

Escuela Vista Grande

Student and Parent

Handbook

2019-2020



ESCUELA
VISTA GRANDE

Vision:

"Providing an engaging, bilingual learning environment where students will build their foundation to be successful world citizens."

Mission:

"Building upon the natural curiosity and sense of wonder of our learners."

Motto:

"Together... We dream and achieve!"

"Juntos... Soñamos y logramos. "

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Important Phone Numbers & Contacts

Emergency

Fire, Police, Ambulance	911
Kids Help Phone	1-800-668-6868
Poison Centre	1-800-332-1414
Crisis Line - Counselling	1-800-779-5057
Child Abuse Hotline	1-800-387-5437
Child & Family Services	1-800-638-0715
Mental Health	1-866-303-2652
AADAC Help Line	1-866-332-2322
Crime Stoppers	1-800-222-8477

Local

Alberta Mental Health	403-556-4204
Alberta Child & Family Services	403-507-8035
Escuela Vista Grande	403-342-4434
Red Deer RCMP	403-343-5575
Red Deer Regional Hospital	403-343-4422
City of Red Deer	403-556-6537
Red Deer Public Schools	403-343-1405

Welcome to Escuela Vista Grande

Welcome to Escuela Vista Grande! EVG is a safe and caring school dedicated to academic achievement and the positive personal development of children. We are staffed by a group of caring and passionate people who love kids. Throughout our school there is an atmosphere of energy and enthusiasm that reminds us that teaching and learning is fun!

Here are a few of the many quality opportunities that we provide our students:

- Spanish Bilingual program beginning in kindergarten.
- Comprehensive supports for students with special educational needs.
- Physical education classes every day in our gymnasium
- School-wide art projects that represent our children and their work.
- Performance assemblies by each grade level as well as professional music and/or drama performances.
- Inclusive EA support
- Learning Team approach to support classes or individual students.
- Community Liaison Worker.
- Character Education

Parents are encouraged to check our social media regularly for special events, newsletters, forms, and information about our school.

Web: <http://vistagrande.rdpsd.ab.ca>,  Escuela Vista Grande,  @EVistaGrande,  escuelavistagrande

On behalf of the entire EVG staff, we extend a welcome to all the students and parents of our school community, especially those new to our school. We look forward to a terrific year!

Sincerely,

Hans Huizing,
Principal

Bell Schedule

8:33 – 8:35	Transition to Classes
8:35 - 10:15	Classes begin
10:15 - 10:30	Recess
10:30 - 12:00	Classes begin
12:00 – 12:20	Lunch
12:20 – 12:50	Recess
12:50 - 1:00	School wide reading time
1:00-3:05	Classes begin
3:05	Dismissal
We ask that parents who are picking up their children support our classroom teachers and academic learning time by waiting until after 3:05 to come into classrooms. Thank you!	

ECS hours:

a.m. program starts at 8:40, dismissal at 11:22

p.m. program starts at 12:21, dismissal at 15:05

Contacting us

Communication with our parents and those interested in our school is very important to us. We appreciate positive feedback as well as suggestions for improvement. The following table highlights the many different ways we can keep communication lines open:

Visiting Us	We love seeing parents in the school, please sign in at the office, and to get your badge.
Phone:	Call us at 342-4434 during school days (8:00 a.m. - 4:00 p.m.)
Website:	Our website at http://vistagrande.rdpsd.ab.ca , is an excellent source of info
Answering Machine:	Leave a message for us after hours and on non-school days
Email:	Email addresses are available at http://vistagrande.rdpsd.ab.ca
Administration:	Principal: Hans Huizing Vice Principal: Rafaela Marques

Reporting Absences

For the safety of our students, it is very important that parents contact the school prior to 8:25 a.m. in the event that their child will be absent from school. Parents are also encouraged to leave messages on our answering machine, which is in operation 24 hours a day.

Late Students

Classes begin at 8:35 a.m. and attendance will be taken at that time and sent to the office. If your child is later than 8:35, please stop at the office and sign in your children in the binder that is located at the front desk. This allows us to keep track of all of our students and avoid any unnecessary calls home.

Messages for Students

Calling the school with messages for students or stopping at the classroom with forgotten items can take away from productive learning time, and be disruptive to classroom routines. Thus, we ask that parents make students aware of after-school plans each morning, before the day begins. If circumstances do not allow for this, we ask that parents call prior to 2:40 p.m. so that students can be informed in time. As well, if you need to drop something off for your child please leave it at the office and we will call your child down during a break. Thanks!



Communication

Parent-Teacher-Student Conferences

During the months of October, December and March teachers will be meeting with ALL PARENTS of the students they teach. We feel it is essential that parents meet with their child's teacher to discuss and see the work done by their child. When we share your child's learning growth with you, please keep the following points in mind:

- We evaluate children according to their personal growth or progress as related to the curriculum for that grade level.
- Children's progress will be discussed in as positive a manner as possible. It is important to share what a child can do as well as what needs to be worked on.
- We are concerned about all aspects of children's development — intellectual, social, emotional, creative and physical. Therefore, we'll touch on all of these. Parents will see many samples of their child's work in order to show growth.

Newsletters

Each classroom teacher will be sending home regular classroom newsletters to inform you of the happenings in your child's classroom. In addition, a school newsletter initiated by the administrative team will be distributed once a month. A Quick Quetzal or Messenger (text or email) will be sent to inform families of anything in between school newsletters.

Working Together

Please help us keep the lines of communication open. If you have a concern, please let your child's teacher know. We sincerely want to know what's going on in our students' lives. Chances are that if you've noticed a problem, your child's teacher has observed it too. By working together, we are able to come up with a solution that's right for your child. Here are some examples of times when you should definitely call your child's teacher:

- You see a dramatic change in your child's behavior. A happy child becomes withdrawn. A friendly child wants to be alone.
- Performance drops. This may be in one subject, or all of them.
- You suspect that your child may be telling things about school that may not be the truth. He or she may say there's no homework, or that the teacher never teaches math.
- There's been a change in your family. A recent marriage, a divorce or a new baby can all affect schoolwork.

Parental Concerns

Parents who have concerns about their child's progress are encouraged to:

1. Speak to or meet with their child's teacher first. The majority of all concerns are addressed appropriately and completely after this first step.
2. Contact administration in the event that major concerns still exist.

Remember that we're all working for the same goal. The better we know you and your child, the more we can help. Getting involved means working together to provide the best education possible for your child. You are a vital player in helping our students achieve.

Student Drop-off and Pick Up

Where do parents park?

Parent parking is available in the following areas:

- ✓ On residential streets. We do ask that you are considerate of our neighbors and do not block their driveways.
- Parents are asked not to park in the parking lot immediately in front of the school as there is no supervision. We do this because the parking lot is unsupervised and it becomes an unsafe place for small children when traffic is high.
- Children are not to be let out of a vehicle while stopped in a lane of traffic.

What does the morning routine look like at EVG

- Morning playground and bus supervision is provided from 8:20-8:33 each day. No supervision exists before this time.
- Upon arrival to school in the morning, children put their backpacks by their entry door and go directly to the playground. They are not permitted to play inside.
- At 8:33 a.m., the first bell of the day invites students into classrooms. We appreciate the cooperation in keeping our school clean.

What does the afternoon routine look like at EVG?

- We ask that parents who are picking up their children support our classroom teachers and academic learning time by waiting until after 3:05 to come into classrooms.
- Parking lot and bus supervision is provided from 3:05 -3:15 each day.

Are parents permitted to bring dogs and pets into hallways?

- **NO**, please do not bring dogs and pets into the EVG hallways. We ask this because dogs can be unpredictable around children and vice-versa.
- Dogs and pets may be involved in classroom activities such as "show and tell" by making prior arrangements with the classroom teacher and transporting the animals in a safe manner when hallways are clear.

School Fees & School Supplies

School Supplies

Escuela Vista Grande is excited to offer you the opportunity to purchase your school supplies through School Start www.schoolstart.ca, for the 2019/2020 school year (no obligation). This process will save you both time and money.

There are a few simple steps to ensure your child will receive standardized brand name products (specified by each teacher).

Lunch Fees

Red Deer Public School announced that lunch fees have now been eliminated.

Attendance and Late Procedures

Steady progress and success in school are greatly enhanced when a student's attendance is regular and punctual. However, we also recognize that children do get sick and need to be at home until they return to normal health. Please use the following procedures when reporting your child's absence:

- If you know before hand that your child is going to be away please send a note to inform the teacher. If you are unable to send a note, please call the school. Leave a message if the call is after office hours.

- Absences not reported to the school will be followed up by a phone call from Power School call out system.

Students who are late are required to sign in at the office. Teachers and the office are jointly responsible for follow-up when students are late. Students leaving the school for any reason during school hours must sign out at the office.

Remember: If you want your child to perform to the best of his/her ability, make sure that they are coming to school regularly and on time. This sends the message that school is important and develops good habits for later on in their working life

Discipline at School

Discipline Defined

- Discipline is one issue that unites parents and people who work with children. We all want to see more respect and responsibility from children, fewer disruptions at home and in the classrooms, as well as a reduction in aggressive and defiant behaviours.
- Discipline is a learning process and not an event where consequences are applied. Discipline is about preparing children for all the choices they will be making and ensuring they are ready to handle them.

EVG Discipline Components

- **Daily Routines:** Daily procedures and routines are clearly established and practiced daily. Most of the smaller discipline issues that we see in schools are caused by the failure of students to follow the routines and procedures off the class, particularly during transitions.



EVG Discipline Process

The Re-Direct: When a child fails to give due regard to another person at EVG, a teacher or supervisor re-directs the child to appropriate conduct. This may include providing the child with strategies to avoid making the same mistake in the future. Most of the time, the child complies and the issue is resolved.

Additional Interventions: Sometimes, children fail to comply and/or repeat the misbehavior within a short time frame. When this occurs, the supervisor or teacher will conference with the child (away from other children) until the child accepts responsibility and can clearly articulate a plan to avoid such misconduct in the future. The staff member may also put interventions in place such as increased supervision, a move within the classroom, limited activities on the playground, or additional check-in conferences. At this point, the interventions used will be recorded and filed in our Behavior tracking binder with a copy of the Behaviour Incident Report and Action Plan being sent home for a parent's signature.

Continued Misbehavior: Continued misbehavior will result in the homeroom teacher and/or administration contacting parents and arranging a conference if necessary. Administration may also decide to put additional interventions in place to help the child do the right thing and to protect the health, safety, and well-being of other

children. This may include suspension. Also, previously recorded interventions will be reviewed by administration.

Conflicts Between Students: When children have disagreements or fights with each other, they will be asked to sit down together under the supervision of a staff member. The children must then work together to resolve the conflict.

School-Wide Discipline: Each and every staff member has the authority and responsibility to help children with the discipline process outlined above. As such, EVG students are expected to respect all adults in our building and comply accordingly.

Peer Conflict vs. Bullying

It is important for all of us to keep in mind the difference between peer conflict and bullying.

- Peer conflict is a normal part of growing up. It happens when there is a problem between two or more students. It is for students to develop skills to deal with disagreements in order to be happy and successful in the world today. The staff at EVG are very good at teaching students the tools they need to accomplish this.
- Bullying, on the other hand, occurs when persistent and targeted remarks or behavior create a power imbalance and seriously jeopardize a child's right to a safe and caring learning environment. In the event that a student is repeatedly harassed by the same individual or group, it is important for the student or the parent to report it to the classroom teacher immediately. Administration should also be informed if the behavior continues in any way.

Library Program

We continue to build our library collection for student, teacher and parent use. It is important for parents to know that:

- All students have a book exchange period with their librarian each week.

Taking Good Care Of Library Books By helping your child take care of their books, you are teaching them the importance of respect and responsibility and that you value reading.

1. Remember your child's library day. A schedule will be available from your classroom teacher.
2. Please help your child find a place where they can keep their library books so that they will not be lost or damaged.
3. We ask that children keep their books in their backpacks when traveling to and from school. Please use a plastic bag to protect books from bad weather and leaky drinks.
4. Please keep books away from babies and pets. They may accidentally damage them.
5. Encourage your child to use a bookmark.
6. If you are moving, please make sure your child returns their library books.

Damage to books

Only the library staff should repair books. Books with extensive damage, especially water damage, cannot be repaired. **Books that cannot be repaired must be paid for in full.** The school's library collection is valuable and very important to the staff and students. It must be protected so that everyone can enjoy it for many years.

Physical Education Program

At Escuela Vista Grande, we believe that regular participation in Physical Education enables individuals to develop the knowledge, skills and attitudes necessary to lead active, healthy lifestyles. Our Physical Education Program follows the Alberta Education Curriculum closely. Students at EVG utilize the vast green space surrounding the school and are provided opportunities such as skating, learning movement patterns, dance, gymnastics, games and sports skills. At EVG, it is an expectation that children play cooperatively, help each other in their learning, and care for their school equipment.



Learning Support Programs

EGV has a variety of learning support programs in place to support children unique learning needs. A Learning Assistance Teacher (LAT) is on staff and we have tremendous support from our division.

Special needs programming is arranged by the classroom teacher in cooperation with our LAT and administration. Small group instruction, one-on-one instruction, in-class and pullout instruction with educational assistants are all offered.

- All identified students have an Individual Program Plan that is developed by the teacher, parent and other pertinent personnel.
- Alberta Health Services supports our students with services such as speech and language therapy and occupational therapy.

Additional Information for Parents



School Council

All parents and guardians of children at our school can attend the school council meetings. Regular meetings provide parents with the opportunity to support, share and become actively involved in our school. Check the EVG newsletter for meeting dates and school council contacts.

Out of School Age Care Program



The before and after school program operates out of Room 119 at EVG. The hours of operation are 6:45 a.m. — 12:30 p.m. and 3:05 a.m. — 6:00 p.m. on school days. For more information, call 403-348-3779.

Lost and Found



EVG has a lost and found box. It is located by the gym. It will be emptied periodically throughout the year. Please check them for your child's lost items.

Custodial Care



EVG has dedicated custodians who keeps our school clean. We ask that visitors to our school make sure that their footwear is clean before walking through the school We would also ask that you do not send hand-held pencils sharpeners with your child as the shavings often end up on the floor and the lead is very difficult to clean up. Thank you.

Fire Drills, Hold and Secure and Lockdown Practices



In order for students to know how to act quickly and without confusion in case of an emergency, drills will be held throughout the year. It is important that the building be evacuated or secured quickly and quietly. Instructions are posted in each room regarding exits to be used.

Electronic Devices



We strongly encourage children and parents to keep all electronic devices at home, where parents deem it **ABSOLUTELY NECESSARY** for children to carry devices on the way to and from school:

- *Devices should remain turned off and stored in backpacks between 8:35-3:05 and
- *EVG does not have locked storage areas for student use (except for Gr. 6 lockers). The school is not responsible for lost, stolen or damaged devices.

Snacks and Lunches



From 10:10 — 10:15 a.m., the students eat a nutritious snack from their lunches.

This is to ensure that they have some "fuel" in their bodies. It also eliminates the garbage on the playground as well as promotes safety because the children aren't eating food when playing on the equipment.

Dress Code



For safety reasons, **STUDENTS NEED TO WEAR CLOSED SHOES AND SOCKS FOR OUTDOORS ACTIVITIES AND RECESS.** Flip-flops or sandals are not safe, especially on the playground, and are never permitted in the gym. Students must also wear socks and footwear at all times inside the school. Laces need to be tied.

"SPAGHETTI STRAP TOPS " ARE NOT ALLOWED AT SCHOOL. TANK TOP STRAPS MUST BE OF A WIDTH OF CLOSE TO 5 CM, which is about the width that would be covered by three adult fingers; **MUSCLE SHIRTS ARE NOT ALLOWED** as proper underarm coverage is expected.

SHIRTS AND TOPS MUST BE LONG ENOUGH TO BE TUCKED IN; students may be asked to tuck their top in depending on the activity.

SHORTS AND SKIRTS NEED TO BE NO SHORTER THAN THE END OF THE ARM EXTENDED DOWN THE BODY. Girls are encouraged to wear shorts under a skirt when engaging in physical activities at recess or in gym

NO OFFENSIVE LANGUAGE OR ILLUSTRATIONS SHOULD BE ON CLOTHING; this includes crude language, anything related to violence, drugs or alcohol. Administrators will have final say.

HATS AND TOQUES ARE NOT PERMITTED INSIDE THE BUILDING; this is a general sign of respect used in our communities. Other items meant for outside wear should also be removed upon entering the building; such items include sunglasses and gloves.

Clothing should be comfortable for Physical Activity. Please also ensure that your child is dressed appropriately for playing outdoors at recess and noon. **Students are expected to play outdoors unless there is inclement weather or the temperature drops below -20 degrees Celsius.**

Visitors and Volunteers



VISITORS AND VOLUNTEERS SIGN IN AT THE OFFICE UPON ARRIVAL. This is a security measure as well as a record of those who are in the building. We encourage volunteers in our school. They are used in the classrooms as well as for special occasions or events. Call us for more information.

Life -Threatening Allergies



EVG has many procedures in place to ensure the safety of children with life-threatening allergies. Parents of these children work closely with the office staff and the classroom teacher to help communicate precautions, symptoms, and emergency measures.

Nut school:



Please be considerate of students who have nut allergies by refraining from sending foods that obviously contain nuts. It is almost impossible to ensure that we are a nut free environment, however, we can all work together to make it as nut free as possible. If your child has a classmate that has allergies, you will be notified. Should your child bring a lunch that contains food to which the classmate is allergic to, your child will be asked to eat his/her lunch in another location. Thanks for your cooperation!

Volunteering

Volunteer — Who Me? Most of us believe that education is very important and we know that our children's future success and happiness may very well depend on the education they receive today. That is why we are asking for your help — as a volunteer.

Why should you volunteer? There are many reasons:

- First, your kids will benefit. Even if you are not in the classroom, your children will know that you are in the school. They will see that you value learning. You get to know your children's teachers.
- The school will benefit. The time you spend in school will allow our staff to do more things for the children. That means better learning for all.
- Volunteering is satisfying: You will meet other parents. You may learn new skills and you will know that you have done something important.



There are many jobs that need doing in a school and the help of parent volunteers is greatly appreciated. Please contact your child's teacher if you would like to help out. **A Criminal Record check is required ahead of time.**

Head Lice

Head lice and/or nits do regularly occur in children. The majority of cases reported involve girls as lice prefer long, clean hair. At EVG, it is our practice to keep parents informed when cases of head lice are reported. Here are some frequently asked questions regarding head lice.

What does EVG do "hen lice/nits are reported?

1. A designated staff member checks the entire class for lice.
2. If a new case is found, the secretary will call the parents of the child. If the new case has not been treated, the parents are called and asked to pick up their child immediately and begin the treatment.

3. A letter is sent out to all the parents of the class informing them of the case(s) and asking them to check their child over the next seven days.

Why doesn't EVG exclude children from attending school if they have nits?

There is no need to exclude a child from school once treatment has begun as the lice are killed by the treatment and one cannot "catch nits". It can sometimes take up to a week to comb out all the dead and dormant nits. Excluding a child from attending school based on the fact that they are combing out nits is clearly not necessary. Only in extreme cases, where the parent refuses to treat the child, would exclusion be considered.

Why doesn't the health unit become more involved with head lice?

Head lice, although a nuisance, do not pose a significant health risk. Public Health Nurses will provide education and consultation regarding the identification and treatment of head lice. Public Health Nurses will not complete individual assessment and treatment.

- David Thompson Health Region Policy PHN-1-100

Reducing the frequency of lice/nits incidents is best accomplished through cooperative efforts between home and school. Thank you for your support. It is greatly appreciated.

Special dates and students days off

Please make sure to read your monthly newsletter for a notification of any changes in dates

September 3	First Day of School
September 4	Student Orientation Gr. 1-7
September 12	Meet the teachers 6:30 pm.
September 17	Terry Fox Run / Dawe Run
September 20	Staff Learning Day (No school)
September 24	Terry Fox Run / Dawe Run, alternate day
September 27	Orange Shirt Day
September 30	School Assembly 2:00pm
October 10	P/T Conferences (No School) Book Fair (Library)
October 11	Staff Learning Day (No School)
October 14	Thanksgiving Day (No School)
October 31	Halloween Assembly 1:00pm
November 6	Remembrance Day Assembly 10:45am
November 7	Staff Learning Day (No School)
November 8-11	Fall Break
November 12	Back to school
November 24	Festival of Trees 2:00pm
December 2	Report Cards go home
December 5	P/T Conferences (No School)
December 6	District PD Day (No school)

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December 12	Christmas Concert 6:30pm
December 20	Early Dismissal 2:05pm
December 23-Jan 3	Christmas Break
January 6	Back to School
January 17	Staff Learning Day (No School)
January 31	School Assembly 2:00 pm
February 17	Family Day (No school)
February 18-21	Winter Break
February 19	Staff Learning Day (No School)
February 20-21	Teachers' Convention
February 24	Back to School
February 26	Pink Shirt Day
February 28	School Assembly 10:40 am
March 16	Report Cards go Home
March 19	P/T Conferences (No school) Book Fair (Library)
March 20	Staff Learning Day (No School)
March 31	School Assembly 2:00 pm.
April 2	Autism Awareness Day (Wear Blue)
March 9	Staff Learning Day (No School)
April 10	Good Friday (No school)
April 13	Easter Monday (No School)
April 14-17	Spring Break
April 30	School Assembly 10:40 am
May 14	Go Girls/Grow Boys (gr. 5)
May 15	Staff Learning Day (No School)
May 18	Victoria Day (No School)
May 29	School Assembly 2:00 pm.
June 12	Staff Learning Day (No School)
June 17	Field Day
June 19	Talent Show 1:00 pm.
June 24	Field Day alternate day
June 25	School Assembly 10:40 am. Grade 5 Graduation Early Dismissal 2:05 pm. Report Cards go Home Last day for students
June 26	School Organizational Teachers & staff only (No school)



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