**Welcome to Greentree School**

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***Planting the seeds for life***

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

Principal: Mrs. Erin Campbell-Bentley

Associate Principal: Mrs. Shelley Friesen

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

Greentree Elementary School, part of Golden Hills School Division #75, offers programming for kindergarten through grade six that lays the foundation for academic and social success.  Our diverse programs respond to the needs of the whole child as we help them grow academically, physically, socially and emotionally. An agenda is a valuable communication tool providing a bridge between parents and school.  It will explain the operations and policies of Greentree School, provide information on upcoming events and teacher communications regarding your child. Our program is a partnership made possible when we share, understand and respect each other’s needs and are prepared to work in harmony to meet the children’s needs.

**School Mission**

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

***S****upport and Accept Others*

***E****xplore Possibilities*

***E****ngage in Lifelong Learning*

***D****o the Right Thing*

***S****trive 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 |
| *10:20 -10:35* | *snack/USSR* |
| *10:35 – 10:50* | *Recess* |
| 10:50 – 11:20 | Period 4 |
| 11:20 – 11:50 | Period 5 |
| 11:50 – 12:20 | Period 6 |
| *12:20 – 12:45* | *Lunch* |
| *12:45 – 1:10* | *Recess* |
| 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.  If unable to attend due to illness, medical appointments, etc. please notify the office staff as soon as possible.  A written note or phone call is required explaining the absence. Students who arrive late must report to the office with their agenda.  If parents do not phone in, an automated system will contact them.

**Coming To and From School**

* Doors generally open at 8:35 a.m. (sometimes earlier as a result of the weather).
* All students are to leave the playground when the first bell rings at 8:35 a.m. and must line up in the designated area.
* Students must remove outside footwear and place it neatly on their classroom’s assigned boot rack, and wear shoes for indoor use while in the school.
* In the afternoon, students riding the bus are to remain near their bus pick-up zone (not on the playground) to ensure that they do not miss their bus.
* Bicycles and scooters may be ridden to school and secured to the bicycle rack with a lock at all times.  We ask that students walk their bicycles and scooters on school grounds as a safety precaution.

**Locker**

Students are assigned a locker reasonably close to their homeroom.  No personal locks permitted.

**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 the Salvation Army.

**Appointments**

Students leaving during the school day must be signed out by their parents. Students must sign in again if they return to school the same 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. For security reasons, we require that all volunteers report to the office to sign in and pick up a volunteer tag. Volunteers must have a recent RCMP and Child Welfare check (updated every two years).  Forms are available at the office for these checks.

**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. If the problem is not resolved, there will be a conference called between the parent, child, teacher, and school administration. If the concern is still not resolved after that meeting, the principal will advise about the next steps.

Newsletters, calendar, and parent handbook are posted on the school website.  The agenda and Remind app are valuable daily communication tool. Also, some updates and information will be posted on our Facebook page, please subscribe to it!

**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 not allowed 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. An announcement will be made in the morning regarding inside recesses. The Board believes that children should have the maximum instructional days. Thus, except for the most unusual circumstances, schools will always remain open.  However, the Board understands that there may be times when the schools are open, but individual parents feel that to send their child to school would pose a safety hazard. In that situation, the parents may reasonably decide to keep their child at home and the Board would concur with this decision. If busses don’t run in the morning and weather improves, the busses will run after school.

**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). The following process will be followed if a bullying problem is identified: 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**

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| --- | --- |
| **Kindergarten** | Agenda $10  Cultural fee $10 |
| **Grades 1 - 4** | Agenda $10  Cultural fee $10  Swimming $30 |
| **Grades 5 - 6** | Cultural fee $10  Swimming $30 |

**2018 - 2019 Greentree School**

**August**

**28 Organizational Day – School Closure**

**29 Collaborative PD Day – School Closure**

**30 Organizational Day – School Closure**

**September**

**4 First Day of School**

**12 School Council Meeting 6:30 p.m.**

**13 Meet the Staff 6:30-7:30 p.m.**

**19 Picture Day (K-3)**

**20 Picture Day (4-6)**

**21 PD Day – School Closure**

**October**

**3 School Council Meeting 6:30 p.m.**

**5 EDO – School Closure**

**8 Thanksgiving Day – School Closure**

**26 Collaborative PD – School Closure**

**November**

**7 School Council Meeting 6:30 p.m.**

**12 School Closure in lieu of Remembrance Day**

**16 Report cards sent home**

**22 Parent/teacher Interviews**

**23 EDO - School Closure**

**December**

**5  School Council Meeting 6:30 p.m.**

**7 EDO - School Closure**

**19-20 Christmas Concerts**

**24 First Day of Christmas Holidays**

**January**

**7 First Day back to school**

**9 School Council Meeting 6:30 p.m**

**31 PD Day – School Closure**

**February**

**1 EDO – School Closure**

**6  School Council Meeting 6:30 p.m**

**18 Family Day – School Closure**

**19 EDO – School Closure**

**20 Collaborative PD – School Closure**

**21 -22 Teacher’s Convention – School Closure**

**March**

**1 Report cards sent home**

**6 School Council Meeting 6:30 p.m.**

**7 Parent/teacher Interviews**

**8 EDO – School Closure**

**29 Organizational PD – School Closure**

**April**

**3 School Council Meeting 6:30 p.m.**

**19 - 26 Easter Holidays – School Closure**

**May**

**1 School Council Meeting 6:30 p.m.**

**10 PD Day – School Closure**

**17 EDO – No School**

**20 Victoria Day – School Closure**

**June**

**5 School Council Meeting 6:30 p.m.**

**7 EDO – School Closure**

**27 Last Day of School**

**28 Organizational Day**