



9011-182 Street
Edmonton, Alberta
T5T 2Y9
Phone: 780 481-3314

Name: _____ Room: _____

Building a community of
Effective
Leaders who are
Motivated,
Empowered,
Accountable and
Dedicated to learning.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Home Reading Log

Putting First Things First

Please colour in the graph for each night you read for at least 15 minutes. Parents, please initial after each month to confirm the accuracy. **All students are expected to read every night.**

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Nights	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total for the month										
Parents Initials										

For teacher Use: Level 1 (20 Nights): _____ Level 2 (50 Nights): _____ Level 3 (80 Nights): _____
 Level 4 (120 Nights): _____ Level 5 (150 Nights): _____ Level 6 (190 Nights): _____ Level 7 (230+ Nights): _____



Daily Fitness Log

Sharpening the Saw

Please colour in the graph for each night you do at least 15 minutes of activity. Parents, please initial after each month to confirm the accuracy.

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Nights	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total for the month										
Parents Initials										

Leadership Log

Seek First to Understand,
Then to Be Understood.

Record the leadership activities you took part in each month.

<u>September</u>
<u>October</u>
<u>November</u>
<u>December</u>
<u>January</u>
<u>February</u>
<u>March</u>
<u>April</u>
<u>May</u>
<u>June</u>

2016 – 2017 Belmead School Dates

Remember to see the online calendar in SchoolZone for the all the latest dates.

September

1 – First day of school
5 - Labour Day- NO SCHOOL
15 - Meet the teacher 5:30 pm
20 - Picture Day

October

2-8 - Read-in-Week
10 - Thanksgiving - NO SCHOOL
20 - Student Goal Setting Conferences
21 - PD DAY - No Students
27- Picture Retake Day
31 - Halloween

November

9 - Remembrance Day Assembly
10 - Teacher Day in Lieu- NO SCHOOL
11 - Remembrance Day - NO SCHOOL
14-15- Fall Break- NO SCHOOL
22 - IPP's posted
29 - Progress Reports posted

December

21- Christmas Concert 1pm and 7pm
23- Last day before Christmas break
24-Jan 8 - Winter Break -NO SCHOOL

January

9 - School Resumes
9-31- Gymnastics

February

6 - PD DAY -No Students
20 - Family Day - NO SCHOOL

March

2-3 - Teachers' Convention - NO SCHOOL
7 - PD DAY - No Students
16 - Celebration of Learning
17- PD DAY- No School
21 - Progress Reports and IPP's posted
25 - April 2 - Spring Break - NO SCHOOL

April

3 - School Resumes
14- Good Friday- No school
17- Easter Monday- No school
27- Leadership/Family Night
28 - PD DAY - No Students

May

9 - Wicitowin Night
22 - Victoria Day - NO SCHOOL
23-24-Teacher's Days in Lieu - NO SCHOOL
31 – Volunteer Tea

June

23 - IPP's posted
29 - Last Day of Classes
Report Cards posted
30 - Operational Day - No Students

SCHOOL HOURS 2016-17

	K – Gr. 6	Interactions
Morning Bell	8:32	8:30
Classes Begin	8:35	8:30
Recess	10:30	10:30
Lunch	12:00	12:00
Lunch Recess	12:22	12:15
Afternoon Bell	12:38	12:30
Classes Begin	12:40	12:30
Recess	2:15	
Dismissal	3:30	2:40
Thursday Dismissal	11:58	12:04

Students should arrive at school just before the first bell rings at 8:30 a.m. and 12:38 p.m. to signify the start of classes. Students arriving after the second bell will require a late slip from the office and will need to buzz at the front door to gain entrance to the school. Please remember that our front door is locked and you must gain entrance by buzzing to be let in. We are trying to encourage parents to meet their children outside by their classroom entrance doors at dismissal time, unless the weather warrants otherwise.

Except in inclement weather, students are expected to remain outside until the first bell rings. Students staying in until bell time must remove boots or shoes, come into the hallway, sit down and wait quietly.

NOTE: EACH THURSDAY ALL STUDENTS WILL BE DISMISSED AT 11:58 A.M. FOR TEACHING STAFF TO ENGAGE IN PROFESSIONAL LEARNING AND DIALOGUE. PLEASE ENSURE YOU PICK UP YOUR CHILDREN ON TIME.

REPORTING ABSENCES

In order for us to keep track of children's attendance, we request that the parents contact the school and leave a message on the answering machine if their child is to be away from school. The Voice Mail will be in operation 24 hours a day, 7 days a week. Please phone **780-481-3314** and use the following pattern for reporting the absence.

My name is **(name of parent reporting)**. I am reporting that **(child's full name)** will be absent from school because **(reason for absence)**. My child **(child's full name)** is in **(grade)**, **(room)**, **(name of teacher)**.

STUDENT ATTENDANCE

Regular attendance is a vital factor in being successful at school. The work in elementary school is sufficiently difficult that a student cannot afford to miss instruction in the classroom. Absence from class for any reason does not excuse the student from the responsibility of learning the material covered or from doing assignments given during the absence. We expect that parents will do their best to maintain the student's regular attendance. Parents will be contacted about any absence not accounted for. Home education may be requested in cases of extended illness. Please call the School Office to report if your child will be absent or late; we have an answering machine so you may call at any time (780.481.3314).

Please note that if your child is too ill to go outside for recess, then he/she should remain home. If your child is ill we ask that you keep them at home to recuperate and prevent the possible spread of infection to other children. We thank you for your understanding.

Students are considered late when they are not in their homerooms by 8:35 A.M. in the morning and 12:40 P.M. in the afternoon. Students who are late must check in at the office to get a late slip before going to their classroom.

SCHOOL LUNCH PROGRAM

Edmonton Public Schools policy states that lunch programs are to be provided where needed at no cost to the school budget. We at Belmead believe that, for the health and well-being of students, it is best for them to leave the school for lunch. By doing this they get fresh air and exercise and are fresh and ready to learn in the afternoons. We understand that this is not always possible and therefore we offer a supervised lunch program to students who cannot go home or to a sitter for lunch.

NOTE - ALL STUDENTS attending the lunch program MUST HAVE COMPLETED a lunch contract and returned it to the school with fees, prior to attending the program. Lunch fees are due at the beginning of the month.

VALUABLES POLICY

Students should not bring any valuables such as money, cell phones, mp3 players, iPods, electronic games, collector cards or other toys to school. If it is absolutely necessary to bring money to school it is advisable for students to give it to the teacher for safe keeping. If it is absolutely necessary to bring a cell phone to school it **must** be kept by the classroom teacher. The school will not assume responsibilities for damage or loss should a student lose or have damaged valuables brought to school.

COLD AND INCLEMENT WEATHER

Students are expected to dress appropriately for the weather and will go outside at recess and lunch unless conditions are extreme. We will have recess indoors when the temperature is below -23C. On very cold days

students may enter the school upon arrival (no earlier than 8:10 am) and wait quietly in the hallway until classes begin. Regular school hours are maintained regardless of weather conditions. Students will not be dismissed early at any time. Any child feeling ill or extremely chilled should report to the school office regardless of the time or weather, where a parent will be contacted.

Fresh air is important for everyone. In a northern climate like Alberta it is important we find ways to enjoy the outdoors. You can do your part by ensuring your child has the necessary clothing to allow them to play outside. If a warm coat, snow-pants, boots, hats, or mitts are a hardship for your family, please contact the office and we will try to assist you in keeping your child warm when outside.

STUDENTS LEAVING THE SCHOOL GROUNDS

Students who must leave the school during class time for doctor's appointments, etc., are to provide the classroom teacher **with a note** requesting the absence, stating the time and reason. Students are to report to the office before leaving in order that their name is recorded in the sign in/out record book.

All parents/guardians picking up students are required to meet them in our general office. Please help us to guarantee your child's safety.

PARENT ADVISORY/SCHOOL COUNCIL

The Parent Advisory/School Council is a partnership where the entire school community joins to establish and work toward common goals with the single aim of improving student learning. The Council provides feedback to the school and becomes involved in projects for the mutual benefit of the students, staff, community and parents. Without the support of our council, Belmead students would not receive the number of fieldtrips and resource support that they do. Belmead School has a very active School Council and we encourage you to get involved. Our PAC usually meets the first Monday of each month at 6:30 pm. Please contact the school office if you require more information.

STUDENT AGENDAS

To encourage all students to take greater responsibility for their own learning, students in grades K-6 use student agendas. The agendas can be used by the students to record daily homework assignments, upcoming events, long term projects and needed supplies. Also it is a way for your child's teacher and you to communicate. We believe that communication is very important and this is one way we can assist you with taking an active role in your child's learning.

SCHOOLZONE

SchoolZone is a secure web portal that is designed to provide parents and students with school and student information. You will find **School Newsletters**, Classroom news, progress reports, attendance records and notices about overdue library books, achievement results, assignments and links to great online resources. **SchoolZone** is available any time and on any computer connected to the internet, from home or work. We may

even post information about parent council meetings, special events, volunteer opportunities and school assemblies - making it easier for you to find out about school happenings without sending home lots of paper. *SchoolZone* is an important tool for our school and we encourage you to support us in our effort to improve communication between school and home by signing onto *SchoolZone* regularly to check for updates.

COMMUNICATION

At Belmead, we believe communication is very important and we value the importance of working as a team between students, families and staff. Each child will have an agenda to record important events, assignments and reminders. Please check *SchoolZone* for newsletter information and other general bulletins for both school and classroom news. We also are available through email and phone calls, although phone calls can be difficult for teachers to take during teaching hours.

STUDENT ASSESSMENT

Please check the school website for more information about the school and district plan for student assessment.

ACADEMIC RESPONSIBILITIES

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

TECHNOLOGY RESPONSIBILITIES

Use of technology at Belmead is a privilege for students. Technology used contrary to the intent of our Technology Use Agreement, may result in loss of privileges related to use or other appropriate consequences as determined by school staff.

LEADERSHIP OPPORTUNITIES

Student leadership is a very important aspect of life at Belmead. Many opportunities are available for students to work with staff on various projects that help to make Belmead a great school. We are very proud of our students and value the opportunity to develop their leadership skills in a variety of areas. We have a Student Lighthouse team which help to support our many school wide activities and a variety of leadership roles within in the classroom and school. Our classrooms also lead our monthly leadership assemblies using our monthly "Leader in Me" habit we are focusing on. They do an amazing job!

EXPECTATIONS FOR STUDENT CONDUCT AND PROVIDING STUDENTS WITH POSITIVE WAYS OF ACTING, ADDRESSING CONCERNS, AND SOLVING PROBLEMS

Our school recognizes that the preferred way to seek to ensure that children act, address concerns, and are able to deal with life's problems in a positive way is for us to be proactive. For that reason our school has implemented **The Leader in Me** program. Belmead is a place where learning takes place. The connection between student behaviour and learning requires that students behave in a manner that:

- a) Demonstrates the Seven Habits of Highly Effective Kids,
- b) Allows learning to take place,
- c) Ensures the safety of themselves and others,
- d) Shows respect for their own property and that of others.

When students do not follow these behavioural guidelines, the following will occur:

- The problem will be discussed with the student and appropriate behaviour and possible logical consequences will be identified with a "Growing with the 7 Habits Plan" written sheet.
- If the problem persists, it will be reviewed with the student, logical consequences applied, and parents will be notified.
- For recurring minor incidents or major offences a system of time outs and/or in-school suspension will be used. The main purpose of in-school suspension is to teach students to accept consequences for their actions, give them time to evaluate their behaviour and to become actively involved in finding positive alternatives to their inappropriate actions. Students will be given help in working this through. The length of time is determined by the severity and/or frequency of the problem.
 - In-school suspension will be used only after the usual methods have been tried and proven unsuccessful. The student will be removed from the classroom, and school work (in keeping with what the class is doing) will be provided.
 - Out-of-school suspension is used only as a last resort when in-school suspension has proven ineffective or when behaviour is of such a serious nature that it is not appropriate to keep the student in school.
 - Typically **student conduct improves** when a child knows that the school and home share common, and consistently enforced expectations.

SEVEN HABITS AND LEADER IN ME

As part of the "Leader In Me" Schools program, Belmead students will be learning about the "7 Habits" and applying them to their behaviour and learning both inside and outside of the school. The students will be learning from an age modified version of the 7 Habits of Highly Effective People by Stephen Covey. The 7 habits are:

Habit 1: Be Proactive

I am a responsible person. I take initiative. I choose my actions, attitudes and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.

Habit 3: Put First Things First

I spend my time on things that are most important. This means I say *no* to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5: Seek First To Understand, Then To Be Understood

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us alone. I am humble.

Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

We have added the 8th habit as we work on developing our leadership skills at Belmead.

Habit 8: Find Your Voice

I find my "greatness" or "genius" and help others to find their greatness. Find your voice and inspire others to find theirs. Those who can help others to find their greatness are "true" leaders.



Belmead School has been a proud participant in Alberta Project Promoting active Living and healthy Eating (APPLE) schools. We continue to support the mantra that is part of *APPLE Schools* which is to **make the healthy choice the easy choice** by changing the school environment. The easy choice for students will be healthy lunches and snacks and an active lifestyle. We aim to create and sustain supportive physical and social environments that foster lifelong health and learning. Home, school, and community will work together to improve a child’s health. We involve parents, students, staff, and community stakeholders to impact students’ knowledge, skills, attitudes, and behaviours. Although we are no longer considered to be an APPLE school we continue to support our nutrition policy as part of developing our healthy eating and active lifestyle goals.

Belmead created a Nutrition Policy in 2011 that involved parent, student and staff input. This Policy guides the food choices we make for our snack program, any events where food is served and in how we educate our students in making healthy choices about what they eat for snack and at lunch.

	What we will do	Where/ When it happens	Resources
Food as Rewards	Staff will use alternatives to food or beverages for rewards	Classrooms Office	<u>Healthy Rewards for Children, Healthy Rewards</u>
Food and Beverage Sales	All of the foods sold are considered a <u>Choose Most Often</u> food.	Healthy Hot lunches Fundraisers	<i>The Food Rating system</i> (Alberta Nutrition Guidelines for Children and Youth)
Serving Food	A minimum 80% of the foods served at any given time are considered a <u>Choose Most Often</u> food, and a maximum of 20% of the food served at any given time is a <u>Choose Sometimes</u> food.	Classrooms, Special events, Library Club, Patrol/Office Club appreciation events, Whole School events, Breakfast For Learning	<i>The Food Rating system</i> (Alberta Nutrition Guidelines for Children and Youth)
Celebrations and Holidays	We will limit celebrations that involve food during the school day to typical celebrations and serve food from the <u>Food Rating System</u> for <u>Choose Most Often</u> or <u>Choose Sometimes</u> guidelines.	Halloween Christmas Valentine’s Day Birthdays	<i>The Food Rating System: Healthy Choices for Special Event Days and Healthy Eating for Holidays</i> (Alberta Nutrition Guidelines for Children and Youth)
Fundraising	Fundraising activities will be non-food related as often as possible. If they are food fundraisers, they will include food from the <u>Food Rating System: Choose Most Often</u> category.	Through the school	<i>The Food Rating System: Healthy Choices for Special Event Days and Healthy Eating for Holidays</i> (Alberta Nutrition Guidelines for Children/ Youth)

Healthy Messages	Staff will promote and reinforce the healthy messages being taught.	Bulletin Boards Announcements Displays for special events Lessons in class	
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Food Rating System Examples:

Choose Most Often:

Food closer to its “natural state”, low fat, some fiber, low salt.

- Fresh fruits and vegetables
- 100% juice
- Whole grain products
- Low fat dairy products
- Lean meats, eggs, tofu, nut butters, legumes

Choose Sometimes:

Food with some nutrition, added fat, salt, and/or sugar.

- Refined grain products
- High fat and/or higher sugar dairy products
- Processed meats
- Salted nuts

Choose Least Often:

High calorie, low nutrient food.

Choose Most Often group

There are many **Choose Most Often** foods. Here are some examples:



Choose Sometimes group

Examples:



Choose Most Often and **Choose Sometimes** foods can look the same. But **Choose Sometimes** foods have more fat, sugar or salt. Use the Food Rating System to make healthy choices.

Choose Least Often group

Examples:

