

Vera M. Welsh School

My name is _____

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Vera M. Welsh
Elementary School

Vera M. Welsh Special Events

Meet the Teacher	September 1, 2017
First Day of School	September 5, 2017
School Photos	September 11, 2017
IPP day	September 22, 2017
Giving Week	October 2-5, 2017
Farm Safety	October 2-5, 2017
Halloween	October 31, 2017
Book Fair	October 30-November 3, 2017
Photo Retake	November 2, 2017
Remembrance Day Assembly	November 9, 2017
Term 1 Parent Teacher Interviews	November 21 & 22, 2017
Christmas Concert—Preschool & Kindergarten	December 18, 2017
Christmas Concert—Grade 1	December 19, 2017
Christmas Concert—Grades 2 & 3	December 20, 2017
Tropical Day	January 26, 2018
Science In Motion	January 31 & February 1, 2018
Valentine's /Red and Pink Day	February 14, 2018
100 th Day of School	February 20, 2018
Music Festival Entry Deadline	February 23, 2018
Book Fair	February 26—March 2, 2018
St. Patrick's Day/Green Day	March 16, 2018
Term 2 Parent Teacher Interviews	March 20 & 21, 2018
Just Read Celebration (Loonie Carnival)	March 29, 2018
Music Festival	April 10—26, 2018
Grandparents and Special Person Read and Tea	May 1, 2018
Music Festival Final Concerts	May 2-3, 2018
Sports Fun Day	June 8, 2018
National Aboriginal Day	June 21, 2018

Vera M. Welsh Term Dates

Term 1	September 5, 2017 - November 14, 2017
Term 2	November 15, 2017 - March 13, 2018
Term 3	March 14, 2018 - June 28, 2018



Northern Lights Public Schools 2017 – 2018 Calendar

For all schools except Wandering River School, École Plamondon School and Crossroads Outreach School that follow a modified school calendar where instructional days are lengthened to provide as much, or more, instructional time as students in a traditional calendar.

Approved 170222

ID Instructional Days for Students
SOD Staff Only Days
TSD Total Staff Days

	Semester 1	Semester 2	Total
ID	89	90.5	179.5
SOD	6	4.5	10.5
TSD	95	95	190

AUGUST							SEPTEMBER															
S	M	T	W	T	F	S	S	M	T	W	T	F	S									
		1	2	3	4	5			★	6	7	8	9									
6	7	8	9	10	11	12	3	4	★	12	13	14	15									
13	14	15	16	17	18	19	10	11	12	13	14	15	16									
20	21	22	23	24	25	26	17	18	19	20	21	22	23									
27	28	29	30	31			24	25	26	27	28	29	30									
Aug. 30	Organizational Day						Sep. 1	Organizational Day														
Aug. 31	Organizational Day						Sep. 4	Labour Day														
							Sep. 5	1 st Day for Students														
							Sep. 22	IPP Day														
ID - 0	SOD - 2	TSD - 2					ID - 18	SOD - 2	TSD - 20													
OCTOBER							NOVEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					6	7						10	11						1	2		
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30		
29	30	31												31								
Oct. 6	Family Friday						Nov. 10	Family Friday						Dec. 22 - 31	Winter Break							
Oct. 9	Thanksgiving Day						Nov. 24	In Lieu of PT Interview Day														
Oct. 20	ATA Institute / SS Conference / System Day																					
ID - 19	SOD - 1	TSD - 20					ID - 20	SOD - 1	TSD - 21					ID - 15	SOD - 0	TSD - 15						
JANUARY							FEBRUARY							MARCH								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					5	6						1	2	3						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24		
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31		
Jan. 1-7	Winter Break						Feb. 14	Noon Dismissal **						Mar. 9	Family Friday							
Jan. 8	Classes Resume						Feb. 15/16	ATA Conference						Mar. 23	In Lieu of PT Interview Day							
Jan. 19	Family Friday						Feb. 19	Provincial Family Day						Mar. 30	Good Friday							
Jan. 31	First Day of Semester 2																					
ID - 17	SOD - 0	TSD - 17					ID - 16.5	SOD - 3	TSD - 19					ID - 19	SOD - 1	TSD - 20						
APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					6	7						4	5						1	2		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
29	30						27	28	29	30	31			24	25	26	27	★	29	30		
Apr. 2	Easter Monday						May 18	Family Friday						Jun. 1	Family Friday							
Apr. 2-6	Spring Break						May 21	Victoria Day						Jun. 28	Last Day for Students							
Apr. 20	Family Friday													Jun. 29	Last Day for Staff							
ID - 15	SOD - 0	TSD - 15					ID - 21	SOD - 0	TSD - 21					ID - 19	SOD - 1	TSD - 20						

Staff Development Day – No School for Students

Students and Staff have the Day Off

★ First and Last Day of School for Students

VERA M. WELSH ELEMENTARY VALUES:

RESPECT
COLLABORATION
LIFELONG LEARNING
WELL-BEING

Appeal Process

If you have concerns about your child's program or progress, please contact his/her teacher. If you require additional information please contact the school administrators.

Northern Lights School Division #69 has a general student appeal policy in place. Information on or a copy of this policy is available from the school principal or at divisional office.

This policy can also be accessed on the Northern Lights School Division web page:

<http://www.nlsd.ab.ca>

NLSD Policy Manual

I-Students IFA-Student Appeals

Bus Conduct

The bus operators have the responsibility for the **safety** and **conduct** of the students while they are on the bus. The principal will either temporarily or permanently suspend students who deliberately and habitually fail to comply with the rules for riding the bus. Please review the bus rules and regulations provided by your bus driver.

Parents are to notify the bus driver by a written note or phone call if their child will not be boarding the bus on the evening run.

Basic Program

The basic program at Vera M. Welsh School provides 320 minutes of instruction each day. Alberta Learning recommends the following allocations as guidelines:

Required:	<i>Minimum Weekly Minutes</i> Grade 1 & 2	<i>Minimum Weekly Minutes</i> Grade 3
Language Learning	30%	25%
Math	15%	15%
Science	10%	15%
Social Studies	10%	10%
Music/Art	10%	10%
P.E. & Health	10%	10%
Undefined	15%	15%
TOTAL	1600 min.	1600 min.

provide instruction to meet the needs of their students). A strong emphasis is placed on literacy.

Bicycles at School

All bicycles are to be locked in the bicycle racks provided. There is no bike riding on the school grounds between 8:30 am and 3:30 pm. By law helmets are mandatory.

Custody

The school must be informed if there is a question of a child's custody. Please provide the legal documents.

Curriculum Handbook for Parents

The "**Curriculum Handbook for Parents**" series is your guide to each stage of learning. It is a clear outline of what we expect our students to learn at each stage of their education. Handbooks are available for each grade level. They can be accessed through the Internet at <http://www.learnalberta.ca/content/mychildslearning/> If you do not have access to this source, copies of the handbook are available at the school.

Daily Schedules

The daily schedule for students will change on a 5-day rotating basis. The first day of school will be DAY ONE with subsequent school days changing according to the order of the five day rotation.

Dismissal Procedures

3:25 Warning Bell
3:28 Dismissal of first round bus students
Cross walk supervisors will be available to assist students and parents at both the South and North crosswalks.
3:33 Dismissal of second round students.
3:35 Students who are picked up by parents or designated persons will meet in the foyer area across from the gym.

Parents or designated persons are required to come into the school, meet the students and escort them across through the parking lot, using the north or south crosswalk to their vehicle.

- If parents are asking other adults to pick up their child(ren), please contact the school. They will be required to sign the **Student Sign Out Book** in the Office or Foyer. All children will be picked up in the Gym.
- After 3:10 it is school policy to **not** call children out of class for pickup in order to reduce disruptions to teaching time. If you need to pick your child up early, please do so before this time.
- Parents are asked to notify the school by written note if their child(ren) will not be going home in their usual manner or contact the school office by 2:30 p.m.
- Please assist us in promoting and modeling safety by using the crosswalks during BUS loading and unloading times.

Vera M. Welsh Code of Conduct

Achieving and maintaining this positive climate is the responsibility of everyone involved in education in Vera M. Welsh School.

Our code of Conduct reflects our ongoing work in School Development where we actively work towards the development of social responsibility in all our students.

With a school population over 320 students, this may be the first time that a child is learning to play or has played with so many students the same age as them. **We will focus on intervention and teaching students to identify the problem and help formulate more acceptable alternatives for the future.**

Student Rights and Responsibilities

1. I have a right to learn in this school.
It is my responsibility to listen to instructions, work quietly and raise my hand if I have a question or concern.
2. I have a right to hear and be heard.
It is my responsibility not to talk, shout or make loud noises when others are speaking.
3. I have the right to be respected in this school.
It is my responsibility not to tease or bother other people, or to hurt their feelings.
4. I have a right to be safe in this school.
It is my responsibility not to threaten, kick, punch or physically harm anyone else.
5. I have a right to privacy and my own personal space.
It is my responsibility to respect the personal property of others, and to accept their right to privacy.

In order for all children to learn to the best of their ability and play with respect and dignity, Vera M. Welsh strives to have a safe, respectful, and non-threatening environment both in the classroom and on the playground. All students and staff have the right to work in classrooms free of disruptions and to enjoy playtimes free of aggressive behaviours.

In a nutshell, our Code of Conduct is based on respect for self, others, and property. Students are expected to apply the Code of Conduct principles at the bus stop, on the bus, during the school day, and during extra-curricular activities.

Principles of the school's Code of Conduct as well as some examples of each are listed. Parents/Guardians are asked to review these with their children. In school we use a model of "looks like", "sounds like", "feels like", as we work with students on social and behavioural expectations. Research tells us that modelling and practice are key steps in helping students learn new skills and to regulate their own behaviour. Teaching, modelling, and reteaching (as necessary) the principles at school and at home help students make good social decisions.

Principle 1: **Students are expected to show respect for self and others.**

Examples:

1. Refrain from rough play (pushing, shoving, hitting, wrestling, kicking, pulling on clothing, using hands or feet to hurt others, etc.)
2. Refrain from throwing objects. Leave stones, rocks, sticks, snowballs, etc. on the ground.
3. Refrain from bringing real or toy weapons onto school property.
4. Refrain from using bullying behaviour or verbal abuse.
5. Students are expected to respect the learning of others.
6. Students are expected to take responsibility for their own in-class and homework learning activities.
7. Students are expected to behave respectfully towards each other and to staff.

Principle 2: **Students are expected to respect school property and the property of others.**

Examples:

1. Students are to play within the boundaries of designated play areas.
2. Students are expected to take care of their own property and respect the property of others.
3. Students are allowed on playground equipment only during supervised times.
4. Students are expected to respond to the bell: D.E.A.L. = Drop Everything And Leave for class.

Principle 3: **Students will learn what is expected of them in terms of appropriate behaviours.**

1. Staff will teach and model the terms Vera M. Welsh's Code of Conduct.
2. Assemblies will be held.
3. Activities and programs which support and complement the Code of Conduct will be used.

Principle 4: **Consequences including re-teaching will be set up for students who infringe upon the rights of others and/or do not follow principles 1 and 2 of the Code of Conduct.**

Consequences – Teachable Moments

Minor Incidents

1. Student taken out of the situation. (Playtime or class time) – Supervising teacher discusses appropriate action & reviews. Use your words, walk away, tell an adult.
2. Student's name sent to the office. Homeroom teacher notified by the end of the day.
3. Office personnel will be involved for any serious incident.
4. Principles and the specific incident are reviewed with the student by the teacher. Re-teaching takes place.
5. Student will be introduced to the Code of Behaviour sheet. Office personnel will re-teach the behaviour and the student will complete the sheet using "I" statements. 10 minutes of playtime is used to do this. The sheet stays in the office.

Subsequent Incidents:

Follow 1-5 Incidents (above), and

6. The student completes a Think Sheet during 10 minutes of playtime. The sheet is to be taken home, signed by parents, and returned the next day.

In all situations, re-teaching/counselling will take place with the student on responsible behaviour.

***Steps For When A Student Is Out Of Control**

1. The student will have an in-school time out. Depending on the student's age, the time out will equal the age after the student has calmed down.
2. Parents will be notified of the in-school time out.
3. If school personnel are unable to get the child to a point where he/she can return to class, parents/guardians will be called for assistance and/or to take the child home.
4. Students, parents, teachers, and other involved personnel, will participate in a conference to discuss and devise a plan for dealing with serious or habitual inappropriate behaviours.

Parental Responsibility

Parents/Guardians are responsible for supporting Vera M. Welsh's Code of Conduct.

1. Parents/Guardians play a vital role in developing student behaviour and conduct. It is our expectation that Parents/Guardians:
 - Be aware of the school's code of conduct;
 - Work with the school to resolve student behaviour issues when they affect their child;
 - Cooperate with the school's recommended course of action for the student;
 - Model appropriate behaviour and language for their child.
2. All parents/guardians are reminded that they are subject to the school's Code of Conduct, as are all students and staff.

Emergency School Closure

School buildings in the Northern Lights School Division # 69 will be "closed only when the facility or conditions within it are a threat to the health and/or safety of staff and students". Such conditions as gas fumes, lack of sewer and water services, or a major health problem may result in the closing of a school until the condition is rectified. Parents will be contacted notifying them if the school needs to be closed during the school day.

If the Wind Chill exceeds -45 degrees Celsius, or the outside air temperature as measured at Lac La Biche Airport is at or exceeds -40 degrees Celsius classes will be cancelled.

The primary decision-maker for children attending school by bus or other method of transport must be the parent; that is, when inclement weather conditions exist and classes or bus runs have not been cancelled, parents must use their own discretion in sending their child(ren) to school.

Bus runs may be cancelled when weather conditions make driving hazardous. Blizzard conditions, intense fog, icy roads, or a combination of these factors may lead to the cancellation of bus runs. Cancellation of bus runs for these conditions does not result in the cancellation of classes and schools remain open for those students able to attend. Decision on cancellation of classes and bus runs will be announced on the NLSD website www.nlsd.ab.ca under Transportation and the following radio stations:

Big Dog 103.5FM
(Lac La Biche – 780-623-3744, Fax- 780-623-3740)
CHLA 1310 AM
(Bonnyville-826-2979, St. Paul – 645-4425,
Fax 645-5555)
CJCM 1340AM
(Tri-Town- 594-2459, Fax- 594-3001)
CHED 630 AM
(Edmonton – 466-6397, Fax – 468-6739)

If no announcement of cancellation is made, schools and buses will operate as usual.

Individual bus drivers/contractors are given the authority to cancel their route or routes when local conditions warrant. In such situations, it is the responsibility of the driver/contractor to advise the parents involved. To ensure your child(ren)'s safety, it is imperative that all students utilizing the division's transportation system be properly dressed (including adequate footwear) in the event of mechanical breakdown or an accident occurring. The freezing of exposed skin in a relatively short period of time is not an uncommon occurrence when temperatures drop below -30 degrees Celsius.

Field Trips

Field trips are used as a means of enhancing the program offered in the classroom. Prior to any field trip, parents are notified by written notices of the details and risk assessment of the planned field trip. Before students are allowed to take part in a field trip, the teacher must have written consent from the parent. To facilitate this, the notice that goes home prior to the trip includes a consent form to be signed by the parent or guardian and returned to the school.

Footwear

To maintain a high standard of cleanliness in the school, all students are required to have a second pair of running shoes that they can change into each time they enter the school. These running shoes must have non-marking soles. Running shoes are also a required part of the Physical Education program. Shoes are to be worn at all times while in the building.

Head Lice

A head louse is a harmless pest, which is more of an annoyance than a source of disease. Head lice are transmitted through close personal contact with another infested person either through sharing combs, brushes, hats and coats.

To help stop the spread of head lice, Vera M. Welsh School will use the following procedure:

When a student is discovered to have head lice, the parents will be contacted and asked to begin treatment.

A trained parent volunteer or an available staff member will do a head check that same day on all students who are classmates of the student with the infestation.

The child may return to school after a medicated shampoo has been used to kill the lice. To prevent further infestation, parents are asked to remove all nits from child's hair.

On the return of the student, a follow-up check by a trained staff member will be done. Trained volunteers as required will check all the children in the school for head lice.

Parents must take direct responsibility to ensure their child's head is free from infestation. You are encouraged to be very diligent in checking your child's head and contacting the school if a discovery is made.

Please contact the school if you have any questions, concerns, or if you object to the above procedure.

Hours of Operation

School Doors Open	8:20
Registration & Classes	8:49 – 11:25
Recess/Lunch	11:25 – 12:20
Classes	12:20 – 2:05
Recess	2:05 – 2:25
Classes	2:25 – 3:25
Dismissal Warning Bell	3:25
1 st Dismissal	3:28
2 nd Dismissal	3:33
3 rd Dismissal	3:35

Class times and recess times may be adjusted by a few minutes as necessary once the school year begins. Supervision of the students begins at 8:20 am. Please assist the school by having your child(ren) arrive after 8:20 in the morning. For the safety of all children, please escort your child into the school using the north or south crosswalk. Doors will be locked until 8:20 am. Please ensure that your child(ren) will arrive at school **before** 8:45 am. Children arriving late must get a late slip from the office.

Illness or Injury

When a child becomes ill or injured at school every attempt will be made to contact the parent or the emergency contact person on the student's registration form. In no case will an ill or injured student be sent home if unaccompanied by a parent or guardian.

A staff member will administer the essential first aid and when necessary the student will be taken to the hospital.

It is very important the **changes in home phone numbers or emergency numbers** be reported immediately to the school office.

Lost and Found

Please clearly mark all belongings with your child's name. If something is lost, have your child immediately look in the lost and found and around his or her classroom. Lost and found items are displayed for children and parents to see. Items not collected will be given to a local charity at the end of each school year.

Medical

If a request is made to administer medication at school to students, the following shall be observed:

The principal shall require a signed request from the parent authorizing the type of medication to be administered, required dosage and action to be taken in the event of possible hazards or side effects. A doctor's statement verifying the medication will be requested of the parent.

Programs at Vera M. Welsh School

Kindergarten

The goals of the kindergarten program are organized to provide each child, who is 5 years of age before March 1 with opportunities for physical, social, intellectual, language and creative development through a full-time play and language based program.

Early Intervention

Early intervention programs are available for children who will be at least 3 years and 6 months old as of September 1, of the school year of enrollment and who have a mild, moderate or severe delay in areas such as speech and vocabulary or experience severe learning difficulties as a result of a hearing loss, poor vision or physical disabilities.

P.U.F. Program

The P.U.F. Program serves children who will be at least 2 years and 6 months of age as of September 1, of the current school year, and have a delay in areas such as speech, behavior or experience severe learning difficulties as a result of a hearing loss, poor vision or physical disabilities.

Early Literacy Program

The Early Literacy Program is used at our school to assist students in achieving the skills needed to be an independent reader. This program provides individually designed lessons to help a student who is having reading difficulties to develop the kinds of strategies used by good beginning readers. The child receives instruction at school for approximately thirty minutes each day. Materials/books are sent home each night for parents to work on with their child.

Home Reading – Just Read Program

Please listen to your child read for at least 15 minutes each night. Record titles in the reading log included in this agenda.

Programs at Vera M. Welsh School

Physical Education - Physical Daily Activity

Students in grade 1-3 receive 4 classes of 30 minutes of physical education in a combined class. All Kindergarten students receive 3 30 minute PE classes per week. An additional 30 minutes instruction is provided by the classroom teacher, either outdoors or in the form of a daily physical education program. Lessons in aquatics are offered to all grade three students.

Music Program

Music is a basic means of expression and communication. It helps in developing the whole child, emotionally, physically and intellectually. The music program is child centered, that is congruent with the stages of child development. It offers a broad spectrum of musical experiences: singing, playing instruments, listening, movement and performing in public. Students are evaluated on their effort, participation, and knowledge of basic musical concepts. Grades 1-3 students receive three 30 minute periods per week in a combined class. All Kindergarten students receive 2 30 minute music classes per week.

Program Information

For additional information about programs at Vera M. Welsh School or if you have any questions or concerns, please contact:

Mrs. Dana Robb
Email: dana.robbs@nlsd.ab.ca

Mrs. Rachelle Best
Email: rachelle.best@nlsd.ab.ca

Phone: 780 623 4672
Fax #: 780 623 2084
Website: www.veramwelshschool.ca

Playground Expectations

Playground General Behavior:

Use your words not your hands.
We stay in the schoolyard.
We do not climb over; go under/out of fences without permission.
We do not talk to or leave with strangers.
We show good sportsmanship.
We take turns.
We do not push, shove, fight or play-fight.
We do not throw sand, snowballs, rocks or any hard or sharp objects.

Playground Equipment:

We do not play tag on the equipment.
We do not walk on top of the monkey bars.
We do not "chicken fight" on the bars.
We cross monkey bars in the direction of the green dot on the post and swing to the red dot.
We slide on bottoms – not swing on top bar above slide.

Backstops:

We do not stand or climb on top of the backstop.

Soccer:

We play with one (1) ball per game.
We do not use body contact.
The ball is played with feet only. The goalie is the only player who is allowed to use hands.

Skipping Ropes:

We use skipping ropes for skipping only.

Steps:

We must stay off entrance steps unless entering or exiting the school – use steps, do not go over railings. Students may sit on library or gym steps.

Swings:

We sit in the center; never stand or kneel.
We stop to get off; do not jump off a moving swing. Push swings in the back only. Swing back and forth; do not swing sideways or twirl swings.

Front Sidewalk:

Students should not play in the area between the north/south entrances or on the front sidewalk in that area.

Hill:

Students should climb up to top from ends of hill and slide down center sections. Sliding on bottoms only – must wear ski-pants

Consequences for Inappropriate Playground Behavior:

Walk with supervisor.
Time out along the school wall.
Restriction from specific play area.

If administration intervention is required, student will be referred to the office and supervising staff will complete office referral.

Recess Breaks

Administration, on a daily basis, will make a decision, from the following three (3) options about where students are to spend their recess breaks. Temperature and wind chill factors from the Lac La Biche weather forecast on the Environment Canada website will be used as the determinants for these decisions.

Option # 1 – In Day

(Extremely Inclement Weather or **-25 with wind chill factor**)

Students remain in the classrooms or designated rooms engaged in quiet activities.

Option # 2 – Choice Day

(Moderately Inclement Weather or **-20 with wind chill factor**)

Students shall go outside and choose to return to their classrooms doing quiet activities if they are cold.

Option # 3 – Out Day

(Nice Weather or anything **warmer than -20 with wind chill factor**)

All students, with exception of those who are ill, are to go outside. Students who are ill will bring a note from home and will remain inside classroom.

Safety Corner

We regularly practice both the fire alarm and safety alarm procedures from both inside and outside of the school. Let us all Walk Our Talk to model safety practices that our children need to get to and from school safely.

Supervisors wear numbered safety vests to be more visible to the students during all breaks in case their assistance is needed.

School Council/CAPS

School Council:

The purpose of the school council is to advise the school on matters as they pertain to school improvement, policies, organization and activities including the following:

- Planning
- Developing and delivering programs
- Budgeting and Allocating Resources
- Communications and Community Relations

Membership:

The Vera M. Welsh School Council will be composed of:

- Six (6) parents, elected by parents
- Three (3) school staff, elected by school staff
- One (1) principal (ex-officio)
- One (1) community member – elected by school council (when possible)

School council meetings are usually held monthly. Parents are invited to school council meetings which are advertised in the school newsletters.

CAPS—Create A Positive School

Vera M. Welsh staff and students need you to help Create A Positive School!

The CAPS volunteers may be involved in the following kinds of activities that contribute to a positive school climate for the students:

- Just Read Special Events
- Student Activities
- Classroom/School Assistance
- Recycling
- Material/Clerical prep
- Reading Buddies
- Assisting students

Please contact your child's teacher or the school if you would like to assist in any way.

If you require additional information, please contact the school.

Student Advocacy Counsellor

Our Student Advocacy Counsellor, Keith White, works with the principal, teachers and parents to ensure that each child is provided the best possible learning and social environment. The Student Advocacy Counsellor, along with other specialists within the School Division, work to provide information about children and how they learn. With this information, the school is better able to adjust the child's program. Through preventative programs offered to each grade level, the emphasis is placed on practical personal development skills for the student.

The Student Advocacy Counsellor also talks with children who seem to be having difficulty adjusting to some aspect of their environment. This may involve meeting with parents, teachers, or other concerned individuals in an effort to help the child if you have any particular concerns regarding your child, please feel free to contact the school at 780-623-4672.

Successful Families, Successful Kids Program



Wellness Coach: Ms. Bonnie Collins

The Successful Families, Successful Kids Program is there to help your family in and outside the school setting. This will be done in a safe and confidential setting.

We offer the following:

Referrals ~ Advocacy ~ Follow up & Support ~ Information & Education.

Offer emotional support for students and their families dealing with a variety of barriers. Strive to create a supportive relationship with families helping them to be successful in their health and wellness needs. Offering tools to enhance your families mental, physical and emotional well being. Helping families develop practical solutions in an effort to prevent barriers from occurring. Through preventative support and focusing on family strengths, we strive to make your child's school experience positive and healthy!!

Student Evaluation Evaluation and Reporting of Student Progress

Student progress is evaluated on an ongoing basis. Dependent upon the grade, the evaluation may be based on a combination of daily observations, assignments, projects, quizzes and unit tests. Tests may be used as diagnostic tools to identify difficulties, or to organize a teaching unit.

They are also used to determine if key concepts or skills have been mastered.

Student progress is reported three times a year, two of which are formal teacher/parent conferences scheduled in November and March. Notes, telephone calls, visits and conferences throughout the year supplement the official report cards.

In addition to individual student evaluation, the school may use standardized achievement tests to evaluate its programs. Although the standardized tests used for this purpose use individual student test scores, their use lies more in providing a comparative data base for the entire school or specific programs.

Vera M. Welsh School Attendance Policy (In Accordance with NLSD Administrative Procedure 330)

Vera M. Welsh School values teaching and learning time for all students. Student attendance and student safety is a top priority. It is important that students arrive at school on time each day and remain in their classes until the dismissal bell. Student attendance is critical for participation in special programs. The Alberta School Act and the Northern Lights School Division require attendance at school. Parents must call the school on the first day of the student's absence.

The Vera M. Welsh School plan for increasing student attendance includes:

- * Students arriving after 10:30 am will be considered absent for the morning.
- * Students leaving after 2:00 pm will be considered absent for the afternoon.
- * Careful monitoring of student absences or lates.
- * Systematic notification of parents.
- * Teacher and Administrative contact with home and student.
- * Attendance Board referral as needed.

Process: Parents are requested to call in each time their child is absent.

Unexcused Absences or Lates:

Admin. Assistant and teachers monitor/track attendance. The following guidelines will be observed:

- Admin. Assistant calls daily if parents have not called.
- Up to and including the November Reporting period - More than 6 days unexcused absences, a letter to send home. Principal in consultation with teacher will determine whether it will be sent. Referral will be made to the school's Student Services Team.
- Up to and including the March Reporting period - More than 14 days unexcused absences, a letter to send home. Wellness Worker schedules meeting with parents to develop plan of action to resolve attendance matter. Section 3.3.4 allows administrators to require counseling as indicated in the school's pyramid of interventions and/or a recommendation for counseling at the community level. Also addresses FOIP concerns.
- 20 days unexcused: a third letter to send home. Refer matter to Superintendent, or designee. Meeting scheduled via registered mail within 10 days of referral. Agreement reached, if not immediate referral to Provincial Attendance Board.
- 35 days unexcused: Superintendent refers to Provincial Attendance Board.

Student Placement Procedures

Vera M. Welsh Elementary staff plans balanced classes based on: academic level, work skills, behaviour, special needs, and gender. The teachers and administration is in the best position to develop classroom lists that will create the best learning environment for each group of children.

1. Each June teachers meet and use criteria to develop balanced classes.
2. Teacher names are randomly attached to a class.
3. Administration reviews class lists and makes changes from their knowledge base.
4. The team reviews Special Needs groupings.
5. Parent informed of the class placement at Meet the Teacher on [September 1, 2017](#).

Requests

Vera M. Welsh Elementary will not accept requests for specific teachers.

Vera M. Welsh Elementary will accept requests from parents with two or more siblings in the same grade.

Vera M. Welsh Elementary will accept requests for unique educational circumstances.

Appeal Process

Parent not satisfied with placement can call, set up a meeting with administration.

If parents are still not satisfied, they can call Mr. Rick Cusson at 1-888-826-3145 and request a meeting.

Nutrition Policy

Rationale: This policy will help the Vera M. Welsh (VMW) community to create an environment which provides and promotes healthy food choices and healthy attitudes about food. We can work together, as students, teachers, parents, administration, and community members to increase the availability and appeal of healthier food choices, and to teach and model healthy eating behaviours. *We understand a key component for maintaining healthy living is balance and moderation.*

The policy is meant to encourage lifelong healthy living skills through curriculum modeling, and changing the school culture around food offered at Vera M. Welsh. Nutrition policy links with values around personal development: *The aim of the Health and Life Skills Kindergarten to Grade 9 Program of Studies is to enable students to make well-informed, healthy choices and to develop behaviours that contribute to the well-being of self and others.* This policy is divided into Directives and Guidelines

Directives

1. **Food and beverages served and sold in school.**
 - 1.1 Schools will ensure that the majority (50%) of choices available are from food and beverages of Choose *Most Often* School Category as developed by Alberta Nutrition Guidelines for Children and Youth (2008).
2. **Clean Drinking Water**
 - 2.1 Schools will ensure that students and staff have access to clean drinking water during the day.
 - 2.2 Teachers and administrators will encourage students to drink water (instead of beverages with a high sugar content), especially during periods of hot weather or increased physical activity. This may be facilitated by allowing water bottles in the classroom.
3. **Programming**
 - 3.1 Vera M. Welsh will support the Club Moo, Kids Are Worth It, and Alberta health programs like Fruit and Veggie Passport and Power to Play programs.
4. **Pricing**
 - 4.1 To ensure that healthy food and beverage choices are accessible to the majority of students, Vera M. Welsh will make affordability the primary consideration when setting prices/profit margins.
5. **Special Functions**
 - 5.1 Food and Beverages of *Choose Most Often* will be offered during Special Functions. However, Special Functions items may be included from the *Choose Least Often* category. Special Functions are events that may occur once or twice in a month and include special occasions and in-school celebrations like Halloween, Christmas bake sales, Principal's Birthday Club, Valentine's Day, Tropical day, Mother's Day Tea and Multicultural Day.

6. Food as a Consequence

- 6.1 School staff and volunteers will not withhold food from students as a consequence, except in cases where a program planning team is using applied behavioral analysis to implement an individual program plan for a student.

7. Student Who May Be Vulnerable

- 7.1 Vera M Welsh will ensure that students and parents are aware of breakfast, lunch, and snack programs that are offered in our school. There will be information provided in newsletters, posters on walls, presentations to Parent Council, and displays set up during high parent times.
- 7.2 VMW must ensure that any food programs are made available to students in a non-stigmatizing manner.
- 7.3 VMW will work with parents to ensure that staff/volunteers are aware of food allergies and guidelines for supporting children with food-related chronic diseases (Diabetes, celiac etc).

8. Food Safety

- 8.1 VMW is required to prepare and serve foods in accordance with food safety standards and training guidelines as outlined by Alberta Health. This may require the need for a Food Establishment Permit, food safety training, and Workplace Hazardous Materials Information Systems (WHMIS) in consultation with the Public health Inspector.
- 8.2 VMW will emphasize and promote cleanliness. Students eating at their desk will be encouraged to wipe down desk top.
- 8.3 VMW will ensure that students are aware of the importance of hand washing and will provide students will the opportunity to wash their hands before consuming meals.

Guidelines

9. Time To Eat

- 9.1 Enjoying meals with others is an important component of healthy eating. After eating, the brain needs approximately 20 minutes in order to register that the body is full. Research shows that students need about the same amount of time to consume a meal. Allowing students and staff a minimum of 20 minutes to eat lunch provides time for the brain to register the body is satisfied, provided a break in routine, and restores energy and enthusiasm for afternoon classes.
- 9.2 VMW will encourage eating as a social event during time to eat. Videos and books do not belong during eating time.
- 9.3 VMW will encourage that the morning snack time is a healthy choice. Students and parents are encouraged to read labels. For example, if sugar is the first ingredient, then students will be encouraged to make a different choice from their lunch kit.

10. Environmental Consciousness

- 10.1 VMW will continue, as well as find new ways, to reduce consumer and food waste and to support recycling and composting options.

11. Role Models

- 11.1 VMW staff, administrators, volunteers and guests are encouraged to model healthy eating practices.

12. School Partnerships and Commitment

- 12.1 VMW will address food and nutritional issues through the Site Based Management Team (SBM Team). They will continue to get input from the School Council.
- 12.2 Teachers should involve students and parents in the planning of school food menus for Special Events like: boys bring food, the next class event the girls bring. This minimizes the excessive amount of food at classroom celebrations. This also applies to staff functions.
- 12.3 VMW will continue to promote parent awareness through newsletter articles, displays during parent evenings that model healthy lunches or good snacks, share recipes, and promote activities like Fruit/Vegetable of the Month.

Snack Shack Price List – 2017/2018

Yogurt Tubes	1.00
Granola Bars (peanut free)	1.25
Nutri-Grain Bars	1.25
Cheese and Crackers	1.25

Wednesdays only:

Ice Cream Sandwiches	1.25
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Snack shack profits are used towards items for students such as agendas, field trips etc.

Valuables/Toys/Personal Belongings

Students are not to bring valuables to the school as there are no private lockers for safe keeping of student articles.

Volunteers

Volunteers are always needed for reading with students, classroom/school or fundraising activities, recycling and for special events. Each volunteer is required to have an interview with Mrs. Robb or Mrs. Best before entering the classroom or attending any field trips. All visitors are asked to please sign in and out of the volunteer/visitor binders, in the front office. We encourage you to join your children on the playground during recess, but do sign in.

**Vera M. Welsh staff and students need you to help
Create A Positive School!!!**



Grandparent/Special Person Read

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	1			26	
	2			27	
	3			28	
	4			29	
	5			30	
	6			31	
	7			32	
	8			33	
	9			34	
	10			35	
	11			36	
	12			37	
	13			38	
	14			39	
	15			40	
	16			41	
	17			42	
	18			43	
	19			44	
	20			45	
	21			46	
	22			47	
	23			48	
	24			49	
	25			50 Great Reading!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	51			76	
	52			77	
	53			78	
	54			79	
	55			80	
	56			81	
	57			82	
	58			83	
	59			84	
	60			85	
	61			86	
	62			87	
	63			88	
	64			89	
	65			90	
	66			91	
	67			92	
	68			93	
	69			94	
	70			95	
	71			96	
	72			97	
	33			98	
	74			99	
	75			100 Keep on Reading!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	101			126	
	102			127	
	103			128	
	104			129	
	105			130	
	106			131	
	107			132	
	108			133	
	109			134	
	110			135	
	111			136	
	112			137	
	113			138	
	114			139	
	115			140	
	116			141	
	117			142	
	118			143	
	119			144	
	120			145	
	121			146	
	122			147	
	123			148	
	124			149	
	125			150 Fantastic!	

Vera M. Welsh Home Reading Log – Just Read!

Date	Title	Parent Initial	Date	Title	Parent Initial
	151			176	
	152			177	
	153			178	
	154			179	
	155			180	
	156			181	
	157			182	
	158			183	
	159			184	
	160			185	
	161			186	
	162			187	
	163			188	
	164			189	
	165			190	
	166			191	
	167			192	
	168			193	
	169			194	
	170			195	
	171			196	
	172			197	
	173			198	
	174			199	
	175			200 Excellent work!	

Vera M. Welsh Home Reading Log – Just Read!

Date	Title	Parent Initial	Date	Title	Parent Initial
	201			226	
	202			227	
	203			228	
	204			229	
	205			230	
	206			231	
	207			232	
	208			233	
	209			234	
	210			235	
	211			236	
	212			237	
	213			238	
	214			239	
	215			240	
	216			241	
	217			242	
	218			243	
	219			244	
	220			245	
	221			246	
	222			247	
	223			248	
	224			249	
	225			250 Yahoo!	

Vera M. Welsh Home Reading Log – Just Read!

Date	Title	Parent Initial	Date	Title	Parent Initial
	251			276	
	252			277	
	253			278	
	254			279	
	255			280	
	256			281	
	257			282	
	258			283	
	259			284	
	260			285	
	261			286	
	262			287	
	263			288	
	264			289	
	265			290	
	266			291	
	267			292	
	268			293	
	269			294	
	270			295	
	271			296	
	272			297	
	273			298	
	274			299	
	275			300 Reading Takes You Places!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	301			336	
	302			337	
	303			338	
	304			339	
	305			330	
	306			331	
	307			332	
	308			333	
	309			334	
	310			335	
	311			336	
	312			337	
	313			338	
	314			339	
	315			340	
	316			341	
	317			342	
	318			343	
	319			344	
	310			345	
	311			346	
	312			347	
	313			348	
	314			349	
	315			350 I LOVE BOOKS :)	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	351			376	
	352			377	
	353			378	
	354			379	
	355			380	
	356			381	
	357			382	
	358			383	
	359			384	
	360			385	
	361			386	
	362			387	
	363			388	
	364			389	
	365			390	
	366			391	
	367			392	
	368			393	
	369			394	
	370			395	
	371			396	
	372			397	
	373			398	
	374			399	
	375			400 Read to learn!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	401			426	
	402			427	
	403			428	
	404			429	
	405			430	
	406			431	
	407			432	
	408			433	
	409			434	
	410			435	
	411			436	
	412			437	
	413			438	
	414			439	
	415			440	
	416			441	
	417			442	
	418			443	
	419			444	
	420			445	
	421			446	
	422			447	
	423			448	
	424			449	
	425			450 Incredible reading!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	451			476	
	452			477	
	453			478	
	454			479	
	455			480	
	456			481	
	457			482	
	458			483	
	459			484	
	460			485	
	461			486	
	462			487	
	463			488	
	464			489	
	465			490	
	466			491	
	467			492	
	468			493	
	469			494	
	470			495	
	247			496	
	472			497	
	473			498	
	474			499	
	475			500 Way to Read!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	501			526	
	502			527	
	503			528	
	504			529	
	505			530	
	506			531	
	507			532	
	508			533	
	509			534	
	510			535	
	511			536	
	512			537	
	513			538	
	514			539	
	515			540	
	516			541	
	517			542	
	518			543	
	519			544	
	520			545	
	521			546	
	522			547	
	523			548	
	524			549	
	525			550 Challenge your mind....READ!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	551			576	
	552			577	
	553			578	
	554			579	
	555			580	
	556			581	
	557			582	
	558			583	
	559			584	
	560			585	
	561			586	
	562			587	
	563			588	
	564			589	
	565			590	
	566			591	
	567			592	
	568			593	
	569			594	
	570			595	
	571			596	
	572			597	
	573			598	
	574			599	
	575			600 Awesome Reading!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	601			626	
	602			627	
	603			628	
	604			629	
	605			630	
	606			631	
	607			632	
	608			633	
	609			634	
	610			635	
	611			636	
	612			637	
	613			638	
	614			639	
	615			640	
	616			641	
	617			642	
	618			643	
	619			644	
	620			645	
	621			646	
	622			647	
	623			648	
	624			649	
	625			650 Superstar Reader!	

Vera M. Welsh Home Reading Log – Just Read!

Please record daily! - Just Read Total will be counted on the last day of each week.

Date	Title	Parent Initial	Date	Title	Parent Initial
	651			676	
	652			677	
	653			678	
	654			679	
	655			680	
	656			681	
	657			682	
	658			683	
	659			684	
	660			685	
	661			686	
	662			687	
	663			688	
	664			689	
	665			690	
	666			691	
	667			692	
	668			693	
	669			694	
	670			695	
	671			696	
	672			697	
	673			698	
	674			699	
	675			700 You did it!*****	