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Trustee – Julie Kusiek  
Principal – Simon Williams  
Assistant Principal – Tyson Mastel

### **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. As a school community, we work together to create a safe and welcoming environment characterized by equity, diversity, inclusion and kindness.

### **PRINCIPAL'S MESSAGE**

Bienvenue/Welcome to 2025-2026 School Year! We are excited to work in partnership with all members of the 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. We invite you to use this agenda to plan for and keep track of your learning adventures.

Yours in partnership,  
Simon Williams, Principal

### **SCHOOL HOURS**

|                     | MORNING  | AFTERNOON |
|---------------------|----------|-----------|
| Bell rings          | 8:30 am  | 12:15 pm  |
| Instruction begins  | 8:35 am  | 12:20 pm  |
| Recess (15 minutes) | 10:15 am | 2:00 pm   |
| Dismissal           | 11:30 am | 3:30 pm   |
| Thursday dismissal  |          | 2:05 pm   |



EDMONTON PUBLIC SCHOOLS

## 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](mailto: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). NEW! You may also now log onto your parent account in SchoolZone and enter in your child's absence prior to the morning bell.

## 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 safety of our 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 providing self-directed homeschooling during that time. Teachers are not expected to provide homework or home study materials.

## SCHOOL PHONE

Learning is our priority. We do not interrupt classroom instruction with telephone messages from home, except in emergencies. For this reason, it is very important that any transportation arrangements, childcare, or permission for after school activities and visits to friends' homes be agreed before your child leaves for school in the morning. Students have access to school telephones only in the case of emergency or on the request of school staff.

Please note that personal electronic devices, such as cell phones or smart watches, are NOT to be used or carried on their person during the school day including at recess, at lunch, or while waiting for the morning bell to ring. Communication between students and parents during the school day must be achieved via the school phone at (780)434-8581.

## 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. Evacuation drills and lockdown drills will be conducted to allow students and staff to be prepared for quick response to any emergency situation.

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 Division has developed a 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.**

## SCHOOLZONE

SchoolZone is an Edmonton Public School site to provide families, students, and teachers with secure access to school and student information. SchoolZone 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, busing information, school events and information and much more on SchoolZone. It is the primary form of communication with the latest information for parents.

## 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 8:15 a.m. and 12:00 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. It is important that families picking children up after school be on time. **Please take special note of the dismissal time of 2:05 pm every Thursday.** 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.

## 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.

## ASSEMBLIES

Regular assemblies are held to: celebrate student learning and achievements, develop public speaking skills, listen to special guests, and practice good audience behaviour. **Please note that assemblies are reserved for staff and students due to seating capacity in the gymnasium.**

## INCLEMENT WEATHER

During inclement weather (heavy rain, extreme winds, air quality, 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 canceled if the temperature is extremely cold (i.e. -23°C with wind chill). Students are then provided with a supervised indoor recess. Green dots are placed at school entrances indicating indoor activities.

## ILLNESS

Normally, 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. If the parent cannot be reached, the child is made as comfortable as possible in the office area and remains there under supervision of office staff.

## 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 or 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 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 make 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, VISA or E-transfer to [greenfield@epsb.ca](mailto:greenfield@epsb.ca)
- via cheque made payable to Greenfield School
- by cash labeled 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 shall follow the Division technology use agreement. When at school, all of the "Technology Use Policy" conditions apply to student-owned or personal electronic devices.

Please note that personal electronic devices, such as cell phones or smart watches, are NOT to be used or carried on their person during the school day including at recess, at lunch, or while waiting for the morning bell to ring. Communication between students and parents during the school day must be achieved via the school phone at (780)434-8581.

Please emphasize to your child(ren) the risk of bringing costly electronic devices. Greenfield School is not responsible for lost or stolen items.

## **VOLUNTEERING**

Greenfield is pleased to have parent volunteers in our school. Opportunities include helping in our library, during special events, with parent council, or in the classroom. All volunteers will be required to complete a volunteer form before participating. The form outlines the responsibilities and expectations for the volunteers and the principal is responsible for approval of volunteers.

## **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/cutlery 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 12:00 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.

## **LOST AND FOUND**

Students are responsible for their personal property. We request that ALL ITEMS OF CLOTHING, FOOTWEAR AND SCHOOL SUPPLIES be identified 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 SchoolZone. After such time, any remaining items will be donated to those less fortunate.

## **GTV**

Greenfield Television's mission is to communicate to the students, teachers, parents, community members and visitors, about what is happening at Greenfield. GTV is about students sharing their learning and their experiences together so as a school community we synergize. GTV's mission is to create successful leaders who work together and have fun through teamwork.

## 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 avoid blocking their driveways.

In consideration for the safety of all students, parents are asked NOT to use the staff 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 at 8 spots. 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. The Drop Zone is not for parking. The bylaw sign states you have 5 minutes in this zone. You may not leave your vehicle unattended while in this zone. Family and driver cooperation, courtesy and patience help to make student drop-off and pick-up times safe and efficient for all.

Please note that dropoff in the alley south of the school is not permitted. 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.

Keep our children safe by following all traffic laws. Be vigilant, be considerate and be patient. Convenience is not a priority over safety. Please see the picture below for clarity.

