

Welcome to Centennial School

Dear Families,

Welcome to another great year at Centennial School! It is my honour and privilege to lead such an engaged group of students and staff. We are excited again this year to continue to build on our strong reputation of excellence in academics. Along with a strong focus on academic success our school community is committed to educating the 'whole child' through a positive safe, caring environment emphasizing curiosity, teamwork, leadership, empathy and healthy choices.

Parents, we welcome your presence, assistance in our classrooms, on field trips and helping with special projects. Parent volunteers and parent involvement in your child's school and classroom helps to build a strong positive learning environment for your child. If you have any questions or concerns regarding your child's classroom, be proactive and ask your teacher.

To support our routines, please take time with your child to talk about a system in which you can monitor what comes home and needs to be returned. We will also be communicating as much as possible through this venue, SchoolZone. Our plan is to release school wide updates, if necessary, on Thursdays. Any emergent items will be released on a timely basis. On SchoolZone the calendar is available for your access and will be updated with any changes as they arise.

This handbook is designed to give parents a better understanding of the daily operations of Centennial School. Please take some time to familiarize yourself with our policies and guidelines. If you have specific questions or concerns, please do not hesitate to call the school at 780 481 5590. On behalf of the staff, I welcome you back for a wonderful year of learning ahead.

Yours in Learning,

Geoff Sader Principal

Centennial Mission Statement

The mission of Centennial School is to prepare our students to be responsible citizens of the 21st century. Through a positive, safe, caring environment emphasizing achievement, inquiry, team work, leadership and healthy choices we will become problem solvers and lifelong learners curious about the world around us. Ours is a special place of warmth, optimism and hope where, “It’s your responsibility to help and no one has the right to hurt.”

Student Achievement

Student achievement results reflect our school philosophy of high expectations for academic success. The main factors influencing student achievement at Centennial School are:

- the high quality of instruction
- focus on inquiry and higher order thinking skills
- the high percentage of time spent addressing the curriculum
- the high expectations for work ethic, student motivation and attendance the strong influence of the home and the home’s attitude toward education

Respectful Learning and Working Environments

Edmonton Public Schools, in co-operation with its’ staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors. We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behavior in our schools and workplaces and to maintaining an environment that is respectful, safe, nurturing and positive for everyone. Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

Important Dates 2016 - 2017 - Please Check the SchoolZone Calendar for updates

Event	Date	Event	Date
First Day	September 1	Student Led Assembly	January 26
Staff Meeting	September 8	PD Day	February 6
Fire Drill	September 9	Family Day	February 20
Meet the Teacher BBQ	September 15	Student Led Conference	February 27 - Mar 1
PAC Meeting	September 21	Student Led Assembly	February 24
MIPI Admin	Sept 12 - 16	Teachers Convention	March 2-3
Reading Benchmark	Sept 19 - 23	Skiing (gr 3 - 6)	March 6
School Photos	September 19	School PD Day	March 17
Grade 6 to Camp Warwa	September 26-27	Report Cards Out	March 24
Student Led Assembly	September 29	Student Led Assembly	March 24
Terry Fox	September 29	Spring Break	March 27 - 31
Read in Week	October 3 - 7	Good Friday	April 14
Thanksgiving	October 10	Easter Monday	April 17
Goal Setting Meeting	October 19 - 20	Student Led Assembly	April 27
School PD Day	October 21	School PD Day	April 28
Alberta Opera	October 28	School Performance	May 9
Student Led Assembly	October 31	Grade 6 LA (a) PAT	May 11
Halloween Parade	October 31	Victoria Day	May 22
Remembrance Day Assembly	November 9	Teachers Days in Lieu	May 23
Teacher Day in Lieu	November 10	Volunteer Tea	May 26
Remembrance Day	November 11	Student Led Assembly	May 31
Non - instructional Day	November 14-15	K-3 Field Day	June 6
Report Cards Out	November 25	Grade 6 LA (b) PAT	June 19
Student Led Assembly	November 30	Grade 6 Math PAT	June 20
Christmas Concert Dress Rehearsal	December 21	Grade 6 Soc PAT	June 22
Christmas Concert	December 22	Grade 6 Science PAT	June 23
Student Led Assembly	December 23	Grade 6 Farewell	June 26
Christmas Break	December 24 - Jan 8	Teddy Bear Picnic	June 27
Skiing (gr 3 - 6)	January 24	Student Led Assembly	June 27

Artist in Residence	Jan 27 - Feb 10	Last Day	June 28
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Hours of Operation

Kindergarten – Morning Class	Grades 1 to 6
Classes begin8:45 a.m.	Assemble8:40 a.m.
Recess.....10:18 a.m.	Recess.....10:18 a.m.
Dismissal11:36 a.m.	Dismissal11:36 a.m.
Kindergarten – Afternoon Class	Classes begin12:27 p.m
Classes begin12:27 p.m	Recess.....2:10 p.m.
Recess.....2:10 p.m.	Dismissal3:31 p.m.
Dismissal3:31 p.m.	<i>Thursday dismissal 2:12 p.m.</i>
<i>Thursday dismissal . . . 2:12 p.m.</i>	

Centennial School Staff 2016 – 2017

Teaching Staff

Mrs. B. Chambers	Mrs. R. Maltais
Mrs. J. Cannon Melnyk-Banick	Mrs. J.
Mrs. K. Chinn	Mrs. S. Rakowski
Ms D. Deyell	Mrs. C. Rudat
Miss. M. Whitefield	Mrs. M. Shapka
Ms. M. Leong	Mrs. C. Thiessen
Mrs. K. Lissinna	Ms. S. Thompson
Ms. T. Loder Smith	Miss
Ms. J. McGucken	Ms. E. Urie

Principal	Mr. G. Sader
Curriculum Co-ordinator	Mrs. S. Rakowski
Administrative Assistant	Mrs. S. Maxwell
Library/Educational Assistant.....	Mrs. N. Parks
Head Custodian	Mr. E. Estrada
Assistant Custodian	Mr. C. Cruz

Supervision

Staff playground supervision is provided for the 15 minute period preceding morning

classes, as well as during recess periods. For safety and supervision reasons we ask that students arrive not earlier than 8:25 a.m.

Traffic Safety

Safe roads to school

Across the District, more than 90,000 students go to school each day. You can help our students stay safe with a few smart moves.

Let's go!



Park further away
 Avoid the crowds by parking down the street and walking your child to their designated entrance in the morning. After school, meet your child at the entrance and walk back to your car together.

Watch for NO PARKING signs
 Don't park in bus loading zones, disable parking zones and near crosswalks.

Slow down
 You're required by law to slow down to 30 km/h between 8 a.m. and 4:30 p.m. on school days where school zone signs are posted.

Don't be that driver
 It's easy to make mistakes when you're frustrated and in a hurry. Don't speed past crosswalks, block lanes of traffic or other cars, make U-turns or use the drop-off zone as a parking lot. These actions put students at risk.

Be respectful
 Students, school staff and parents volunteer as crosswalk patrollers and help enforce the rules of the road. Show your appreciation for their important work by being respectful and following their directions.

Pay attention to drop-off and pickup zones
 Drop-off and pickup zones are designated spots for your child to safely enter or exit your car. Keep things moving by remembering to:

- **PARK** inside the designated zone
- **STAY** in your car
- **GO** as soon as you've dropped off or picked up your child to make room for other parents waiting in line

Walk, ride or roll to school
 Driving isn't the only option! Choosing to walk, ride or roll to school is a safe and healthy way to help reduce traffic in school zones.

C16-0030 Revised 12-8-2015

Emergency Evacuation

Designated Alternate Site (short-term): Lessard Community League, 17404 - 57 Ave NW, 780-481-6579 Evacuation Site: S. Bruce Smith, 5545 - 184 St NW, 780-444-4946

Emergencies At Your Child's School

Sometimes emergencies happen at schools. To help everyone remain calm and act quickly in an urgent situation, each school has detailed plans that students and staff practice regularly throughout the year.

Staff Parking Lot

For the safety of your children, please do not use the parking lot to drop off or pick up your children. There is not sufficient room for student drop off or pick up from 8 a.m. until 4 p.m.

Learn About Emergency Procedures

Ask to see the emergency plans, which are available in the school office. Review parent handbooks to find out where to meet your child after an emergency. Talk to the principal for more information.

Information In An Emergency

In an emergency, we will communicate through SchoolZone.

Help Keep Your Child Safe In An Emergency

Don't call the school. Too many calls can overload the phone system, preventing emergency workers from making timely contact with the school. Don't call or text your child. A ringing or vibrating phone could alert a suspicious person to their whereabouts. Don't go to the school. Extra vehicles and people in the area can make it difficult for emergency workers to do their jobs.

Reuniting With Your Child After An Emergency

Most emergencies don't last long and are resolved before the school day ends.

If it's the end of the school day and an emergency has just ended, school staff and/or emergency workers will be at the school and tell you where to go to meet your child. If your child takes the bus, you will be notified if the bus is on time or late. If your child walks home, staff will take necessary precautions to ensure your child is safe leaving the site. In some emergencies, your child's class and teacher will go to an alternate safe site. If that happens, you will be notified about where to go to pick up your child. Sign out procedures will be in place - your child must be picked up by a parent, guardian or another adult.

Types Of Emergencies

ALERT A threat is outside the school. All exterior doors are locked. There are no outside activities. Classes continue as normal.

LOCKDOWN There is an immediate threat inside the school. All interior doors are locked. Staff and students keep quiet and hide. If staff and students are on a field trip, they will go to an alternate safe site instead of returning to the school. Students will not be released from the school until emergency responders say it is safe.

EVACUATION Schools may be evacuated during a fire, flood or bomb threat. All staff, students and visitors immediately leave the building and proceed to the school's meeting place. Everyone either stays at the meeting place or moves to an alternate safe site. Staff, students and visitors return to the building only after emergency responders say it is safe.

TORNADO ALERT Staff and students inside the building go to pre-designated shelter areas, which are usually interior hallways on the lowest floor of a building. If the school is damaged and it is safe to go outside, staff, students and visitors may be evacuated.

Cold Weather Policy

In the event of rain or cold weather below the limit of -23°C with the wind chill, outdoor recess will be cancelled. You may check the weather conditions on line at theweathernetwork.com. During very cold or rainy weather, students will be allowed into the school on arrival.

Absentee Check Program

To ensure your child's safety, please contact the school and leave a message on the answering machine if your child will be away from school. The answering machine is in operation 24 hours a day, 7 days a week. Please phone **780-481-5567** and use the following pattern for reporting the absence: My name is _____. I am reporting that _____ will be absent from school because _____. Grade _____ Room number _____ Name of teacher.

Students Leaving During the Day Need to be Signed Out

If you are picking up your child during school hours you are required by the office to sign them out in the sign out book in the office.

Illness

Children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe cold and flu: children coming to school with severe colds and flu are unable to function well at school, provide a source of infection for other children and would probably recuperate more quickly at home.

Illness/Injury Procedures

If a student becomes ill or injured while at school the following procedures will be followed:

- a member of the staff will attempt to make contact with the parent/guardian or with the person listed for emergencies. Only after contact and approval by parents will a child be sent home
- if the parent/guardian cannot be reached the child will be made as comfortable as possible at school. If the illness/injury appears serious, the school staff may call for ambulance assistance. School Personnel will accompany the student to hospital until such time as a parent or guardian can assist.

**Our registration forms request information to be used in medical emergencies. In addition we keep information about “at risk” children. Your assistance in providing appropriate information is appreciated.*

Nurse

Our school nurse visits Centennial School as time permits. She can be contacted at all other times through West Jasper Place Public Health Centre – Westlawn Site, 780-342-1284.

Speech and Language

Our speech-language pathologist is Tammi Bielefeld. Referrals can be made through the school or through the St. Thomas More site at 780-408-5836.

Medical Concerns

For any child who has a potentially serious medical concern (severe allergies, diabetes, severe asthma or other serious medical concerns) we need clear and doctor informed instructions from parents in order to keep children safe. If your child has a life threatening allergy we require that you fill out the “Life Threatening Allergy Alert” form. If your child’s anaphylaxis is associated with a food allergy also complete our “Allergy and Snack Instruction” sheet. Anaphylaxis students must have an epipen; the school will keep all epipens centrally to avoid confusion. Students must bring their epipen on trips away from school. For children with diabetes we require a Diabetes Care Plan. For severe asthma and all other serious medical concerns contact us in the school office for details for written requirements.

Discipline

Discipline or guidance principles upheld by the staff at Centennial are based on the assumption that:

- students will maintain a sense of well-being for themselves and others
- students will take responsibility for acting and speaking with respect and consideration for others
- all students will feel needed, valued and accepted
- discipline concerns will diminish when everyone is treated with dignity and respect

School Positive Plan

A large majority of our students demonstrate responsible behavior. Our students are generally cheerful, co-operative and respectful of their peers and adults in the school. This attitude contributes greatly to the overall positive atmosphere in the school. On occasion, some students choose not to follow school rules. We believe that students need to be given the opportunity to learn from their mistakes, be held accountable for their choices and improve their behavior with support from the principal or staff member, students:

- are taught to accept logical consequences for their actions.
- evaluate their behavior.
- become involved in finding positive alternatives to their irresponsible actions.

Depending on the frequency and severity of a problem, parents are involved in the process. Students whose behavior continually interferes with a positive school climate, a productive learning environment or the well-being of others, will be held responsible for their actions. Consequences may include an in school or out of school suspension.

Student Behavior and Conduct

“All students shall be treated with dignity, respect, and fairness in a safe learning environment.” We celebrate positive conduct and behavior by:

- making announcements over the intercom and at assemblies
- providing in-class recognition of students following classroom expectations
- awarding Student of the Month recognition

Conduct and Behavior Guidelines

Recess - Students are expected to:

- stay on school grounds
- use school and playground equipment properly
- respect the personal space of others
- follow supervisors' instructions

- avoid body contact
- treat everyone with respect
- return to the building promptly after the bell rings

Lunchroom (see page 13)

General - At all times, students should:

- walk, not run, in the hallways
- use 'inside voices' (speak quietly), so as not to disturb others working
- follow classroom rules

Playground Safety

Please review these basic rules of safe play with your children:

- Pushing or horseplay on play equipment leads to accidents.
- Walking in front of swings or other moving parts is dangerous.
- Always hold handgrips and rails.
- Never jump from unsafe heights.
- Don't run up or down slides.
- Bare feet in the playground is dangerous.
- Throwing sand often results in eye injuries.
- Bicycle helmets and drawstrings should be removed.

Familiarize yourself with the playgrounds your child visits. Look for hazards and see if the equipment is appropriate for your child's age and skills.

Parent Volunteers

We believe that parent involvement is a critical factor in children's educational success. Our parents are active partners in education, whether they assist in the classroom, participate in the School Council, or act as at home support. If you are interested in sharing your talents and time with us, please contact the school office.

Parent School Council (Formally PAC)

The Parent Advisory Council is composed of community stakeholders in education. The council has a formal structure and is governed by a set of by-laws outlined by Alberta Education. The group is chaired by a parent and includes representatives from school staff, administration, parents and the local community. The body serves to provide input into school decisions, share concerns, and to facilitate communication. All sessions are open and all parents are encouraged to attend meetings. Check School Zone for meeting dates.

Busing to Centennial

We are the designated school for the neighbourhoods of Dechene and Donsdale. Yellow bus service is available for Dechene residents living south of Dechene Road. To

learn more about eligibility and fees, visit epsb.ca/schools/gettoschool.

Lunch Supervision Program

Starting in the 2016-17 school year, the District is using a standard approach to the provision of lunch-time supervision service to support our schools in providing this service to families. This new approach reflects the District cornerstone values of integrity, equity, collaboration and accountability, and takes into account the evolving provincial context as it relates to lunch-time supervision fees.

Please find the link to the Lunchtime Supervision Service Registration form on our SchoolZone page as well as the current fee schedule.

Lunchtime Expectations for Students:

- Be polite and respectful to other students and the Lunchroom Aide Supervisor.
- Enter and leave the lunchroom in an orderly manner.
- Remain seated while eating.
- Eat lunches displaying good manners.
- Do not share your food.
- Talk using indoor voices.
- Tidy eating area – table & floor, ensure all of the containers and uneaten portions of lunch are back in the student's lunch bag.
- Wait for the Lunchroom Aide to dismiss.
- Look out for your safety and the safety of others, treat others fairly.
- Remain on school property, the forest is outside the school boundaries.

Nutritious Snacks and Healthy Eating Edmonton Public Schools has developed a Health and Wellness policy designed to promote healthy eating in schools. It informs schools about what we can offer or distribute to students, and encourages families to provide healthier snacks and lunches for their children.

In the interest of promoting good nutrition and dental health habits, we encourage you to supply your child with nutritious lunches and snacks. Pop, candy, chocolate bars, gum and similar items are not healthy, contribute to littering and should not be sent to school with your child.

“Pack It In, Pack It Out”

Throughout a school year many students throw away large parts of their lunches and leave juice boxes and cans open but with the contents still inside. The result is a great deal of clean up, sticky spills, odours and waste. We ask that all students practice “Pack it In, Pack it Out”. Students are to take their lunch litter home (including recyclables) with them. Please provide a plastic bag or reusable containers in your child’s lunch kit so they can take home leftovers. This ensures our classrooms stay cleaner, reduces our garbage production and disposal costs.

Lunchtime planning

We suggest:

- involving your child in lunch time planning to help increase the likelihood of bringing food that will be eaten rather than thrown out
- considering the type of packaging (i.e., using reusable containers instead of packaged containers with peel off lids that can make quite a mess if only partially eaten)
- discussing and teaching healthy eating habits

Celebrating Birthdays

It is not necessary to send treats to school on your child’s birthday — the teachers will acknowledge the day in some way and the principal meets with every student as well. If you would like to send something in, please make the effort to provide a healthier treat for our students (or treats that are not edible), and consider smaller portions. Some suggestions for healthy snacks to help you say “Happy Birthday”:

- Cheese, cracker and low-fat meat platter
- Low-fat muffins
- Fruit salad or kabobs
- Veggie and dip platter
- Goodie bags filled with an eraser, pencil, stickers, etc.
- Low-fat baked tortilla chips with salsa and bean dip
- Pretzels, animal/graham crackers, popcorn mix (popcorn, raisins), oatmeal raisin cookies, mini bagels
- Yogurt parfaits (fruit and yogurt topped with granola)
- Fruit smoothies

We appreciate your help in promoting healthy food and beverage choices at home and at school.

Field Trips

Field trips are provided throughout the year to supplement to the curriculum. Parents will be notified in advance of all field trips requiring chartered or public transportation. A completed returned permission slip is required from each child before he/she can attend. This consent form is your authorization for your child's participation. Field trip costs, where applicable, will be assessed on a per student basis. Field trip fees will be collected on a per trip basis. Skiing and skating are subsidized by the Parent School Council (PAC). No child will be refused the right to participate in field trips due to lack of funds if the situation is brought to the attention of the principal.

STUDENTS WHO HAVE NOT RETURNED THEIR PERMISSION SLIPS WILL BE ACCOMMODATED IN OTHER CLASSES. All field trips will be under the supervision of at least one teacher. Parents who volunteer to accompany classes on field trips are considered as agents of the Board for liability purposes. In instances where students involved in field trips complete the instructional day while off school premises, dismissal will be upon their return to the school.

Progress Reports

Progress reports are issued three times each school year and will be posted on SchoolZone. The first report will be in November, the second in March, and the final report is issued on the last school day.

School Assessment Plan

We've developed a school assessment plan to help you understand how we measure your child's learning. You'll find information about:

- how we plan to communicate student progress
- dates for progress reports, parent-teacher conferences, provincial exams, individualized program plan (IPP) reviews, and how and when English as a Second Language (ESL) proficiency benchmarks will be shared
- how we determine students' grades/marks
- parent, teacher and student responsibilities
- the steps we take to address missing or incomplete work

Please see the Centennial School Assessment Plan on our website at centennial.epsb.ca or SchoolZone.

Bicycles

Bicycles must be placed and locked in the bike racks and they may not be ridden on the school grounds. The school does not assume responsibility for the security of bicycles. Please note: BY LAW STUDENTS MUST WEAR BICYCLE HELMETS.

Scooters/Skateboards/Inline Roller Skates on School Grounds

These items may be used to travel to and from school. We request that they not be used on school grounds where they may put others in jeopardy. The use of skateboards during the school day is not permitted.

Personal Property of Students

Schools do not carry liability insurance covering the loss of personal property and cannot be responsible for recovery or replacement. However, every reasonable effort will be made to investigate damaged, misplaced, or stolen property. If students bring valuable objects to school for a special occasion, they are encouraged to leave them with an adult. Electronic devices such as cell phones, iPods and other electronic items must be off and left in backpacks from arrival to dismissal times. Please label all outerwear, footwear and school supplies with your child's name.

Shoes

Please help us maintain a clean school by providing your child with a pair of shoes to be kept at school for inside use.

Reporting Vandalism

If you see anyone committing any suspicious acts call the Edmonton Police Service Dispatch at 780-423-4567 or 911 if it is an emergency. Provide the name of the school, location and a brief description of what is happening. School officials will prosecute offenders and attempt to obtain restitution for damages.