

DAN KNOTT SCHOOL STUDENT AND PARENT HANDBOOK

Our Promise

Every student who walks through the doors of Dan Knott School will be successful both inside and outside of the classroom.

Welcome to Dan Knott School! We are excited to welcome your family to our enthusiastic community of learners.

We invite parents to work closely with us through the year. A positive partnership between school and home is so important for the success of our young people. Together, we will create a respectful, caring learning environment that encourages student success, and serves our community and public with pride.

The Spirit of the Dragon

Dragon fire and Dragon Flame are an essential part of our school spirit. These students are the leaders of our school community and the organizers of amazing student activities offered to Dan Knott Students. Activities include:

- School dances
- Week of Welcome
- Spirit days
- Candygrams
- Hat day
- Assemblies
- Fundraising



DAN KNOTT SCHOOL
HOME OF THE DRAGONS

Dan Knott School Mission Statement

Our mission is to:

- Create a caring and collaborative community of responsible citizens
- Embrace diversity and build relationships with students, staff and families
- Develop the knowledge, skills and attitudes essential to achieving personal success

Dan Knott School

Dan Knott School is named in honour of Daniel Kennedy Knott (July 1st, 1879 to November 26th, 1959). Dan Knott was a labour activist and politician in Alberta and a mayor of Edmonton. He was a member of the Masonic Order and the local hospital and library boards. He was an avid bowler and led the team that swept the 1911 American Bowling Congress in Spokane, Washington, USA.

Edmonton Public Schools Vision, Mission, Values and Priorities

Our Vision

Transforming the learners of today into the leaders of tomorrow.

Our Mission

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

Our Values

Supporting the Vision, Mission and Priorities are the District's cornerstone values of accountability, collaboration, equity and integrity.

Our Priorities

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Staff

BOULET, Ailwin	Teacher	Ailwin.boulet@epsb.ca
BURNET, Ian	Teacher	ian.burnet@epsb.ca
CANNON Tony	Teacher	tony.cannon@epsb.ca
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CHUTE Sabine	Teacher	sabine.chute@epsb.ca
DECKER Eleni	Curriculum Coordinator	eleni.decker@epsb.ca
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MERGEL Darren	Curriculum Coordinator	darren.mergel@epsb.ca
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SIMMONS Deanna	Teacher	deanna.simmons@epsb.ca
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TRICK Bruce	Teacher	bruce.trick@epsb.ca
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WHITE Bona	Teacher	bona.white@epsb.ca
WOOD, Simon	Teacher	simon.wood@epsb.ca

Office Staff

FENTON Shelley	Principal	shelley.fenton@epsb.ca
CARTER, Dean	Assistant Principal	dean.carter@epsb.ca
GALLOWAY, Brad	Assistant Principal	brad.galloway@epsb.ca
TREPANIER Sheryl	Admin. Assistant (School)	sheryl.trepanier@epsb.ca
DAVIS, Daisy	Admin. Assistant	Daisy.davis@epsb.ca
AXANI, Tracey	Admin. Assistant	tracey.axani@epsb.ca
ESPLIN, Melissa	Librarian	Melissa.esplin@epsb.ca

Custodial Staff

CHAHIL, Gurmeet	Head Custodian	gurmeet.chahil@epsb.ca
LAGANSON Danny	Custodian	danny.laganson@epsb.ca
MERCADO, Jocelyn	Custodian	jocelyn.mercado@epsb.ca

Hours of Operation

Morning Bell	8:30 a.m.
Morning Classes	8:35 a.m. – 12:17 p.m.
10 Minute Break	10:21 a.m. – 10:31 a.m.
Lunch	12:17 p.m. – 12:52 p.m.
Afternoon Bell	12:46 p.m.
Afternoon Classes	12:52 p.m. – 3:00 p.m.
Thursday Dismissal	1:58 p.m.

Monday, Tuesday, Wednesday and Friday

8:30 a.m.	Bell
8:35 a.m. to 9:26 a.m.	Period 1
9:30 a.m. to 10:21 a.m.	Period 2
10:21 a.m. to 10:31 a.m.	10 Minute Break
10:31 a.m. to 11:22 a.m.	Period 3
11:26 a.m. to 12:17 p.m.	Period 4
12:17 p.m. to 12:52 p.m.	Lunch Break
12:52 p.m. to 1:43 p.m.	Period 5
1:47 p.m. to 2:05 p.m.	Homeroom
2:09 p.m. to 3:00 p.m.	Period 6

Thursday (Early)

8:30 a.m.	Bell
8:35 a.m. to 9:05 a.m.	Homeroom
9:10 a.m. to 10:10 a.m.	Period 1
10:15 a.m. to 11:15 a.m.	Period 2
11:15 a.m. to 11:50 a.m.	Lunch Break
11:50 a.m. to 12:51 p.m.	Period 3

12:57 p.m. to 1:58 p.m.

Period 4

2017 – 2018 Calendar of Events

September 6	Student Photos
September 14	PAC Meeting
September 21	Terry Fox Walk
October 9	Thanksgiving Day (No school)
October 20	Professional Development Day (No School)
October 24	Grade 9 Immunizations
November 8	Progress reports released to Schoolzone
November 9 – 10	Non Instructional Day (No School)
November 13	Day in Lieu (No school)
November 15	Student led conferences
November 27	Professional Development Day (No School)
December 1 & 2	Casino
December 13	Band Concert
December 23 – January 7	Winter Break
January 16	Grade 9 Immunizations
January 31	Last day of semester 1
February 9	Professional Development Day (No School)
February 19	Family Day (No school)
February 27	Pre AP Night
Mach 1 -2	Teachers Convention (No School)
March 8	Open House
March 22	Cheer Team Silent Auction Fundraiser
March 23	Progress Reports released to Schoolzone
March 26 – March 30	Spring Break (No school)
April 2	Easter Monday (No School)
April 11	Student Led Conferences
April 24	Grade 9 Immunizations
April 30	Professional Development Day (No School)
May 18	Non Instructional Day (No School)
May 21	Victoria Day (No School)
May 22	Day in Lieu (No School)
May 30	Athletic Banquet
June 6	Grade 9 Farewell
June 13	Band Concert
June 28	Last day of school & Progress Reports released to schoolzone

Absentee Check

Attendance is taken at the beginning of each period. Please call and leave a message at 780-462-7954 if your child will be away. Please include our child's full name and the reason for the absence.

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home, work, or emergency contacts.

A synervoice call out is made to parents at 10:00 am for morning unexcused absentees and 4:00 pm for afternoon unexcused absentees.

Accidents & Illnesses

First aid will be administered as needed, and an attempt will be made to notify the parent(s) if the situation warrants it. When a parent or guardian cannot be reached, and the injury is serious, a staff member will accompany the student to the nearest clinic or hospital. If necessary an ambulance will be called (at the expense of the child's parent/guardian) to transport a critically injured child to hospital. Every effort will be made to contact the parent first. The school requests to have the student's current Alberta Health Care number on file.

Absences for Holidays

A great deal of learning occurs in the classroom through the use of guided questions, dialogue and problem solving. We therefore request that you try to schedule family holidays during the school breaks. **Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period of time.** Home education imparts responsibility to the parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we would appreciate notice well in advance, so that teachers can communicate with parents about what the child will be missing. **Teachers are not required to develop handouts or specific lessons for extended holiday time.** Evaluation may indicate "unable to assess" on the progress report.

Assemblies

The school holds regular assemblies to celebrate student learning, recognize positive contributions to the school, showcase student talent, and build school spirit.

Assessment Policy

The Implementation Guide for Communicating Student Achievement and Growth is posted on SchoolZone and on our website.

Attendance

The Alberta School Act and Edmonton Public Schools policies and regulations state that regular and punctual school attendance is the responsibility of the student, parents and the school system. Parents will be notified if students have habitual attendance problems. The Alberta Education Attendance Board will be contacted if a problem persists.

Bicycles and Personal Property

The bicycle rack area is out-of-bounds except when parking or picking up bicycles. All bicycles must be locked and must not be ridden on the playground or in the parking lot areas. We cannot assume financial responsibility for damaged or stolen bicycles, but we will make every effort to assist students in recovering their property. Students must wear bicycle safety helmets.

Students are discouraged from bringing large sums of money to school. Students who need to bring a large sum to school must bring the money directly to the office for safekeeping. If an item is valuable, it is safest at home.

Classroom Organization

Classroom organization is determined by student needs and teacher strengths, as well as enrollment figures. Should any change be necessary, we ask your support in helping children accept the change and understand that it is made in the best interests of all of the children in the school. We will communicate this information as early as possible.

Communication

Parents are encouraged to contact their child's teacher(s) to provide information that may be helpful in planning their child's program as well as to answer any questions or to provide support. Parents may use SchoolZone or email as a communication vehicle or contact the school office to make an appointment to see the teacher.

Parents are advised of school activities and any other school information through emails, SchoolZone and on our website.

Curriculum Support for Parents

Many stakeholders, including parents, play a vital role in the education of Alberta's students. In order to help parents reinforce learning at home, Alberta Education has published the Curriculum Handbook for Parents series. Visit www.education.alberta.ca to download a copy of this helpful document.

As partners in education, this resource provides parents with valuable information about the learning goals that have been set for students. Parents are encouraged to discuss the contents of the Curriculum Handbook for Parents at home with their children and at school with teachers, who can provide further information and guidance.

Parents may also find it helpful to log onto LearnAlberta.ca to find other curricular support materials. LearnAlberta.ca is a web site that offers a wide range of resources directly tied to what Alberta students are learning in the classroom. The password for the LearnAlberta.ca will be posted on Schoolzone for parents to access. These multimedia resources engage students by using video clips, animations, interactive lessons, problem-solving strategies, glossaries and much more to help them learn new things in fun ways. The site creates a unique learning environment that can help students in and out of class. Parents will gain a better understanding of what their children are learning and be better prepared to assist at homework time.

Dress Code

Our dress code stands as a component of Dan Knott School's culture which emphasizes personal excellence.

Students are expected to wear clothing that is appropriate and safe for the learning environment. In general, that would mean clothing that is not revealing or offensive in any way. Non-religious head cover may not be worn inside the building.

Early Departure of Students

If your child is to be excused from school before regular dismissal time (doctor, dentist appointments, etc.) in the interest of safety we ask that you meet your child at the school office. Students will not be sent to wait outside for parents. The sign-out book is located in the General Office. This allows teachers to ensure that an appropriate adult has safely picked up and signed out a child. It also allows the student to maximize valuable classroom time. No child will be allowed to leave early (lunch included) without a note or call from a parent.

Emergency Plans

Edmonton Public Schools requires each school to develop a plan for evacuation in the event of a fire, bomb scare, gas leak, or an overnight situation which makes it impossible to open the school on the next school day. If the emergency occurs during school hours, students will be removed to Satou School. Parents will be notified to come and pick their children up by a phone fan-out system. Should the emergency occur out of school hours, an announcement will be made via radio and television news.

In order that students may know how to act quickly and without confusion in case of an emergency, fire drills and security alerts will be held regularly through the year. It is important that the building be evacuated quickly and quietly. Instructions are posted in each room regarding exits to be used.

Field Trips

Our classes go on a variety of field trips during the year. Trips will be curriculum based and enhance classroom learning. Prior to their occurrence, parents will be notified of all field trips requiring public and private transportation. No child will be refused the right to participate in field trip experiences due to a lack of funds, if the situation is brought to the attention of the teacher or principal. Students not able to go on certain field trips will be accommodated in other classes. Students **must** return a **parent signed permission form for all field trips**. Returning the form indicates you are aware of the trip and it also teaches responsibility to the students.

Footwear

Students must have a pair of non-marking athletic shoes/runners for physical education class.

ID Cards

All students receive a student ID card in September. The ID allows the student to access books from the library. Students should have their ID card on their person every day.

Identification of Personal Property

All student footwear, clothing, and personal supplies should be clearly labeled. This greatly assists us in returning lost items to their owners. Small items such as glasses, rings, watches, keys, etc., may be checked for in the school office. The school cannot be held responsible for theft or breakage of personal items. Found articles of clothing and footwear are placed in the Lost and Found boxes located in the hallways and in the

locker rooms. The contents of these boxes are put on display monthly in the foyer so parents and students can pick up lost items. Unclaimed items are distributed to others who are less fortunate.

Illness or Injury

If it is deemed that a student is ill or injured while at school, we will attempt to contact the parent/guardian or the person listed as the emergency contact to send the child home. In the interim, the child will be made as comfortable as possible in the school office. If it is deemed that the illness or injury appears to be serious, medical advice will be sought and followed.

Where exemption from certain activities is needed, a medical certificate is required from your doctor.

Insurance

Parents are reminded that insurance protection to cover costs that may be incurred as a result of accident or injury to a student is the personal responsibility of the home. The school does not provide insurance of this nature.

Lates

Punctuality is recognized as being an important lifelong habit. If students are late, they are to report to the office for a late slip. For students who are chronically late, the administration will notify parents and they will collaboratively come up with a plan to address the lates. If this plan is not effective, a meeting with administration, parents and students will be arranged to discuss possible solutions.

Library Services

The library and all of its resources are for the benefit and the pleasure of all individuals in the school. Students enrolled in the school may borrow books or use reference and periodical material in the library as long as they are considerate of other students' needs. Students may have access to the library at some time in each school day either with a class group scheduled by the teacher, or when given permission. Library users are to sign out all items they borrow, and are responsible for returning them on time and in good condition. Charges apply for lost, damaged and over-due books or materials. Courtesy and consideration of others are a part of good library citizenship. Further detailed information on use of the library will be provided for all students and staff, with a general orientation lesson early in the school year and additional sessions on use of references and computer lab software as needed.

Lockers

All students will be assigned lockers. Individual lockers will be issued with the expectation that students are responsible for appropriate care and maintenance. The cost of locker repairs necessitated by a student causing damage will be charged to the student who is assigned to the locker. School locks are provided by the school. Lockers are the property of Dan Knott School and they may be searched at anytime by an administrator or board agent without notice.

Lunch

Students staying for lunch are expected to behave in a respectful, responsible manner. Students who are not cooperative will be asked to eat their lunch in the office.

Students are forbidden from going to the 7-11, Shell or Reddi-Mart during our lunch hour due to safety concerns and lack of supervision.

Students who stay for lunch must stay on school property.

Medication Management Plan/Administration of Medication

Edmonton Public Schools' regulation titled *Administration of Medication* requires the following:

- All students requiring medication management for physician-prescribed medications must have a **Student-Focused Medication Management Plan** to ensure that the medication information is complete and accurate. This plan is for students who regularly or infrequently take physician-prescribed medication at school.

Nutrition

In the interest of promoting good nutrition and dental care, the consumption of candy, soft drinks, and "junk food" is not encouraged in the school. Energy drinks, Slurpees, Big Gulps and 2 litre bottles of pop are not permitted on school property. We encourage parents to support our efforts and not include such foods in students' lunches. We wish to help our students make wise choices in their selection of foods. Your assistance in helping your child make healthy food choices and in supporting this focus on nutrition by not sending such foods would be most appreciated.

Each year, we have a number of children with severe allergies that may result in life-threatening conditions. As a result, certain precautions may be taken in the classroom and specific school areas, including the identification of a classroom as "allergy friendly." Parents and students are expected to adhere to the guidelines laid out in these instances.

The school store is available in the morning and at lunch hour.

Notification of Changes of Information

If during the school year, the address, telephone number, etc. of a student changes, please notify the school office as soon as possible. **Emergency contact numbers must be kept up-to-date.**

Out-of-Bounds Areas (during the school day)

Students are not permitted to play in the following areas:

- all parking lots and roadways
- 7-11, Shell and Redi-Mart at lunch
- alleys
- walkways near school

Parent/Teacher Conferences

Parents will be kept informed of the academic progress and behaviour of their children through Schoolzone, telephone and through conferences. Parent and teacher conferences may be arranged by the school or by parents, at any time, to discuss student progress or behaviour.

Three comprehensive progress reports are issued during the year (November, March and year-end). Conferences are scheduled for all students after the progress report is issued for Terms One and Two. Conferences strive to develop mutually agreed-upon strategies that can be implemented both at home and at school to encourage improved students success. Information and additional resources will be provided as a support to address the concerns of teachers, students, and parents. In each term you will be asked to participate in student goal setting and progress related to their student goals.

Parking and Student Drop Off

When dropping off students for school or picking them up at the end of the day, parents are asked to obey the parking and bus zone signs. **U-turns are illegal!**

Student safety is enhanced when patience is exercised and proper practices are followed.

Relationship Management Plan

Through respect for ourselves and others, we create a friendly, safe and welcoming school environment. Dan Knott School is committed to ensuring that the working and learning environment fosters positive relationships. We will do this by building, maintaining and restoring relationships.

At Dan Knott School, we know that all of us can learn and be part of the community. If we do harm, we restore it and move on. This is the cornerstone of **Restorative Discipline**.

A. Our Beliefs

Dan Knott School staff believe that all children need clear, consistent expectations and structure in order to develop responsibility for their own behaviour and learning.

- We expect students to behave in an appropriate manner which does not interfere with the rights of others.
- We believe that all students have the right to learn in a safe, positive environment.
- We believe that the above can be accomplished by establishing a strong relationship with the home and providing the child with a warm, caring, safe environment in which to learn.

B. General Expectations for Learning and Behaviour

We believe that students perform better when they know what is expected of them. Our school-wide Relationship Management Plan has been developed by the school staff and is communicated to students by teachers in the classroom. Classroom agreements are developed by classrooms, posted, and are reviewed periodically or when the need arises.

C. General School Expectations for Students

1. Be Punctual

- arrive at school on time
- make class changes quietly and quickly

2. Participate in all class activities to the best of one's abilities

- attend regularly and be on time for classes
- complete individual classroom assignments
- take part in group discussions and projects
- attend field trips

3. Complete assignments

- have all necessary materials on hand
- be organized and ready to begin work
- complete assignments and use class time wisely

- assume responsibility for incomplete or missed work

4. Behave in a respectful and courteous manner

- towards oneself
- towards other children
- towards all adults
- use acceptable language
- respect the rights and property of others

5. Display appropriate self control

- in the classroom
- on the playground
- during school assemblies and other functions
- in common school areas

D. Restoring Relationships

Our goal is to help students become positive, productive citizens within and outside our school walls. Although staff focus on the positive, there are times when students will make inappropriate choices. When a child does make an inappropriate choice, we will work with them to try to help them learn from the mistake and restore any harm that was caused.

A strong relationship between home and school is essential when dealing with student choices. In order for change to occur, the student needs to know that both the home and school are working together. When an inappropriate choice results in a consequence, it is important that the student understands why the resulting action is being taken and how the student can make the situation “right”.

E. Inappropriate Choices

The goal of dealing with minor forms of inappropriate choices will be dealt with on an individual basis by restoring the relationship that was harmed.

Major forms of inappropriate choices are those in which the school and district has a zero tolerance and will be dealt with severely.

Dan Knott School Staff may:

- problem solve with all parties involved with the goal of restoring the relationship(s).
- remove privileges for short and long term.
- make alternate learning arrangements in and out of school.
- require restitution for property damage to the school or individuals.
- make referrals to other professionals such as: the Way In Team, social workers, police officers, the Alberta Attendance Board, child welfare workers, or other agencies.
- suspend a student from class or from attending the school.

- automatically involve the Edmonton City Police for any illegal activities.
- recommend expulsion from the school.

SchoolZone

SchoolZone is an information system developed by Edmonton Public Schools. This service provides parents and students with:

- online access to daily homework assignments
- attendance records
- news of school and district events
- achievement results
- timetables
- access to selected online educational resources

Student and Parent Technology and FOIP Consent Form

Please refer to the Student and Parent Consent form at the end of this handbook. A signed copy of this form will be kept on file in the General Office.

Supervision

We request that students arrive at school so that they will have a minimum amount of waiting time before beginning their day. Doors open 7:30 a.m. All students are asked to practice good behaviour when waiting in the entrances until 8:00 am when they can go into hallways and their lockers. Staff supervision ends at 3:15 when all students are expected to be out of the school unless they are participating in a school led activity.

Use of Cellphones on School Property

Students will be expected to use all technology tools, including cellphones, in a responsible manner and only when permitted by staff at Dan Knott.

Vandalism

We request the support of all community residents in reporting any acts of a suspicious nature or vandalism.

If you see someone on the roof of the school, throwing objects at windows or doors, destroying shrubbery or equipment; or committing any other acts of vandalism or of a suspicious nature, please call the Edmonton City Police Dispatcher at 780.423.4567. Give the name Dan Knott School, its location, and a brief description of what is happening. You need not give your name. Edmonton Public Schools officials will prosecute offenders. If further information on the school security program is desired, please call the security supervisor at 780.429.8295.

Our school is protected by an alarm system. However this does not negate reporting vandalism procedures. Vandalism costs taxpayers large sums of money every year.

Visitors/Volunteers

Visitors, whether they are parents, guests, or people on official school business, are welcome in our school. **We ask that all visitors sign in at the office prior to going anywhere else in the school.**