



Code of Conduct “Success for Everyone”

Our goal at Delwood is to create a caring, child-centred, orderly environment in which the best in each child is expected and encouraged. To transform the learners of today into the leaders of tomorrow, our three goals for students at Delwood are to develop:

- Literacy
- Numeracy
- Citizenship

We can all be successful. We are a community of learners where students, staff, parents and community members can all grow through their association with Delwood School. The staff is committed to providing quality education for all children. Delwood School will continue to develop and pursue its tradition of excellence. Our common values are based on the premise that all students have the right to learn and all teachers have the right to teach. The code of conduct applies to all visitors in our school and to all members of the Delwood team.

One of our aims is to develop students who are well-mannered, sensitive to the needs of others, self-disciplined and responsible. We encourage students to develop pride in their school and in their personal accomplishments. Our experiences indicate that parents are willing to work with us to create a positive school climate based on mutual support, respect, lifelong learning and striving to be the best.

We are committed to providing a school-wide system involving procedures and processes intended for all students, all staff and all settings. We will clarify expectations, simplify rules for student behaviour, and build in a continuum of procedures to encourage students to display expected behaviours.

All members of the Delwood community embrace the three ways of being: we are Safe, Respectful and Responsible. Students are taught these skills in each setting in the school. When students do not follow the expectations, a log entry in our student information system is completed and documented. This information is used to develop initiatives that target certain behaviours to help prevent future occurrences. Consequences may include problem-solving/discussion, community service, restitution, recess/lunch restrictions, parental contact and suspension.

The Effective Behaviour Support Program at Delwood is dynamic and evolving to suit the needs of our students and our school. We thank you for your support as we continue to fine tune our processes and procedures for ensuring a safe and caring school for all of our students.

Academic Responsibilities

- ◆ To accept responsibility for my own learning and to understand the role of assessment and evaluation in it
- ◆ To attend school on a regular basis, prepared for learning
- ◆ To record my homework and assignments in my agenda and to complete them within agreed timelines
- ◆ To seek extra help when I don't understand
- ◆ To take initiative for handing in my work and assignments when I have been absent
- ◆ To set specific and realistic goals
- ◆ To Be Safe, Respectful and Responsible

Access to School Building

Entrance to the school for students is made through their designated doors. During regular school hours, parents and visitors must use the front doors (Door A) to enter the school and must report to the office when picking up children or delivering messages, lunches or other items to the students. For student safety, we must insist that parents do not enter the school or classrooms without reporting to the office beforehand. It is extremely difficult for us to identify and monitor adults in the hallways unless they have checked into the office. All visitors are required to sign in and out and wear a volunteer's lanyard or visitor's badge identifying them as a 'friendly visitor'.

Dismissal is also made through the designated doors on the south side of the school for all students. Bus students will assemble in the gym and exit in a supervised and orderly manner. Our hallways are very congested at the end of the day with our staff and students. We encourage parents needing to enter the school, to quietly wait in their children's designated door entrance and not at the classroom door. Preferably, you can also pickup your child(ren) outside at their designated exit door or a pre-determined location in the schoolyard. Anything you can do to help reduce the congestion in our hallways is much appreciated. Please do not encourage your child to run through the parking lot unescorted; it is unsafe for children to wander through the parking lot at any time.

Staff supervision occurs in the schoolyard immediately following dismissal on the tarmac only. Students not picked up by 3:20pm will be brought back to the main office to wait inside the school. To ensure a safe "hand off" of all children, parents who arrive late for pick up are required to come to the office to retrieve their child(ren). Please note that students should not arrive to school earlier than 8:11AM as morning supervision outside will begin at 8:11am, tarmac only.

Agendas

The School Agenda is a school information book that encourages ongoing communication between home and school. At times, the agenda may be used to relay messages from school to home with reminders about routine matters including special events, newsletter issues, and also for sending notes about absences and appointments from the home to the school. Please be sure to check your child's agenda **daily**. Agendas are provided to each student for a small fee to parents.

Announcements and interruptions

We do our best to limit the amount of interruptions into the classrooms during instructional time. For this reason, we do not be make unnecessary announcements using the PA system, or phone calls into the classroom throughout the day. If you are dropping off your child's lunch or a forgotten item, please be sure to label it and drop it off at the office and we'll make sure your child gets it.

The end of the day is very hectic in the classroom with the students completing their agenda items, packing up their bags and getting last minute instructions from the teacher. We ask that you avoid calling the school at the end of the day to send messages to your child. If you must make last minute alternate pick up arrangements for your child, please be sure to call the school prior to 2:45 pm to ensure that we can deliver the message to your child on time. It is preferable to send a note in your child's agenda to inform the teacher directly in the morning.

Assemblies

Leadership assemblies will take place in the large gymnasium the last Friday of each month beginning at 8:40am. Parents are always welcome to attend assemblies. Assemblies will include our focus for the month in Being Safe, Being Respectful and Being Responsible, along with other awards.

Attendance & Safe Arrival

Regular attendance is essential for success at school. Student attendance tracking is in the interest of student safety and is the joint responsibility of school staff and parents. Attendance checks are taken in the morning and afternoon by our teachers. Your child's safety is very important to us. As part of our Safe Arrival program, you will receive a call if your child doesn't arrive at school and you haven't notified us. Please phone the school if your child will be away. **The phone line is 780-476-3969.** You can access this phone line 24 hours a day, seven days a week and we encourage you to leave a message. The law requires schools to notify the Attendance Board if students are consistently late or have a high number of absences. The school notifies parents/guardians each term when there are concerns regarding student absences or a pattern of lateness.

Please note that students should be able to participate in all activities while at school including recess. If your child is too ill to go outside for recess, then he/she should remain at home. Children with severe colds are usually unable to function well and may be a source of infection for other children. Thank you for keeping them home as they recuperate.

We understand that at times students are required to miss school due to illness. However, we ask that parents try to avoid booking extended vacations during instructional time throughout the year. This can be very disruptive to the class, the teacher's planning and to your child's learning. It is difficult to complete proper assessments when the student is not in attendance. These students have often missed key lessons and follow-up activities required to meet the expectations in a variety of subject areas. Thank you for putting your child's education first and ensuring they attend school regularly.

Behaviour

We set high expectations for student behaviour with our Be Safe, Be Respectful and Be Responsible initiative. Please refer to the EPSB Code of Conduct, along with the list of school expectations.

Birthday Celebrations

We recognize student birthdays each morning and students are provided with special birthday pencil. Teachers may recognize their students' birthdays in special ways in their classroom. Please check with the classroom teacher beforehand if you plan on sending any special treats. Please keep in mind that many of our students and staff have severe allergies. Parents should consider alternate treats that are not always food related.

Buses

Many of our students have bus transportation provided by the Board and are expected to obey the bus driver at all times and to conduct themselves properly to ensure the safety of all passengers. We are committed to making safety the top priority for children coming to and leaving school. It is imperative that students follow routines and meet all expectations related to safe arrival and departure. Students who do not follow bus rules may lose their bus privileges and be suspended from riding the bus. Parents will be informed of incidents with a school bus report form.

Children who behave inappropriately on the bus will be suspended from riding the bus.

Students will:

- ✓ Be seated promptly in assigned seat
- ✓ Remain seated for the duration of the ride
- ✓ Keep voices quiet and speak to the person seated next to you
- ✓ Keep aisles clear of school bags and feet
- ✓ Refrain from eating on the bus
- ✓ Line up quickly and quietly in the gym at dismissal time

We ask that you do not park your car where it will interfere with the school buses at any time particularly in the winter, with dangerous road conditions and with snow banks interfering with visibility.

Parents also have some responsibility with the Transportation of their children. Please see below for ways to help support the school and the bus company in keeping your child safe on the bus.

- ✓ Discuss acceptable behaviour and safety rules with your child. Parents will be informed of any unacceptable behavior of their child on the bus
- ✓ Pay yellow bus fees on time or be sure your child has a current ETS bus pass
- ✓ Ensure the child's bus pass is properly completed and is secured to the child's bag or lunch kit
- ✓ Ensure the child is suitably clothed to withstand weather extremes. Take special care during very cold weather to ensure the child is properly cared for until the bus arrives. Provide the child with a responsible person to contact if the bus fails to arrive
- ✓ Get the child to the pick-up point on time. The child is the responsibility of the parents until picked up by the bus
- ✓ Ensure the child has a place to go after leaving the bus at the drop-off point
- ✓ Review behaviour expectations with the child following reports of misbehaviour on the bus. Serious or repeated unacceptable behaviour may result in suspension of the bus service at the discretion of the administration.
- ✓ Please understand that neither the school nor the bus driver have the authority to change the route or the schedule. Such changes can only be made through Transportation Services at the Centre for Education. Note: all change will take a minimum of 7 working days to take effect.
- ✓ Refer transportation problems to Transportation Services at the Centre for Education at 780-429-8585

CD/MP3 Players, iPod, Gameboys, Cellular phones

Students should not bring this type of equipment to school including cameras, jewellery, money or collectibles. The school will not assume responsibility for damage or loss should a student disregard this expectation.

Students are not permitted to use personal cell phones during school hours except under the direction of a teacher. If your child must bring a cell phone to school, it must remain in his or her backpack throughout the day. Again the school will not be responsible for damage or loss. Please leave all valuables at home.

Cell phones will be removed from students who do not follow this expectation. The 1st incident - the phone will be returned to the student at the end of the day. The 2nd incident - parents will be notified to pick up the phone from the office.

Child Care Information

The YMCA Delwood Out-of-School Care Program operates within the school. The program serves Kindergarten to Grade Six students requiring daily or part-time care. Call 780-478-9490 for further information.

Skazka Ukrainian-English Daycare also operates within the school. Call 780-504-8288 for registration information.

Delwood School maintains a partnership with all child care providers in the school. We strive for consistency in our School Code of Conduct and as such, students are expected to follow the school's expectations at all times while at Delwood School. We thank the child care providers and our parents for assisting us with safe pick-up and drop-off procedures to ensure the safety of all of our students.

Commitment to Communication

It is our goal to maintain close contact with our parent community. During the course of the year the school will keep communication through meetings, newsletters, visitation by parents and our student agendas. The school newsletter is available on SchoolZone each month. Classroom newsletters will also be available on SchoolZone to inform parents of classroom expectations and upcoming curriculum activities. Teachers spend a great deal of time preparing monthly newsletters. We ask that you read this important information carefully.

If you have any questions or concerns about your child's progress, please contact your child's teacher directly by phone or a note. Please do not approach your child's teacher during class time or at entry and dismissal times. Please make an appointment to allow for the teacher to provide their full attention and time to answer your questions. All students from Kindergarten to Grade 6 have student agendas. Please use this important communication tool to send notes and to receive notes from your child's teacher.

In addition to accessing SchoolZone information, your child will bring home forms in the pocket of the agenda book. This may contain information about school events such as field trips or enrichment activities. Please read, sign and/or remove the contents of the pocket, and return them to school with your child. The agenda will usually contain items needing a signature or time-sensitive letters. All other information will be provided through SchoolZone.

Daily Physical Activity (DPA)

All students in grades one to six are required to participate in Daily Physical Activity. Students should be dressed appropriately for vigorous activity including proper footwear. Sandals, flip-flops and Crocs are not suitable or safe for this type of activity. Proper running shoes are recommended as a minimum requirement for participation. Please note that all students will be assessed during this activity as it is part of instructional time and the curriculum.

D.E.A.R.

DEAR is an acronym for **Drop Everything And Read**. Our students participate in this program regularly as part of our Literacy School Success Goal. It is an expectation that students read during this dedicated time at school. Parents can encourage reading at home by initiating a DEAR time at home. We aim to inspire a love of reading for everyone at Delwood.

Dress Code

As per our Be Safe, Be Respectful and Be Responsible expectations, students should dress appropriately for the weather and for the setting. Please refer to the Delwood Code of Conduct for specific expectations. Parents, please label all clothing, shoes, backpacks and lunch bags to avoid loss.

Dressing Appropriately For School

As per our Be Safe, Be Respectful and Be Responsible, students should dress appropriately for the weather, for the professional school setting and for Daily Physical Activity.

- Hats are outdoor wear only please
- No inappropriate language or symbols on clothing
- No low-riding pants that display undergarments intentionally
- Indoor shoes are required (no skate shoes), running shoes are required for Daily Physical Activity
- Proper outdoor clothing for rain & snow (including snow pants, boots, hats and mittens)

Early Dismissals

If you are going to pick up your child early for an appointment, please send a note dated and signed. For safety reasons, your child **must** be signed out at the office. Please remain at the office until your child comes to meet you. For the safety of all children, please do not go out to the schoolyard at recess time to pick up your child.

Delwood School has an Early Thursday Dismissal at 2:14pm. Please ensure that your child is picked up at this time each Thursday, or make alternate arrangements. Students are not permitted to remain at school unsupervised.

Power Wise

We are proud to begin our environmentally friendly initiative at Delwood. We try to turn off the lights in our classrooms for whenever it is not in use. We are trying to create awareness with our students and we know we can make a difference!

Emergency Plans

If it should become necessary to evacuate the school, the students are escorted to St. Vladimir School (7510-132 Avenue). Our emergency phone procedure will be activated as soon as possible and students are dismissed in accordance with the plan for emergency closing of schools.

Fire drills or emergency drills are conducted two to six times per year. Students must have proper footwear at school at all times since students are required to go outside during the fire drill.

Excursions & Enrichment activities

Field trips and Enrichment activities during school hours are arranged in conjunction with the Curriculum and the prescribed learning outcomes to support learning. Students are required to have a parent's signature to attend the excursion whether it is being held in or out of the school. Students without prior permission will remain at school and be given appropriate school work for the duration of the field trip. In an effort to teach responsibility to our students, the office will not call parents for a faxed or verbal permission the morning of the excursion. Students must bring their permission forms back to school on time to participate in the excursion.

We are fortunate that our Delwood Parent Support Association funds each child up to \$40 per year to participate in many of our school excursions. However, at times, there may be a cost for some field trips for transportation, entrance fees, or other. If for any reason financial circumstances prevent your child from attending any excursions or activity, please contact the Principal in confidence prior to the event.

Parent volunteers are welcome to attend to help with student supervision and are expected to ride the bus with the class. However, at times, we may need to limit the number of parents in attendance.

Footwear

All students require a pair of running shoes with non-marking soles to wear indoors and during Physical Education activities. For health and safety reasons, students must wear suitable footwear at all times in the school.

We ask students to remove outdoor shoes as they enter the school and to place them on their assigned boot rack. This helps to decrease allergic reactions to grass, snow mold and dust and also helps to keep our school clean.

We also appreciate parent cooperation in removing wet or muddy footwear at the entrance when visiting the school. This sets an excellent example for our students. It also contributes to the safety as our tile floors get very slippery when wet.

Fund Raising

Delwood engages in some fundraising to support School Success Goals by supplementing school wide initiatives, enrichment activities, excursions, the purchase of technology, and items to support classroom teachers in their classrooms. All fundraising activities are done on a voluntary basis. Thank you goes to our School Council and DPSA who help to organize our Fun events and our Fundraising events. You can become involved as a parent volunteer by becoming a member of our School Council or DPSA.

Homework

Students achieve academic success more consistently when parents are involved in their education. The influence of the home exerts a strong impact on a student's long term academic success. Homework is one vehicle for involving parents directly and strengthening the partnership between home and school. Positive attitudes about school and about learning routines are enhanced through the

application of effective homework practices. A regular routine, time and space assigned to homework can benefit many students.

At Delwood, we believe homework helps to increase communication between students and parents. It also recognizes and acknowledges effort and is an essential part of the learning experience. Homework assignments vary from grade to grade in terms of length, complexity and timing. All assignments require students to practise known skills, prepare for new understanding and extend and apply personal learning.

- Homework should be structured to ensure high completion rates
- The amount assigned should not present a burden to students or parents
- There should be a well-articulated purpose (practice, preparation, to build child/parent relations)
- There should be a direct relation to identified learner goals
- It should be designed so that students can complete it independently
- Parents and guardians should be involved in appropriate ways

Teacher responsibilities

- explain the assignment
- discuss what is required to successfully complete the assignment
- review the assignment
- provide feedback on completed tasks

Parent responsibilities

- ask your child about homework assignments
- provide a quiet space
- help students set aside enough time to do the assignments

Student responsibilities

- practice known skills
- record the assignment in their agenda
- ask any questions about the assignment or what is expected
- do the assigned tasks

Homework DOs and DON'Ts

For students...

- Do ask the teacher for help if you do not understand what to do
- Do try to do your homework
- Do not ask your parents to help you do tasks you can do yourself

For parents...

- Do clarify any misunderstandings about homework with your child's teacher
- Do encourage your child to complete assignments after absences from school
- Do communicate any concerns to the classroom teacher
- Do not do your child's homework even if it means it doesn't get done

Illness or injuries at school

Your child's health and safety is our primary concern. If your child becomes ill or is injured at school, you (or the person you designate) will be contacted to determine the most appropriate course of action. If the injury is serious, your child will be taken to the hospital by ambulance. It is imperative that all phone numbers - your home, work and emergency contacts are always correct. Children should return to school when they are ready to participate in all school activities including recess.

Inclement Weather

Students are expected to dress for the weather and will go outside at recess and at lunch unless conditions are extreme (rain, extreme winds or cold). During these extreme conditions, students will be permitted to enter the school at 8:11am and will be supervised until the entry bell at 8:26am. Children should be dressed appropriately for any type of weather as they may be sent out for regular or shortened recess. Outdoor recess will be cancelled if the temperature reaches -23 Celsius with or without wind chill. Students are provided a supervised indoor recess break.

In the case of extreme conditions the Board may cancel bus transportation. This information is generally broadcast on the radio. At times, buses can break down or take up to 50% longer in adverse weather conditions. If the bus does not arrive in twenty minutes, please call Golden Arrow directly at (780) 447-1538. We thank you for avoiding calling the school unnecessarily during these weather conditions as it is difficult to handle the volume of calls on these occasions.

Leadership Opportunities

Student leadership is a very important aspect of life at Delwood. Many opportunities are available for our older students to work with staff on various projects that help to make Delwood a great school. We are very proud of our students and value the opportunity to develop their leadership skills in a variety of areas.

Library

The Delwood library offers a wide selection of research and reading materials. Students are encouraged to sign out books regularly for home reading. Please be sure to return the books by the due date and always carry books in a back pack or plastic bag. Please note that parents/students will be responsible to pay any replacement costs for resources not returned by the end of each school year. Students will not be permitted to sign-out books until payment is made.

RAZ-KIDS is an online guided reading program with interactive ebooks, downloadable books, and reading quizzes and is available to all Delwood students available at school and at home. This program is financially supported by DPSA. We encourage all students from Kindergarten to Grade 6 to access RAZ-KIDS on a daily basis to support home reading.

Mathletics is an online mathematics tutorial that is available to Delwood students. Students may log in at home to access a variety of math related games and activities.

Lost and Found

The lost and found is located in the school's hallways. We clean these bins out regularly and encourage parents and students to look through often. Items of value should be turned in at the office. Please label all of your child's belongings carefully. Any personal belongings brought to school are

the child's own responsibility. We encourage children to leave expensive and valuable items at home to prevent possible loss. We donate all remaining items to charity throughout the year.

Lunchroom Program and Routines

Our lunch period begins at 11:26 am. Supervision is provided by lunch supervisors who are paid employees of the Edmonton Public School Board.

All students who stay at school for lunch are required to have a completed signed application form on file and have paid the fees as outlined by Edmonton Public School policies. Lunchroom fees cover the cost of this service including supervisors' wages; custodial wages attributable to the Lunch Program; and additional supplies, equipment and incidental expenses for the Lunch Supervision program. Families that reside in the Brintnell neighbourhood who are designated to Delwood School are not required to pay lunch fees.

Appropriate lunch behaviour is expected from all students. All students staying at school for lunch are expected to do the following:

- Eat your lunch
- Use inside voices
- Stay seated
- Put hand up for help
- Ask permission to leave desk/table
- Clean up
- Wait to be dismissed

Persistent misbehaviour can lead to alternative lunch arrangements.

Students who remain at school will eat lunch indoors, but must come dressed for outdoor play during the lunch period. Students who stay for lunch must remain on school property at all times.

Children who eat lunch regularly at school will require written permission to leave the school property on special occasions. When you give your child permission to go home or to a friend's home, please be sure to send a note in the student agenda, to your child's teacher. **Students without prior written permission will not be permitted to phone home for permission and will need to remain at school.**

Students who go home for lunch should return just prior to the entry bell at 12:10 pm to line-up with their classmates outside unless they are participating in an extra-curricular or student leadership activity.

We encourage students to have a regular schedule for their lunch arrangements (at school or at home) It has become increasingly difficult for staff to keep track of students when their lunch arrangements change from day to day or week to week. Please try to be consistent for the safety of our students.

Students involved in lunch time extra-curricular activities are expected to meet the staff member at the appropriate time and location and are encouraged to listen to morning announcements for daily updates.

Parent Advisory Council

Active parent associations provide advice and input to the Administration and the School Board, support the school's operation and enrich education opportunities for our students. The Delwood School Council and The Delwood Parent Support Association (DPSA) encourage all parents to become involved in support of quality public education. French Immersion program parents are also encouraged to become involved in the local chapter of Canadian Parents for French. School newsletters provide information about parent meetings, activities and opportunities for involvement.

Physical Education

Students are expected to participate in regular scheduled Physical Education classes. If your child is injured, please provide a doctor's note explaining their limitations. When properly informed, we can often provide alternative activities for a student during their Physical Education class. A change of clothing is not required unless your child's teacher insists. We therefore encourage students to dress appropriately with clothing suitable for active participation every day due to our Daily Physical Activity program. Soft soled running shoes are required.

Please note that sandals, flip flops and Crocs are not appropriate for physical activities.

Prescription Medicine at School

If it is in the opinion of a practising physician that a particular pupil requires medication during the school day in order to remain in attendance; a special medication form must be completed by the parent and the physician. Only prescription medication will be authorized. The form must be processed and approved prior to the administration of medication. These forms may be obtained from the school office and must be filled in annually.

Medic Alert: If your child has medical problem/allergies, please inform the office. All students with Epipens will be required to wear /carry them at all times including when visiting the Library, Art/Science room, Music room, Multi-Purpose room or outside for Physical Education and recesses. Epipens are **not** kept in the office. In an emergency situation, the Epipen can only be quickly administered if it is with the child.

Punctuality

All students are encouraged to arrive to school on time and ready to learn. This is the responsibility of the child(ren) and parents. Late arrivals disrupt classroom activity and also place the student at a disadvantage in terms of missed instruction.

Please ensure that your child is outside in the schoolyard ready to line up with their classmates before the bell rings at 8:26 AM and again at 12:10 PM.

Students arriving late must report to the office to check-in before entering their classroom. Students should only use the front entrance if they arrive or leave school outside of regular entry and dismissal times. Your child's admit slip will be stapled to his/her agenda as a visual reminder to parents to help reduce the frequency of late arrivals. Students arriving late to their classroom without an admit slip will need to return to the office to be admitted. Students not in their classroom prior to O' Canada are considered late for school.

Reporting to Parents

A teacher / parent / student conference gives the clearest account of a child's progress and areas to target for improvement. There are two kinds of conferences.

- formally arranged by the teacher to meet with parents and students for the purpose of goal setting
- parent or teacher arranged during the year when needed to address any concerns

Safety

Please refer to our Be Safe expectations for all settings in the school. Please pay particular attention to the use of equipment such as bicycles, skateboards, scooters, roller blades, etc. These items are not to be used on paved areas on school property. Thank you to our parents and older siblings for walking their equipment when picking up and dropping off the students and for being good role models. Please be sure to lock your bicycles to the bike racks provided and not the fence. The school will not assume responsibility for bicycles brought to school.

As part of our need for security, we ask that all parents and visitors sign-in at the office when entering the school. You will be given a visitor's badge or a volunteer's lanyard to identify you as a "friendly visitor" while you are visiting or helping in the school. We also require all visitors / volunteers to sign out and return your lanyard when you are leaving the school. Remember to enter the school using only Door A (front entrance) at all times.

All school doors, except DOOR A, (front entrance) are kept locked at all times. This practice supports greater safety and security for students, staff and property. Thank you for not intentionally leaving any of our exit Doors open at any time or opening the doors for unknown persons.

Again, we ask parents or caregivers picking up students at dismissal times need not report to the office but are asked to wait at the child's assigned entrance or a pre-arranged meeting spot outdoors. This will help to minimize distractions for all students and allow teachers to ensure orderly dismissal times.

School Photos

Parents are informed in the school newsletter of dates for individual and class group photos and retakes. All students are photographed for school records; however, parents are not obligated to place an order. Our provider currently gives each student a complimentary class photograph. There is no obligation to purchase any of the photo packages on the part of parents.

School Supplies

In order to be fully prepared for learning, each student should come to school each day with the proper materials. Teachers suggest the following: pencils, pencil case, erasers, glue sticks, pencil crayons, markers, a ruler and binders (in some cases). Your child should also bring their Agenda to school each day. A suggested list of items is available for each specific grade level on School Zone.

SchoolZone

SchoolZone is our primary method to communicate with parents. All families require a username and password to access SchoolZone. Please contact the office for more information.



Special Education – Individual Program Plans

Special Education assists students who have difficulty learning or learn at exceedingly high speed and need an Individualized Program to meet success. Formal placement in a specialized program requires testing and then designates the child as exceptional (special needs). As an Edmonton Public School, we work closely with our Inclusive Learning Team of specialists. These specialists may include an educational psychologist, a reading specialist, a social worker and occupational and physical therapists. We also access speech and language pathologists and school nurses through Capital Health Authority.

Alberta Health works together with schools and community agencies to provide a range of coordinated health and support services for school children and their families. Our common goal is to build on the health and education potential of students. Parents will be an active part of the specialized team who will develop any necessary Individual Program Plans. Special Education is guided by Government Legislation and students are reviewed each year.

Sports and Extra Curricular Activities

Delwood offers a variety of extra-curricular activities to our students including sport activities, instrumental music, dance, etc. Students are expected to listen to daily announcements for information regarding the different clubs and activities. Any parents wishing to volunteer during lunch periods to assist in events, or special lunch activities please contact the office.

Student Success

Every child is an individual who is unique in the way he/she learns and the speed of progress. The school environment encourages progress to match his/her needs, interests and abilities. Children usually progress through school with their peer group. Children of a high level of proficiency should experience a program involving greater scope and depth. Children who progress slowly should receive appropriate assistance to maintain a level of achievement, close to the age expectancy. If a child is experiencing great difficulty, teachers, resource staff and parents will look at developing a Special Program. Many highly specialized programs are available. These options will be discussed with parents if their child appears to meet the Special Education criteria and further testing and observation is necessary.

Technology

- Internet use contrary to the intent of our Code of Conduct, including harassment or threats made from home, is strictly forbidden.
- Failure to comply may result in the withdrawal of privileges or other sanctions.
- Use of student personal devices will be at the discretion of the classroom teacher
- The school is not responsible for any loss or damage to students' personal devices

Telephones

The office phone is for official school business and is available to students only in the case of emergencies. In an effort to teach our students to be responsible, we strongly discourage students from phoning home for non-emergency situations. We need our students to take responsibility and learn from their actions. It is our experience that students will learn from the consequences of forgetting a binder, their recorder or their project, which will hopefully result in this behaviour being minimized. We thank you for supporting our efforts in teaching responsibility to our students.

Due to the busy time of day, phone messages received in the office after 2:45pm cannot be guaranteed

to reach your child before dismissal time. Please avoid arranging social activities between classmates through the main office. Please plan ahead and use your child's agenda to inform the teacher of any changes to the regular dismissal arrangements.

Text Books, Library materials, Chrome Books

Students will be provided the required texts as needed throughout the year. It is the student's responsibility to take care of these books and ensure that they are in good condition when returned. Students will be expected to pay the replacement cost for lost or seriously damaged books including any lost library materials. This also includes the use of the schools' Chrome books. Any costs incurred from damage to the wireless technology will be at the cost of the student.

Vandalism

We take great pride in our well-maintained building, grounds, furniture, equipment and resources. Respect and care for school property or the personal property of others; repair or replacement costs will be the responsibility of the student and parent.

Vandalism occurring outside of school house costs the school valuable educational dollars. If you witness vandalism or suspicious acts, please call the Edmonton Police service at **780-423-4567 or 911**. The School Board will prosecute offenders and attempt to obtain restitution for damages.

Volunteerism at Delwood

Volunteers are very important to our school. We encourage your involvement in the partnership between home and school by becoming a volunteer. The office has the appropriate forms necessary to become a volunteer at our school. All volunteers are required to sign in and out at the office and wear their volunteer lanyard for identification at all times, including school trips. Please be sure to return the lanyard when you sign out at the office.

Walk to school

Please encourage your children to walk to and from school whenever possible. This will help with the congestion of traffic at entry and dismissal times and will also help to keep our students safe.

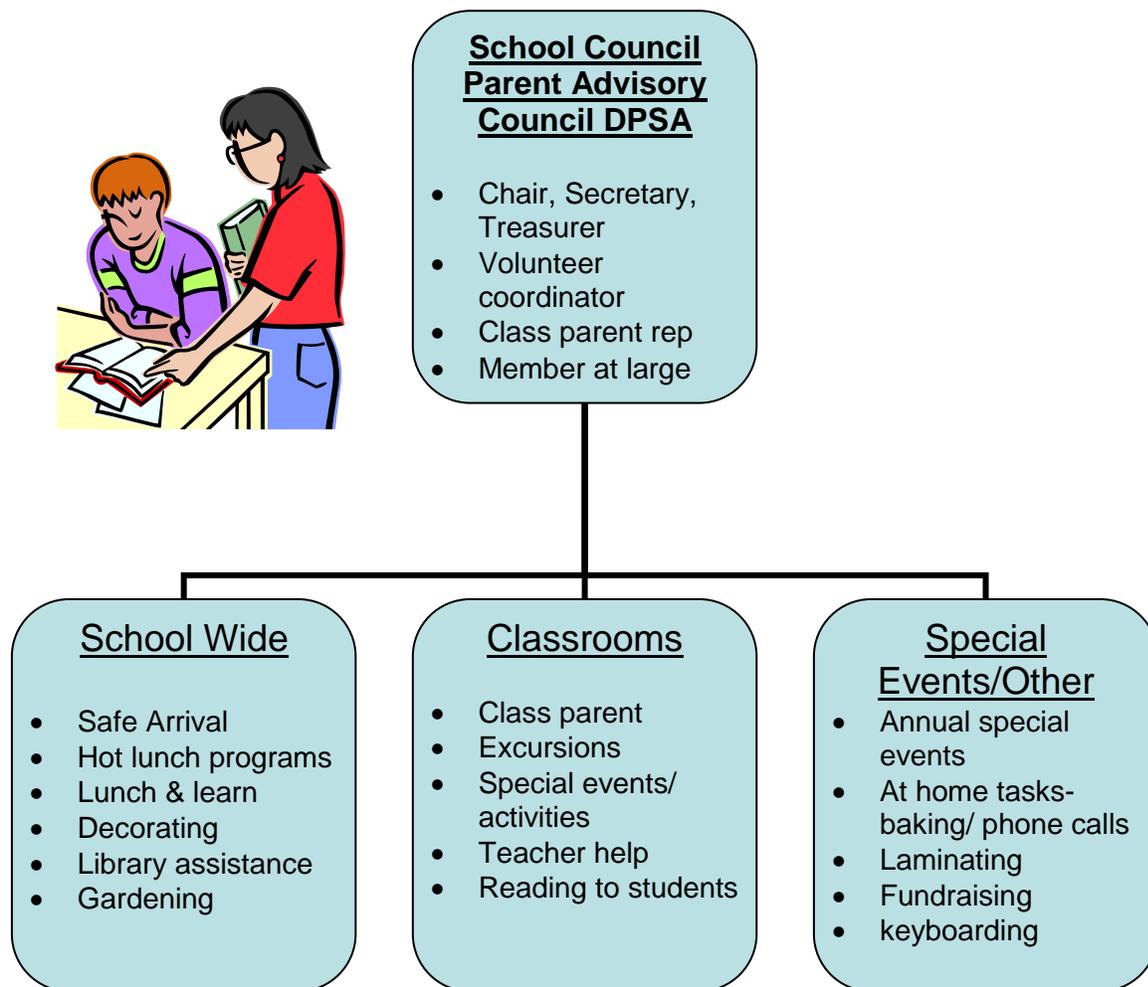
It also makes an environmental difference when our all of our students and parents make a special effort to leave their vehicles at home.

Getting involved – Be a Volunteer

Volunteers are very important to our school. We encourage your involvement in the partnership between home and school by becoming a volunteer. The office has the appropriate forms necessary to become a volunteer at our school. All volunteers are required to sign in at the office and wear their volunteer lanyard at all times, including school trips. Please be sure to return the lanyard when you sign out at the office.

There are many ways to volunteer in the school depending on your time commitments and availability; there are several opportunities for each parent to donate their time.

If you are interested in volunteering in any way, please attend the School Council or DPSA meeting at anytime or drop by the office of the school. Below are a few of our volunteer opportunities at Delwood School.



Volunteerism is a fantastic way to meet other members of our school community and to get involved. Be sure to drop by the office for more information.

Spending At a Glance



"Where does the money go that we raise each year?"

Our School Council and Parent Associations such as DPSA support the school in many ways both through volunteerism and fundraising. Our school is fortunate to have volunteers who help us for many of our special events. We also benefit from raising a significant amount of money through Casinos which supports our school in a variety of initiatives.

Listed below are some of the areas that benefit from the money raised for Delwood School.

- **School Success Goals – Literacy / Numeracy/ Climate**
 - Classroom & school wide initiatives
 - Be Safe, Be Respectful, Be Responsible, Character Education
- **Library**
 - Support materials –school wide
- **Curriculum Support**
 - Subject specific – classroom & school wide
- **Classroom Support**
 - Consumable items – teacher & classroom
- **Recess Equipment**
 - Indoor & outdoor – teacher & classroom
- **Enrichment -in school workshops**
 - Performances & workshops- classroom & school wide
- **Excursions – offsite field trips**
 - Curriculum based excursions- classroom & school wide
- **Media and Technology**
 - Hardware upgrades/expansions – classroom & school wide
- **In-School Special events**
 - Performances, concerts, play days, etc...
- **Extra-curricular**
 - Sports and Arts Clubs & activities
- **Grade 6 Farewell**
 - Special in-school activities for year-end grade 6 students
- **Miscellaneous**
 - As needed
- **Reserve Amount**
 - Operational costs – Hot lunches/ pizza days, special events

Safety at Delwood

Safety is a priority for us at Delwood. Although the safest practice is not always the most convenient for everyone, we appreciate your support as we try to ensure the safety of our students at our school. Below are a few reminders for parents to help us keep our children safe:

- Parents should never encourage their children to 'run' through the parking lot unaccompanied at any time,
- **All** bussed students are to walk toward the south side in order to access their respective designated entrances,
- Students should not use the front entrance (Door A) unless they arrive late,
- Please review with your child your specific pick-up and drop-off routines regularly,
- Please review the above information with any 'alternate' drivers that may be dropping-off or picking up your child,
- Walk to school whenever possible, or park a block away and walk-in,
- Carpool to decrease congestion
- Obey all signs
- Consider a 'walking school bus' whereby an adult will safely walk several students to and from school from several blocks away.
- The school parking lot is for school staff **only**. Please do not park in the parking lot anytime.

We are all responsible for the safety of our children. Any vehicles entering the parking lot pose an unacceptable risk to our children.

Please do not park or drop-off students
in the Delwood Community League or Delwood
School staff parking lot.

The above expectations remain in place for the safety of our students. We can never be too cautious when it comes to the safety of our students.

Thank you for your careful attention to this matter.

Ever wonder why the learning skills in your child's progress reports are reported separately from the achievement of the expectations?

Some of these skills are reported separately to provide a much clearer picture of your child's strengths, areas of need and next steps in these areas.

Teachers know effective learning skills are necessary for success in school and life.

Below are listed some examples of behaviour that would demonstrate evidence of different skills. These lists are designed to assist with teacher observations. We have included these in your child's agenda to help your child excel in each skill.

What does INDEPENDENT WORK look like?

- demonstrates responsibility in attendance, punctuality, and task completion
- works well without supervision
- accepts responsibility for completing tasks on time and with care
- accepts responsibility for own behaviour
- follows routines and instruction independently
- demonstrates self-direction in learning
- responds and participates in a variety of learning activities
- selects learning materials, resources, activities independently
- shows motivation
- displays self-confidence
- persists with tasks uses time/schedules/planners effectively
- organizes time effectively adheres to established time lines
- explores, selects, and uses a variety of learning strategies
- completes homework and other assignments on time with care

What does CONFLICT RESOLUTION look like?

- resolves conflicts when they occur
- resolves conflicts independently
- resolves conflicts in socially acceptable ways
- negotiates to solve problems/conflicts
- mediates differences of opinion
- listens to understand conflict before acting or offering a resolution
- assists others to resolve conflicts appropriately
- seeks positive solutions to conflicts
- uses a variety of strategies to resolve conflicts appropriately
- helps the group to identify and maintain strategies for conflict resolution

What does INITIATIVE look like?

- shows motivation
- seeks work, new opportunities for learning
- responds to challenges
- seeks challenges and takes risks
- shows interest and curiosity about objects and events
- observes, questions, explores, investigates
- seeks additional and new information from library books, CD-ROMS, and other resources
- identifies problems to solve, conducts experiments
- shows initiative and self-direction
- displays confidence, approaches new learning situations with confidence
- demonstrates a positive attitude toward learning
- generates questions for further inquiry
- seeks information from innovative sources and in innovative ways
- investigates and obtains information independently
- develops original ideas and innovative procedures
- attempts a variety of learning activities
- seeks assistance when required
- participates in extra-curricular activities

What does CLASS PARTICIPATION look like?

- participates in class and group activities
- willingly works with new groups
- accepts various roles within the class and group, including leadership
- takes responsibility for own share of the work to be done
- contributes to cooperative problem solving
- completes class and group activities or projects
- works to help achieve the goals of the class and group
- helps to motivate others
- communicates well with class and group members
- helps the class and group to work together
- encourages others to participate
- contributes information and ideas to the class and group
- questions the ideas of the group to seek clarification or agreement
- modifies views as a result of group discussion
- shows respect for the ideas of others in the class and group
- supports ideas and observations of the group with facts and details
- listens to others without interrupting
- asks group members to explain their ideas
- paraphrases points of view to help understanding
- recognizes contributions of group members through encouragement, support or praise
- seeks consensus before making decisions
- shares responsibility for carrying decisions
- shares responsibility for difficulties encountered during an activity

What does PROBLEM SOLVING look like?

- solves problems independently
- interprets, understands the problem
- devises a plan to solve the problem
- carries out the plan
- records the process and the result
- checks the solutions/results
- evaluates the plan, solution, result
- devises alternate solutions, plans to solve a problem
- makes connections between different problems and solutions
- applies successful strategies to new problem situations
- chooses appropriate materials and equipment to solve problems
- develops original ideas and creative solutions to solve problems
- applies logic

What does GOAL SETTING TO IMPROVE WORK look like?

- identifies criteria to assess work
- uses criteria to assess work
- assesses own work
- identifies goals
- identifies specific steps or actions to reach goal or to improve
- evaluates success in reaching goals
- identifies strengths and areas for improvement in own work
- perseveres to achieve goals
- revises goals or steps and strategies when necessary
- demonstrates self-direction in goal setting and goal achievement
- accepts feedback on performance from others
- uses feedback to improve work and monitor learning

What does COOPERATION WITH OTHERS look like?

- takes turns
- listens to, acknowledges and considers differing opinions
- willingly works with others
- follows classroom and school procedures
- shares in cleaning duties after an activity
- assumes responsibilities in groups, the classroom, the school
- helps others
- volunteers
- considers both the immediate and long-term effects of actions on others
- shares resources, materials, and equipment with others
- respects rights, property and opinion of others
- works and plays cooperatively with other
- establishes positive relationships with peers and adults
- responds and is sensitive to the needs and welfare of others

What does USE OF INFORMATION look like?

- effectively interprets and synthesizes information
- integrates learning from various subjects and areas
- effectively uses a variety of information-gathering techniques and different information sources
- accurately analyses and assesses the value of information
- recognizes where and how assignments, projects would benefit from additional information
- uses facilities, equipment, supplies, evidence, research, expert opinions, and discussion to gather information and solve problems
- considers all information, alternatives before reaching a conclusion
- assesses information and ideas and draws relevant conclusions
- demonstrates creativity in assessing information and ideas and in drawing relevant conclusions
- identifies a variety of sources and resources to collect information
- demonstrates a variety of skills to organize and manage information
- demonstrates research skills
- asks questions to clarify meaning and ensure understanding
- uses information and technology systems effectively

What does HOMEWORK COMPLETION look like?

- completes homework on time and with care
- comes to class prepared for learning
- completes tasks by designing innovative procedures
- puts forth consistent effort
- follows directions and completes all homework tasks
- shows attention to detail
- demonstrates interest and enthusiasm in homework assignments
- organizes materials and equipment effectively
- begins work promptly
- follows directions and completes tasks
- chooses and uses materials and equipment correctly, safely, creatively
- utilizes time effectively
- perseveres with complex projects that require sustained effort
- attends to task at hand
- demonstrates flexibility and adaptability