

EVERYONE SUCCEEDS AND GROWS



ELMER S. GISH SCHOOL

75 Akins Drive

St. Albert, Alberta T8N 3A5

Ph: (780) 459-7766

Fx: (780) 459-5767

This agenda belongs to:

Name _____

Address _____

City/Town _____

Postal Code _____ Phone _____

Student No. _____ Homeroom _____

The Daily Schedule Elementary	
Welcome Bell	8:45
Morning Exercises	8:50 – 9:01
Morning Kindergarten Starts	8:52
Period 1	9:01 - 9:43
Period 2	9:45 – 10:27
Recess	10:27 – 10:42
Period 3	10:42 – 11:24
Period 4	11:26 – 12:08
Morning Kindergarten Dismissal	11:25
Lunch Break	12:08 – 12:51
Afternoon Kindergarten Starts	12:38
Welcome Bell	12:51
Afternoon Exercises	12:54 – 1:01
Period 5	1:03 – 1:45
Period 6	1:47 – 2:29
Period 7	2:31 – 3:13
Afternoon Kindergarten Dismissal	3:13

School office is open 8:00 a.m. - 4:00 p.m.

<p align="center">6 Day Calendar Grade 1 – 9 School Year 2009 - 2010</p>

Please refer to the handout sent home with the students on the first day of school. You may also access the day rotation by going to our school website at: <http://esgjh.spschools.org/>

Staff Meeting Days

Staff meetings are scheduled for the first Wednesday of each month starting in October. On those days, students will be dismissed at 12:08 pm noon and school buses will arrive at that time.

Kindergarten students do not attend on staff meeting days. Staff Meeting days are the first Wednesday of every month.

Note: There will be no staff meeting day in September.

2009 - 2010: The School Year A Glance

We have provided the key dates in the 2009 - 2010 school year below. Specifics regarding special events, field trips, and other school activities will appear in the monthly calendar at the back of each school newsletter and on the school web site.

<i>First Day of Operation</i>	Aug. 27
<i>Meet the Teacher BBQ</i>	Aug. 27
<i>First Day of Classes</i>	Aug. 31
<i>Labor Day</i>	Sept. 7
<i>Thanksgiving</i>	Oct. 12
<i>District Staff Development</i>	Oct. 13
<i>Remembrance Day</i>	Nov. 11
<i>No School–Non Operational Day</i>	Nov. 12 & 13
<i>Parent-Teacher Interview</i>	Nov. 24 & 25 PM
<i>Christmas Recess</i>	Dec. 21 – Jan 3
<i>Teachers' Convention</i>	Feb. 4 & 5
<i>Family Day</i>	Feb. 15
<i>Parent-Teacher Interview</i>	Mar. 23 & 24
<i>Spring Recess</i>	Mar. 26 - Apr. 5
<i>Good Friday</i>	Apr. 2
<i>Easter Monday</i>	Apr. 5
<i>Staff PD Day</i>	Apr. 23
<i>Victoria Day</i>	May 24
<i>Last Day of Instruction</i>	June 30

Provincial Achievement Tests for 2009 - 2010

DATE	TIME	GRADE
Tues., May 11	9:00–10:10 AM	Gr. 3 English L.A. Part A
Wed., May 12	9:00–11:00 AM	Gr. 6 & 9 English L.A. Part A
Thurs., May 13	9:00–9:30 AM	Gr. 6 Math Part A
Fri., May 14	9:00 – 9:06 am	Gr. 3 Timed Number Facts
Tues., June 15	9:00–10:00 AM	Gr. 3 English L.A. Part B
	9:00-10:30 am	Gr. 6 Social Studies
Wed., June 16	9:00–10:00 AM	Gr. 6 English L.A. Part B
	9:00-11:00 am	Gr. 9 Social Studies
Thurs., June 17	9:00–10:00 AM	Gr. 3 Math
	9:00–10:00 AM	Gr. 6 Math Part B
Fri., June 18	9:00–10:15 AM	Gr. 6 Science
Wed., June 23	9:00–10:15 AM	Gr. 9 English L.A. Part B
Thurs., June 24	9:00-10:15 AM	Gr. 9 Science
Fri., June 25	9:00-10:30 AM	Gr. 9 Math

Table of Contents

The Daily Schedule.....	2
Staff Meeting Days.....	2
2009 - 2010: The School Year A Glance.....	2
Elmer S. Gish: An Overview.....	4
Our Mission:.....	4
Our Name:.....	4
Our Vision:.....	4
Student Health/Personal Safety.....	5
Illness/Accident.....	5
Medical Treatment of Students.....	5
Bus Lanes and Student Drop-offs.....	5
Sign In/Out Procedures.....	5
General Safety.....	5
School Health Services.....	5
Expectations for Student Behaviour.....	6
Appropriate Dress.....	6
Cogito Junior High Standard of Dress.....	6
“Froshing” – Assault and Abduction.....	6
Drug-Free Schools.....	6
Personal Sound and Communication Equipment.....	6
Emergency Response.....	6
School Evacuation.....	6
School Lockdown.....	6
Effective Behavior Support Plan.....	7
Foundations for Success.....	7
Student Services.....	7
Library.....	7
Counselling.....	7
School Resource Officer.....	7
Student Activities.....	7
Co-curricular Activities.....	7
Extracurricular Activities.....	8
Intramurals.....	8
Inter-School Athletics.....	8
Student Council.....	8
Student Recognition Programme.....	8
G. I. S. H.....	8
Awards.....	8
Communication.....	9
Attendance.....	9
School Newsletter.....	9
School Web-Site.....	9
Parent/Teacher Interviews.....	9
Student Agenda.....	9
Fees.....	10
* Grades 1-9 Fees.....	10
Lunch Programme Fee.....	10
Additional Costs.....	10
School Supplies.....	10
Parent Support Services.....	10

School Council.....	10
Parent Volunteers.....	10
Cogito Steering Committee.....	10
Logos Steering Committee.....	10
Akinsdale Parents’ Association.....	11
GMPA (Gish Music Parents Association).....	11
Facilities and Services.....	11
Supervised Lunch Program:.....	11
Food Services:.....	11
Lockers.....	11
Student Telephone.....	12
School Photographs.....	12
Lost and Found.....	12
Appendix I.....	13
Effective Behaviour Support Plan.....	13
Goal.....	13
Guiding Principles.....	13
Discipline Approach.....	13
Appendix II.....	14
Excellence in Assignments.....	14
OnLine Resources.....	14
Assignments.....	14
Assignment Expectations: Grades 4 - 6.....	14
Map Assignment Expectations: Grades 4 - 6.....	14



A Message from the Principal

We see evidence every day that there are many paths to successful learning. Elmer S. Gish offers three different programmes and each of these programmes implement the Alberta Curriculum from a unique perspective. *Three great programmes – one great school!*

Global Programme (K – 9)

The Global programme opens new doors for students by offering an exciting global perspective to learning. Students are supported in becoming inquiring, knowledgeable and caring young people. They are active learners who strive to achieve a balance between exploration, knowledge and understanding. As well as understanding a thorough study of subjects, students are encouraged to see relationships amongst them and connect their school learning to the world beyond the classroom.

Cogito Programme (K – 9)

Cogito is a programme of choice designed to support the student in working consistently to achieve a high level of academic excellence. Direct instruction and regular homework contribute to the development of a strong, broad base of knowledge in all subjects. An atmosphere of structure and sequenced learning is consistently fostered. The structured environment with clear expectations, emphasis on organizational skills, accuracy and precision are important facets of the programme. Student uniforms from K-6 contribute to an orderly atmosphere and sense of success.

Logos Programme (5 - 9)

The Logos Programme follows the Alberta Program of studies. Teaching of knowledge, skills and attitudes is done within a Christian context. A Christian viewpoint to issues and topics from all curriculum areas is provided. Links are made between the concepts being taught and the Bible teachings on that concept.

One Great School

Students in all programmes are encouraged to participate in extra-curricular activities, helping to build a meaningful, well-rounded and vibrant school. This is the Gish experience.

Opportunities are listed under Student Activities in this handbook.

We believe in two-way communication and a partnership between home and school to enhance student success. This agenda/handbook is considered to be a source of useful information throughout the year. The agenda is a required organizational support to enhance student learning.

We feel privileged to work with you and your child to promote growth and success.

*Working together will ensure a good year for all!
Get the Gish Energy!*

Sincerely,

Duncan Knoll
Principal

Elmer S. Gish: An Overview

Our Mission:

*At Elmer S. Gish School, it is our mission to ensure that **EVERYONE SUCCEEDS AND GROWS!***

Our Name:

Elmer Gish was an educator noted for his commitment to developing school programs to meet student needs. As a teacher and principal, he was forward-thinking and creative. In 1970, he became Superintendent of our District. His vision for programs that would incorporate the best educational practice and outstanding staff guided development for a decade. He retired at the end of 1979.

When our school was opened in 1981, Mr. and Mrs. Gish attended the opening ceremonies. They continued to take an interest in the school and its programs throughout his life. Our students are encouraged to emulate his qualities as an inquirer, communicator, and life-long learner.

Our Vision:

EVERYONE SUCCEEDS AND GROWS At



ELMER S. GISH SCHOOL

in an environment

- ❖ that is safe and caring and
 - ❖ that nurtures individual and group well-being
- where

- ❖ teamwork
 - ❖ communication and
 - ❖ mutual respect
- enhance the development of individuals who
- ❖ believe in themselves
 - ❖ are critical and compassionate thinkers
 - ❖ are developing to their potential in academic studies,
 - ❖ are demonstrating positive personal qualities and moral values
 - ❖ are preparing to be informed participants in their community and world and
 - ❖ will be lifelong learners.



Student Health/Personal Safety

Illness/Accident

An infirmary is available for emergencies and unanticipated illness. School personnel see to minor cuts, scrapes, and playground bumps. The school does not provide or administer non-prescription medication for headaches or the flu.

In the event of a serious accident, the school will contact the parents or the person named as emergency contact for instructions. If one or more of these persons are unavailable, the student may be transported to the hospital by school staff, or an emergency medical response team.

When exemptions from courses or activities are required due to a physical disability or illness, a note from parents or a doctor is required.

Medical Treatment of Students

If your child requires medication during school hours because of illness, injuries, or medical conditions, please inform homeroom teachers and the office in writing. The Doctor's note or your letter should describe reasons for the medication and procedures for administration.

Medication must be secured in our infirmary. Students will be requested to self-administer any medication under the supervision of a staff member.

If your child has severe allergies or any other condition that requires special management, please advise us at the earliest opportunity. Call to arrange a meeting.

Bus Lanes and Student Drop-offs

For the safety of the children, parents can enter the east parking lot and proceed in order to the neon safety figure. Vehicles proceed in a single lane to the left of the safety figures. Students are to exit the vehicle and proceed to the crosswalk and then proceed to their assigned doors. Parents are reminded to park on Akins Dr. if they are entering the school. The parking lot is used for assigned staff parking only. If dropping off your child on Akins Dr. please do not stop within five meters of the crosswalk.

Thank You.

We require everyone's cooperation with this important safety issue.

Sign In/Out Procedures

Students who become ill and must leave the school or who have medical appointments are required to

sign out at the office before leaving. Students may leave during the school day only when:

- The parent personally picks up the student or
- The parent makes alternate arrangements that can be confirmed by the school.

General Safety

- Bikes are to be walked and scooters and skateboards carried in the immediate vicinity of the school.
- Skateboards, skates and scooters must be kept in lockers during the day including noon break (unless the student is going off site for lunch).
- Students must change to and from inline skates at the school entrances/exits.
- Students will enter and leave the school at the entrance/exit specified for their class.
- Appropriate footwear will be worn at all times in the school.
- Students will respectfully listen to and follow the directions of the staff, supervisors, and bus drivers.
- Students will keep their hands and feet to themselves.

School Health Services

Capital Health works together with schools and community agencies to provide a range of coordinated community health and support services for school-age children and their families. Our common goal is to build on the health and education potential of students.

Services include:

- Immunization and communicable disease control
- Enhancing the health of students, families and staff regarding tobacco reduction, injury prevention, healthy eating, active living, and mental health by working in a partnership to identify and respond to issues that affect their health
- Health education and support for teachers in presenting health education
- Consultation, information, and access to educational resources for teachers
- Hearing screening upon request
- Assisting/linking with referrals to other agencies
- Speech and language assessment and treatment (early elementary)



- Dental health (elementary schools)
- Respiratory rehabilitation – Asthma education program (elementary schools)
- Limited occupational therapy services

Please contact your school nurse at 459-6671 for more information regarding any of these services.

Expectations for Student Behaviour

Appropriate Dress

Appropriate dress helps students to perceive themselves as successful. All students are expected to wear clean, neat clothing that demonstrates personal pride.

- Logos or sayings must be respectful and consistent with a positive learning environment.
- No scanty and/or revealing clothing.
- Hats are to be removed and kept in lockers.
- Students in the Cogito programme, K-6, are required to wear uniforms.
- Starting in grade 4 all students are required to change-out for Phys. Ed. Classes. Students' need: shorts, t-shirt, sweats, and non-marking runners.

Cogito Junior High Standard of Dress

- All students are expected to wear clean, neat clothing that demonstrates personal pride.
- Collared shirt or tops and T-shirts are acceptable.
- Jeans and casual fitted pants are acceptable.
- pants must be fitted. Boxers and underwear can not be showing.
- Shoes must be fitted properly. For example, runners must be kept tied up and laces not left loose.
- Hair must be clean, neat and well kept. Highlights are acceptable but they must be natural colours. For example, blue and green will not be acceptable.
- Logos and sayings must be respectful and school appropriate. School staff has final word.
- Hats are to be removed and kept in lockers.

“Froshing” – Assault and Abduction

Elmer S. Gish, along with all schools in St. Albert, will not tolerate ‘froshing’. District policy clearly

states that students “will neither initiate, participate in, nor encourage froshing.” Consequences for such behaviour could result in suspension or expulsion.

Drug-Free Schools

All secondary schools in St. Albert are committed to implementing a Protocol Respecting Drug Free Schools. Under this protocol:

- Possession of or trafficking in illegal drugs in any form is an illegal act utterly incompatible with the School Act.
- Random patrols of the school may be conducted by school administrators and the RCMP, including canine members, or the district’s drug detection dog. Should these result in detection of an illegal substance, recommendation for expulsion from the school will be the norm.
- In all cases, parents or legal guardians will be notified.

Personal Sound and Communication Equipment

Use of personal sound and communication equipment systems during school time is not consistent with effective and efficient teaching and learning processes. Students are expected to leave such equipment in their lockers. Any student who is concerned about the security of his/her lockers may leave this equipment at home or at the office for the day.

Emergency Response

School Evacuation

In the event of an emergency when the school must be evacuated, the alarm bell will be sounded and students will leave the building under the supervision of school staff. An attendance procedure is in place to account for all of the students, and staff will “sweep” the building after all students have exited. Evacuation drills are practiced at intervals throughout the school year so that students are fully aware of procedures.

School Lockdown

In the event of an emergency when the school must be secured in a lockdown, lockdown direction will be announced over the school intercom and students and staff will quietly remain in secure areas (locked classrooms) until the lockdown is over. Lockdown drills are practiced at intervals throughout the school year so that students are fully aware of procedures.

Effective Behavior Support Plan

Every classroom will have its own set of rules and procedures as determined by the teacher and students in that particular school year. In addition to these classroom rules, the school operates by a set of general regulations and procedures implemented to ensure the health, safety, and success for our school community. These general regulations include, but are not limited to the following:

Students will:

- be diligent in their studies
- attend school regularly and be on time
- treat others with respect and use proper manners
- play safe, “hands off” games that respect personal safety and the safety of others. Examples of dangerous games include tackle football, throwing snowballs or other dangerous objects and “play fighting.” Such activities are not acceptable.
- dress appropriately (see Appropriate Dress)
- treat the school environment with care and respect
- cooperate fully with staff

We will continue to implement and refine our Effective Behavior Support Plan in the 2009 - 2010 school year.

The overview of the plan is included in an appendix of this handbook. We encourage parents to review this information with their children.

The School District has adopted a Code of Student Conduct. Students are expected to comply with this Code. A copy is sent home with each student at the beginning of the school year. Additional copies can be requested from the school office.

Foundations for Success

A document setting out commitments important in achieving success and growth is sent home in the fall. Students, parents and staff are expected to sign the document.

Student Services

Library

The library provides curriculum materials and recreational reading for student use during the school day and after school. Computer search terminals are available, and a library assistant will help students find resources they need. Books from the extensive print collection may be borrowed for two weeks in most cases. Some high demand

volumes are an overnight loan only. Other materials, such as, tapes, videos, and magazines are available. A growing collection of software is also available.

The library also houses several internet-connected research computers, several workstations for use with information processing software, a color scanner and several digital cameras. Project work with these tools generally requires teacher authorization.

Students are responsible for overdue, damaged or lost materials.

Counselling

The counselling program is organized to promote activities and experiences that will help students develop a positive self-concept, interpersonal relationship skills, decision-making and problem solving strategies. With parental consent, our counsellor is able to assess a student’s learning needs through special testing, and can assist with appropriate placement of children in a program that meets their needs.

Students can also use their counsellor as a resource in coping with personal concerns. Lifeskills, Anti-Bullying and Conflict Management are other areas offered. Please do not hesitate to call if you require information, additional resources, or assistance in any way with your child. We’ll be glad to help.

School Resource Officer

The St. Albert R.C.M.P. is a strong partner with our school. A liaison officer is available to provide advice and educational services to our school and families. For example, the D.A.R.E. (Drug Abuse Resistance Education) is provided to all students in grade six.

Student Activities

Co-curricular Activities

Students may be provided with opportunities during the school year to participate in field trips, excursions and activities outside the school. The nature and extent of these activities depends on the curriculum and the interpretation of that curriculum by the teacher. Letters will be sent home for parent consent for participation. In some cases, the cost of transportation and/or entrance fees may be charged to the participants.



Extracurricular Activities

A number of extracurricular activities are offered to students and are scheduled before or after school or at lunch. Some activities are for grade 1- 6, some for grade 7- 9 and some activities for both. Students interested in participating are asked to watch for notices or listen for announcements for start dates and times.

Activities include:

Badminton	Green Team	Band	Cooking Club
School Reach	Science Fair	Journal Games	Knitting Club
Track & Field	Running Club	Ski Club	Rugby
Floor Hockey	Yearbook	Volleyball	Cheer Team
Basketball	Chess Club	Student Council	

Intramurals

An intramural activity program is offered at E.S. Gish for grades 1-9 in the gym from October through April. Activities range from volleyball and basketball to floor and street hockey. Less traditional games are also included, as appropriate for the grade level. Schedules will be posted and included on our monthly calendar. Students who would like to participate should come prepared on their "day" and be in the gym after lunch at 12:30 p.m.

Inter-School Athletics

There are a variety of opportunities for students to become involved in interschool athletics. Grades 4 through 6 may participate in District cross-country and track meets. There may also be inter-school volleyball and Journal Games teams.

At Grades 7 to 9, interschool leagues and competitions have included cross-country running, volleyball, basketball, rugby, badminton, and track and field. Tryouts are held for some school teams. Others can accommodate all interested students. Fees may be charged to offset costs. Exemplary behaviour is expected of all students who represent the school on teams.

Student Council

The Student Council executive is elected in the fall by grades 7, 8, 9 students. In addition to the executive, room representatives will be elected for grades 7 to 9 homerooms.

This group provides leadership in planning and undertaking student activities, building school spirit, and working with the school staff to ensure that a student voice is heard in school issues. Staff advisors coordinates the activities of the student council.

Student Council activities include evening dances for students in grades seven to nine, special events such as "crazy hat" days, pep rallies for school teams and community projects such as fund-raising for charitable purposes. Participation on the Student Council is an excellent opportunity for students to learn and develop leadership and service attitudes and skills.

Student Recognition Programme

G. I. S. H.

As well as being the surname of a prominent Alberta educator G.I.S.H. is also an acronym that stands for **G**racious, **I**ndustrious, **S**elf-controlled and **H**onest. The goal of this Character Education Program is to promote and recognize specific behaviours that demonstrate positive attitudes, good values and citizenship. Each month students will be recognized that exemplify these qualities. Certificates will be mailed home at the end of each month. Also, students who are caught demonstrating any of these qualities will be given tickets to be entered into a draw.

Awards

In June of each year, students are recognized with a range of awards. These awards include:

Honours Certificates

- Awarded to all students who have attained an average of 80% or higher in the core academic subjects.

John Bauman Award

- Presented to the student in each grade 7 - 9 who has received the highest average in the core academic subjects.

Subject Area Awards

- Given to students in Grades 7 - 9 for outstanding achievement in non-core subjects, including Art, Music, Physical Education, Industrial Arts, Food Studies, Communications Technology and Leadership.

Citizenship Certificates

- Awarded to students from each class who exemplify caring, responsive and responsible citizenship.

D.W. Thomas Elementary Citizenship Award

- Shows the qualities of citizenship to the greatest degree. Some of the qualities shown are courage, competence, co-operation, contribution caring, concern and cheerfulness.

Elmer S. Gish Family Award

- Awarded to the student in grades 7-9 who is held in high regard by peers and teachers, as one who exhibits the qualities of good citizenship and also maintains a high academic standing.

Service Appreciation Certificates

- Given to students who have volunteered assistance in a variety of ways including, but not limited to: office assistant, daily announcements, Student Council, school kitchen, scorekeepers, hot lunch, intramurals.

Entner Community & Service Award (Gr. 4 - 6)

- Presented to a student or students who made a positive contribution to the school, demonstrated initiative and effort in supporting school activities and events, and also developed appropriately in academic studies.

Marwaha Community & Service Award (Gr. 7 - 9)

- Presented to the student who made a valuable contribution to the school, demonstrated initiative and effort in supporting school activities and events, and developed as appropriate in academic studies.

Communication

Attendance

Parents are requested to telephone the school at **459-7766** and leave a message on our answering machine before 8:00 am if a student is going to be absent from school or email us at esgattend@spschools.org.

When a student is absent and no message has been received, a phone call will be made to the home and/or the workplace of a parent/guardian.

School Newsletter

The *GISH GAZETTE* is published during the second week of each month. The *GAZETTE* contains important information on school events, meetings and issues, as well as an updated calendar that will help you plan around important school dates and times. It is sent home with the students, so please be sure to ask your son or daughter for your copy.

School Web-Site

We regularly post information on our website. **Check it out at: esgjh.spschools.org.**

Parent/Teacher Interviews

Communication between home and school is a key to student success. This can be accomplished by leaving a message with office staff.

Twice each year, in November and March, time is set aside for Parent/Teacher Interviews.

Parents are encouraged to use this opportunity to discuss their child(ren)'s progress with the teacher(s). Appointments can be made through the school office for all grades K to 9. Both evenings will be by appointment only. Details of times and process for booking appointments are provided in newsletters and in progress report packages.

If you feel uncertain about how to prepare for, or get the most from an interview, please feel free to call the school. We will be glad to share some tips to make your interview as productive as possible.

Student Agenda

Time management is a key strategy for personal success. Adults and students alike deserve the quality of life that can result from efficient use of time. We are committed to fostering good habits for our students in this important area.

Agendas have been utilized successfully by many for several years here at Gish. Continued emphasis will be included this year.

- Every student will be expected to have the agendas at all times throughout the day. Important information can be recorded in each class.
- Agendas will be used when students sign in or out at other than regular times.
- Students will have agendas with them if and when they are in the hallways during class time.



These strategies will help ensure that each student is making good use of time. It will also provide an important communication and planning tool for parents and families.

Fees

* Grades 1-9 Fees

Category	Grade 1-6	Grade 7-9
Learning Resources	\$55.00	\$65.00
Band Instrument Rental (per year)		\$50.00
Agenda Book 1-9	\$10.00	\$10.00
CTS (per term)		\$12.00
Art 7 & 8/9		\$20.00 (per term)
Outdoor Ed		\$40.00
Fit for Life & Fit Plus		\$40.00
Noon Hour	\$60.00	\$60.00

*Please note: An invoice for fees is mailed home in September and fees are due upon receipt.

Lunch Programme Fee

A User-Pay Lunch Programme is available for all students in grades 1-9. Students who stay at school for lunch will be supervised by paid employees of the User Pay Programme. For families who use this service, the cost of the programme is \$60.00 per year per child or \$30.00 per year per child for a seasonal lunch pass which covers inclement weather. The money collected is used to pay the supervisors and/or to provide necessary equipment for lunch activities.

Fees can be fully paid in September, or half in September, half in January. See "Supervised Lunch Programme" for expectations and procedures.

Grade 7 through 9 students may leave school grounds unless directed otherwise by a parent and the school is informed. These students will also be required to pay the Lunch Hour Programme fee if they return to the school prior to 12:51 pm.

Additional Costs

Additional costs may be assessed during the school year for special projects, field trips and excursions,

participation in extra-curricular activities, and for damaged or lost resources. These will be communicated to parents as necessary.

School Supplies

School supply lists are provided at each grade level to ensure that students have everything they need for their classes.

Parent Support Services

School Council

Parents are encouraged to take an active role in the School Council, either as a member of the executive committee, or as a participant in the monthly general assembly meetings. The School Council plays an important part in the success of our school by providing a valuable perspective to the school staff on key issues or initiatives, and by providing leadership in programs and activities vital to the well being of the E.S. Gish School. Watch for announcements of dates and times of Council meetings in the monthly newsletter.

Parent Volunteers

Gish students' benefit from the assistance of thousands of hours of volunteer effort. Parents and other community members help with the many facets of educating our children. Preparation of classrooms or special event materials, baking, supervision of field trips, and reading with students are examples of support activities. If you are able to share some of your valued time, energy, and skills, with our students and teachers, please complete the form that comes home in September. We know you will make a difference at E.S. Gish!

Cogito Steering Committee

This committee has been formed for the purpose of supporting and enhancing the Cogito Programme. For example, this committee assisted in programme promotion, and facilitated the selection and ordering of school uniforms. All parents of Cogito students are welcome to participate.

Logos Steering Committee

This committee enriches the Logos program in the district, plans and assists with Logos fellowship events, and works with staff to increase community awareness of the Logos program.

Akinsdale Parents' Association

Known as "The APA", this is a registered society for the purpose of fundraising in support of school programs and facilities. In the past, funds have been raised for audiovisual equipment, sports or physical education equipment for the sign in front of the school and renewal of the library collection.

All parents of students enrolled at E.S. Gish are members of this organization and are welcome to attend meetings. Information about meetings and initiatives is included in newsletters and in Friday envelope handouts.

Your input and support related to the Association and its initiatives are welcome. Any questions or concerns related to this group may be directed to the school office.

GMPA (Gish Music Parents Association)

This is an association of Band parents for the Grade 7-9 Band program. There is a full complement of executive positions. Fundraising supports band programs such as a spring tour and purchase of equipment.

Facilities and Services

Supervised Lunch Program:

Supervision of students during the noon hour is provided through a user-pay program. All students who stay at school during the noon hour are part of this program with no exceptions.

All other students who stay at school during the noon hour are charged a fee of \$60.00 pre year. See Lunch Program Fees for details.

During the noon hour:

- Students eat lunch in the assigned room. No students are permitted to eat lunch in the gymnasium, hallways, washrooms or outside.
- Students will remain in the assigned room until dismissed by the supervisor at approximately 12:25 pm.
- Microwave ovens are available to students for the purpose of heating lunches.
- Students in grades 1 to 6 **must** remain in the designated supervised areas of the school playground during recess. Written permission must be provided by a parent for any exceptions.

- Students in grades 7 to 9 may leave the school playground unless directed otherwise by a parent and the school is informed.

NOTE: Students who do not take part in the user pay lunch program are expected to go directly home (or to alternate care as arranged by parents) at the beginning of the noon hour. They must return to school to arrive promptly at 12:51 pm.

Students are expected to follow rules during the lunch break and to treat paid supervisors with the same respect that is accorded the other school staff. Students who do not behave properly may lose the privilege of eating lunch at school.

Food Services:

Vending machines are located in the hall between the music room and the drama room. Prices vary from \$1.00 to \$3.00 for an assortment of healthy snacks, juices, water and sandwiches.

Pizza sales are held each Friday morning. One-quarter of a large pizza can be purchased for \$4.00. Fresh pizzas are delivered to the school at the beginning of the noon hour.

Beverages such as water, juice, fruit drinks sell for \$1.00(cans) or \$2.25 (bottles) in coin operated machines.

Funds from these services are used to support student activities.

Lockers

Lockers are available in the hallways and change rooms. These are the property of the school and their use is regulated and supervised by the school. The lockers may be opened by school personnel as deemed necessary for inspection.

If a student decides to use a locker, an agreement for use is signed at the beginning of the school year. The student is required to use the assigned locker and to keep it locked at all times. **Students are not to open lockers assigned to another student and are expected to treat locker combinations as confidential information.** Other conditions are outlined in the agreement.

Good quality locks may be purchased at the office for \$8.

Lockers in the change rooms are available for use during the student's regular physical education class or interschool athletic programmes. Students are

encouraged to have an extra lock to use during these times. Valuables should never be left unattended or unsecured in these areas.

Student Telephone

A student telephone is provided in the foyer of the school. The Student Council pays for this service. Students may use the phone to call home or to make short personal calls during breaks in the school day or after school. Calls during class time or scheduled activities may only be made with the permission of a staff member.

Students are asked to use the telephone with care, so that it will continue to be in good condition and remain serviceable throughout the year.

School Photographs

An independent contractor takes individual student photographs early in September. Parents may choose to purchase photographs through a number of purchase options provided by the photographer.

Class and group photographs are taken in the spring, including team, and club photos. The Grade 9 Farewell photo is also taken at this time. Dates, prices, and ordering information are provided in a special notice, or in the "Friday Envelope" before the photographs are taken.

Lost and Found

The lost and found box is located in the elementary wing. Parents are encouraged to stop by the school and check the box from time to time, as a considerable amount of clothing accumulates. At the end of the year, any clothing left in the lost and found is donated to charity.

Appendix I

Effective Behaviour Support Plan

Goal

- to maintain a safe and caring environment in which teaching and learning is maximized.
- to provide instruction, support and encouragement that empowers students to become self-disciplined responsible citizens of the school, community and the world.

Guiding Principles

We believe that:

- Success is a key factor in the development of self worth and positive behavior.
- Respect for self, others, and the school environment is fundamental for success.
- Everyone is responsible for his/her behavior.
- Everyone is expected to follow the school rules.
- Clear expectations and communication are important for growth and success.
- Students will learn acceptable behavior through the use of a problem solving approach.
- Teamwork between staff, parents, and students is important in developing positive behavior, pride and school spirit.

At the beginning of each school year, a copy of the *Foundations For Success* is sent home to be signed by all concerned. The homeroom teacher will retain the signed copy.

Discipline Approach

Three important levels of discipline are addressed within the school.

1. Preventive Discipline

- provides instruction, clarification and modeling
- focuses on effective pro-social behaviour
- encourages responsibility and respect
- strategies include:
 - instructional programmes such as Health and Lifeskills, and G.I.S.H. Character Education.
 - community initiatives such as – operation Christmas Child
 - Leadership opportunities such as Student Council and volunteer roles
 - relationship building opportunities such as school spirit events, teams, cross-age activities
 - recognition programmes such as showcasing student work, awards programmes.

2. Supportive Discipline

- accountability for high expectations
- low key interventions such as identification of inappropriateness and prompting of acceptable behaviour
- problem solving approach including individual, small group and classroom meeting

3. Intensive Discipline

- responds to behaviours that are disruptive to a safe and orderly environment
- frequency, duration and intensity (severity) of behaviours are important factors
- logical and/or appropriate consequences include but are not limited to:
 - accounting to parents
 - making appropriate apologies, and where possible, restitution
 - being referred to attendance board
 - losing privileges for a time
 - rendering service or serving a detention
 - being temporarily excluded from a class
 - serving an in-school suspension
 - serving an out-of-school suspension
 - agreeing to a contract to improve personal conduct
 - receiving assistance from the police liaison officer
 - being expelled from school.
- Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behavior such as:
 - consistently disruptive, defiant behaviours
 - conduct that threatens the safety of students and/or staff
 - behaviours that are a threat to personal safety may result in parent school conferences, suspensions, and alternate assignments of programmes
 - possession and/or use of a weapon
 - theft
 - possession, trafficking or use of illegal drugs, alcohol or inhalants.

Appendix II

Excellence in Assignments

OnLine Resources

Learn Alberta has issued a User ID and Password for parents and students. This will allow you to access resources on the LearnAlberta.ca website that will be useful for classroom assignments and research. The User ID is LA54 and the Password is 6378 for the school year 2009 - 2010.

Assignments

Student success is enhanced when assignments are prepared and submitted appropriately and in a timely manner.

Assignment Expectations: Grades 4 - 6

Before an assignment will be accepted for marking, you must ensure you have done the following:

- Work is completed on a new, neat sheet of lined paper. That is:
 - not ripped out of binder
 - not wrinkled, crumpled, torn, or soiled
 - without any doodling
- Full name, date, and class appear in the upper right hand corner of the page.
- Your assignment is written on the correct side of the page (the holes should be on the left side of the first side).
- Assignment is titled
 - the title is centered on the first line of the page, not “floating”.
 - the title is written in the same size letters as your normal writing.
- All assignments are completed in dark blue or black pen or dark pencil. All math, diagrams, maps, graphs and charts must be completed in pencil.
- Writing is lined up against the red, left hand side margin line.
- Work is completed in full, reflective sentences which include attention to proper spelling, capitalization and end punctuation..
- Double space all work.
- When you come to the end of a line/page, do not squish the writing to “fit”; instead start a new line/page.
- Neatly cross out or erase errors.

Map Assignment Expectations: Grades 4 - 6

Before a map will be accepted for marking, you must ensure you have done the following:

- Full name, date, and class appear in the upper right hand corner of the page.
- The map has a title that reflects what the map is representing.
- Neat and complete work- the coloring and labeling is done with care.
- Items have been labeled horizontally (labeling for rivers may follow the river’s path)
- Neat, printing is completed in pencil.
- Water is coloured pale blue (the colour blue is reserved for water only on all maps).
- Proper capitalization is used.
- Correct spelling is used.
- Colour/shade maps in pencil crayon, do not use markers or wax crayon.
- The legend (if applicable) is attached on a separated sheet of paper provided by the teacher.
 - the legend is titled (use the same title as the map)
 - all symbols are neatly drawn in pencil
 - the meaning of the symbols is neatly written on the chart.

(This Page is for the back of the Agenda)
6 Day Calendar Grade 1-9
School Year 2009-2010

DATE	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1		2	5	Sun	6		4	3		Sat	6
2		3	6	1	1	Sat	5	4	Good Friday	Sun	1
3		4	Sat	2	2	Sun	6	5	Sat	4	2
4		5	Sun	3	3	2	Teacher	6	Sun	5	3
5		Sat	1	4	Sat	3	Conven	1	Easter Monday	6	Sat
6		Sun	2	5	Sun	4	Sat	Sat	4	1	Sun
7		Labour Day	3	Sat	4	5	Sun	Sun	5	2	4
8		6	4	Sun	5	6	1	2	6	Sat	5
9		1	5	6	6	Sat	2	3	1	Sun	6
10		2	Sat	1	1	Sun	3	4	Sat	3	1
11		3	Sun	Remem. Day	2	1	4	5	Sun	4	2
12		Sat	Thanks Day	Non Operation	Sat	2	5	6	2	5	Sat
13		Sun	PD DAY	Non Operation	Sun	3	Sat	Sat	3	6	Sun
14		4	6	Sat	3	4	Sun	Sun	4	1	3
15		5	1	Sun	4	5	Family Day	1	5	Sat	4
16		6	2	2	5	Sat	6	2	6	Sun	5
17		1	Sat	3	6	Sun	1	3	Sat	2	6
18		2	Sun	4	1	6	2	4	Sun	3	1
19		Sat	3	5	Sat	1	3	5	PD DAY	4	Sat
20		Sun	4	6	Sun	2	Sat	Sat	1	5	Sun
21		3	5	Sat		3	Sun	Sun	2	6	2
22		4	6	Sun		4	4	6	3	Sat	3
23		5	1	1		Sat	5	1	4	Sun	4
24		6	Sat	2	Christ	Sun	6	2	Sat	Victoria Day	5
25		1	Sun	3	mas	5	1	3	Sun	1	6
26		Sat	2	4		6	2	PT INT.	5	2	Sat
27	No students	Sun	3	PT INT.	Break	1	Sat	Sat	6	3	Sun
28		2	4	Sat		2	Sun	Sun	1	4	1
29	Sat	3	5	Sun		3	-----	Spring	2	Sat	No students
30	Sun	4	6	5		Sat	-----	Break	3	Sun	½ day
31	1	-----	Sat	-----		Sun	-----		-----	5	-----