



# DONALDA SCHOOL PARENT & STUDENT HANDBOOK 2024-25

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## Welcome

Welcome to Donalda School. The staff are excited for the opportunity to work alongside you, as parents, as well as the community as we support the learning and development of our students. This handbook serves as a reference for families of our school of expectations and guidelines that have been put in place to ensure a safe and caring environment that maximizes learning opportunities. Please keep this handbook handy throughout the year, it can also be accessed throughout our [school website](#). **Updated information will be available through weekly school newsletters, calendar and [Facebook page](#).**

## Hours of Operation

Please ensure that your child attends school regularly and arrives on time. Punctuality is an important life skill and ensures your child will not miss out on important learning necessary for success.

First Bell rings at 8:40 am (**Please have students arrive no earlier than 8:30 a.m.**)

First Recess from 10:25 am - 10:45 am

Second Recess from 12:10 pm -12:30 pm

Lunch from 12:30 pm - 12:50 pm

Last Bell to dismiss students rings at 3:15 pm

Students who live in Donalda are encouraged to go home directly after school to check in with their parents to ensure student safety, and avoid worry and concern. For students who ride the bus, if there are changes made to their regular routine (morning or afternoon), please inform the school as well as their bus driver.

## Absentee Check Program

Please call the office (**403-883-2280**) and email your child's classroom teacher when your child is absent from school, late in arriving, or will be picked up during the school day. If a student is absent and we have not heard from you, the office will call home to check in. Regular and punctual attendance is important to a student's progress at school and to his or her personal development. The Province of Alberta School Act requires that all students attend school regularly and punctually.

[Administrative Procedure 330 - Student Attendance](#)

## Family Holidays Taken While School is in Session

Students spend a good amount of time in school learning through discussion and hands-on activities. This change from years past makes it difficult to send homework with children while they are on vacation. For this reason we will not send work in advance of a family vacation, but encourage you to consider travel time as a learning opportunity for your children. When you return from vacation, the staff are happy to help your child catch up on missed learning.

## **School Calendar**

A monthly calendar will be distributed to each family keeping our families up to date on school activities and important dates.

[Clearview Learning Calendar 2024-25](#)

## **School Fees**

Donalda School has very few student fees, as we believe that it is important to provide equitable opportunities for students to experience all aspects of student life. Fees that can be expected during the year include;

- School Pictures
- Swimming Lessons
- Hot Lunch
- Grade 5/6 Camp at Circle Square Ranch
- Alliance Ski Trip
- Field Trips

Fees are payable on School Cash Online anytime before the end of that school year. Cheques can be made payable to Donalda School.

## **Emergency Procedures (Alternate Site)**

If an emergency were to occur that required the staff and students to evacuate to an alternate location, we would walk to Sharon Lutheran Church. Parents will be contacted to pick up their child(ren). Parents are asked to enter the church in the north doors where they will be asked to fill out student release forms, and wait for their child(ren) to be released.

## **Safe and Caring School**

The staff at Donalda School believe that a safe and caring environment is imperative to student learning. To maintain a positive culture in our community all partners need to respect themselves, respect each other, and respect school property. To ensure a safe space for our students, our school division has placed the following policies and procedures:

[Administrative Procedure 311 – Student Safety](#)

### **Supervision**

Staff supervision is provided during all aspects of the students day, including before school and during recess breaks. To help us ensure the safety of your child, we ask that students not arrive at school before 8:30 am, as adequate supervision will not be provided before that time.

### **Locked Outside Doors & Sign In Sheet**

To provide another layer of safety for our students the outside doors are locked during instructional time. We encourage parents to still be active members in our school, but please use the doorbell located at the main doors so that we are aware of all persons in our building at all times.

We also ask that all visitors sign in on the sheet located at the main office window. Please provide your name and the date and time you arrive. When you exit the school, please sign out, providing the time of departure.

[Administrative Procedure 156 – Visit Protocol](#)

### **Parents in the K-4 Wing**

As a school we recognize that parents and students may have difficulty adjusting to being apart during the school day. We want to stress that we want our parents to feel welcome at school, but want to develop a consistent routine that allows students to develop independence and comfort in our school building. During the first week of school, we welcome parents to assist their child in helping them find their locker and get organized before and after school. To foster independence, after the first week of school, we ask that you say your goodbyes at the outside kindergarten to grade 4 doors in the morning and meet them outside at the end of the day. In our experience, this gives your child the opportunity to regulate their emotions before they enter the school in front of their peers. It also gives them the belief that you trust our staff and that school is a safe and caring place for them to be.

## **Parents on the Playground**

The primary concern during recess is the safety and security of students. The playground is a supervised area intended for students and school staff. Parents are not permitted on the playground during recess times unless they have specific permission from school administration. In the event of an emergency or urgent need, parents should report directly to the school office rather than approaching the playground. These guidelines are designed to protect the well-being of students and maintain a secure environment during recess. Cooperation from parents is essential in upholding these standards.

## **Cold Weather**

Please ensure that your child is appropriately dressed for the weather. They are expected to go outside during recess and we want them comfortable at that time. Students may be asked to stay in the classrooms during recess when we are experiencing extremely cold conditions. It may be a good idea to have an extra pair of pants and socks in the locker or student backpack during periods of wet weather.

## **Personal Property**

We request that lunch kits and all outer clothing items, including footwear, be identified with your child's name. We have several lost and found boxes located in the school hallways. We encourage children to look in them if they have misplaced an item. Unclaimed items from the lost and found are donated three times a year (December, March, and June) to Superfluity in Stettler.

Students in grades 5-9 are responsible to secure valuable items, including cell phones. Locks are provided by the school.

## **Student Health**

It is important that clear and open communication is maintained between parents and the school regarding student health. When students are at school, in order for staff to provide adequate care and supervision, please inform the school of any health related concerns.

[Administrative Procedure 315 – Emergent Student Health Support](#)

[Administrative Procedure 316 - Ongoing Student Health Support](#)

## **Allergy Aware**

Currently we allow nuts at Donalda School however that is subject to change based on student allergies. Please speak with your child about not sharing their food with other children. We will continue to ask our students to eat their lunches in their classrooms and to not take food outside.

## **Medication**

There are times when parents will need the help of school staff with the administration of medications to their children. Please ask Alison for a Request for Assistance to Administer Medication Form when this happens. You will need to complete the form, ask a medical doctor to complete a small portion of the form, and return the form and medication (with a prescription label and the child's name) to the office before we are allowed to give the child the medication at school. This form is a directive of Clearview Public Schools.

## **Lice**

Lice is an unfortunate part of life at an elementary school. Our practice with lice is as follows: Teachers will send students they suspect as having lice to the office where office staff will check their hair. Parents will be notified if we find lice and will pick their children up from the school and keep them home until their hair has been treated. Quick attention to this issue helps reduce the spread of lice.

## **Student Behavior**

Under the Alberta School Act (section 7) students are expected to conduct themselves so as to comply with the following code of conduct:

- Be diligent in pursuing their studies
- Attend school regularly and punctually
- Cooperate fully with everyone authorized by the Board to provide education programs and other services
- Comply with the rules of the school
- Respect the rights of others

[Administrative Procedure 350 – Student Code of Conduct](#)

## **Computer Use Agreement**

At Donalda School we are privileged to have a one to one ratio for students to technology. Each student is provided a chromebook or iPad by the division to enhance student learning. Students are to treat school technology with respect, and act appropriately and responsibly while working online. School technology should not be used as a toy, but as a tool for learning.

[Administrative Procedure 140 - Computer Network Acceptable Use](#)

## **Cell Phone Policy**

Cell phones will be prohibited for students in kindergarten to grade 4. Grade 5 - 9 students may use cell phones on school grounds before school, during lunch, and after school. They will be prohibited in classrooms and washrooms, unless otherwise stated by a teacher. During class time, cell phones must be placed in lockers. The school and its staff are not responsible for any damage to or theft of a student's cell phone, therefore students must properly secure and take care of their own phones. Locks will be provided by the school of students in grades 5-9. If students need to place an emergency phone call during class, they should request to go to the main office to use an office phone. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Students will not be permitted to have their phone at school until the signed policy is returned.

[Cell Phone Policy](#)

[Administrative Procedure 145 - Student Use of Personal Electronic Devices](#)

## **Student Dress Code**

Students will dress in clothing that is appropriate for school. Students will be addressed on a case-by-case basis if there are any concerns with their individual clothing. Shorts or skirts that don't extend past their fingertips, or tops that are too revealing or expose the stomach, are examples of clothing choices that are not appropriate in a school setting.

- Clothing that promotes or brings awareness to hate, persecution, intolerance of others, unhealthy lifestyles, etc. are not allowed at school.
- Students are expected to have two sets of shoes at school. One pair is to be worn inside while the other is to be worn outside only.
- Jr. High students are expected to change for gym classes.

## **Bus Expectations**

Riding the bus is a privilege, not a right. We expect students to follow these guidelines to ensure the safety of all students. Failure to do so may result in the removal of bus privileges.

- Sit properly and quietly in your seat, facing the front while the bus is in motion
- Always promptly obey orders given by the school bus driver
- Be properly dressed for the weather
- Be at your pick up point on time

It is very important, for you as a parent, to contact the school and your bus driver if your child(ren) will not be riding the bus.

[Administrative Procedure 351 - Student Conduct on School Buses](#)



## **Student Assessment**

The collection of evidence related to a student's learning is known as assessment. It consists of teacher professional judgment in the form of observations, conversations, products, and student reflection on progress. Classroom assessment is broad-based including a variety of evidence gathered over time using varied assessment methods. While student learning is measured in relation to learner outcomes from the Alberta Program of Studies, some students' programs are adapted or modified in one or more subjects to meet their individual learning needs. Three times a year the school will issue report cards which include teacher comments and levels of achievement. Each report card reflects student learning for that particular reporting period. Information regarding attendance, behavior, effort, participation, attitude, etc., is collected, recorded, and communicated separately from achievement-based evidence.

## **Report Cards**

Report cards are issued three times during the school year. Parent-teacher interviews are scheduled in conjunction with the first and second report. We encourage all parents to attend parent-teacher interviews as it is important that we work alongside one another to best meet your child's needs while they are at school.

## **Student Extra Curricular & Co-curricular Activities**

Extra curricular and co-curricular activities can have a positive impact on students' learning, social development and enjoyment at school.

### **Field Trips**

Field trips are meant to supplement classroom experiences. Information will be sent home prior to each field trip and you will be asked to sign a permission slip. It is a district expectation that this slip be signed before your child is allowed to go off site. To avoid disappointment, please ensure the permission slip is signed and returned to your child's teacher by the due date. Parental involvement is encouraged on field trips as requested.

### **Sports Teams**

Donalda Eagles compete in the following sport events through the CARA league:

- Cross Country Running
- Volleyball
- Basketball
- Curling
- Badminton
- Track & Field

### **Parent Drivers**

In order for parents to drive students they must have \$2 million insurance coverage, and Clearview's policy will cover any liability over \$2 million. See Alison to fill out appropriate forms.

New this year, parent drivers also have to have a criminal record check with the vulnerable sector submitted to the office.

[Letter to Parents](#) outlining new requirements.

### **Drama**

A Christmas musical is performed by the whole school, which is a unique opportunity for students at Donalda. Most years students in kindergarten to grade 6 perform a spring musical as well.

## **School Council**

Donalda School is blessed with an amazing group of parents who participate in the School Council. Council members provide input and assistance to the principal regarding educational issues throughout the year. The council is also involved in raising funds for special projects, and supports the various extra curricular and co-curricular activities. Serving on our council is an excellent opportunity for parents to work with the school to effectively support and enhance student learning. School Council meetings are posted on the calendar and Facebook page.

[Administrative Procedure 110 - School Councils](#)

[Administrative Procedure 110-2 Appendix B - Suggested Code of Ethics for School Council Members](#)

## **Contacting School & Staff**

Communication between staff and parents is critical, and an open line of communication is key to a successful partnership. If you have classroom concerns please email or call your child's classroom teacher. If there are concerns outside of the classroom, please contact Julie Siemens either by email or phoning the school. Due to the busy schedule of a school day, your email or call may not be addressed immediately, but you can expect a response within the next day. Please use your discretion when contacting staff during the evenings and weekends, respecting their time with their families.