware of the global community through the Internet.

At the same time, we are aware that students may be exposed to undesirable information or materials on the Internet. Individuals, schools and school districts take steps to block access to undesirable sites.

Our school has an Acceptable Use Policy which applies to all forms of technology, and outlines the terms and conditions of use at Overlanders School. The policy identifies guidelines and expectations for use of all computers and for accessing on-line information and material. Consequences for violations are also identified. All students using the school's technology are required to sign an agreement indicating that they understand and accept the expectations and consequences. These agreements are kept on file at the school.

Any personal technology items that are brought to school, must remain in backpacks or locked in a safe place. Students may not use their personal devices outside without the permission of a supervisor. Classroom teachers will decide about in-class rules about personal electronics for students. Items that are used inappropriately, will be held by the teacher or the office until the end of the day. While we understand that these devices are used to keep in contact with parents before and after school, they are **not** to be used during the day without a staff member's consent.

## COLD WEATHER

All children are to be dressed appropriately for the weather. This includes boots, mitts, toques, scarves, etc., which are **clearly labeled** with their names during the winter months. (Our Lost and Found boxes rapidly fill up.)

Children/Parents should plan their arrival at school no earlier than 15 minutes before classes begin. They should dress for the weather conditions even if transported to and from school by automobile. All children will wait outside until the assembly bell rings.

Extreme weather conditions (blizzard and/or/high wind chill factors), or heavy rains may result in cancelled recesses. Discretion will be used in canceling recesses. This decision is based on the EPSB board policy that indicates students will go out for recess until the combined temperature and wind chill is below -22 C. Your child must be dressed appropriately, and should leave home assuming there **will** be recess. Scarves, hats, mittens, snow pants, boots and rain gear are a wise investment.

When the weather is severe, children will be permitted entry to the school before the assembly bell rings by a staff member. They will be asked to remove their footwear and sit quietly by their classroom until classes begin.

When the weather is too severe, during lunchtime children will remain in classrooms or designated areas. Staff will provide supervision. Children are expected to read, draw, write or complete a quiet activity. On some occasions, other activities may be provided.

## DRESS CODE

Students are requested to wear clothing that is appropriate and not offensive to others. For example, T-shirts or hats with inappropriate messages are not acceptable. Students are expected to remove any hats upon entering the school. Tops must cover the midriff and have either sleeves or straps. Skirts and shorts must be an appropriate length. If necessary, parents will be phoned and students will be asked to remove, exchange or cover in appropriate clothing.

All items of clothing should be labeled with the child's name. Misplaced items will be put in our Lost and Found Box in the hallway near the office or by the kindergarten classroom.

## EARLY DISMISSAL

Students are dismissed early at 2:13 PM every Thursday afternoon. Staff uses this time for instructional focus work, collaborative planning, professional development and staff meetings. Many parents use this time for children's medical, dental and other appointments.

## EMERGENCY DRILLS

We do our best to see to it that our students and staff work in a safe environment. Emergency plans and practices are necessary to ensure the safety of students and staff in the event of an emergency. We have and will continue to practice security alerts and evacuation procedures. **Security alerts are necessary for inclement weather such as a tornado or severe snowstorm, in the case of an intruder, or due to an environmental threat.** Evacuations are necessary in the case of a fire, gas leak, chemical spill, bomb threat, structural damage, flooding, power/utility failure, or an on-site threat. Evacuation drills are conducted on a regular basis, please discuss this with your child. In such cases, students will not have time to access shoes, coats etc. if they are not already wearing them. **Please talk with your child about the importance of wearing indoor footwear at all times.**

In the event that you are in the school during one of these drills, we ask that you cooperate with staff members. In the case of a security alert, please go to the office or to the closest washroom and stay there until the all clear is announced. If we have an evacuation drill, please follow the students and staff as they move out of the building. The school needs to be evacuated during such drills. We encourage you to cooperate with staff during all emergency procedures.

## EXTRA CURRICULAR ACTIVITIES

Our staff organize and supervise many extra-curricular activities for students during the school year. We have various clubs and an intramural program. We encourage all students to participate. Student involvement in "clubs" is also encouraged.

## FEES and FIELD TRIPS

### a) Field Trips

Teachers make decisions about field trips for students based on curriculum they are covering in class. This may include walking trips and in-school field trips. The Overlanders Cannon Ridge Parents Support Association provides money for each class to subsidize field trips and support our parents. Teachers will charge a minimal \$2 fee per trip to help cover the cost of fieldtrips. You will be notified of

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these costs and all school field trips through field trip consent forms. Students will not be charged for instruction. Students who do not have signed consent field trip forms will not be allowed to attend out of school trips.

- b) Kindergarten – Nominal Field trip charge of \$2 per field trip
- c) Lunchroom  
Monthly lunchroom fees are set at the beginning of each school year and communicated to each family at that time.

Should you have a financial concern please contact the school Administrative Assistant or Administration as soon as possible. We want to ensure all students take full advantage of these opportunities.

Except for small amounts, payment by cheque made out to Overlanders School would be appreciated. Cheques eliminate the problem of money being lost on the way to school and also reduce the probability of school break-ins. Whenever money is sent, please put it into an envelope with your child's name, room number, and teacher's name written on the outside. Please indicate what the money is intended for. Lunchroom fees should be given to the office.

### FOOD

We discourage students from bringing gum, candy and other non-nutritional foods to school. We do, however, encourage nutritional snacks and H<sub>2</sub>O. Water bottles should be cleaned on a daily basis. Parent co-operation in assisting with this endeavour would be most appreciated.

### FOIP (Freedom of Information and Privacy)

At the beginning of the year a standard FOIP form will be sent home with each child. Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be provided. The parent/guardian or independent student will be contacted and required to sign the permission form prior to the special event.

### FOOTWEAR

We have an indoor/outdoor shoe policy at Overlanders School. Shoe mats and racks are located in all boot rooms. All students are asked to remove outdoor footwear at the entrances. All footwear should be marked for easy identification. The school cannot assume responsibility for lost footwear or clothing, but will make every effort to assist students in recovering their losses. All students should have a pair of indoor running

shoes for classroom and gym use. Fire regulations state that **students must have footwear on at all times.**

#### HEALTH SERVICES

First-Aid is administered to any child injured at school. If the injury is a minor scratch or bump, a band-aid is administered and no school contact is made with the home. We do not remove slivers, etc. Parents are contacted immediately for more serious injuries or illnesses. If parents cannot be reached, the emergency contact person will be notified. If we cannot reach someone responsible for your child, your child will be taken to the nearest medical facility or an ambulance will be called. **It is therefore extremely important that you provide the office with current home and emergency telephone numbers.**

Our school nurse is located at the Northeast Community Health Clinic. She arranges for immunizations, vision screening, and audio checks as well as consults with staff, sometimes teaches specific health lessons and conducts home visits. Dental screens are conducted by a dental hygienist.

#### HOMEWORK

Homework is intended to reinforce curriculum concepts learned at school and is assigned when appropriate with the following criteria in mind. Here is an effective framework for homework assignments:

- To reinforce learned concepts and skills.
- To assess student learning.
- To promote life-long learning.
- To promote family interaction in the education of their children.

Reading is a priority for every student each night. It is important to know that how well a student does in school is directly related to how well and how much a student reads. It is critical and we encourage all families to support their children in reading on a daily basis. Set aside some family time each night and have everyone read. This is a priority and the basis of our homework policy. All students can read or be read to. All classroom teachers maintain home reading programs and track reading for each individual student.

#### Do teachers assign homework every day?

- **No.** Some children work quickly and well in class. Their homework might just be an opportunity to enjoy reading a book; the Home Reading Program.
- Teachers will assign homework when they believe it is important and useful to do so.

- If you are concerned about homework issues, always speak to your child's teacher.
- In addition to SchoolZone, the Agenda Book is the vehicle for communication about homework. Please read it nightly and use it.

### **Suggested homework times for different grade levels:**

- Kindergarten to Grade 2      No more than 20 minutes per day.
- Grade 3 and 4                      20 to 40 minutes per day.
- Grade 5 – 6                        45 – 60 minutes per day.

### How can parents get involved?

- Encourage your child to take notes concerning homework assignments and write in his or her agenda in case questions arise later at home.
- Provide a suitable quiet study area and the necessary tools (for example, paper and books) to complete the homework assignments.
- Limit after-school activities to allow time for both homework and family activities.
- Monitor television viewing and establish a specific homework time.
- Limit daily video and free computer time
- Plan a homework schedule with your child. Allow for free time when assignments are completed.
- Praise your child's efforts. If questions arise about the assignments, and your child asks for help, ask him or her questions or work through an example rather than simply providing the answer.
- Younger children need more parental assistance with homework than older children. Go over homework assignments with your child. Do several problems or questions together, and then observe your child doing the next one or two.

### HOURS OF OPERATION

All students in Grades 1 to 6 receive the required 1560 minutes of instruction per week. Kindergarten students receive 780 minutes and attend either the morning or the afternoon. Our class schedule is as follows:

HOURS OF OPERATION			
BLAP Div I/BLAP Div II/Opportunity			
8:28 AM	Entry Bell	8:18 AM	Entry
8:33 AM	Instruction begins	8:23 AM	Instruction begins
10:05 – 10:20 AM	Recess	10:05 – 10:20 AM	Recess
10:20 – 11:24 AM	Classes	10:20 – 11:24 AM	Classes
11:24 – 12:15 PM	Lunch Break	11:24 – 12:15 PM	Lunch Break
12:15 PM	Entry Bell	12:15 PM	Entry Bell
12:20 PM	Instruction begins	12:20 PM	Instruction begins
2:00 – 2:15 PM	Recess	2:00 – 2:15 PM	Recess
2:15 – 3:22 PM	Classes	2:15 – 3:12 PM	Classes
3:22 PM	Dismissal	3:12	Dismissal
<ul style="list-style-type: none"> <li>• Early Dismissal every Thursday at 2:13 p.m.</li> <li>• Our special education classes will start 10 minutes earlier (8:23 AM) and dismiss 10 minutes earlier (3:12 PM on Mondays/Tuesdays/Wednesdays/Fridays &amp; 2:03 on Thursdays) to help alleviate bus congestion in front of the school.</li> </ul>			

\*\*\* No Afternoon recess on Thursdays.

#### ILLNESS

Children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well at school and provide a source of infection for other children. Please remember to contact the school office by 8:28 a.m. (780-476-3361) when your child will be absent.

## INCLUSIVE LEARNING AND REGIONAL COLLABORATIVE SERVICE DELIVERY

The Inclusive Learning team through EPSB employs specialists in reading, psychology, mental health and social work to provide specialized services upon the request of schools and consent of parents. These consultants visit our school on request to assess/assist students on site.

Capital Health is located at the Northeast Community Health Centre, 14008 – 50 Street, (472-5000). They offer many services such as: speech & language, neurodevelopment assessment, learning disability assessment assistance, and hearing and vision to name a few.

## INSTRUCTIONAL MATERIALS

In elementary schools, there is no charge for instructional materials such as textbooks, workbooks, or other printed materials. Students will receive a basic supply list of items to purchase in addition to those provided by the school. We encourage students to recycle materials left from the previous school term. **Please discuss with your child that students will be charged for unnecessary damage or loss of textbooks and library books.**

## LIBRARY POLICY

Overlanders School is very fortunate to have an up to date and extensive library. Students have many opportunities to use the library for research and book exchange. Research and library skills will be taught during the year.

Students are encouraged to borrow books regularly, both for recreational reading and subject needs. Books must be returned or renewed after the one-week loan period. The overdue reminders are issued via SchoolZone. When a book is two weeks or more overdue, a notice is sent home asking for its return. If the book cannot be found, payment is required to cover the cost of replacing the lost book. Receipts are issued, and should the book be found, a refund is made. Any books misplaced within the school are located during a thorough inventory that is done each June. **Parental help is requested in the care of our library books.**

## LOST/FOUND

At Overlanders, we have two lost and found boxes. Please check in these boxes for lost articles. As the boxes fill up quickly, unclaimed articles (create not only a lack of space to store but also a health issue) **will be donated to a suitable charity each December and May.** Prior to donating lost and found items, students will be reminded to check the



boxes. Items will also be displayed in the hall for each class to view prior to items being donated.

Children are discouraged from bringing expensive items to school, as school personnel cannot accept responsibility for the personal property of students. Please identify all outerwear, footwear and school supplies with some identifying mark. You may use an indelible felt pen. Unlabeled boots and shoes are a particular problem - they all look too similar. Please label all personal items with name or phone numbers as this will help in retrieving lost items.

## **LUNCHROOM**

We expect students to go home for lunch if there is a parent or guardian at home as students need a break. To accommodate working parents, we have a lunchroom staffed by supervisors. Monthly lunchroom fees are set at the beginning of each school year and communicated to each family at that time.

Regular school rules and expectations are still in effect during the noon hour and in our lunchrooms. Any child not meeting these expectations will lose the privilege of staying at school for lunch for 5 days. Parents will be notified and will need to make other arrangements for supervision of their child for lunch outside of the school.

### **Litterless Lunch Program**

We ask all students to PACK IN AND PACK OUT by bringing a “litterless lunch”. Overlanders School has already committed to paper and juice box recycling. Although this greatly helps the environment, we also implement a more environment-friendly approach to our school lunch program. A school the size of Overlanders generates thousands of kilos of lunch waste each year. We wish to reduce this by implementing a “Litterless Lunch Program” – a lunch that leaves no waste, where students take home everything they don’t eat.

#### **How to pack a litterless lunch:**

- Make the commitment
- Pack all food in reusable containers (with tight fitting lids) such as Tupperware, thermos etc. Please no glass bottles or containers.
- Have an extra container for a fruit or vegetable waste (apple cores)
- Consider packing snacks in reusable containers so our playground remains “litter free”
- Juice boxes/cans are still welcome because we recycle them.
- Please supply plastic utensils required for your child’s lunch (spoons and forks only - please do not send knives)

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Remember when your child brings home his/her lunch bag....

- Recycle any plastic or paper products
- Try composting biodegradable produce waste
- Rinse out reusable containers.

Students wishing to have warm items for lunch can pack food items in a thermos or a thermal lunch pack. **No student microwaves are available.**

### MEDICATION

There have been requests from parents to administer medication to their children during the time they are in school. The Edmonton Public Schools Operational Handbook states: "If a request is made to administer medication at school to students not sufficiently mature or reliable to care for their own needs, the following guidelines and procedures are to be observed. The Principal shall require a signed request from the parent and physician indicating the type of medication (in original bottle) to be administered, required dosage and action to be taken in the event of possible hazards or side effects." Children with epi-pens must carry them in a fanny pack on field trips. The Student Focused Medication Management plan forms for this request are available in the school office and must be completed each school year by students who require medication at school on a regular basis.

### MEET THE TEACHER

Each September, all families are invited to attend our Meet The Teacher. The purpose of our evening is to acquaint all families with staff and programming at Overlanders School.

### NEWSLETTER

Paper newsletters are not sent home to parents. The school uses SchoolZone and email to keep parents informed of school and community events and activities. As well, you can check the office or SchoolZone for a monthly calendar. It is important that parents provide an up-to-date email address and phone number to allow for communication between home and school.

### OFFICE HOURS

The school office is open between 8:00 to 11:24 a.m. and 12:20 to 4:00 p.m. Please feel free to call us at 780-476-3361 during that time. If you are calling to report a student's absence, our automated system enables you to leave a message any time during the day or night.

### OUT OF BOUNDS

During the school hours, for safety reasons, elementary students are not permitted to play in the staff parking lot, the bicycle rack area, or any area that is not included in the school playground. Under no circumstances is a student to leave the school grounds during school hours without permission (including lunchroom) from the general office. If it is a pre-arranged reason (i.e. doctor's appointment), then we would appreciate a written note or phone call from the parent. In the interest of safety, please impress upon your child the importance of staying on school grounds. If your child leaves the school/school yard without permission, you will be notified and if we cannot notify you, **the police will be called**. It is critical our young people be responsible and held accountable for their choices.

#### PARKING

The parking lot is out of bounds for children and parents. Parking stalls are rented by staff during the school year. As staff members pay for the use of the lot, we ask the community's co-operation to not stop in the lot from 7:45 am to 4:00 pm, even for a few minutes, as we have part time staff arriving at different times. We also ask parents to drop their children off in the appropriate zones on Hermitage Road. Please note, the front of the school is reserved for school busses between the hours of 7:30 – 4:30. Do not stop or park in the bus or ETS zones.

Driving into the lot and turning around **creates a safety risk for students. As a result, the staff lot is closed to public vehicles each morning from 7:45-8:45 am and M, T, W, and F 2:45-3:30 pm and Thursday – 2:00-2:30 pm**

#### PERSONAL BELONGINGS

Students and parents are reminded to properly identify all belongings with a permanent marker. This includes lunch boxes/ bags and outdoor clothing. **Personal belongings such as toys, cellphones, hand-held devices, electronic games, MP3 Players, trading cards, large sums of money, coin collections, etc. should be left at home. Overlanders School is not responsible for any of these items which may have been brought to school.** If a teacher requests that certain personal belongings be brought to school, the teacher will safeguard these items.

#### PICTURES

Pictures of your child will be taken in October on picture day. You are under no obligation to purchase these photos. Parents will be informed of the date.

#### PROFESSIONAL DEVELOPMENT DAYS

## Overlanders School Handbook

Professional Development days provide opportunities for staff education in a variety of areas. The community will be informed of the exact dates through our school calendar, SchoolZone, on our school sign and through your child's agenda. Such days would be a convenient time to book dental or medical appointments for your children.

### RECESS

Recess is considered an integral part of school. As such, children will be expected to participate in this activity. Cool or cold weather is not an acceptable excuse for non-participation. A note from your child's **doctor** would assist our staff and your child if you are requesting that your child stay inside at recess.

**Regular attendance at school is important, however, a slight fever, sore throat, cough or rash are stay-at-home signals.** These may be symptoms of either a cold or some other communicable disease. If your child has any of these conditions, protect him or her and others by keeping him/her at home until he/she is entirely well. **If children are well enough to attend class, then they are able to go out for recess.**

### REPORTING STUDENT PROGRESS

Progress Reports are issued in late November, the end of March and the end of June. Although parent/teacher conferences and/or student led conferences are scheduled following the first and second progress reports, we welcome parental contact whenever there are concerns or there is a need for information regarding the welfare and progress of your child. If a parent wishes to appeal a mark a teacher has given, a parent should, in the first instance, see the teacher. If the matter cannot be resolved, the teacher and parent will meet with the Principal. We believe that effective parent/teacher communication is of vital importance to your child's educational growth.

Overlanders School has a [Guide to Student Assessment, Achievement & Growth](#). This Guide is posted on our website – [overlanders.epsb.ca](http://overlanders.epsb.ca) Our objective is to ensure students are programmed for and supported at the appropriate grade level. The only factor that will be included in a grade is achievement, which is a "student's demonstration of knowledge, skills, and attitude relative to grade level curriculum standards". Work habits, effort, progress and other non-achievement factors will, therefore, be reported separately, and not incorporated into the grade. We do not assign a zero in most cases; assigning a zero suggests that the student has learned absolutely nothing. If grades clearly reflect achievement, then a zero for missing work distorts the truth.

### SCHOOL ADVISORY COUNCIL (SAC)

All parents who have children attending Overlanders School are eligible to be members of the SAC and all parents are encouraged to become active participants. The Council will provide the school with parents' points of view on what is happening in the school and

facilitate projects and programs of benefit to the students. The meetings are informal and everyone is welcome. Meetings are held once a month, usually on the third Tuesday of every month. Meeting dates and times will be published on SchoolZone.

### SCHOOL PATROLS

School Patrols will supervise the crosswalk in front of the school. Parents are asked to follow the safety advice of these patrollers. We thank you for your support in making Overlanders a safer place for everyone. Remember our school patrollers are volunteers and doing this to assist in ensuring our young people get safely across the street. Please be aware of the no parking zones in front of our crosswalks. Do not park in these zones for the safety of children crossing the street.

### STUDENT RECOGNITION

Overlanders School recognizes positive growth of our students in academic learning and in citizenship. We have several programs to help our students be aware of the importance of their achievement and actions.

Positive referrals are given to children for **achievement in learning and/or positive actions that show respectful or responsible behavior**. They are written referrals by the classroom teacher or other staff. The administration invites students to the office daily to recognize the positive actions of students.

### STUDENT TEACHERS

We are very fortunate at Overlanders to have during the year student teachers from Concordia College and the University of Alberta. These young people spend approximately 4 – 8 weeks in various school classrooms sharing their new learning ideas and strategies. Overlanders, as part of our professional responsibility, welcomes a number of these people on a yearly basis. Your child may be fortunate to have one of these teachers in training in his or her classroom. Should you have any questions, please feel free to speak to your child's teacher.

### SUPERVISION

At Overlanders School we strive to ensure the safety and well-being of your child. Your child is well supervised, both indoors and outdoors during school hours. Outdoor supervision commences before school at 8:13 am and during our recess breaks at the following times:

10:05 AM – 10:20 AM

Morning recess

2:00 PM – 2:15 PM

Afternoon recess

11:24 AM - 12:20 PM

Lunch outside for Div 1 and Div 2

No recess on Thursday afternoons.

## TESTING

### Provincial Achievement Tests

Students enrolled in grade 6 write Provincial Achievement Tests. These tests give us information about the knowledge and skills the student has. Information from these tests will be sent home to parents in October through Alberta Education.

#### Provincial Achievement Tests Dates (May and June)

Thursday, May 7, 2020 – ELA Grade 6 Part A

Monday, June 15, 2020 – Math Grade 6 Part A

Wednesday, June 17, 2020 – ELA Grade 6 Part B

Thursday, June 18, 2020 – Science 6

Friday, June 19, 2020 – Math Grade 6 Part B

Monday, June 22, 2020 – Social Grade 6

### Testing - Edmonton Public Schools District Assessments

An EPSB developed math assessment (MIPI) will be administered to each student early in the fall. This test will assess students' math knowledge and skill based on the previous year's curriculum. It provides a reference point for teachers when programming for a student.

Highest Level of Achievement Tests (HLATS) provide annual grade level achievement and performance scores as well as information about student growth in writing for all students enrolled in all grades. The writing test is a locally developed prompt that is the same for all students. Student writing is marked by classroom teachers, who submit a grade level of achievement and a performance score for each piece of writing. These scores assist teachers in making judgments about their final report card marks.

**To receive information about your child's HLAT results contact your child's teacher.**

## VANDALISM

To combat vandalism, the Edmonton Public School Board has taken several precautions including the installation of alarm systems in all schools. Your support is requested in carrying out other measures. If you witness, any act of vandalism to our school, please call the Edmonton City Police at 780-423-4567 with details i.e. the names of the school, its location and a brief description of what is happening. **YOU DO NOT HAVE TO GIVE YOUR NAME.** A police car will be radio-dispatched to investigate. School officials will prosecute offenders and attempt to obtain restitution for damages.

If further information on the school security program is desired, please call the Security Supervisor at 780-429-8295. Our school is protected by a sophisticated alarm system; however, this does not negate reporting vandalism procedures.

## VISITORS

Visitors to the school are always welcome, whether they are parents, guests, volunteers or individuals on official business. All visitors must report to the office upon entering the school. This assists us in making our school safe and secure.

## VOLUNTEERS

### Field Trip Volunteers

Parent volunteers are often needed/required to assist on field trips. As Edmonton Public Schools insurance coverage for volunteers on field trips does not include coverage for younger siblings on buses or at the field trip site, we regret that we cannot accommodate younger siblings.

### Volunteer Drivers

Occasionally it is found to be more convenient or cost effective to use volunteer drivers. If you are volunteering to drive for a field trip or special event Edmonton Public Schools policy requires that you complete a Volunteer Driver Form. These are available at the school office and must be completed prior to the trip taking place. **Note: Volunteer drivers are required to have a minimum of \$2,000,000 in liability insurance.**

### School Volunteers

Another way to get involved is by volunteering your services to classrooms and the library. Our staff is committed to volunteers, believes in their value and recognizes their service. If you would like further information on how you can get involved, please contact the school office.