

PRINCIPAL'S MESSAGE

Welcome parents and students to Clear Vista School – if you are returning to our school, welcome back and if you are new to Clear Vista, we are very happy to have you join our school community. Our staff is committed to ensuring all of our students receive deep, rich and enduring learning activities and experiences. We strive to provide a welcoming, safe, respectful and, safe learning environment that engages students and is filled with a variety of programs and services to meet the diverse learning needs of our students.

The staff at Clear Vista recognizes that a successful school experience is the result of a shared responsibility between the home and the school. Our staff is committed to ensuring students receive the greatest learning experience possible, and we see parents and guardians as our partners in the learning process. We firmly believe that when the home and school work together as a team, our students gain immeasurable benefits. In that spirit, I invite you to take a few moments to read our handbook and visit our school website: <http://clearvista.ca>. Our goal in creating this handbook is to ensure you have the information necessary to be successful at Clear Vista School. By reviewing this handbook and making regular visits to our website, perhaps together as a family, it will help your child to clearly understand what is expected of them as a student and what they can expect of us as a staff. You will also stay informed of what is going at school.

At Clear Vista School, our students are our number one priority. Please know that we are here to support you and your student, and we welcome you to contact us if there is any way we can further assist you in meeting your child's needs.

SCHOOL PROGRAM

Clear Vista offers an education program for students in Pre-School to Grade Eight. All students receive instruction in Language Arts, Social Studies, Mathematics, Science and Physical Education/Health. Art and Music are also taught to students in Grades 1 to 6. Junior High students are provided with opportunities to choose from several complementary courses.

In the primary grades, students receive most of their instruction from their homeroom teacher. Once students reach Grade 5, they may expect to have several instructors.

Our Junior High program includes complementary courses in Practical Arts and Fine Arts. Courses are offered based on student interest, staff and

availability of appropriate facilities. The Practical Arts courses are referred to as Career and Technology Foundations, which include Computers, Industrial Arts and Home Economics. The Fine Arts courses offered are Band and Art and may include Drama some years. Study Skills courses may also be offered. Band is the only one of these courses offered all year.

There are a number of Inclusive Education programs offered. These are available to students who require additional assistance in order to be successful in their studies, in conjunction with our Learning Support Teachers.

We create a Positive School Environment Plan that focuses on the whole child, addressing student needs, through proactive and preventative programming.

SCHOOL POLICIES

ATTENDANCE

Regular attendance is necessary for a student to do well. The School Act requires every child who is six years old at school opening date, and not yet sixteen years, to attend regularly. Parents are expected to ensure their child attends school regularly and punctually.

If a student will be away, a call should be placed to the school to inform us of that absence. Messages can be left if calls are placed outside of school hours. Parents will receive an automated voice message from the school if a student is absent and we have not received notification. Absenteeism and being late for school is monitored by school administration. Contact with parents/ guardians of students who are chronically late or absent will be made. The school will work with students and parents to ensure regular attendance.

ARRIVAL TIME

Bus arrival time is approximately 8:35 a.m. Formal outside supervision commences at 8:35 a.m. The staff is not responsible for supervision of students who arrive prior to the buses. Students not using the bus should arrive at a time similar to bus arrivals. The school doors will not be open until 8:35 a.m. for all students.

Students in grades K to 8 arriving late for morning or afternoon classes are to report to the office to sign in as late.

CLOSED CAMPUS

The school operates under a "closed campus policy". Any student wishing to leave the grounds on his/her own during the day must have a note signed by a parent or guardian and must get the permission of school administration. Parents picking up students

between 8:55 a.m. and 3:18 p.m. must sign out their child at the office.

All visitors must report to the office. Students residing in Wetaskiwin are permitted to go home for lunch as long as a covering note, signed by a parent or guardian, is provided.

STUDENT BEHAVIOR AND SCHOOL DISCIPLINE

In all situations student behavior should reflect an attitude of courtesy and consideration. It is expected that students will conduct themselves in a fashion that promotes the safety of all students and creates an atmosphere of courteousness and respectfulness to themselves, the entire student body and staff. Respect for authority and respect for private and public property must be practiced at all times. The staff is dedicated to maintaining standards of conduct that are suitable to a public school setting.

More specifically, students are expected to display proper school conduct as outlined in Section 12 of the School Act.

- a) Be diligent in pursuing his/her studies, i.e. complete assignments, studying for exams.
- b) Attend school regularly and punctually.
- c) Co-operate fully with everyone authorized by the Board to provide education programs and other services (respect for authority);
- d) Comply with the rules of the school as presented by staff and School Handbook;
- e) Account to his/her teachers for his/her conduct (follow instructions first time given);
- f) Respect the rights of others

Guidelines pertaining to specific situations that will promote organization and an enjoyable atmosphere for everyone concerned are reviewed with students.

Support from the home is sought with students who are persistent offenders.

VIOLENCE, POSSESSION OF DRUGS OR WEAPONS

Violence, or possession of weapons or illegal drugs, including alcohol and tobacco, is not acceptable. Contact will be made with parents and a response by the school, appropriate to the situation, will be initiated. A school suspension and/or possible contact of the R.C.M.P. may result if a student is involved in these activities.

DRESS

Students are expected to dress in a clean, neat, appropriate manner. Appropriate clothing will cover all undergarments, cleavage, and midriff. Clothing with offensive words, slogans or pictures is considered inappropriate. Clothing displaying slogans or pictures of drugs, tobacco, alcohol or sexual overtones will not be allowed. Hats and

hoods are to be removed when in the building and coats removed when in class. Apparel such as studded wristbands, bandannas, etc. is not permitted. (Appropriate appearance reflects good judgment, personal respect and respect for others). The learning atmosphere should be considered comparable to a business atmosphere. Students seen wearing inappropriate clothing will be asked to change into their Physical Education T-shirts or turn the offensive clothing inside out.

Dressing according to the weather is encouraged. Except for inappropriate weather conditions, students are expected to go outside for recess and noon. Students are required to remove all dirty footwear. Students must have a pair of clean inside shoes to wear while in the building and during Phys. Ed. All students are required to have appropriate footwear on at all times throughout the school day. Gym clothing is required in grades 5 to 8. (Please consult with your Phys. Ed instructor).

LOCKERS AND LOCKS

Lockers are supplied for students at Clear Vista. Locks are supplied for students using hallway lockers (typically grades 5 to 8). Only school locks are allowed on lockers and a \$5.00 locker/lock rental fee is assessed to these students. Lockers are the property of WRPS and in accordance with WRPS Lock Use Agreement 354.1 even though students put locks on their school lockers, they should not have an expectation of privacy for their locker. WRPS reserves the right to open, search and inspect a locker without notice if WRPS staff have reasonable grounds to believe that there may be drugs, alcohol, stolen property, weapons or anything deemed by the school or police to be a danger to others in the locker.

PERSONAL PROPERTY

In the course of the year students misplace a great number and variety of both shoes and clothes. Parents are invited to check the Lost and Found boxes periodically if their children seem to be missing any of their belongings. It is advisable that personal articles be clearly marked for easy identification. Periodically throughout the year, unclaimed items will be donated by the school to Good Will.

SKATEBOARDS, BIKES, HEELIES, HOVERBOARDS AND ROLLERBLADES

Students are not allowed to ride bikes or use skateboards on school property from 8:30 to 3:45 p.m. Rollerblades and heelies can be worn to the school doors, but must be taken off and remain off until dismissal at the end of the school day. Rollerblades can then be stored in the student's locker and heelies pushed in. Skateboards must be carried when on school property and then stored in

the student's locker. Bikes must be walked while on school property and then need to be locked in the bike rack.

VALUABLES AT SCHOOL

It is recommended that personal valuables such as jewelry, money, electronic devices, etc. not be brought to school. If it is necessary to have these items at school, they need to remain in their locked locker. The school will not be held responsible for stolen goods or breakage.

PURSES, BACKPACKS, ETC

Purses and backpacks are to be locked in lockers throughout the school day. If items in purses or backpacks are required by the student, those items can be retrieved at breaks or during class time with the permission of a teacher.

CAMERAS

Camera use is allowed only during a public event or with appropriate consent.

PHONES AND ELECTRONIC DEVICES

The school does not encourage students to bring cell phones or other electronic devices to school and will not be responsible for lost or stolen devices. If a student does bring a device, it should be kept secure in the student's locker. Phones and other electronic devices are not allowed into classrooms unless approved by the teacher. Students' contact with parents should be done through the school phone or at breaks. School phones are not made available to students to arrange visits with other students.

VANDALISM

Students will be held responsible for any willful damage to school property which includes electronic devices and computers.

VENDING MACHINES & SERVERY

The vending machines and servery are for use by the Grade 5-8 students during the eating portion of lunch hour, before school and after school only. Purchased items are for consumption during eating time and in assigned lunchrooms.

MICROWAVE USE

Where there are microwaves in a classroom (grades 4 to 8), teachers will post common rules that outline the proper use of the microwave. Students are to use these with care and respect. Schedules will be established for rotational student use and cleaning.

REPORTING STUDENT PROGRESS

There are three reporting periods for grades 1 to 8. The November and March Report Cards for grades 1 to 3, are reports for a specific time period, while the third report is a composite mark for the entire year. For grades 4 to 8, each report mark is a

cumulative mark of all work done to that date. In addition, all student achievement is reviewed at the end of January, and parent contact is made in cases where students are not achieving as expected or there has been a significant change in their mark. Parent/Teacher interviews follow the first and second report cards.

Final report cards in June are issued on the last student attendance day. Parents considering holiday plans that interfere with attendance during the last few days should inform the office and provide a postage-paid self-addressed envelope.

Final exams are scheduled for Junior High students. Grade 7 and 8 students that have an 80% or greater in all core subjects may choose 1 exam to be exempt from. Parent consent is required.

Course outlines and methods of calculating course marks are made available to Junior High students in September.

In Grades 1 to 6 course outlines and methods of calculating class marks are available to parents on request.

PROMOTION POLICY

Students are expected to demonstrate that they have achieved the skills, attitudes and knowledge necessary to move from one grade to the next. This is typically demonstrated in the attainment of passing marks: 50% is considered a passing mark in Junior High; in grades 4-6, students are expected to achieve 60% mastery level; Students in grades 1-3 must achieve 80% mastery. Students will be considered for grade retention if:

- They have failed at least two core subjects and/or
- They have missed a significant amount of school time (more than 25 %).

However, the promotion of a student takes into account other factors such as maturity level of the student, chronological age and previous retentions.

HOMEWORK

The amount of homework required each night varies according to the grade, daily demands of the curriculum, and the ability and effort of the student. Please check with the teacher of your son or daughter if you wish more information.

Homework is an extension of a student's learning and may take one of the following forms:

1. Completion of an assignment not finished in class time.
2. Independent review of material covered in class (studying).
3. Organization of material for a topic being presented in the future.

The amount of homework a student has will depend on the grade level of the student, demands of the curriculum, ability and effort of the student. In general, students can expect a maximum of about

10 minutes per grade of homework per school night. In Junior High this would be about 15 to 20 minutes per core subject.

ACHIEVEMENT AWARDS (Gr.4-8)

Student achievement is celebrated each year by the presentation of the following awards and scholarships. Presentations are made to grades 4 to 7 at an Year-End Awards Ceremony while the grade 8 presentations are made at a June Achievement Night planned for grade 8's only.

1. **Honors** – students achieving 80% or better in Language Arts, Math, Science or Social Studies. These are broken into two types; Four-Core Honors and One-to-Three Core Honors. The students are also recognized by having their names displayed on the Honor Board in the trophy case.
2. **Endeavor Award** – students being consistent in their effort throughout but unable to achieve an honor standing.
3. **Citizenship Award** – students contributing the most to a positive school climate during the year.
4. **Owen Buffalo Memorial Award** – trophy given to the top Native student in Grades 7-8.
5. **Paul Holte Music Award** – this scholarship is presented to one student in Grade 7 and one student in Grade 8 that exhibits good ability and leadership in music.

GRADE EIGHT AWARDS

1. **Academic Award** - given to the student(s) achieving the highest average in the four core subjects.
2. **Endeavor Award** – given to the student contributing the most to the positive atmosphere of the school while succeeding academically.
3. **Athletic Award** – given to each of the female and male athletes of the year in addition to the above mentioned awards.
4. **Music Award** – This award is presented to one or more student(s) in Grade 8 that exhibits good ability and leadership in music.

ILLNESS AND INJURY

Students who cannot attend class because of sickness are directed to the office. Parents are consulted to make necessary arrangements. Students remain in the school infirmary until they can return to class or go home.

In cases of minor injuries, school personnel will administer basic first aid. Parents will be contacted on all major injuries to make necessary arrangements. If parents cannot be reached, the student will be taken to the emergency services at the hospital by ambulance for expert attention.

EMERGENCY CLOSURE

The Wetaskiwin Regional Public Schools will not be having any school closures due to inclement weather conditions. Busses may not run due to unsafe driving conditions, but the schools will remain open. In the event of a school closure local radio stations will be notified by the Director of Transportation for WRPS. Families have a responsibility to listen for bussing cancellation announcements when inclement weather conditions exist. Media outlets, however, are not obligated to broadcast this information as they do so as a community service. The Wetaskiwin Regional Public Schools website (www.wrps.ab.ca) will also have bussing cancellations and school closures posted on their homepage and on an app for smart phones. In the event of a school closure, please make arrangements so students do not arrive home to locked doors (no one home).

ADMINISTERING PRESCRIBED MEDICATION

Staff will not administer any medication to students EXCEPT in those instances covered by WRPS Administrative Procedure 315. Please inquire at the office if you need this service.

DEADLINES

During the year it is necessary for deadlines to be met in order for us to function efficiently. Missing deadlines may cause extra work or denial of privileges. Please make every effort to adhere to these deadlines. Exceptions will be considered only in the case of extenuating circumstances.

FIELD TRIPS

Field trips are planned during the year to enhance the curriculum. Students are encouraged to take advantage of these opportunities. If you do not wish your son/daughter to take part in a particular field trip, but would prefer your child to still attend school that day, contact the staff member involved and arrangements will be made (i.e. spend the day with another class, etc.). There are opportunities for junior high students to participate in extra-curricular trips at various times of the year. The cost of these extra curricular trips will be the responsibility of the parents.

PARENT REQUESTS REGARDING CHILDREN STAYING INSIDE

All elementary students are expected to go outside for recess and noon. Junior high students are encouraged to join them. The longest a student would be outside at a time would be twenty-five minutes.

Students are expected to dress according to the weather. A supervisor is outside with them.

Depending on the day, the outside supervisor may decide to allow students to return inside. Students are kept indoors if the outside temperature is or feels like - 20°C.

On occasion, parents may wish for their child to remain indoors during recess breaks. A note should be sent to the school informing the teacher. Notes should not cover more than two days as weather conditions change and student's health improves. We would also appreciate it if you could be as specific as possible in regard to the reason the child is to remain indoors.

PRIDE IN THE SCHOOL'S APPEARANCE

Students please do your part by:

- not defacing or marking walls, desks or furniture in any manner,
- placing all scrap paper and other garbage in the containers provided,
- keeping lockers in a neat condition,
- cleaning or removing dirty footwear when entering the school
- keeping washrooms neat and tidy,
- reporting all damage to school property to the office (those responsible will be charged for replacement or repair if the damage is willful or due to carelessness). Charges will not be made for totally accidental damage.

SCHOOL COUNCIL

The four key executive positions will be filled in the June parent council meeting for the first meeting in October. A General Parent Meeting will be held before the end of October with at least seven willing parents in attendance; the election of remaining positions will occur at this time, thus forming the School Council. Regular meetings are scheduled which interested parents are encouraged to attend. Announcements of meetings are included on the school website/calendar. The School Council takes a supportive advising role in the school program. Some of the areas included in the past were:

1. Helping with special events - evening programs, sport events, Grade 8 Achievement Evening.
2. Special projects – playground development, special performers and presentations, capital purchases.
3. School Education Plan.

Being part of the School Council will give you the chance to become more familiar with our school.

PARENT VOLUNTEERS

During the year, occasions occur when resource people can enhance the school program. This may be an opportunity to share skills, experiences, knowledge or interests. There are also occasions when parent volunteers are needed to help with

school events or classroom projects. If you are interested, please contact your child's teacher(s) to pursue possibilities. A form is required to be filled out by all volunteers to help ensure the safety of students.

STUDENT SUPPORT SERVICES

The approach at Clear Vista School is Comprehensive; whereby, we focus on being proactive and working with the entire student body. The counselling department provides support services to students for emotional, social and academic needs. If you have questions or concerns, please drop by the counseling offices.

Important Numbers if in need:

KID'S HELP PHONE: 1-800-668-6868

CHILD ABUSE HOTLINE: 1-800-387-5437

SURVEILLANCE CAMERAS

By WRPS policy, surveillance cameras may be used on school premises or transportation vehicles transporting students.

BUS TRANSPORTATION

At the beginning of each year, the driver distributes a brochure outlining the student and parent responsibilities including behavior and proper dress for cold weather. Parent contact is initiated by the driver in cases of student concerns. Severe and/or persistent actions by offenders result in misconduct reports being completed by the driver for the Principal to assist in gaining the student's cooperation. Continued lack of cooperation may result in a suspension. Any parental inquiries should be directed to the school office or the Director of Transportation at 352-6018.

MISSION STATEMENT

Clear Vista School is a positive and supportive educational community that inspires students to do their best, celebrates achievements and encourages lifelong learning.