



3735 – 114 Street NW
Edmonton, Alberta T6J 2G6
Phone: (780)434-8581 Fax: (780)435-1303
E-mail: greenfield@epsb.ca Website: <http://greenfield.epsb.ca>

Trustee – Michael Janz
Superintendent – Darrel Robertson
Principal – Lorna Nyitrai
Assistant Principal – Peter Guthrie

SCHOOL PHILOSOPHY

The mission of École Greenfield School is to be a school of excellence that ensures high levels of learning are possible for ALL students. We believe our success will be measured by the extent to which each student: is academically strong, is able to communicate in English and/or French, is technologically literate, demonstrates positive leadership, citizenship, and becomes a lifelong learner.

PRINCIPAL'S MESSAGE

Bienvenue/Welcome to the 2021-2022 School Year! We are excited to work in partnership with all members of the École Greenfield School family to support excellence in all that we do. We believe that the quality of education is enhanced for students when we have open and ongoing communication. Together we build the leaders of tomorrow. The future of our world is in our school today and everyday!

Lorna Nyitrai, Principal/directrice

SCHOOL HOURS

	MORNING	AFTERNOON
Bell rings	8:35 am	12:20 pm
Instruction begins	8:40 am	12:25 pm
Recess (15 minutes)	10:15 am	1:53 pm
Dismissal	11:35 am	3:35 pm
Thursday dismissal	11:36 am	2:11 pm

INTERACTIONS PROGRAM

Instruction begins	8:43 am
Recess	Scheduled by Teachers
Lunch 11:30 - 12:10	
Recess	Scheduled by Teachers
Dismissal	2:51 pm
Thursday Dismissal	2:24 pm



ATTENDANCE AND ABSENCES

Regular attendance is a vital factor in being successful at school. **To maximize and respect teaching-learning time, we expect students to attend school and arrive on time.**

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.

Parents, please contact the school, at greenfield@epsb.ca, or (780)434-8581, if your child(ren) will NOT be attending school that day. The office will then notify the teacher(s).

LEAVING THE SCHOOL

Under **no circumstances** is a student to leave the school during class time without first signing out in the **school office**. Whenever parents need to pick up students **during the school day**, parents shall come to the office first. Students will come down to the office to meet them. Since we are responsible for the students, it is critical that the office knows which students are in the school at all times.



VACATIONS

DURING SCHOOL TIME

If parents choose to take their child(ren) out of school for vacation, the school considers that the parent is homeschooling during that time. Teachers are not required to provide homework.

SCHOOL PHONE

Learning is our priority. We do not interrupt classroom instruction with telephone messages from home, except in an emergency. Office staff try their best to pass on family messages to their children prior to dismissal, but are unable to accept responsibility for any missed messages. Students have access to school telephones only in the case of emergency or on the request of school staff.



UNUSUAL CIRCUMSTANCES

During unusual circumstances, information for parents will be posted on SchoolZone. If our school population has to evacuate the building due to unusual circumstances, the students will

be taken to the gymnasium at **St. Stanislaus School, 3855 -114 Street.** Regular school dismissal times would be followed. Bussed students would be picked up at St. Stanislaus and all other students would be dismissed from there. Every effort will be made to phone parents or guardians who normally pick up their children from Greenfield School.

EMERGENCY SITUATIONS

A school Emergency Plan is in place, and is reviewed and updated annually. Fire drills, security alert drills and school evacuation drills will be conducted regularly throughout the year to allow students and staff to be prepared for quick response to any emergency situation. A notice will be placed on SchoolZone indicating when drills have been conducted.

To help keep your child safe during an actual emergency, we ask you:

- DO NOT call the school
- DO NOT text or call your child
- DO NOT go to the school.

The District has developed a new message system called School Messenger that can automatically call and text you when there is a major emergency like a fire, lockdown, tornado, or significant community threat.

To ensure you receive the phone call and/or text, please ensure the school has the updated contact phone numbers associated with your child. If you would like to receive text messages for emergencies, the district requires your permission to do so. **Please text “Y” or “YES” to 978338 to grant permission.**

SCHOOL ZONE

School Zone is an Edmonton Public School site to provide families, students, and teachers with secure access to school and student information. School Zone allows students, families, and school staff to interact on a regular basis by sharing school news, assignments, attendance, and homework via the Internet. Google Apps is now available to students and staff through SchoolZone. All new students and parents will be provided with information to access SchoolZone. We post progress reports, IPPs, bussing information, school events and information and much more on SchoolZone. It is the primary form of communication with the latest information for parents.

PARKING, PICK UP & DROP OFF

Assigned school parking stalls are rented by staff during the school year. We request parent cooperation by not parking in staff stalls in the school parking lot. Parking is available on public roadways adjacent to the school. Please observe parking restriction signs and bus zones and be considerate of our neighbours' properties and driveways.

In consideration for the safety of all students, parents are asked not to use the parking lot as a drop-off or pick-up area for their children. Drivers are reminded that there is very limited parking in the drop-off loop in front of the school. If utilizing the loop, drivers must remain in their vehicle at all times. If dropping off or picking up their child, be prepared to move forward in the lane as space permits. Students must exit their vehicle on the curb side only. Family and driver cooperation, courtesy and patience help to make student drop-off and pick-up times safe and efficient for all.

We ask families to use marked crosswalks and obey directions of the AMA School Patrols. Police may be contacted to handle repeated disregard for traffic and parking regulation in addition to their regular patrol of the school area. We work closely with the City of Edmonton Traffic Department to monitor and respond to traffic safety concerns. Possible fines may be issued by Edmonton City Police when enforcing traffic safety.

SUPERVISION

Supervision is provided fifteen minutes prior to assembly in the morning and afternoon, and during each recess period. Supervisors wear safety vests when outdoors to ensure that they are visible. Students may approach any supervisor for assistance. Students should not arrive at school earlier than when regular supervision is provided (i.e., not before 8:20 a.m. and 12:05 p.m.).

When the weather is very cold or wet, students may wait quietly inside their assigned entrance until class assembly. In the interest of safety, all students are expected to report home immediately following dismissal afterschool.

ADULT BUILDING ACCESS

It is important that families picking children up after school be on time. Please take special note of early dismissal time of 2:10 p.m. every Thursday. Interactions students will be dismissed at 2:24 p.m. on Thursdays. We request that families determine a regular meeting spot for their children outside of the school building instead of waiting at their child's designated school exit door. All parents should pick their child up/meet them outside the school building at dismissal. Parents should not be waiting inside the building to pick up their child. Only adults with proper identification are permitted in the building unless it is a special event. ALL adults may only enter the school through the front doors unless they are staff. Adult volunteers who are in the building will sign in at the front office and be given special identification. These adjustments have been made to ensure the safety of your children.

ASSEMBLIES

Regular assemblies are held to: celebrate student learning and achievements, develop public speaking skills, listen to special guests, and practice good audience behaviour. The acceptable form of expressing appreciation is **applause** (not booing, whistling, or yelling). **Parents, please join us for assemblies.** The days and times will be posted on SchoolZone.



FOOTWEAR

Suitable footwear should be worn relative to weather conditions. Year round, all students will **remove OUTSIDE FOOTWEAR** at the entrances. Students are to keep inside shoes in classrooms. A pair of white-soled runners for inside use only is a **MUST** for physical education class.

For everyone's safety, adults please wipe your shoes on the entrance mats before proceeding into the school.

APPROPRIATE SCHOOL CLOTHING

- We ask that all students be dressed with appropriate outdoor clothes for recesses.
- Slogans on all clothing are positive and appropriate for the school setting.
- Come prepared with adequate clothing for a variety of weather conditions.
- Recommended that division one students have an extra set of clothes in their backpacks for accidents.



INCLEMENT WEATHER

During inclement weather (rain, extreme winds or cold) students may come into the school prior to class assembly time. Students are expected to wait in an orderly manner at their designated entrance. Children should be dressed appropriately for any type of weather, as they may be sent out for a regular or shortened recess at the discretion of the Principal. Outdoor recesses are cancelled if the temperature is extremely cold (i.e., -23°C with wind chill). Students are then provided with a supervised indoor recess/exercise break. Green dots are placed at school entrances indicating indoor activities.



ILLNESS

Children who are too ill to go outside for recess are considered too ill to be at school. Children coming to school when ill are unable to function well, provide a source of infection for other children, and would probably recuperate faster at home.

If a child becomes ill at school, the parent or emergency contact person is contacted to arrange for the child to be picked-up. Please ensure your family has a back up pick up plan for your child.

INJURY

Basic first aid is administered to any child who experiences an injury at school. Contact with families may not be made if the injury is a minor scratch or bump. If the illness or injury appears serious, every attempt is made to contact the family first or emergency contact person. If the family member cannot be contacted, the school will access the appropriate medical system (e.g., MediCentre, ambulance). The family will be notified as soon as possible. Note: Medical costs, including ambulance charges, are the responsibility of the parent.



MEDICATION

Administration of medication to students is the responsibility of the student's parents/guardians. If a family member needs school staff to administer medication at school, a signed request from the parent and physician must be provided to the office. It must indicate the type of medication to be administered, required dosage and action to be taken in the event of possible side effects. This request will be kept in the child's school file.

For the safety of others, all medications are stored in a secure area in the school office with the exception of EPI pens required by students with life-threatening allergies (EPI pens are to be carried by the allergic student at all times). Asthmatic students who occasionally require use of an inhaler should provide the school office with their medication. Medications are only administered under supervision by designated school office staff.

ALLERGY AWARENESS

Greenfield is an "Allergy Aware" school. We have a number of students and staff in our school who have allergies to nuts and nut products, gluten, milk and eggs. Ingestion of even tiny amounts of these items could be serious or even life threatening. Although it is not possible to guarantee freedom from allergen contamination, staff makes every effort to exhibit due care and responsibility in providing the safest environment possible for children.

Ways you can help our school:

- Check the list of ingredients on items you send to school.
- Please avoid sending products containing peanuts/nuts to school.
- Teach your children to understand this very serious situation and encourage them to support their peers.
- Teach your child not to share food, drinks, or eating utensils with others.
- Teach your child to wash his or her hands with soap and water before and after eating. Washing hands can also help reduce the spread of colds and flus.

Please think about school or classroom events that might include food and to be allergy aware on these occasions.

SCENT SENSITIVE

We request that no strong scents (e.g., perfumes, hair/body products) be worn in the building to help to minimize allergic reactions for students, staff, and volunteers with respiratory allergies or asthma.

FEES & VALUABLES

Any payments for lunchroom supervision, bus passes, field trips, or other school fees may be paid in the following ways:

- on School Zone via Mastercard or VISA
- via cheque made payable to Greenfield School
- by cash labelled with the student's name, room number, and teacher's name written on the outside.

Greenfield School is not responsible for lost or stolen items. Please emphasize to students the danger of leaving money, valuables or other personal articles in their desk or other places at the school. The school is a public building and we must be very careful to protect our property.



TECHNOLOGY USE

All students will sign a technology use agreement. When at school, all of the "Technology Use Policy" conditions apply to student-owned, personal electronic devices. Electronic devices are not to be used during recess, at lunch, or while waiting for the morning bell to ring.

If school faculty have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the EPS and/or Greenfield School Student Behaviour and Conduct Policies, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.

LOST AND FOUND

Students are responsible for their personal property. We request that ALL ITEMS OF CLOTHING, FOOTWEAR AND SCHOOL SUPPLIES be labelled clearly with the student's name.

Found articles of clothing and footwear are placed in the lost and found boxes at the entrances around the school. Smaller items such as book bags, books, watches, keys, glasses, and jewelry, are to be turned into the office. Twice a year, items not yet claimed will be put on display one last time and a notice placed on School Zone. After such time, any remaining items will be donated to those less fortunate.



LUNCH PROGRAM

Students are to provide their own lunch. Lunch fees cover the cost of lunch supervision and related expenses. Lunch supervisors are hired to supervise students who stay at school for lunch. Students staying at school for lunch are supervised during an outdoor play period for half of the lunch hour and eat their lunch indoors during the other half of the time, sitting at their own desks in their classrooms. Microwaves and eating utensils are not provided for student use. Use of reusable or recyclable containers is strongly encouraged, and students are asked to take any leftovers home.

Students who leave the school for lunch are not to return to school before 12:05 p.m.



RESPECTFUL LEARNING AND WORKING ENVIRONMENTS

Edmonton Public Schools is committed to creating welcoming learning environments which foster understanding, respect and responsible behaviour among all members of the school community. We believe that a responsive, safe, caring and inclusive school environment is necessary for students to learn and achieve high academic standards.

We are committed to acknowledging, addressing, and eradicating discrimination, harassment, intimidation or bullying. Schools have the responsibility to ensure that students and their families feel safe to share these issues and concerns. Within a safe and caring environment, students and their families have the right and responsibility to bring these concerns to the attention of the school staff. The Board expects that school and District staff will be respectful of the concerns of students and their families and will work with them to provide appropriate supports and resolve their issues in a timely manner.

As students learn by example, all members of the school community are expected to model respectful conduct, inclusive behaviour and an understanding and appreciation of diversity.

ÉCOLE GREENFIELD SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES: MAKING RESPECTFUL CHOICES

I have the **RIGHT** to uninterrupted learning.

I have the **RESPONSIBILITY** to arrive at school on time and be in class on time.

I have the **RIGHT** to learn and grow.

I have the **RESPONSIBILITY** to be prepared for class, listen to instructions, work quietly, raise my hand if I have a question or concern, and to complete assignments. I will cooperate, participate and do the best that I can.

I have the **RIGHT** to hear and be heard.

I have the **RESPONSIBILITY** to listen respectfully when others are speaking.

I have the **RIGHT** to be respected as an individual.

I have the **RESPONSIBILITY** to show respect and consideration for others and their ideas, and to treat others as I would like to be treated.

I have the **RIGHT** to be safe.

I have the **RESPONSIBILITY** to adhere to the rules of the school, allowing others to be safe.

I have the **RIGHT** to privacy and to my own personal space.

I have the **RESPONSIBILITY** to respect school property, personal property and the privacy of others.

I have the **RIGHT** to enjoy school.

I have the **RESPONSIBILITY** to have a good attitude and to participate in a way that helps make our school a place where others can enjoy school too.

ÉCOLE GREENFIELD SCHOOL BEHAVIOUR EXPECTATIONS

	<i>Respect Ourselves</i>	<i>Respect Others</i>	<i>Respect Property</i>
All Settings	<ul style="list-style-type: none"> ● Be on time ● Be prepared ● Be on task ● Give your best effort 	<ul style="list-style-type: none"> ● Be an active listener ● Help others ● Share ● Use appropriate voice levels ● Respect authority ● Respect personal space 	<ul style="list-style-type: none"> ● Recycle ● Clean up after yourself ● Use only what you need to use ● Take care of you own belongings ● Push in chairs
Halls	<ul style="list-style-type: none"> ● Walk 	<ul style="list-style-type: none"> ● Use quiet voices ● Walk 	<ul style="list-style-type: none"> ● Keep halls and walkways clean
School Yard	<ul style="list-style-type: none"> ● Have a recess plan ● Play cooperatively 	<ul style="list-style-type: none"> ● Play safe ● Include others ● Share equipment ● Take turns ● Encourage others 	<ul style="list-style-type: none"> ● Be active ● Use equipment safely ● Pick up litter ● Use garbage can for litter
Washrooms	<ul style="list-style-type: none"> ● Wash your hands 	<ul style="list-style-type: none"> ● Go directly there and return as quickly as possible to class ● Respect privacy ● Use quiet voices 	<ul style="list-style-type: none"> ● Keep the washroom clean ● Flush every time ● Use soap appropriately ● Use paper towel appropriately
Lunchroom	<ul style="list-style-type: none"> ● Eat your own food 	<ul style="list-style-type: none"> ● Practice appropriate manners ● Use quiet voices 	<ul style="list-style-type: none"> ● Pick up and clean around your table ● Stay seated while eating, get up only with permission
Common Learning Spaces	<ul style="list-style-type: none"> ● Use time effectively 	<ul style="list-style-type: none"> ● Use quiet voices ● Follow the Greenfield School Technology Use Agreement 	<ul style="list-style-type: none"> ● Take care of books, magazines and computers ● Push in chairs
Assemblies	<ul style="list-style-type: none"> ● Respect personal space 	<ul style="list-style-type: none"> ● Be an active listener & participant ● Express appreciation using applause 	
Buses	<ul style="list-style-type: none"> ● Obey bus rules 	<ul style="list-style-type: none"> ● Sit facing forward ● Use quiet voices 	<ul style="list-style-type: none"> ● Obey bus rules

UNACCEPTABLE BEHAVIORS

Behaviors which put self &/or others at risk

- Defiance of rightful authority
- Disrespectful conduct
- Abusive or profane language or gestures
- Continuous disruptive behavior
- Play fighting
- Misuse of technology

OUR SCHOOL IS A "NON-VIOLENT ZONE."

- Student writing and artwork will not contain violence.
- War toys are not allowed at school.
- Violent actions are not permitted in class or during recesses.
- Appropriate clothing is to be worn.

The Zones of Regulation

“Life is 10% what happens to us and 90% how we react to it.”

- Charles Swindoll



As part of our efforts to support student behavior, well-being, and overall success, all students will receive instruction in the Zones of Regulation. The Zones of Regulation is an approach used to support children in identifying how they feel and states of alertness. Four main zones/colours are used to provide a concrete framework for students to build self-awareness. These zones can be compared to traffic signs.

The goals of this approach are to help our children not only identify their feelings/states of well-being, it is also to provide strategies to assist in controlling emotions, managing sensory needs and improving the ability to deal with conflicts and problems.

Staying regulated allows students to respond well to a host of different situations and challenges. Below are some descriptors that will be referenced with students. Parents are invited to also use the images and common terms at home. An information session will be planned in the Fall for parents who want additional information.

The Four Zones: Our Feelings & States Determine Our Zone

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, explosive behavior, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions; however, one has some control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings, such as when one feels sad, tired, sick, or bored.