



SCHOOL PHILOSOPHY

Bisset School is a vibrant learning community where together we engage each other as critical thinkers who care, wonder, question, and create, to become active leaders and global citizens of the 21st century. Our strengths lie in the diversity in our unique gifts and talents. Together we will build academic achievement, positive self-esteem, social and physical well-being. We encourage our children to take responsibility for their own learning with family involvement and support. *We are all leaders and learners alike.*

SCHOOL HOURS

	Morning	Afternoon
Bell rings	8:45 am	12:22 pm
Instruction begins	8:50 am	12:25 pm
Recess (15 minutes)	10:26 am	2:00 pm
Dismissal	11:41 am	3:30 pm
Thursday Dismissal (All Students)		2:10 pm
AM Pre-Kindergarten Begins	8:20 am	
AM Pre-Kindergarten Ends	11:29 am	
PM Pre-Kindergarten Begins		12:20 pm
PM Pre-Kindergarten Ends		3:29 pm

Thank you to the Bisset Parent Association for purchasing agenda books for all students!

Superintendent of Schools: Darrel Robertson
Ward Trustee: Sherry Adams
Assistant Superintendent: Leona Morrison
Principal: Zenia Nemish
Assistant Principal: Jason Michaud
Admin Assistant: Kelly Duke

3020-37 Street Edmonton, Alberta T6L 5X1
Phone: 450-6536 Fax: 780 461-1703
Email: bisset@epsb.ca
Website: bisset.epsb.ca

Student Name: _____

Teacher/s: _____ Room: _____ Grade: _____



Important Dates To Remember for 2018/2019

First Instructional Day	Sept. 4
Thanksgiving	Oct. 8
PD Day	Oct. 19
Remembrance Day - Fall	Nov. 10 - 14
Recess	
PD Day	Nov. 26
Winter Break	Dec. 22 - Jan. 6
PD Day	Feb. 1
Family Day	Feb. 18
Teacher's Convention	Feb. 28 / Mar. 1
PD Day	Mar. 11
Spring Break	Mar. 23 - Mar. 31
Easter Break	Apr. 19 - Apr. 22
Victoria Day / Spring Recess	May 18 - 21
Last Instructional Day	June 27

ATTENDANCE AND ABSENCES

Regular attendance is a key factor in being successful at school. **To maximize and respect teaching-learning time, we expect students to attend school and arrive on time.**

Absence from class for any reason does not excuse the student from the responsibility of learning the material covered or from doing assignments given during the absence.

Please call the school at 780-450-6536, if your child will NOT be attending school that day. The office will then notify the teacher(s).

CONTACT INFORMATION

It is extremely important that you provide the school office with your current home and emergency telephone numbers.

LEAVING THE SCHOOL

Under **no circumstances** is a student to leave the school during class time without first obtaining permission from the **school office and signing out.** The student with a note from home for permission to leave the school will first show it to the teacher and then present it to the office staff for permission to leave. Since we are responsible for the safety and security of all students, it is critical that the office personnel know who is in the building at all times. Parents/Caregivers **MUST REPORT TO THE OFFICE** when picking up their child.

UNUSUAL CIRCUMSTANCES

If our school population has to evacuate the building due to unusual circumstances, the students will be taken to the gymnasium at **Mary Hanley Catholic School, 3330-37 St.** Regular school dismissal times would be followed. Bussed students would be picked up at Mary Hanley and all other students would be dismissed from there. Every effort will be made to contact parents/guardians who normally pick up their children from Bisset School.



SUPERVISION OF STUDENTS

Playground supervision of students is provided by the staff before school as follows:

Mornings: 8:30 am to 8:45 am
After School: 3:30 pm to 3:45 pm

We are not responsible for children on the playground before these times. Please do not have your child arrive at school before the listed times, especially in inclement weather.

Supervision of children as they move to and from school is a shared responsibility between home and school. If your child experiences any difficulties in this area, please contact the school so we can work with you to solve the problem.

LUNCH HOUR CARE

We strongly urge parents to have their children go home for lunch or to a caregiver outside the school. It is important that children get a change of pace, a change of scenery, and a break from school at this time!

A lunch program will be provided for children that are bussed or that stay at Bisset School for lunch. For further information and fee schedules, please contact the school. There is also a "drop-in" daily program for emergency purposes.



COLD WEATHER POLICY

When it is extremely cold, or raining very hard, regular recess periods will be cancelled/held indoors. Students will be given a short in-school break and dismissed at the regular time. We use the equivalent temperature of **-23 C** (combined wind chill and temperature) or Principal's discretion. Please ensure that your child is appropriately dressed for the weather so they will be comfortable when they are outside. Remember hats and sunscreen on sunny days; boots and raincoats on rainy days; mitts, warm coats, boots, snow pants, and hats on cold winter days.

VACATIONS DURING SCHOOL

When parents choose to take their child out of school for an extended vacation, the school considers the parent to be home schooling during this time. Teachers are not required to provide student work packages. Please contact your child's teacher well in advance of your vacation so the teacher can advise you, as the parent, of what your child will be missing. **Evaluation of missed learning may indicate "Unable to Assess" on the progress report.**

LOST AND FOUND

Students are responsible for their personal property. We request that **ALL ITEMS OF CLOTHING AND SCHOOL SUPPLIES** be identified with the student's name (laundry marker, indelible felt pen, etc.) **Ensure boots, inside shoes and running shoes are labeled. PLEASE ENCOURAGE STUDENTS TO KEEP VALUABLES AT HOME.**

VALUABLES

Bisset School is not responsible for lost or stolen money or items. **Please emphasize** to students the danger of leaving money, valuables or other personal articles in their desk or other places at the school.



MONEY & PAYMENT

Bisset School has a debit/credit card machine in our office. When paying fees, it is encouraged that you stop by the office to pay them. Cheques made out to Bisset School are also appreciated. We do accept small amounts of cash but payment by credit, debit or cheque eliminates the problem of money lost on the way to school. When money is sent with students, please put it in an envelope with the student's name, room number, name of the teacher, and what the payment is for (ie field trip, bussing, lunch room) written on the outside.

Bisset School is not responsible for lost or stolen money or items. **Please emphasize** to students the danger of leaving money, valuables or other personal articles in their desk or other places at the school.

MEDICATION

School Board Policy requires a form to be signed by the administering doctor and the parent/guardian indicating the dispensing procedure/s of the prescription drug for a child in need of medication during school hours. The medication must be brought to the school **BY THE PARENT/GUARDIAN** in the original prescription bottle with the child's name on it. All medications will be stored in the office in a locked cupboard and administered in the office by assigned staff members only.

ALLERGIES

Parents with a child who has allergies must ensure that the school office is informed at the time of registration so the necessary precautions can be taken.

It is important that parents teach their child what they can and cannot eat. If you are sending birthday treats or snacks, please ensure the classroom teacher is aware of any health concerns. **Please be aware that we are not able to provide an allergy free environment for your child.**

APPROPRIATE CLOTHING

Parents, please make sure that your child's clothing meets the following guidelines:

- Clothing which covers the chest, back and midriff (no spaghetti straps). Tops and shirts must come down to cover the top of pants, skirts, or shorts.
- All items designated as underwear are kept under cover (including when bending down). Slogans on all clothing are positive and appropriate for the school setting.
- Skirts and shorts are worn at a length no shorter than fingertip length with arms extended straight down at the sides.
- Hats, caps, or other headwear are to be worn outside only, unless worn for religious reasons

FOOTWEAR

Suitable footwear should be worn relative to weather conditions. All students will remove **OUTSIDE FOOTWEAR** at the entrances. Students are to keep inside shoes in classrooms

To keep everyone's feet dry and model respect for one another, our school building and the custodians' work, **adults please remove your outside footwear as well.**

TECHNOLOGY USE

All students will sign a technology use agreement. When at school, all of the "Technology Use Policy" conditions apply to student-owned, personal electronic devices.

VOLUNTEER TECHNOLOGY AGREEMENT

All volunteers are required to sign a technology use agreement form prior to each and every field trip to respect the privacy of students, staff and other volunteers.

PARENT PARKING

Our biggest safety concern is cars and where they are parked!! All parents, students, caregivers, and staff, must follow the basic parking/drop-off rules around the school and adhere to city by-laws to ensure the children's safety. Before school drop off is between the School Bus Zone right up to the crosswalk. This is a drop-off zone only and is **NOT** a parking zone where you leave your vehicle. We ask that you

are there for a maximum of 1 minute. After school there is **NO PARKING** in front of the school as per City of Edmonton By-Law.

Parents may **NOT PARK** or drop-off children in the staff parking lot, the crosswalk or perform any u-turns (an illegal maneuver). This parking limitation is enforced by the Edmonton Police Service.

AMA SCHOOL PATROL



Student school patrollers man the cross walk to assist children and their families across the street safely before and after school. We ask that all adults and children respect the school patrollers as they take on this important role in ensuring everyone's safety. All adults and children need to abide by traffic rules by crossing only at marked cross walks and avoiding jay-walking. Drivers are asked to refrain from failing to stop at intersections and illegal parking. **Safety before convenience.**

REPORTING STUDENT PROGRESS

There are three formal reporting periods during the school year. Progress Reports for the 2018-2018 school year will be released on Schoolzone on November 30th, March 22nd and June 27th. Paper copies will be issued to families upon request. In addition to the Progress Report, you will have the opportunity to discuss your child's growth as a learner during learning conferences that will be scheduled by your child's teacher in term 1 and term 2. For term 1 conferences will take place during the week of October 22-26 and for term 2 during the week of Feb 19-21. For further information please see our Assessment Plan which is on our school website and Schoolzone.

COMMUNICATION



Bisset School welcomes open communication with parents. Parents are encouraged to visit the school and their child's classroom. Please contact the teacher or the administrative assistant to make arrangements. Through Schoolzone, student agendas, Wednesday envelopes, school newsletters, classroom bulletins, parent/teacher conferences, the school website and personal contact every effort will be made to keep parents informed. Parents are welcome to direct general questions about the school's policies, procedures, and programs to the principal and or assistant principal while specific concerns regarding students should be first directed to the student's teacher.

SCHOOLZONE

SchoolZone is a secure website that provides parents and students with school and student information. In SchoolZone you will find school news and newsletters, progress reports, attendance records, achievement results, access to Google apps, homework and links to resources. SchoolZone is available on any device connected to the internet. Once your child is registered to attend Bisset you will receive a SchoolZone account making it easier for you to find out what's going at school. Appointments to discuss student progress may be made at any time.

STUDENT BEHAVIOR & CONDUCT

Edmonton Public School Board supports the endeavors of staff, students, parents, and the community to ensure positive student behavior and conduct. The board also expects parents and students to recognize their responsibility in developing student self-discipline.

Students shall be treated with dignity, respect, and fairness by other students and staff. Students shall be provided with a learning environment free from physical, emotional, and social abuse. In the event of student misbehavior, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehavior.

Students shall meet the expectations of the 7 Habits while on school property or involved in school-sponsored or related activities. Parents play a vital role in developing student behavior and conduct.

Parents shall:

- work with the school to resolve behavioral issues which affect their child.
- co-operate with the school's or district's recommended course of action prior to re-admission of the student following a student suspension.

Students shall show respect for:

- authority
- safety of other students
- others and their property/school property/textbooks and equipment
- ethnic, racial, religious, and gender differences
- school attendance and punctuality
- work habits, assignments, and homework

- fire alarms and safety equipment
- district policies relating to smoking, alcohol, drugs, and inhalants
- their school studies

Failure to meet these expectations for behavior and conduct will result in some or all, of the following consequences:

- problem-solving, monitoring, or reviewing behavior expectations with student and reprimand
- parental involvement
- referral to attendance board
- temporary removal of privileges
- detention of student or recess room
- temporary exclusion of student from class
- in-school suspension
- behavioral contract with student
- restitution for property damage to an individual or the board
- assessment of student to develop appropriate programming
- involvement of police
- expulsion from a school or all district schools.

(Edmonton Public Schools' Student Behavior and Conduct Policy)

STUDENT BEHAVIOR & CONDUCT

Safety comes first:

Be careful. Rough play may hurt others. Think first. Is it safe? Will I be hurt? Or will others be hurt?

Use words to solve problems - keep hands, feet, objects to yourself.

You are responsible for your actions - walk away, ignore. Problem solving counts. Control your temper - count to ten.

Be polite

Use appropriate language. Listen to the person speaking. Say "please" and "thank you". Talk quietly so others can learn. Smile and be kind.

Show consideration for everyone

Make appropriate choices. Remember everyone has feelings. Help others to learn - be part of the solution, not the problem.

Use common sense - think first

Avoid problems, use your head. Have a problem? Work it out; ask for help before it's too late.

EXPECTATIONS FOR STUDENT ACHIEVEMENT

Students will:

- Attend school regularly and punctually.
- Come to school every day prepared to work - not only with the proper materials but also with an attitude that fosters success and achievement.
- Follow school and district policies and regulations regarding behaviour and conduct.
- Complete homework and assignments on time.
- Demonstrate pride in completed work by ensuring that all assignments are of high quality.
- Participate in activities to demonstrate learning and/or celebrate that learning has occurred.
- Demonstrate their highest levels of achievement.
- Exhibit respect for themselves and others as well as demonstrate self-discipline.
- Actively seek to acquire the skills, knowledge, and attitudes of successful citizens.
- Put forth their best effort at all times.
- Participate in all scheduled homework club and tutorial time when assigned.
- Ask for help when needed

Parents / Guardians will:

- Ensure their child gets to school daily and on time.
- Provide the time and space for daily homework to be completed.
- Demonstrate support for school and district policies and regulations.
- Actively participate in communicating with staff; including reading newsletters and other information documents, attending conferences that focus on student learning and achievement.

- Contact teachers directly with any inquiries regarding student activities and assessments.

HEALTH AND WELLNESS

Edmonton Public Schools strives to maintain a supportive environment that develops the knowledge, skills, and attitudes necessary to enable individuals to make choices that foster emotional health, healthy eating, and active living.

- As students learn by example, all members of the school community are expected to model respectful conduct, inclusive behavior, and an understanding and appreciation of diversity.
- We encourage everyone to eat healthy foods.
- All students participate in daily Physical Education.
- Recess is to be “active” time.

BISSET’S HEALTHY EATING POLICY

At Bisset, we are creating a culture of healthy living. Eating healthy foods promotes your child’s physical, mental, emotional and social development. By following Canada’s Food Guide, you are helping your child to become healthy and strong. Please do not send pop, Kool Aid, Gatorade or other unhealthy foods such as chips, chocolate bars or candy to school. Water, fruits and vegetables are healthier alternatives that support your child’s ability to learn, grow and experience success.

Check out this website for healthy living tips:
www.healthyalberta.com

