

Herald School Handbook



2018-2019

Please visit our website which will contain the most up to date information and the full handbook.

www.heraldschool.ca



Herald School Address

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Medicine Hat, Alberta
T1A 4G5
Phone: 403-526-4477
Fax: 403-526-3598
Email: herald@sd76.ab.ca
Website Address: www.heraldschool.ca

Social Media (case sensitive):

Facebook Page: @HeraldSchoolMH Facebook Page
Twitter: @HeraldSchoolMH
Instagram: @heraldschoolmh

Medicine Hat Public School Division **Board of Trustees**

Name	Role
Rick Massini	Chair
Catherine Wilson-Fraser	Vice-Chair
Deborah Forbes	Trustee
Carolyn Freeman	Trustee
Celina Symmonds	Trustee

Medicine Hat Public School Division **Personnel**

Name	Role
Mark Davidson	Superintendent of Schools
Lyle Cunningham	Deputy Superintendent; Human Resources
Tracy Hensel	Associate Superintendent; Student Services
Jerry Labossiere	Secretary Treasurer
Corey Sadlemyer	Assistant Superintendent; Inclusive Mindset
Joanne Pitman	Assistant Superintendent; Universal Design & Learning

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I. Message from the Principal/Administrative Team

September 2018

Attention Parents and Guardians,

Welcome to Herald School! We are excited that you have joined our learning community. The Herald staff welcome both returning and new families to Herald for the 2018-2019 school year. We look forward to collaborating with you so that your child(ren) has a successful school year. As a staff, we are committed to the Ministerial Order (MO) from Alberta Education where learning is focused on students who are engaged thinkers and ethical citizens with an entrepreneurial spirit. Our monthly community assemblies focus on celebrating students who demonstrate their growth and learning in these areas.

What does this mean for your child(ren)? We endeavour to make decisions based on the lens of what is “best for kids” and have Herald School be a place where students and staff look forward to coming to. Students will be working in a mix of individually, small and large groups across subject areas, where they will be building on their strengths and actively involved with their own learning. This is hard work and a strong partnership with home is essential as we strive to engage in this meaningful learning. According to Webster dictionary learning is defined as the process of “becoming able through practice”. Wow! This is a simple yet powerful definition that brings on questions like “able to do what?”. With reflection and guided by a favorite quote from John Dewey, an educational theorist “(T)he most important attitude that can be found is the desire to go on learning” reinforces that learning is a process. We are looking forward to providing an inclusive community, leadership, and an optimal environment for a great year of learning for your child(ren) at Herald.

We are proud of our school, our students, and the school community. Join us on social media to see all of the learning in action at Herald! Please consider volunteering during one of our special events, for fundraising, or during classroom field trips and activities or on our School Council that you will find in our Herald School calendar of events and website.

Kelly Kuester

Herald School Principal

Herald School Staff 2018-2019

Role	Name	Telephone Extension
Principal	Kelly Kuester	4902
Vice-Principal	Jackie Sehn	4903/4915
Office Administrator	Rachelle George	4901
Early Learning Program (ELP)	Jen Deruyter	4913
Kindergarten	Cindy Engel	4906
Grade 1	Kendal Anstey	4911
Grade 1/2	Kate Budgell	4915
Grade 2	Diane Staples	4916
Grade 3	Terri Schmaltz	4912
Grade 4	Tyler Prior	4929
Grade 4/5	Mirela Bilalovic	4904
Grade 5/6	Brittney Banks	4914
Grade 6	Kathleen McCutchan	4930
Specialized B	Kerry Bloomfield	4908
Specialized C	Kaylen Christiansen	4909
Specialized D	Naomi Dawson	4910
Music	Melissa Benson	4917
Classroom Support Teacher	Cassie Westerman	4907
Family Support Liaison Worker (FSLW)	Tannis Bailey	4921
Library/Learning Commons	Kim Hamill	4905
Head Custodian	Dean Smith	4920
Night Custodian	John Knapczyk	4920

Pitter Patter Daycare/Before and After School Care Program Owner	Debbie Dunn	(403) 502-3155
Teachers on Leave	Trista Yaremchuk, Leanne Logan	
Nutrition Program	DeAnne Statham Tammy Wadden	4924
Educational Assistants	Kathy Drefs, Angela Ginnis, Angel Reinhart, Marlaiane Plato, Tamara Scheurman, April Teare, Jennifer English, Irene Gorzo, Donna Humphreys, CJ McAtamney, Deb Ostapovitch, Katie Schmoro, Jeneal Vargo, Cathy Varty, Trish Williams, Lisa Wilson, Sharon Schonhofer, Jessica Miller	

- **Please note:** during the instructional day classroom phones may go to voicemail and teachers may not be able to check messages until after dismissal times. There is no phone available outside of the main office and students will be directed to their classrooms to use the phone.



Welcome to Herald School

HERALD SCHOOL VISION STATEMENT

Herald School recognizes that education requires a commitment of school, home, and community, strengthened through effective communication and collaboration. We are a safe and caring environment where achievements are applauded, successes are recognized, and everyone is respected. Opportunities are provided for students to develop skills for lifelong learning helping them to become the best they can be. At Herald School, “all the pieces fit”.

HERALD SCHOOL MISSION STATEMENT

Herald School fosters academic achievement as well as personal and social development. Our inclusive environment promotes acceptance and understanding of others.

HERALD SCHOOL PRINCIPLES, VALUES AND BELIEFS

The Herald School principles, values, and beliefs are embedded in the foundation of the Four Universal Goals of Medicine Hat School Division:

1. Providing Optimal Learning Environments to all learners, whatever their need or community.
2. Approaching all people with an Inclusive Mindset; seeking to ensure that all are engaged in the life of the school community in a manner that fully meets their needs.
3. Fostering a Culture of Wellness that acknowledges that learning happens best when the physical and emotional needs of the learner are met.
4. Developing Leadership skills among all members of the school community through the provision of opportunity, mentorship, development and support.



MHPSD VISION STATEMENT

Medicine Hat Public School Division
Developing Tomorrow's Citizens through improved learning, living and relationships.

MHPSD MISSION STATEMENT

As a partner in the community, Medicine Hat Public School Division will create inclusive and innovative learning environments.

Herald School 2018 - 2019 Calendar

* Dates may be subject to change.

* Watch for more details on the website or to go home closer to specified dates.



September	
3	Last Day of Holidays- Labour Day
4	Welcome Back to School - 2:50 dismissal
13	Welcome Back Corn Roast
14	Terry Fox Run, Walk, and Roll
19 and 20	Smile...School Picture Days
27	Herald School Council (HSC) / New Parents/Guardians Welcomed/ Babysitting Available
28	River Run @ Elm Street School
October	
1	Herald School Recognizes Orange Shirt Day Every Child Matters (actual day Sept. 30)
3 and 4	Parent, Teacher, and Student Goal Setting Conferences
5	No School for Students: Professional Learning for Teachers
8	Thanksgiving No School
25	Herald School Council (HSC) / New Parents/Guardians Welcomed/ Babysitting Available
26	Wear Purple for Rett Syndrome Awareness Day
30	Herald School Halloween Dance 5:30-7:00
31	Halloween Classroom Activities
November	
9	Remembrance Day Activities
12	No School for Students: Professional Learning Day
22	Herald School Council (HSC) / New Parents/Guardians Welcomed/ Babysitting Available
23	Yippee! Celebration of Learning- Report Cards Go Home
December	
3	International Day for Persons with Disabilities (IDPD) Celebration
7	No School for Students: Professional Learning Day
13	Herald School Family Winter Evening
21	Noon Dismissal - Enjoy your Christmas Break!

January	
7	Welcome Back!
24	Herald School Council (SC) / New Parents/Guardians Welcomed
25	No School for Students: Professional Learning Day (Herald Based)
February	
14	Valentine Day Activities
15	No School for Students: Professional Learning Day
18-22	No School for Students: Family Day, Teacher In Lieu Days, and Teacher Convention
27	Pink Shirt and Kindness Day
28	Herald School Council (HSC) / New Parents/Guardians Welcomed/Babysitting Available
March	
13 and 14	Student Led Conferences
15	No School for Students: Professional Learning Day (District)
21	Rock Your Socks Day for World Down Syndrome Awareness Day
22	Yippee! Celebration of Learning - Report Cards Go Home
28	Herald School Council (HSC) / New Parents/Guardians Welcomed
April	
2	Wear blue for World Autism awareness Day
19	No School: Good Friday - Enjoy your Easter Break!
28	Welcome Back!
18- tentative	Herald School Council (HSC) / New Parents/Guardians Welcomed/Babysitting Available
May	
1-3	Education Week
17	No School for Students: Professional Learning Day
20	No School: Victoria Day
23	Herald School Council (HSC) / New Parents/Guardians Welcomed/Babysitting Available
June	
TBA-watch for	Volunteer Appreciation
19	Kindergarten Year Celebration
20	Specialized Program Grad

20	Grade 6 Year End Celebration (Evening)
26	Fun Day
27	Noon Dismissal: School is Out for Summer!
28	Last Teacher Day

II. Instructional Program

MHPSD and Herald School are committed to creating an optimal learning environment for students via the elements of:

1. **Quality Evidence of Learning:** the intentional balance of assessment practices that reflect learner outcomes, inform teacher planning and instruction, and allow students to identify the next steps needed to move their learning forward.
2. **Engaged Learning Culture:** the climate structured by the teacher to create a community where students can aspire to achieve their greatest growth through a respectful, motivating, inclusive, and responsive environment.
3. **Intentional Learning Design:** when teachers establish and communicate with students a clear purpose for learning, explicitly guided by the Alberta Program of Studies (POS) and aligned with quality evidence of learning.
4. **Leveraging Digital:** intentional use of technology whereby students and teachers critically evaluate, apply, and create digital content to engage in meaningful teaching and learning as guided by the POS.
5. **Impactful Instruction:** the teacher's application of a variety of universal and targeted methods, strategies, and supports that are flexible and responsive to meet identified and evolving student needs and strengths.

A. The Ministerial Order:

Key understandings: The Ministerial Order on Student Learning outlines the goals and standards applicable to the provision of education in Alberta. The eight competencies listed below capture the intent and essence of the Ministerial Order and are supported by national and international educational research. Through competencies, students develop and connect key aspects of knowing, thinking, and doing across a variety of learning contexts, both within and outside school. As student develop competencies through learner outcomes, they acquire knowledge, skills, and attitudes that contribute to their success as lifelong learners and active citizens. By creating an optimal learning environment, we trust that our students will develop these important life skills and

knowledge. Alberta's Kindergarten to Grade 12 curriculum promotes development of the following competencies:

- **Critical Thinking** involves using reasoning and criteria to conceptualize, evaluate or synthesize ideas. Students reflect on their thinking to improve it. They challenge assumptions behind thoughts, beliefs or actions. Students value honesty, fairness and open-mindedness.
- **Problem Solving** involves selecting strategies and resources to move from what is known to what is sought. Students analyze situations, create plans of action and implement solutions. They evaluate alternatives and their consequences. Students approach challenges with creativity, flexibility, and determination.
- **Managing Information** involves organizing and using information for specific purposes. Students access, interpret, evaluate, and share information from a variety of digital and non-digital sources. They are ethical and effective in how they use and share information. Students value reliability, validity and integrity of information.
- **Creativity and Innovation** involves generating and applying ideas to create something of value. Students recognize opportunities to apply ideas in new ways. They are open to and play with ideas, take risks and adapt to changing conditions. Students demonstrate optimism, initiative and ingenuity.
- **Communication** involves sharing ideas through oral, written or non-verbal media. Students engage in formal and informal exchanges with others. They consider how culture, context, and experience impact what they have to say. Students demonstrate respect, empathy and responsibility when communicating with others. Herald school has several students with complex communication needs who are learning to communicate through various devices and via Assistive Technology. This provides for rich learning opportunities for all students.
- **Collaboration** involves working with others to achieve a common goal. Students participate, exchange ideas and share responsibilities. They respect competing views and nurture positive relationships. Students are adaptable, willing to compromise and value the contributions of others.
- **Cultural and Global Citizenship** involves actively engaging with cultural, environmental, political or economic systems. Students acknowledge First Nations, Métis, Inuit, Francophone or other perspectives when taking action on local or global issues. They advocate for the dignity and well-being of individuals and communities. Students value equity and diversity, and believe in their capacity to make a difference.
- **Personal Growth and Well-Being** involves managing emotional, intellectual, physical, social, and spiritual aspects of living. Students set learning, career, or

wellness goals and work toward them. They draw upon their strengths to develop interests, skills and talents. Students are reflective, resourceful and optimistic and they strive for personal excellence.

Watch for reference to the MO and competencies at Herald School and on our bulletin board outside the front office.

B. Digital Citizenship:

Alberta Education (2017) defines citizenship as “the state of being a citizen of a particular social, political, or national community. Citizenship carries both rights and responsibilities”. Digital citizenship focuses on student learning and student needs. Rather than attempting to control student behaviour, the emphasis is on how to teach students to work, live and share in digital environments. A basic assumption is that students will be using online technologies as part of learning to prepare for life in a globalized connected society. Two big ideas for digital citizenship is:



1. Respect &

2. Protect

- Yourself
- Others
- Intellectual property
- Other property

Technology can be a tool for learning if students follow the standards of acceptable use as outlined by both our school and MHPSD. These expectations are in place whether it is a school owned piece of technology, hardware, software, network, or a device brought from home. Students not able to follow and adhere to these guidelines may lose privileges and access. Classroom teachers may permit and use devices that students bring from home, but students and families need to understand that electronic devices of personal property (cell phones, iPads, gaming systems etc.) **are the responsibility of the student and Herald School does NOT accept any risk involved in bringing these devices into the building.**



Cell phones are expected to be used in a responsible manner and as directed by their teacher/administration. Please refrain from texting and calling your child(ren) during

instructional time and connect with either your child's teacher or administration if you need to contact your child during the school day.

C. Communication:

Communication is a vital piece of a successful learning plan. Herald School facilitates communication through the following methods:

1. **Phone:** Parents/guardians are welcomed to contact the school, the staff directly, or set up an appointment. Staff will not be called out of class except for emergencies and they may not answer their classroom phones until after the students have been dismissed for the day.
2. **Herald Highlights Monthly Newsletter:** An electronic newsletter will be distributed at the beginning of each month. It will contain information about what is happening and what will be happening at the school for that month. A copy of the newsletter may be accessed from our school's homepage at www.heraldschool.ca. Some hard copies will be available in the on the parent bulletin board outside of the front office. Please be sure to sign up for the newsletter on our website.
3. **Special Communication:** From time to time, notes will be sent home providing additional information. Please take the time to read them and respond when necessary. Extra notes will be kept at the office.
4. **Synervoice or General Emails:** Occasionally school-wide communications or reminders may be sent via the MHPSD automated phone system (Synervoice) or email. Please ensure that the office has your most updated phone and email address.
5. **Assessing & Reporting Student Progress:** Parents/guardians will be kept informed of the academic progress and behaviour through the student agenda, regular reporting, Individual Support Plan (ISP) if applicable, phone calls home, and through scheduled meetings. Parent/guardians and teacher meetings may be arranged by the school or by parents, to discuss student progress or behaviour. Three comprehensive progress reports are issued during the year (November 23, March 22, and June 27). These reports are intended to make parents aware of their child's progress at school. Goal-setting conferences will be available in October and student led conferences in March. These conferences are designed to allow the student to demonstrate their knowledge for their parents/guardians and to develop mutually agreed-upon strategies that can be implemented both at home and at school to encourage student success. Information and additional resources will be provided as a support to address the concerns of teachers, students, and parents.

6. **Homework and Assignment Completion:** the majority of school work will be completed during the school day, however, there may be times when individual teachers have either review, background work, or incomplete assignments for students to be doing during out of school time. Students, where possible are responsible for recording their homework and school events in their student agenda. Sometimes, teachers may set due dates and deadlines with expectations that students complete their work. Some teachers will schedule availability during before or after school times to support work completion if needed.
7. **Website:** Our school web page can be found at www.heraldschool.ca. Our site includes special events, the newsletter and calendar, photos, school highlights and information about our school.
8. **Social Media:** check us out on social media as we will communicate with parents through this social media platform to give you the most up-to-date news and events happening at our school. Please see the school information page to get our case sensitive addresses for Facebook, Instagram and Twitter.
9. **In Person:** we have an open door policy where Herald parents/guardians can share questions or concerns with the Administrative team. Both Ms. Kuester and Mrs. Sehn also have teaching assignments so it may be easier to schedule an meeting with them.

D. Freedom of Information and Privacy Act (FOIP) Release Form:

As a result of changes in copyright and various other legislations, including the Freedom of Information and Protection of Privacy Act (FOIP), schools are required to have permission from parents before any of the children's work or photographic images can be displayed outside of school. This would include any of the following:

- Record, photograph and tape (audio, video, still) your child
- Display images of your child or child's work on the Herald Website
- Publicly display any of your child's works, and
- Reproduce any of your child's work for nonprofit, educational purposes

It would also be understood that the production(s)/work(s) may be shown at educational displays during open house, in-service sessions and other school related activities at school or school board sites or at school or school board sponsored displays in the community, on the internet, or included in educational or promotional materials. We appreciate your consent as this allows us to celebrate and share all of the good things happening at the school through tools like social media.

This consent is to be noted on your Herald Registration Form and is valid for the school year. In the event that, during the school year, you wish to revoke or change your consent, *please advise Ms. Kuester, your child's principal in writing.* If you have any questions or concerns regarding the collection, use and/or disclosure of your child's personal information please contact the school.

E. Library/Learning Commons/Flex Room:

School is beginning to look different than it did 30 years ago. Why is that? Alberta Education is looking ahead to the future and working to ensure that provincial curriculum continues to give all students the best possible start in life and meet the demands of living in the 21st century. To ensure student success, Alberta Education needs curriculum to be relevant, meaningful and engaging for all students. Other high-performing national and international education systems, such as British Columbia, Ontario, New Zealand, Singapore, and Australia, have already or are also updating their curriculum outcomes by placing a greater emphasis on 21st century competencies and literacy and numeracy across subjects and grades. This approach will help build an even stronger foundation for student success in a dynamic, global society and diversified economy. Moving forward, Alberta is developing new provincial curriculum with common principles and standards that guide what will be included in future curriculum. This includes a common design for how curriculum will look with a focus on competencies, literacy and numeracy grounded in subject content (learning outcomes). Please see <https://education.alberta.ca/curriculum-development/whats-next/> for a specific timeline on the implementation schedule for curriculum changes.

Students are actively learning either individually, in small or large groups and thus our Library/Learning Commons and Flex Rooms are more than a flexible classroom space; they are part of a dynamic learning environment. There is less reliance on a single textbook for a specific subject area, the literature and information materials become the basis of the students' research. In each classroom you might see many library books being used as the vehicle for learning their curriculum and literacy skills. The goal of each student is to learn how to find these books, make wise choices as to which materials are better, and then how to locate them within our library. This space will be available for large and small group usage. There is a teaching space available, collaborative work spaces and many soft seating options. Our reading nook and soft seat areas will invite student use and the open space concept will draw students in. Since our resources are well used and frequently returned, *we invite your help in keeping our library collection ready for use. If you would like to spend an hour or more*

putting books away that children have returned, your help would be really valued.

Another way your family can share in the library program is to encourage your own



students to become habitual readers. When they come home with library books, check out their choices. The borrowing period for library books is two weeks. Read with your students. Form a consistent time and place for their daily reading. Books do get damaged or lost. We expect students to be responsible for these situations and repay the replacement costs of these materials. As a family, your help is appreciated in forming habits that will build respect and responsibility for our library materials. Watch for fun and engaging themes and incentives from our Library Assistant, Mrs.

Hamill throughout the year. We also host an annual Scholastic Book Fair around the time of the March student led conferences.

F. Classroom Compositions and Lists:

Class lists are determined by the school and are based on student needs, teacher strengths, and enrollment. Each class grouping is comprised of children with various abilities, talents, interests, strengths and needs. The rich mix of children fosters an inclusive learning environment and creates an atmosphere which nurtures the development of all children. Should any change be necessary, we ask your support in helping children accept the change and understand that it is made in the best interests of all of the children in the school. We will communicate this information as early as possible and we appreciate your patience with this process as enrollment changes impact the planning process a great deal. As students register throughout the year, they may trial several classrooms if they are available at that specific grade level so that the best classroom fit is determined. This is part of the Collaborative Response Model that we use at Herald to develop a comprehensive school-wide system that supports students strengths and needs.

On the first day of school in September, class lists will be posted at the main entrances, at the office, and outside their classrooms. Multiple staff will be available to support students into their classrooms.

G. Early Learning:

ELP: Our Early Learning Program (ELP) features skilled staff who create a meaningful, play-based learning environment. Various support agencies are active including Occupational, Physical, and Speech Therapists. The ELP is an early intervention support program designed to meet the needs of children 2 ½ to 6 years of

age who may require support in the areas of speech/language delays, and developmental delays or disabilities. Parent/guardian involvement is also an integral part of the program. An important aspect of this classroom is that an Individual Support Plan (ISP) is developed for each child. This stresses strengths and focuses on skills to be learned. ELP helps children develop an early love for learning via a stimulating, purposeful play environment while developing effective interventions in the areas of speech and language, and physical development.

Kindergarten: We offer a full day, alternating day Kindergarten program offering a rich learning environment focused on literacy and numeracy, centers, field trips, and Good Sense programming. Kindergarten is a wonderful way for your child to discover what school is like and to have FUN while LEARNING new things. In this exciting new community, children's natural curiosity and eagerness to learn are structured through organized curriculum via the Alberta Program of Studies and purposeful play. Your child will interact, imagine, experiment and explore to add to their knowledge, learn new skill and practice what they've learned. K students have supervised and supported recess times outside, so please pack their bags so they are prepared for the weather. Lunch is also supervised and supported so they can learn the valuable life skills of opening containers and eating their healthy choices too. Canteen, nutrition, and breakfast program are available on a daily basis. Kindergarten students have lunch in their own classroom with supervision and help to open containers, socialize and keep on track with their eating. All school supplies are provided for Kindergarten, however, we recommend a labeled backpack and indoor gym shoes. Home/School communication is vital to success in the K classroom, please watch for a zipper type bag that goes to and from school daily. Parent volunteers and support is essential for field trips and classroom activities like skating and swimming. The Kindergarten year of learning and growth is topped off with a Kindergarten Celebration in late June.

H. Specialized Programming:

In partnership with MHPSD, Herald School offers specialized programming for students with significant medical, cognitive, and behavioural needs. Eligibility is through MHPSD Student Services via Tracy Hensel, Associate Superintendent; Student Services 403-526-6718. The outcomes for specialized programming are differentiated based on students strengths and interests and are focused on literacy, numeracy, life skills such as accessing community resources, supported work experience, developing positive social relationships, physical literacy and interventions, and communication skills for those students who have complex communication needs (CCN) or who use Assistive Technology to communicate. Service Providers like Occupational Health, Speech and

Language Pathologists, and Physical Therapists are also involved in supporting the optimal learning environments in the classrooms, as well as, for individual support plans for identified students. Herald School whole school activities strive to be inclusive in nature so that students may choose to attend those activities that are meaningful to them. Formal and informal peer mentoring opportunities are offered where both the mentor and mentee gain valuable skills that they will use throughout their lives. This mentorship also contributes to a positive school culture at Herald. For more information on the benefits of mentorship please visit the following Alberta Education website: <https://education.alberta.ca/mentoring/overview/>



III. General Information:

- A. **School Fees and Supplies:** For the 2018-2019 school year, parents will not be charged the basic \$100.00 fee and all general school supplies are provided for your child. We ask if you want to bring any specific items that you labeled them with your child's name, and that you send labeled backpack, lunch bag (if applicable), water bottle, and indoor non-scuff gym shoes. There may be fees that occur for special fieldtrips or fundraising events etc., see website for the list. Please see Administration if there are fees that you are having difficulty paying and other arrangements may be made.
- B. **Registration Forms:** Please make sure that the office gets any updates on your registration information like phone numbers, emails, addresses, emergency contact numbers etc. This helps us to be able to contact you if your child is sick or if there is an emergent situation.
- C. **Student Absences, Lates, Leaving Early, Changes to Pick up, Withdrawal:** If your child is going to be absent please call the office at 403-526-4477 ext. 4901 and Mrs. George will log the absence. Any student that is late will need to check in with the office so that we know that the student has arrived. Similarly, if you are picking up your child early, please write in your child's agenda to give the teacher a heads up and sign out your child at the office before leaving. For students who are chronically absent, the classroom teacher will notify the parents and develop a collaborative plan to positively impact attendance. Please give as much notice as possible when moving out of Herald School. The teacher can then prepare any reporting and obtain/collect summary information for the incoming school. Please be sure that all school property, such as library books and textbooks are returned so that transfers or moves can be completed quickly.



D. Lost and Found: There is a lost and found bin outside the office where lost items are gathered. Please remind your child to look there when one of their items is missing. Labeling your child(ren)'s items is a great way to minimize their items finding their way to the lost and found bin. A lost and found table is set up during school-wide events so you can also look through lost items. We are always looking for parent volunteers to support this process! Lost and found items are then donated a couple of times a year.

E. Staff Professional Learning: Several Fridays throughout the school are set aside for staff professional learning and students do not have classes during these days. Please watch for the dates in the school calendar of events, in the newsletter, and on the website. These days are important to give staff time to work collaboratively and learn together while creating the optimal learning environment for your child(ren).



F. Bussing: MHPSD students are encouraged to attend their neighbourhood schools and bussing may be provided within those boundaries. Please visit the MHPSD website to see the most up to date school boundary and transportation maps:
http://www.sd76.ab.ca/UserFiles/Servers/Server_137089/File/Transportation/Boundary%20Maps/HeraldBoundary.pdf Transportation questions can be directed to Robert Olson the MHPSD at 403-528-6572. Students are expected to follow the rules and expectations as laid out by the bus operator, the Tribes 4 Agreements, and MHPSD Policy 601.



G. School Council: The Herald School Council for the 2018-2019 school year is Tanya Buckshaw as chair, Jeneal Vargo as vice chair, and Tara Maunder as secretary. School Council is always open to parent volunteers to support with various school events, fundraising, and meetings. You can do a little or a lot! Meetings are held on the 4th Thursday of the month at 6:30 pm for approximately one hour. Babysitting is available by booking at the office with Mrs. George at 403-526-4477 extension 4901.

H. Field Trips: Field trips and community outings can be a meaningful way to enhance the curriculum and extend the learning in the classroom. Parents/guardians are informed of field trips through their classroom teachers

and required to give their consent for the trip. To facilitate community field trips, some teachers give a standard community field trip excursion forms to eliminate multiple forms and then include additional consent forms for more extraordinary trips. Fees can be waived or other arrangements be made for field trips where there are fees associated.

- I. **First Aid and Emergencies:** First aid will be administered to students who are injured at the school. A call will be made to the parent or guardian when injuries are deemed to be anything more than minor so that the parent/guardian can determine the next steps. Further, if we are aware that a student has bumped their head we will inform the parent/guardian. If a more serious accident happens, an ambulance may be called and if a parent/guardian cannot be reached a staff member may accompany the student to the hospital. Once again, it is important that we have your most current contact information. In the unlikely event, that there is an emergency situation at the school, the school staff and students are trained in emergency response procedures. These procedures cover fire alarms, natural disasters, and security alerts. In the event that Herald must be evacuated, our receiving site is Medicine Hat High School and parents would receive notification via phone or Synervoice.



- J. **Allergy Aware: We are a Nut Aware School.** Thank you for helping us to make Herald School a safer place for all our students by not sending peanut and other nut products to school.



- K. **Parking and Student Pick Up/Drop Off:** Please help us keep our parking lot safe for all students by following our recommendations for parking, picking up, and dropping off. There are **2 designated accessible parking stalls** at the front West entrance of Herald School. *We ask that you **ONLY park** in these front 2 stalls if you have an **Accessibility Pass** prominently displayed in order to park there AT ANY TIME, even for a quick pick-up or drop-off!* We have a number of students and families that REQUIRE the use of these stalls so we thank you for your help with this.



There are spaces on the west side of the school on the street for parking to pick-up or drop off students. Further, parking is also available on the southwest and on the north side of the school, if you are wanting to walk in and drop-off or

pick-up your student(s). Directly on the northside of the building is the bus parking area. Please follow the directions on the signs.

- L. **Wellness/Facility Dog:** Herald School is fortunate to have the services of a Wellness Dog “Kooper” who is a chocolate lab certificated by Chimo Animal-Assisted Wellness & Learning Society ([CAAWLS](#)). Please watch for a notice home with further information. Please see administration if you have any questions or concerns.

We ask that all other pets that are brought into the school are done in consultation with the classroom teacher and if you are doing so during drop off and pick up times that they are leashed or crated and you avoid high traffic areas.

V. Student and Classroom Information

- A. **Breakfast Program, Lunch, Canteen, and Nutrition Program:** The Herald Canteen provides our students with healthy choices for snacks and lunches at a minimal cost. The Canteen also gives the students who prepare these snacks



real life opportunities to practice life skills like healthy food preparation, food safety, money management, and food service. Students from various grades and specialized programming are involved with all aspects of the canteen from the planning, shopping, preparation, sales, and clean up. In addition to the Canteen a daily Nutrition Program is also available. The Canteen and nutrition menu is posted outside of the Canteen and will also be sent home at the various times. The weekly menu for the

nutrition program is posted outside of the office and a monthly menu is supplied in the newsletter. The Nutrition Program is available on a sliding scale where families can pay what they can afford from, free of charge to \$2.50, for the meals that they choose to purchase. Students can pay with cash or parents can make payments through the School Cash Online. Some classroom teachers, especially in the younger grades have students hand their money into them so that they minimize any loss of money or sharing with peers. Please connect with your child(ren)’s teacher to follow a system that works best for you.

The Nutrition Program and Canteen endeavor to follow the Medicine Hat Public School Division healthy nutrition policies, are also peanut-aware, offer many gluten-free options, and are open throughout the school year. Breakfast is available free of charge and parents can donate to the program if they want to pay for breakfast or put a note into the office if they do not want their student to participate in the breakfast or nutrition programs.

Students in ELP, Kindergarten, and Specialized Program eat their lunch in their rooms. Other students eat their lunches in Gym 2 after they go out for lunch recess. Students do not have access to a microwave as we find the time and staff supervision for this “eats” up too much time over the lunch time. Students are also responsible for their own forks and spoons. Herald is also working towards zero waste and it has composting, plastic, and cardboard recycling options available to students. We even have red wigglers worms that are fed the veggie scraps from the canteen and nutrition program! All juice box and bottle recycling proceeds go back into the school recycling program.

B. Arrival/Departure from School and Halls, Supervision:

SCHOOL HOURS

08:28 am	Warning Bell
08:33 - 10:15 am	Morning classes
10:15 - 10:30 am	Morning recess (K-6)
10:30 - 10:45 am	Morning recess (Specialized Program)
10:30 - 12:00 noon	Morning classes
12:00 - 12:45 pm.....	Recess and lunch
12:45 - 2:50 pm	Afternoon classes
2:50 pm	Dismissal



Herald School provides before/after school care for students through the Pitter Patter Daycare/Before & After School Care Program from 6:30 am to 7:00 pm. Unless students are in this program or other teacher clubs/committees, students should not arrive at school prior to 8:15 am. There will not be supervision available until after that time. Specialized classrooms will not have supervision in their classrooms until 8:30 am, when buses arrive.

Students are welcomed to go to playground from 8:15 – 8:30 if needed.

Herald doors are locked in the am and during instructional time except for the front entrance doors and the North Doors, which will remain open for the entire school day. We ask all visitors to report to the office during the school day. Thank you for your cooperation and support of this Herald School safety regulation.



It is important to note that there is not playground supervision after school. We ask that students proceed home at the end of

the school day to enjoy time with family. Supervisors are on duty in the playground and bus area at the following times:

08:15 - 08:33 amBefore school
 10:15 - 10:30 amRecess
 10:30 - 10:45 amSpecialized Program Recess
 12:00 - 12:45 pm.....Recess and lunch
 2:50 pmBus

At the end of day, we ask that parents who arrive before the final bell rings wait in main school areas i.e by the main office, gyms 1 and 2 rather than outside classrooms or in portable hallways as we at times having students working in the hallways. This will help us minimize distractions to learning. Once the bell rings, parents/guardians are welcome to go to their child's classroom and assist packing up and/or greeting the teacher.

C. PITTER PATTER Development Center

Debbie Dunn is the operator of the Pitter Patter Development Center and Before/After School Program and can be contacted at 403 580 5836 or Pitterpatter.cdc@hotmail.com. Subsidies are available and see the chart below for costs. There will be a \$15 non refundable registration fee for services.

Before and After School Care 6:30-8:30/2:47- 7:00	\$5.00/Hr
PD Days 6:30-7:00	\$35/Day
Holiday Camp Fee 6:30-7:00	\$175/week

Minimum Monthly Fee	\$40.00
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*Fees subject to change.

*If you qualify for full subsidy subtract \$310 from the monthly total.

D. Clubs, School-Wide Events, and Extracurricular Activities:

Herald staff offer a number of clubs that occur either at lunchtime or after school such as: leadership, Helpful Hornets, drama, Red Cross babysitting safety course and then babysitting club afterwards, choir etc. and more, based on interest from students. Watch for information to go home in agendas and in notes to get your consent.

Herald will also join the Medicine Hat Elementary Athletic Association and its yearly sports events. Our newsletter, student agendas, social media and website will advertise the other school wide and extracurricular events regularly happening at Herald School.

Herald also has an Engaged Worker and Thinker and Ethical Citizen Recognition at our monthly community assemblies. Further, we also have “Cool to Care” where students get nominated, get their names and good deed posted and have their name entered to have a canteen treat with school administration. The Cool to Care notes are then sent home.

E. Weather and Recess:

Research supports the need for recess and all of the rich learning that takes place during recess. Thus we endeavour to go out for recess through the variable weather that occurs. Please dress and send appropriate clothing for your child(ren) to **go out in cold, wet or hot conditions**. We make decisions on weather based on wind chill and heat and will have indoor recess or limit time outside accordingly. Students are then either supervised by their classroom teachers or other whole school activities.

F. Bicycles, Scooters and other Personal Property:



The safekeeping of personal property rests with our students. Students are encouraged to leave toys i.e. Beyblades, trading cards and electronic devices

at home. The school will not be responsible for lost, stolen, broken personal items. Once again, please label all personal items with your child(ren)'s name to minimize loss.

G. Dress Expectations:

The intent of sharing dress expectations is that students dress in a manner of the *Tribes Agreement of Mutual Respect*. We expect that students understand that similar to a workplace, there is a difference between casual clothes for wearing at home and clothing suitable for school. Our recommendations are that clothing is: clean and in good repair, slogans are positive and appropriate for a school setting that has an early learning program, non-scuff footwear is worn, head covers for medical or religious reasons or on school wide hat days, and underclothing is covered. We ask for your cooperation in respecting our dress expectations and understanding that reasonable judgement is applied to our dress expectations.

Please ensure that your child(ren) has non marking indoor gym shoes that they can change into during wet and cold weather. Further, we ask that when students are working in the kitchen that they also wear their indoor shoes rather than shoes like flip flops for safety reasons.

H. Lockers and Locks:

Some classrooms have access to lockers and students' personal belongings can be stored in the lockers assigned to them. Individual lockers are issued with the expectation that students are responsible for their appropriate care and maintenance; such as removing any extra food from lunches and taking extra materials home. Lockers are the property of Herald School and an administrator or board agent, without notice, may search them at any time.

I. Safe and Caring Environment:

We believe the goal of school expectations is to build lagging skills and self discipline so that we have a harmonious, positive and effective school climate. We continue to work with students and their families to resolve differences and build skills through various problem-solving strategies. We appreciate the creation of a positive school culture and that feedback enables us to do this. If

you have a question or concern please address it with your child(ren)'s teacher or the school administration as soon as possible. Various team members like our Family Support Liaison Worker (FSLW), City of Medicine Hat Resource Worker, MHPSD FNMI Liaison Worker and Medicine Hat Police School Resource Officers are contributing to the safe and caring environment at Herald School.

J. General Students Expectations:

We use the 4 Tribes Agreements as our guiding principles (from <http://tribes.com/about/>):

1. Demonstrate mutual respect
2. Show appreciation and no put-downs
3. Attentive listening
4. Right to pass and right to participate



Working on lagging skills in the above areas with the supports of Ross Greene's, Collaborative Problem Solving, Stuart Shanker's Self Regulation, and Michelle Garcia Winner's Social Thinking are the keys to a positive school climate.

K. Classroom Expectations:

Each teacher will share and teach the expectations that they have in their classroom and building off of the general student expectations. The 4 Tribes Agreements will be guiding principles in the classrooms while students also the guidelines in MHPSD Policy 601.

L. The Role of the Parent/Guardian:

Good communication between home and school is vital to a successful school year. We appreciate parents/guardians talking to their students about the expectations for school and then partner with the school as we work through any problems or issues that potentially arise over the course of the year. Please communicate any questions or issues with your teacher or the school administration as they come up. We value parent support for the many activities in school but especially during field trips and events that require extra hands like swimming, skating etc.

Under certain circumstances your child may require medication administered during school hours. We require a copy of the prescription, including instructions for

administration and a medication administration form from the office to be signed. This must be completed before any medication can be given.

Students will regularly be participating in Physical Education and/or Daily Physical Activity (DPA) classes. If your child has any physical condition or illnesses limiting his/her participation, we would appreciate having you bring this to our attention. We also ask that you provide them with a pair of **gym shoes that do not mark the floor**. It is preferable if these shoes be reserved for indoor use.



Alberta Health Services outlines the following important information about head lice.

Head lice are not dangerous and they do not spread disease but they can and do spread from person to person. A lot of head louse infections are caught from close family and friends in the home and community. We encourage students not to share their head coverings, accessories, combs/brushes with one another. MHPSD no longer informs if students have head lice in the classrooms but we will work with families to support with the best treatment action plans. Please see administration if you have any questions or concerns. For more information Health Link Alberta at 1-866-408-5465.

We are also encouraging parents to become involved with the Herald School Council in whatever capacity they are able to. The Herald School Council and the Herald School Fundraising Society are school advisory bodies that meet once a month - no meeting is held in December or June - to discuss issues of significance and concern to students, parents, and the school. Meetings are usually held on the fourth Thursday of each month - unless otherwise notified. These groups are comprised mainly of parents, teacher representatives, and school administration.

The mandate of the Council is:

- a) to serve as a liaison between the parents and the school;
- b) to create a sense of community and a spirit of cooperation between teachers, students and parents;
- c) to recommend, assist and participate in various educational activities of the school and the school community;
- d) to sponsor fund-raising projects, as the need arises;
- e) to act as a vehicle for the discussion of general community concerns;

- f) to encourage volunteer help at school functions and in the classroom as required.

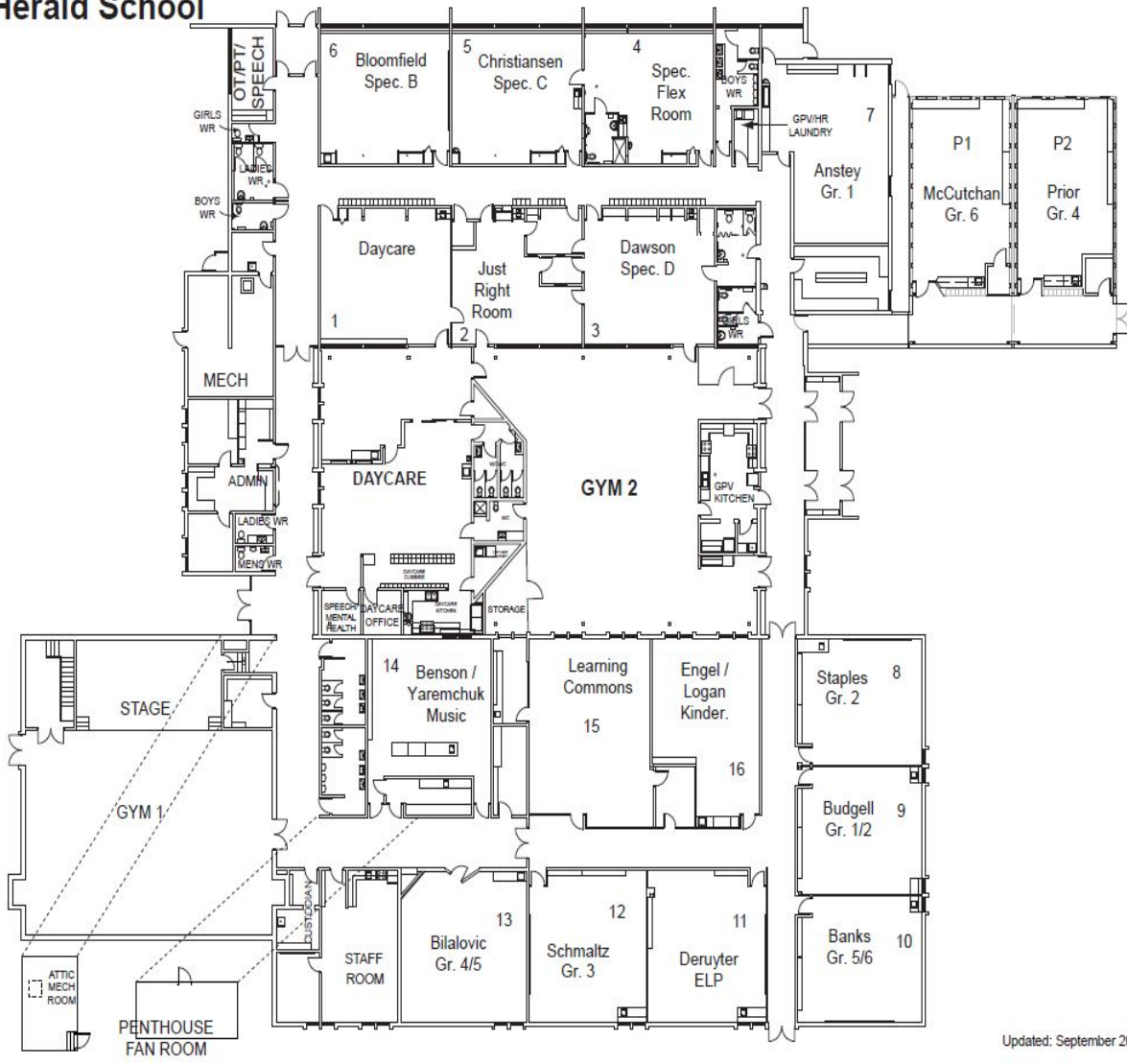
Parent involvement is strongly encouraged and appreciated at Herald School. We encourage everyone who is interested in helping our school to consider serving on our School Council or the Buddy Bear Ambulance Kids Foundation. Herald School will also continue to provide a 'Babysitting Safety Course' for our students. Students who graduate from this program provide childcare services to our parents who wish to attend School Council meetings and other meetings on an as-needed basis. This service is provided at no cost to our parents or their families.

M. Problem Resolutions:

From time to time, students will have difficulty exhibiting responsible behavior and meeting school expectations. Although the goal will be to follow a restorative process where the student will be provided the opportunity to make amends, there will require interventions such as: Problem solving with staff, administration, or other appropriate school personnel and may include conferences with student and/or student and parent establish logical consequences such as: withdrawal of privileges, written assignment of a related nature, community service in the school, detentions.

Serious problems and/or continued inappropriate behavior may result in: the issuing of an incident report which will be entered into events tracking, withdrawal of a student from classroom, playground, school or extracurricular program, in-school suspension, a behavior plan being developed with the consultation of parents, teachers, admin and support personnel, suspension of up to five days and further consequences according to MHPSD policy. The end goal of resolution will be for all students, staff and parents to: enjoy the benefits of a safe, caring, welcoming and productive work space, grow as learners and as people, recognizing when we have impacted others, appreciate the differences in approaches and individuals, grow in how we deal with these differences, understand that we have roles in our learning, behavior and attitudes, accept that there will be constructive consequences and that these consequences are designed to help us grow as learners and as people understand that the guidelines found in MHPSD Policy 621 & 660 will be followed.

Herald School



Updated: September 2018

September 1, 2018

Dear Parents/Guardians:

Re: Fair Notice and Process, Student Violence Threat Risk Assessment (VTRA)

In Medicine Hat Public School Division, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The community partners as members of the Southeast Alberta Regional Violence Threat Risk Assessment (VTRA) committee have developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes all staff must report all threat related behaviours.

What is the purpose of a Violence Threat Risk Assessment (VTRA)?

The Violence Threat Risk Assessment (VTRA) is designed to be proactive in developing intervention/safety plans that address the emotional and physical safety of those involved; to ensure a full understanding of the context of the threat; and to begin to understand the factors that contribute to the threat-maker's behaviour.

What behaviours warrant a Violence Threat Risk Assessment (VTRA) to be initiated?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is a Violence Threat Risk Assessment (VTRA) Team?

Each school has a multi-disciplinary VTRA team that includes the school administration, school based counselors and support staff, and may also include district resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the VTRA process. If for some reason there is reluctance to participate in the process, by the threat-maker or the parent/guardian, the threat assessment will still continue to ensure a safe and caring learning environment for all.

What happens in a Violence Threat Risk Assessment (VTRA)?

The process of a VTRA begins when threat making behaviours are reported. The VTRA protocol is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow-up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

This letter is intended to serve our community with fair notice that we, as a school district, will not accept "no response" to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to contact your school administrator, or further information can be found on the district website.

Sincerely,



Mark Davidson
Superintendent

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response www.cctotr.com.



SECTION 600- POLICY 621 MEDICINE HAT PUBLIC SCHOOL DIVISION
WELCOMING, CARING, RESPECTFUL, AND SAFE
LEARNING ENVIRONMENTS

BACKGROUND

Every school community member within the District has the right to learn and work in schools that promote equality of opportunity, dignity and respect.

POLICY

The Board of Trustees is committed to providing a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. The Board of Trustees is further committed to protecting all students from harassment and discrimination during the District's school- related activities. All those involved with the District including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, harassment and discriminatory behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner.

GUIDELINES

1. The Board of Trustees acknowledges its responsibility to ensure welcoming, caring, respectful, and safe learning environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to 621 P 001 Student Code of Conduct and schools' codes of conduct.
2. The Board of Trustees expects all trustees, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy. This policy covers behaviour not only at District schools, but also at any school-related activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. This applies whether contact is face-to-face, by phone, fax, e-mail, internet or intranet, or by any other means of communication. This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community, including aggressive behaviours such as "cyber" hate messaging and websites created in the student's home, in cyber cafes or other settings.
3. In an atmosphere of mutual respect and appreciation for individual differences, ALL staff, students and families, in accordance with the Canadian Charter of Rights and Freedoms, specifically Sections 2 and 15, have the right to:

- a. be treated fairly, equitably, and with dignity and respect;
 - b. have their confidentiality protected and respected;
 - c. freedom of religion, conscience, expression and association;
 - d. be fully included and represented in an inclusive, positive, and respectful manner;
 - e. have equitable access to supports, services and protections;
 - f. have avenues of recourse, without fear of reprisal, available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying and/or violence; and
 - g. have their unique identities, families, cultures and communities included, valued and respected within all aspects of the school environment.
4. The Board of Trustees expects all incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender, to be reported to a responsible adult who is a District employee.
5. Students are required to abide by the Code of Conduct as described in the School Act, Board Policy and individual school's Student Code of Conduct.
6. This policy is to be reviewed annually by the Board of Trustees.

Approved and Adopted:

March 29, 2016

REFERENCES

Alberta School Act Alberta

Human Rights Act

Alberta Teachers Association Declaration of Rights and Responsibilities Canadian

Charter of Rights and Freedoms

United Nations Convention on the Rights of the Child District

Policy 207 – District Council of School Councils