

# Guthrie School Handbook



"Guthrie School....  
A place where people come together to learn and grow!"



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"Dare to reimagine learning."

## **Principal's Message**

It is my pleasure to welcome everyone to our school for the 2019-2020 school year. Guthrie school has a tradition of strong academic programs with excellent results. As well leadership, citizenship, athletic and artistic skills are fostered in students. We build students with character that become important members of their communities. We recognize that educating our children is a partnership involving community, parents and staff.

Our school places a high priority on success for students, respect for each other and enthusiasm for learning. All those within our building value the safe and caring atmosphere. We uphold an expedient, decisive approach to dealing with matters of concern. This means that matters will not be overlooked, but are addressed with the intent to helping people learn from poor judgment. Consequences are based on maintaining dignity and developing appropriate actions.

Our school operates as a Professional learning community utilizing the power of the collaborative process in making decisions and school improvement. All groups affected help by providing input into the directions set.

Professional development focuses for the upcoming year include;

- Building school and local community
- Differentiated Instruction
- Inquiry Learning
- Character / Citizenship development

Staff will emphasize these areas as well as ongoing work in implementing new hands on unique and varied approaches to teaching curriculum.

We anticipate an exciting year at Guthrie meeting each students' needs and building a strong school community.

Iain Jamieson, Principal

## **History of Guthrie School**

Guthrie School was named in honour of Air Vice-Marshal Kenneth M. Guthrie. The school was officially opened in September of 1952.

From 1952 to June 1993, Guthrie School was part of the Department of National Defense School District. In September of 1993, Guthrie School amalgamated with Sturgeon School Division, which consists of fourteen schools and serves the needs of over 5,000 students. In 2003 we moved from the old Guthrie School to the "new" beautiful "Natural Light" building. Opening ceremonies were held May 2/03.

## **Mission Statement**

"Guthrie School...a place where people come together to learn and grow."

Our philosophy supports:

- 1) Inspiring Success
- 2) Building Positive Relationships
- 3) Partnering with our Community
- 4) Mutual Respect

## A Healthy Interactions Community

Schools in Sturgeon School Division aim to be as open in their dealings as possible and welcome the involvement of community members, especially parents, in a variety of activities. As with all human interaction, concerns will arise. The Healthy Interactions program is intended to help deal with those concerns in a consistent, comprehensive and credible manner.

To ensure that concerns are handled with consistency, comprehensiveness and credibility and that all steps in the process have been taken, a template has been developed. This template will be used throughout the Division and is currently available from Sturgeon Schools and on the Sturgeon School Division website.

The steps in the process as outlined in the template are:

- ❖ Involvement of the right parties
- ❖ Correctly defining the problem
- ❖ Determining the interests of all parties
- ❖ Generating Solution alternatives
- ❖ Development of an action plan
- ❖ Follow-up action

**When problems within a classroom need to be solved, please contact your child's teacher and with the assistance of a healthy interactions template used by Sturgeon School Division, this should resolve most problems, however, additional meetings with administration or other people would be scheduled if required.**

## School Bells / Blocks

Students should arrive to the school no more than 15 minutes before the starting time. Supervision of students begins at 8:40 am. Students arriving after announcements have concluded will be considered late and must report to the office for a late slip.

At the end of the day, students should leave the school grounds to arrive home, not remain on the school grounds without supervision.

### Bell Schedule – Grades 1 to 9

Bells Ring	-	8:40 am
Classes begin	-	8:50 am
Block 1	-	08:50 - 09:35 am
Block 2	-	09:35 - 10:20 am
Recess	-	10:20 - 10:33 am
Block 3	-	10:35 - 11:20 am
Block 4	-	11:20 - 12:05 pm
Lunch	-	12:05 - 12:50 pm
Block 5	-	12:55 - 01:45 pm
Block 6	-	01:45 - 02:30 pm
Block 7	-	02:30 - 03:15 pm



## School Calendars

Please refer to the school homepage <http://guthrieschool.ca/> to access the Guthrie School Calendars and Newsletters for all upcoming important dates and happenings at our school.

# **Guthrie School Conduct Policy**

## **Philosophy**

Guthrie School operates on the premise that all students have the right to learn and the school environment guides students towards responsible behavior. Guthrie school adheres to the equity, diversity, inclusion and human rights of all people within our building. It is expected that students, while in school or participating in school sponsored activities, behave in an appropriate manner that does not interfere with the rights and privileges of other students. Both home and school must share the responsibility for acceptable student behavior. The school is a location where there is a joint effort to learn, relate and grow. Our quality of success in educating all the children is determined by parent support and student acceptance of his/her own responsibility. The school conduct policy and expectations will be shared with students at the beginning of the year and revisited each term during the year. Parents/Guardians will be directed to the school website.

## **Responsibilities and Dispute Resolution**

### **Guthrie students are expected to:**

- attend school regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- co-operate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community.

## **Parent / Guardians**

A parent/guardian has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- act as the primary guide and decision-maker with respect to the child's education,
- take an active role in the child's educational success, including assisting the child in complying with section 31,
- ensure that the child attends school regularly,
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- engage in the child's school community.

## **Staff**

- teachers reinforce good conduct
- assist students who seek help to solve problems (eg: conflict resolution)
- when problems occur, a warning is issued, the problem stated and suggestions given on how to improve if needed. Consequences may be assigned.
- Staff deals with minor misconduct and report to the homeroom teacher who records incident.
- The homeroom teacher contacts the parents for support in correcting misconduct.
- Repeated misconduct by individual students is referred to administration/counseling for support.

## **Administration**

- deal with repeated minor offences or major offences
- repeated offences will require a parent meeting with Administration (vice-principal or Principal) and if helpful, with the classroom teacher or other appropriate staff member
- consequences will be assigned which may be detention / study time, reflection time, removal from the classroom, or community service at the school (eg: weeding, snow removal, cleaning)
- severe consequences may involve suspension (in school or out of school) with parents involved or request for expulsion to the school board.
- Parents / Guardians will be required to discuss or meet with Administration when a suspension / expulsion occurs.
- if a student persists with behavior problems the administration may ask the parents to seek outside help or refer the student for special services.

## **Minor Offenses**

The following are examples of minor and major offenses but is not a definitive list.

- breaking school rules (removal of hats, taking pictures with personal devices without permission.)
- disrespectful language (eg: Put downs, swearing, disrespectful use of social media)
- inappropriate toys at school (eg: toy weapons)
- disrespectful behavior (eg: spitting, teasing, disturbing others work)
- inappropriate dress (eg: T-shirts in poor taste, sheer or provocative clothing)
- poor / dangerous playground behavior (eg: snowballs, tackling)
- consequences to be grade level appropriate

## **Major offences**

- repeated minor offences and referral by staff
- disrespect or defiance towards staff (eg: swearing or refusing to comply)
- use of alcohol, drugs or tobacco on school property or at school events
- willful damage of property
- stealing
- bringing weapons to school (or materials which could be used as such)
- intentional physical injury
- harassment – physical, verbal or sexual including through social media
- bullying or cyber bullying which is intentional and repeated
- consequences will be determined by child's history, age, and nature of the offence.

## **Volunteers**

Since parents serve as a valuable resource in a child's life, we, at Guthrie School strongly encourage parents and community members to become involved with the education of our students. Please let us know if you can provide assistance or offer yourself as a resource to the school. Call 973-3111. All volunteers are required to have a criminal record check on file with school. Please contact the school for more information.

## **Parents**

The role of the parents is vital in education. No one has more influence in shaping attitudes and establishing the importance of school for their children. Here are a few suggestions for parents in order to help their child instill positive attitudes towards schoolwork and develop good work habits as the year progresses.

- Help your child schedule homework time, showing that it is an important priority that you value.
- Provide a quiet area for your child to complete work.
- Help set up a homework area that has good lighting and materials (pencils, ruler, dictionary).
- Let your child work on his or her own, to develop independence, but also know you're available.
- Be aware that there is a difference between being a resource consultant and hovering over your child with constant advice. Allow your child to experience a growth of knowledge for him or herself.
- Be available to check work if needed and to check whether the assignment has been completed.
- If possible, help your child see how this particular assignment or skill relates to everyday life.
- Everyone learns in a manner suitable for the individual. Therefore, allow your child to work in a manner that is comfortable for him/her.
- Remember, nothing can help like a hug, a smile and a word of approval. Be encouraging and supportive and success for your child will become evident.
- Ask how you can help the school provide a successful education for your child.

## **Early Childhood Services**

The purpose of Kindergarten is to provide learning experiences that meet the diverse needs of children and prepare them for entry into Grade 1. A child is eligible for the Kindergarten program if he/she turns five years old before December 31 of the school year they are registering for. There is a staggered start for students in the first days of September.

## **Assessment Philosophy**

Guthrie School believes that all students should have the opportunity to be successful. Assessment and evaluation should be consistent with a student's abilities and programs and therefore allows for individual flexibility in demonstrating knowledge and skills. Teachers will use a variety of summative and formative assessments to communicate student progress.

## **K & E Grade 8 & 9 (Knowledge & Employability)**

Knowledge and Employability courses work to challenge each student, but also reflect an emphasis on a combination of things such as basic concepts, work habits, study skills, time management, and organization skills. This Knowledge and Employability classroom includes a smaller class size where there is more one-on-one interaction. The class allows students to work at their learning pace. Gr. 9 students may access K&E classes for individual core courses.

## **Student Recognition**

### **Awards for Students Grades 1 - 9**

#### **Guthrie School Spirit Award**

This award will be given to 3 students from grades 1 – 9 (ALL students to be included but one recipient per division)

Gr. 1-3 teachers will nominate a student from the recipients of the year end Citizenship Awards.

Gr. 4-9 teachers are asked to nominate one student from their class, with a written explanation as to why that student was chosen.

The nominated student should be chosen based on a combination of the following:

- Student should exhibit pride in our school
- They should be enthusiastic towards learning and school activities
- They should be cooperative, respectful and eager to help others
- They should have shown some personal growth during the school year

Students who don't necessarily meet all of the above criteria, but who the teacher feels is deserving of nomination, will be considered for the award.

A combination of Guthrie Spirit Committee members will select from these nominations, the 3 students (one from each division) who will be receiving the award.

If by chance someone in this group has been nominated, that person will withdraw from the decision making.

Certificates will be given to all nominees with the 3 "Spirit Award" recipients also receiving keeper trophies.

#### **Book Awards**

A book is presented to the most deserving student in each homeroom in Grades K – 9. The award may be customized to each student's preferences.

Selection of the winners will be made by the staff of each school on the following criteria:

- individual development
- contributes positively to both the classroom and school environment

**Selected** by the homeroom teacher for each class

Presented by the Sturgeon School Division trustee representing Guthrie School.

#### **Junior High Awards**

##### **Academic Awards**

**Honours** shall be awarded to a student achieving an average score of 80 to 100% in all four core subjects, passing grade in all others. Final marks and average mark will be rounded to the nearest percent.

**Merit** shall be awarded to student and average score of 75 to 79% in all four core subjects, passing grade in all others. Final marks and average mark will be rounded to the nearest percent.

### **Top Academic Award for Each Grade in Junior High**

This is presented to the student with the highest academic average in the four core subjects (Language Arts, Math, Social, Science).

### **Garrison Commander's Trophy**

This trophy is awarded to the all-around student in Grade 9 who exemplifies the characteristics of an excellent student in academics, citizenship and extra-curricular activities.

**Selected** by Junior High teachers

**Presented** by the Garrison Commander or his designate

### **Chantel Bouchard Memorial Award**

This trophy is awarded in memory of Chantel Bouchard, a former student killed in a highway accident. The winner of this trophy can be anyone from grade 7 to 9 who exemplifies the following characteristics of a well- rounded student: academics, citizenship and extra-curricular activities.

**Selected** by Junior High teachers

**Presented** by Chantel Bouchard's Mother if available

### **Lynn Brown Library Award**

This student will exemplify an enjoyment of reading, understands the importance of reading skills and demonstrates the many uses that a library can be utilized as.

**Selected** by Junior High teachers

### **Female and Male Athlete of the Year**

A male and female Junior High student who demonstrates athletic ability, sportsmanship and fair play both on teams and in phys. ed. class. The recipient exemplifies leadership, commitment and a desire to compete regardless of the possible outcome of the game.

### **Outstanding Junior High Band Award**

This award is presented to a junior high band member who is a committed student and who makes an overall contribution to the band. The student receiving this award is responsible, reliable and demonstrates a positive attitude. He/She is well prepared, able to play most musical parts and is respectful of others by being kind and helpful. He/She is attentive, professional in rehearsals and concerts and meets practice and theory requirements satisfactorily. He / She is an improving musician (not necessarily the best) who seeks excellence in music.

### **Elementary Academic Awards**

**Honours** shall be awarded to a student achieving an aggregate score of 16 - 20 from the four core subjects, with a minimum grade of 3 or "A" in all courses.

**Merit** shall be awarded to a student achieving an aggregate score of 15 from the four core subjects, with a minimum grade of 3 or "A" in all courses.



### **Top Academic Award for Each Grade in Elementary**

This is presented to the student with the highest academic average in the four core subjects (Language Arts, Math, Social, Science).

### **The Military Police Award**

This award is presented each year to a student in Grade 5 who exemplifies qualities of being an exceptional citizen.

Nomination criteria is:

- Student who supports his / her peers
- Student who cooperates with the teachers
- Student who displays leadership abilities
- Student who is safety conscious
- Student who is a “pillar of the community” at his / her peer level, including
  1. being respectful
  2. conforming with demands of society
  3. personal conduct which reflects favorably on them self and his / her school
  4. sets a good example for others
  5. active involvement in activities in the community outside of school.

Presented by a Military Police member from the Garrison.

### **Outstanding Gr. 6 Band Award**

This award is presented to a grade six band member who is a committed student and who makes an overall contribution to the band. The student receiving this award is responsible, reliable and demonstrates a positive attitude. He/She is well prepared, able to play most musical parts and is respectful of others by being kind and helpful. He/She is attentive, professional in rehearsals and concerts and meets practice and theory requirements satisfactorily. He / She is an improving musician (not necessarily the best) who seeks excellence in music.

### **Choir Award**

This award is presented to a member of the choir consisting of grade three to grade six students who love to sing. This student shows enthusiasm for singing and displays dedication by coming regularly to practices and choir events.

### **Marc Papineau- Couture Memorial Award**

This trophy shall be awarded to a parent who most exemplifies dedication and involvement based on the following characteristic classroom involvement, field trips, sports, promotion of school.

**Selected** by all teachers at Guthrie School

Presented by Linda Papineau Couture (his daughter and former student)

### **Primary Awards**

**Citizenship** – presented to one student per classroom who follows school and classroom expectations, contributes to a positive classroom climate and is responsible and dependable.

**Hardworker** – presented to one student per classroom – who demonstrates an increased responsibility for learning and independence in the learning environment. This student completes assignments, strives for improvement, and exhibits good work habits.

**Most Improved Academics** – presented to one student per classroom who shows significant improvement in overall academic performance and demonstrates a strong commitment to improving marks and learning skills.

**Most Improved Personal Growth** – presented to one student per classroom who shows significant growth in self – development and / or personal skills.

**Sportsmanship**- presented to one student per classroom who shows a positive attitude in Physical Education and on the playground. This student works well in team situations, plays by the rules and accepts defeat as well as success.

### **Intramurals**

Intramurals may be offered to the students, usually during lunch hours. Students who might be reluctant to join school teams are encouraged to participate. The games vary from year to year. The focus is on mass participation with the emphasis placed on increasing our heart-rate and having fun. Activities include dodgeball, floor hockey, and indoor soccer.

### **Extra Curricular**

Extra curricular activities are offered to the students of Guthrie School allowing them to compete against other schools. Students are challenged to increase their level of skill. Students experience the concepts of team play, fair play, and intrinsic values associated with doing their best in individual events. Extra curricular sports are: Cross Country, Volleyball, Basketball, Badminton, Track and Field, and Running Room Indoor Games.



### **Positive playground program**

Guthrie School has a Positive Playground Program which is a proactive approach to dealing with behaviors on the playground and in school, with an emphasis on social skills, fitness and FUN! Guthrie School invites students from grades 6 and up who are interested to become positive playground volunteers. Under the direction of staff these volunteers learn new skills by acting as leaders on the playground. They teach and play cooperative games to their peers.

### **Counseling**

Guthrie has an in school counselor who provides short term individual and group counseling. The counselor is also involved in special education placement and programs, and provides psychological/academic assessments for individual children.

### **Bicycles/Scooters/Skateboards/Rollerblades**

The school assumes no responsibility for lost or damaged bicycles, scooters, skateboards or rollerblades. If students take their bicycle to school, they are to be placed in the bicycle racks and must be locked. For safety reasons bicycles, scooters, skateboards and rollerblades are to be parked as soon as possible once students are on school grounds. Everyone is asked to walk their bicycles on school grounds.

### **Lost and Found/Personal Property**

The school is not responsible for the personal property of students. We request that items of clothing be identified with the child's name. Lost articles are placed in the "lost and found" box by the front entrance.

## Absenteeism

If a student misses a class, it is a responsibility as a student to do the following:

- find out what work was missed
- complete the missed work
- hand in the missed work to be marked
- if you miss a lab or an assignment, it is your responsibility to make up the lab or the assignment
- missed tests or quizzes will be written on return to the class after an absence. Extenuating circumstances need to be communicated to the instructor.

## Attendance

Success at school is increased through regular, punctual attendance. However, we realize that there may be times when appointments necessitate the student's absence during school times or when illness or unforeseen events occur. During these times we ask that students either have a note explaining their absences or that parents/guardians contact the school by telephone. The school absentee phone check will be utilized if parents have not excused their child/children.

Students are not allowed to leave the school grounds during instructional hours except with parents. For the safety of our students pick up by others is allowed only with a note from parents. This includes field trips and after school events.

Students who regularly leave the school grounds for lunch we ask that parents supply a note to the office to ensure communication and the safety of students.

Parents are reminded that a sign-in/out register in the office must be completed when students arrive late or leave the school during regular school hours. Please inform homeroom teachers in advance if possible.

If students miss school regularly, attendance letters will be sent home and case conferences set up as needed.

## Guthrie Dress Code Policy

Guthrie school strives to help our students become productive citizens at school, high school and or post- secondary schooling or the work force. As a result students are expected to dress appropriately for a school / work setting.

- Footwear must be worn at all times within the school.
- Students must not wear clothing/ accessories that are offensive or depict illicit/ immoral behavior
- Students must wear clothing that covers their back, chest and midriff and is appropriate to the work setting.
- Shorts and skirts must be appropriate for a work setting.
- No attire that results in exposed undergarments.
- Make-up must be appropriate for a school/work setting.
- Hats are not worn except for special circumstances

The final determination about modesty and/or appropriateness of dress lies with the school staff. Students who are dressed inappropriately will be asked to change, if they do not have a change of clothes parents will be contacted to pick up their child in extreme situations.

Students are expected to wear shoes with a rubber sole that will not mark the floor. **All students must have a pair of indoor and outdoor shoes.** All students are asked to remove outdoor footwear and place them in the racks provided.

## **Field Trips**

Students will be involved in field trips during the course of the year. Parents will be notified as to the nature, time and cost of the trip.

## **First Aid**

First-aid is given to any child having an injury at school. If the injury is minor, first aid is administered and no contact made with the home. If the injury is of greater concern, the child's parents/guardians are contacted by telephone. It is very important that the school have emergency numbers plus necessary medical information. In severe cases, the school will contact an ambulance for assistance. Therefore, it is important to have an Alberta Health Care number for each child in attendance at our school.

## **Allergies**

Parents whose students have severe allergies are asked to inform the homeroom teacher and office staff of any such allergies and the treatment required. Medical forms must be completed.

## **Medication**

According to Administrative Practice Student Services 12 & School Board Policy, G/II/4 - Students with Medical Conditions - the school cannot administer medication unless the following procedures are followed:

### **Students with Medical conditions:**

The parents shall: Inform the principal of their child's need for medication or medical treatment by school staff during school hours or extra- curricular activities, and provide a written request to the Principal to have designated staff administer medication and/or carry out other medical procedures.

## **Inclement weather policy**

Students will not be required to go outside during school days where the temperature is -25 Celsius and/or high wind chill conditions. Students are expected to dress appropriately and to go outside for recess breaks unless it is announced as an inside day. Students may remain inside for scheduled activities, at the request of staff or have a note from their parent because of health reasons.

As per school board policy the school does not close due to inclement weather, however school busses may not operate.

## **Website**

Our website is updated regularly and includes classroom news and homework links for Grades 1 to 9 students and parent portal access and handbooks. Our site has our school monthly newsletters, calendars, current year supply list, a link to school council and much more school related information. Please check it out. <http://guthrieschool.ca/>

## **School Success/Image**

"OUR" school culture is obviously the sum of all the positives of the parents/students/staff. If everyone is supportive we will continue to have a very successful school!

