

# Welcome to Greentree School



*Planting the seeds for life*

**S.E.E.D.S.**

# **Vision Statement – Planting the Seeds for Life**

**Welcome to Greentree Elementary School, part of Golden Hills School Division #75.**

This agenda is a valuable communication tool providing a bridge between parents and school.

You will also find valuable information about the school in these pages.

Our program is a partnership is stronger when we share, understand and respect each other's needs and are prepared to work in harmony to meet the children's needs.

Please feel free to contact the principal, Shelley Friesen, or the associate principal, Adam Pirie, at the school.

Call 403-823-5244

## ***S.E.E.D.S.***

**Support and Accept Others**

***Explore Possibilities***

***Engage in Lifelong Learning***

***Do the Right Thing***

***Strive for Success***

## **BELL SCHEDULE**

8:35 – 8:45	First bell
8:45 – 9:20	Period 1
9:20 – 9:50	Period 2
9:50 – 10:20	Period 3
<i>10:20 - 10:35</i>	<i>Snack</i>
<i>10:35 – 10:50</i>	<i>Recess</i>
10:50 – 11:20	Period 4
11:20 – 11:50	Period 5
11:50 – 12:20	Period 6
<i>12:20 – 12:45</i>	<i>Lunch</i>
<i>12:45 – 1:10</i>	<i>Recess</i>
1:20 – 1:45	Period 7
1:45 – 2:15	Period 8
2:15 – 2:45	Period 9
2:45 – 3:20	Period 10

## **Attendance**

All students are expected to attend school regularly. Please notify the office staff as soon as possible if your child will be absent. Students who arrive late can report to the office where their agenda will be stamped. An automated system will make a phone call when a student is absent without being excused.

Phone: 403-823-5244

## **Coming To and From School**

- Doors generally open at 8:35 a.m. (sometimes earlier as a result of the weather).
- Students line up in designated areas to enter the school.
- Students remove outside footwear and place it neatly on their classroom's assigned boot rack. They will keep indoor shoes in their classrooms.
- After the 3:20 p.m. bell, students riding the bus go directly to their bus. Students to be picked up will wait in the playground area.
- Bicycles and scooters may be ridden to school and secured to the bicycle rack. We suggest using a lock to secure them.

## **Locker**

Students are assigned a locker reasonably close to their homeroom.

## **Lost and Found**

All articles found will be placed in Lost and Found. Once a month the area is cleared and articles not claimed will be donated to local charities.

## **Leaving before the bell**

Parents can come to the office to sign students out if they leave during the school day. Students are to be signed in again if they return that day.

## **Administering Prescription Medication**

Medication or other medical treatment can be administered when the child's attending physician has provided appropriate instructions and the child's parent(s) have submitted the appropriate form to the school. Medication is kept in the office.

## **Severe Allergy Protocol**

Greentree School's severe allergic protocol is based on Golden Hills School Division Administrative Procedure 317. The protocol is established in order to provide an inclusive, safe and caring environment for all students. The aim is to promote allergy awareness, reduce the risk through avoidance procedures and implement anaphylactic response in the event of an emergency. Students with severe allergies will be in an allergen-free classroom in order to reduce any risks. Also, regular hand washing before and after eating will be implemented. Parents of students in the class will be notified by the school.

## **School Volunteers**

Volunteers are always welcome at Greentree School! Please sign in and out at the office when you come. Volunteers must have a recent RCMP and Child Welfare check (updated every two years).

## **Communication Protocol**

When parents/guardians have questions or concerns, issues, please use these guidelines.

1. Make an appointment to see the classroom teacher. It is a good idea for your child to attend this conference with the parent and teacher, depending on the child's age and the subject to be discussed.
2. When needed, the parent, child, teacher, and school administration can meet.

Email, classroom apps, our website and Facebook page are all great ways to stay informed! Please subscribe to them!

## **Dress Code**

Students are asked to have appropriate outerwear and footwear for each season. Running shoes and socks are required for Phys. Ed. Students are asked not to wear clothing with inappropriate pictures and/or words. Clothing needs to adequately cover the body and undergarments. Parents will be notified of unsuitable attire.

## **Inclement Weather**

Students are required to go outside for recess unless the weather conditions are considered inappropriate.

In order to meet AB Education's requirements for instruction time, except for the most unusual circumstances, schools will always remain open. However, the Board understands that there may be times when individual parents feel that to send their child to school would pose a safety hazard. In that situation, the parents may decide to keep their child at home and the Board would concur with this decision.

Busses that don't run in the morning will run in the afternoon if the weather improves.

## **Anti-bullying Policy**

The aim of Greentree School is to have an environment where everyone feels safe. Bullying is defined as repetitive acts of aggression and/or manipulation by one or more persons against another person. For bullying to occur, there must be an imbalance of power, intent to harm, and repetition of the act. Bullying can be physical, non-physical (verbal), or non-physical (non-verbal).

When bullying occurs, staff will intervene, gather information, decide upon an appropriate intervention and then implement the intervention. Staff will use active supervision to monitor the situation. All incidences of bullying are referred to the Office.

## **Fee Schedule**

<b>Kindergarten</b>	Agenda \$10 Cultural fee \$10
<b>Grades 1 - 4</b>	Agenda \$10 Cultural fee \$10 Swimming \$30
<b>Grades 5 - 6</b>	Agenda \$10 Cultural fee \$10 Swimming \$30

# 2019 – 2020 Greentree School

## August 2019

- 27 Organizational Day– School Closure
- 28 Collaborative PD Day– School Closure
- 29 Organizational Day– School Closure
- 30 School Closure

## September 2019

- 3 First Day of School
- 11 School Council Meeting, 6:30pm
- 12 Meet the Staff, 6:30—7:30 pm
- 18 Picture Day (K-3)
- 19 Picture Day (4-6)
- 20 PD Day– School Closure

## October 2019

- 2 School Council Meeting, 6:30pm
- 9 Picture Retake Day
- 11 EDO– School Closure
- 14 Thanksgiving Day– School Closure
- 25 Collaborative PD– School Closure

## November 2019

- 6 School Council Meeting, 6:30pm
- 8 EDO– School Closure
- 11 School Closure in lieu of Remembrance Day
- 15 Report Cards sent home
- 21 Parent/Teacher Interviews
- 22 EDO– School Closure

## December 2019

- 4 School Council Meeting, 6:30pm
- 13 EDO– School Closure
- 18—19 Christmas Concerts
- 23 First Day of Christmas Holidays

## January 2020

- 6 First Day back to school
- 8 School Council Meeting, 6:30pm
- 17 EDO– School Closure
- 31 PD Day– School Closure

## February 2020

- 5 School Council Meeting, 6:30pm
- 17 Family Day– School Closure
- 18 EDO– School Closure
- 19 Collaborative PD– School Closure
- 20 —21 Teacher’s Convention—School Closure

## March 2020

- 4 School Council Meeting, 6:30pm
- 6 Report Cards sent home
- 12 Parent/ Teacher Interviews
- 13 EDO– School Closure
- 27 Collaborative PD– School Closure

## April 2020

- 1 School Council Meeting, 6:30pm
- 10—17 Easter Holidays– School Closure

## May 2020

- 1 PD Day– School Closure
- 6 School Council Meeting, 6:30pm
- 15 EDO– School Closure
- 18 Victoria Day– School Closure

## June 2020

- 3 School Council Meeting, 6:30pm
- 12 EDO– School Closure
- 26 Last Day of School!!
- 29 Organizational Day