

# Guthrie School Handbook 2023-2024



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



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## **Principal's Message**

It is my pleasure to welcome everyone to our school for the 2023-2024 school year. Guthrie school has a tradition of strong academic programs with excellent results. Leadership, citizenship, athletic and artistic skills are fostered in students. We build students with character that become important members of their community. 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 a safe and caring atmosphere. We uphold an expedient, decisive approach to dealing with matters of concern. This means that matters will not be overlooked and are addressed with the intent to help 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.

Jason Wiks,  
Principal

## **History of Guthrie School**

Guthrie School was named in honour of Air Vice-Marshall 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.”

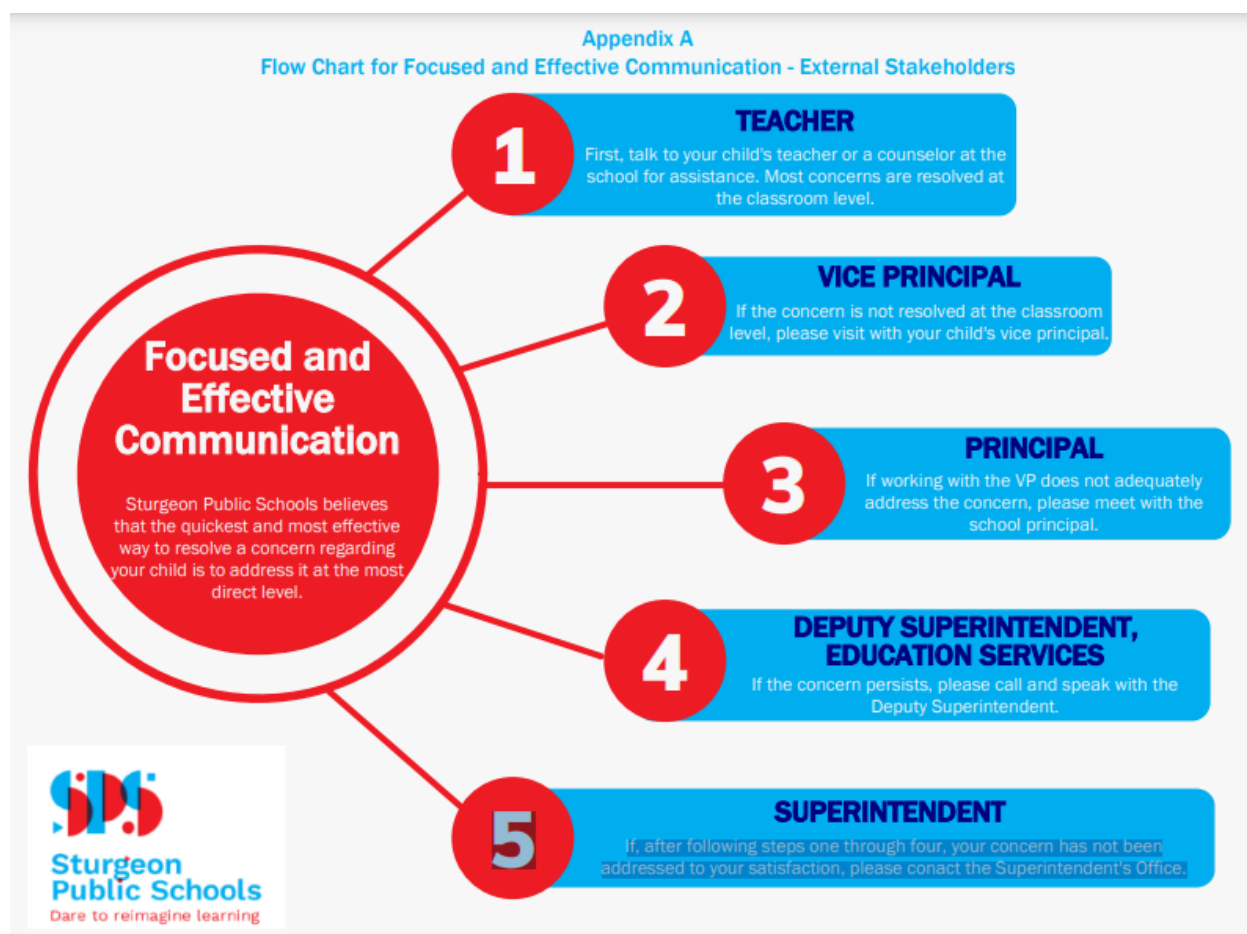
Our philosophy supports:

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

## **A Focused and Effective Communication Community**

Focused and Effective Communication is an interest-based resolution approach for dealing with communication and challenges between internal and external stakeholders. Sturgeon Public Schools [Administrative Procedure- AP 221- Focused and Effective Communication](#) clearly defines the process for open communication and dispute resolution in Sturgeon Public Schools.

To ensure that concerns are handled with consistency, comprehensiveness and credibility and that all steps in the process have been taken, a flow chart has been developed. This flow chart will be used throughout the Division.



### **School Bells / Blocks**

Students should arrive at the school no more than 5 minutes before the starting time. Supervision of students begins at 8:30 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**

Block 1	08:40 - 09:25 am
Block 2	09:25 - 10:10 am
Recess	10:10 - 10:25 am
Block 3	10:25 - 11:10 am

Block 4	11:10 - 11:55 pm
Lunch	11:55 - 12:15 pm
Lunch Recess	12:15-12:45 pm
Block 5	12:45 - 01:30 pm
Block 6	01:30 - 02:15 pm
Block 7	02:15 - 03:00 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 Families also have access to Gator News, a google site accessible

## **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,

- cooperate 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 of the Education Act,
- 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 (ex: inappropriate use of technology)

- disrespectful language (ex: Put downs, swearing, disrespectful use of social media)
- inappropriate toys at school (ex: toy weapons)
- disrespectful behavior (ex: spitting, teasing, disturbing others work)
- inappropriate dress (ex: T-shirts in poor taste, sheer or provocative clothing)
- poor / dangerous playground behavior (ex: snowballs, tackling)

**Consequences are to be grade level appropriate.**

### **Major offenses**

- repeated minor offenses and referral by staff
- disrespect or defiance towards staff (ex: swearing or refusing to comply)
- use of alcohol, drugs, e-cigarettes (vapes) 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 cyberbullying which is intentional and repeated
- consequences will be determined by child's history, age, and nature of the offense.

### **VTRA**

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviors pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighboring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.

### **Volunteers**

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 780-973-3111. 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.

### **Pre-Kindergarten & Kindergarten Programing**

The purpose of Pre-Kindergarten and Kindergarten is to provide learning experiences that meet the diverse needs of children and prepare them for entry into Grade 1. For Pre-K screening/eligibility please contact the Early Childhood Education Department at Sturgeon Public School Division. A child is eligible for the Kindergarten program if they turn 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. Student performance on assessment is communicated through PowerSchool.

### **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. The K&E curriculum allows students to work at their own learning pace.

### **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.

## **Counseling**

Guthrie has an in-school counselor who supports the mental health of our students through proactive initiatives and strategies across the whole school. The counselor may provide short term, solution focused, individual or group counseling for matters directly associated with school. For outside of school matters, the counselor may connect students and families to appropriate outside resources.

## **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.

## **Technology**

At Guthrie, we recognize the value of technology as a learning tool within the classroom. At the same time, we seek to help students achieve healthy technology habits that support wellness. Using technology is considered a privilege, and students are held responsible with how they use all forms of technology. The following are expectations within the Guthrie acceptable use policy.

Students will:

- use technology at school ONLY for school work and projects, unless otherwise directed by a staff
- keep their password secure and are responsible for changing it regularly to protect their work.
- use responsible and kind language at all times while online. They will THINK before they post.
- use their personal devices in class only with the consent of the teacher for educational purposes
- The following are not acceptable behaviours within the Guthrie acceptable use policy:
- I will not take pictures of people without permission; I will not post pictures of any student without explicit consent
- I will not record audio or video of people without explicit permission each time.
- I will not use technology to bully or say hurtful things about anyone else, and understand that I may be held accountable for comments made about a student/staff member over the Internet, text, or social media. This includes posting comments made when not at school.
- I will not plagiarize assignments by using somebody else's work as my own (quoting material from the Internet or other sources is encouraged within reason to help support your ideas)
- I will not create Google classrooms for other students to enroll in or represent myself as a teacher in our Google space.

If students do not follow these expectations or are disrespectful to each other or their teachers with the use of technology, we will work with them to learn to do better. The student may be banned from technology use, be required to submit personal devices upon arrival, or may involve school detention or suspension.

## **Keep your Technology Safe**

Please understand that while students are supported when they bring their own personal technology, the school will not be responsible for any damages or loss to property. For this reason, please ensure you label all items and are sure to lock them at school when not in use.

## **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 teacher.

## **Attendance**

Success at school is increased through regular, punctual attendance. 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 must have their parents supply a permission 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, the school will connect with families to help support getting students to school. If absenteeism persists, a letter may 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 workforce. 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 behaviour.
- Shorts and skirts must be appropriate for a work setting.
- Make-up must be appropriate for a school/work setting.

The final determination about 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 bring their child clothes or pick them up 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 Procedure 915 Administering Medications and Medical Treatment to Students - 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 parents 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, Parent Portal access and handbooks. Our site has our school newsletters, calendars, current year supply list, a link to school council and much more school related information. Please check it out. <http://guthrieschool.ca/>

**Facebook Page**

Our school Facebook Page provides current updates with the exciting things our students are doing in classes.

**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!