

# HAZELDEAN SCHOOL

6715-97 STREET NW  
EDMONTON, ALBERTA  
T6E 3J9

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WEBSITE: <http://hazeldean.epsb.ca>



Learn. Grow. Lead.  
Together.

## 2017-2018 PARENT HANDBOOK



EDMONTON PUBLIC SCHOOLS

## Welcome to Hazeldean Elementary and Pre-Kindergarten School

Hazeldean School was built in 1951 with additions at later times. Hazeldean School was selected for an extensive renovation and modernization in 2004. The project was successfully completed in September of 2005. Our school has an Elementary K-6 program with approximately 140 students and an Pre-Kindergarten Program for approximately 110 pre-school children. The Pre-Kindergarten Program has been an integral part of Hazeldean since 1982.

### HAZELDEAN MISSION STATEMENT

We, the students, staff and learning community of Hazeldean School believe that all children must receive an education that focuses on high academic achievement, a commitment to the arts, physical, social and emotional well-being and a strong sense of responsibility to the community.

We believe:

- we are partners with parents and with the community, and that collaboration is essential to success.
- in the worth and unique abilities of each person.
- students learn by combining previous experiences and new knowledge.
- learning is an intellectual, social, physical and emotional activity.
- the arts are an essential part of education, life and the development of responsible citizens.
- physical education and well-being are central to learning and development.
- technology is an integral part of preparing our students for the future.

The **Hazeldean Pre-Kindergarten Program** provides children with complex and varying needs an individualized play-based, literacy enriched program. Each classroom establishes a safe and appropriate learning environment for Early Childhood development. WE believe child-centered and developmentally appropriate programming fosters active learning, increased communication skills, and independence in our children. Children gain a sense of pride and self-confidence as they successfully develop foundational skills in preparation for Kindergarten.

### EDMONTON PUBLIC SCHOOLS DISTRICT INFORMATION

#### DISTRICT VISION

Transforming the learners of today into the learners of tomorrow.

#### DISTRICT MISSION

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

#### OUR VALUES

Supporting the Vision, Mission and Priorities are the District's core values of accountability, collaboration, equity and integrity.

#### DISTRICT PRIORITIES 2014-2018

Hazeldean School is committed to the Edmonton Public School District priorities outlined below. Comments or suggestions regarding our service in any of the following areas are most welcome.

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

## **RESPECTFUL LEARNING AND WORKING ENVIRONMENT**

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

The complete policy can be viewed at <http://www.epsb.ca/ourdistrict/policy/>.

## **HAZELDEAN ELEMENTARY INSTRUCTIONAL IMPROVEMENT PLAN**

At Hazeldean Elementary School we value consideration for each student and believe that each child has the right to a quality education. We strive to work closely with parents to ensure that the home and the school work cooperatively to guarantee student success. There is an emphasis throughout the school on excellence in academics and on the acquisition of basic skills in Reading, Language Development, Mathematics, Science, Social Studies, Technology, Music, Art and Physical Education.

We believe each student will be given the opportunity to develop intellectually, socially, physically and creatively in a safe and stimulating environment. Social responsibility and character education will be emphasized. Students, parents, guardians, staff and the community will cooperate and share the responsibility for learning.

This year, our staff will facilitate our professional development between our catchment area schools and our own needs. We continue to work on our literacy best practices, assessment, and our “Leader in Me” training with staff, students and parents.

## **HAZELDEAN PRE-KINDERGARTEN PROGRAM INSTRUCTIONAL IMPROVEMENT PLAN**

The Instructional Improvement Plan in Pre-Kindergarten focuses on improving communication skills through play and developmentally appropriate programming. We continue implementing communication strategies that are beneficial for all children. The Classroom Teams will continue to develop a comprehensive plan, and identify best practices to support children with diverse needs including communication delays. We continue building staff capacity to support the social, emotional, academic, physical and behavioural development of all children.

**Learn. Grow. Lead.  
Together.**

## LEADER IN ME

Hazeldean School is a Leader in Me School.

The Leader in Me provides students with activities to help them learn practical character and life skills that will lead to making positive choices. The Leader In Me helps improve student performance and support school success by helping to foster the qualities of independence (goal-setting, organization, time management, and planning); interdependence (teamwork, conflict management, creativity, and analytical skills); and renewal (fun, desire to learn, and good health). Our students are taught the following seven habits:

### **Habit 1: Be Proactive**

Take responsibility for our choices and the consequences that follow. We choose our attitudes, moods and actions.

### **Habit 2: Begin with the End in Mind**

Have a plan. Plan ahead and set goals. Look for ways to be a good citizen.

### **Habit 3: Put First Things First**

Work first, and then play. Set priorities, make a schedule, and follow the plan.

### **Habit 4: Think Win-Win**

Everyone can win. Balance courage for getting what I want with consideration for what others want

### **Habit 5: Seek First to Understand, then to be Understood**

Listen before you talk. Listen to other people's ideas and feelings, try to see things from their viewpoints and listen to others without interrupting.

### **Habit 6: Synergize**

Together is better. Value other people's strengths and learn from them

### **Habit 7: Sharpen the Saw**

Balance feels best. Take care of your body by eating right, exercising and getting sleep. Spend time with family and friends

At Hazeldean, we see the potential in all students as they demonstrate the seven habits. They have the capacity to lead in their own lives and affect those around them. They demonstrate leadership every day when they make positive choices and set good examples for others. Students also show their leadership skills when they take-on more formal leadership roles at school and at home. We provide more formal opportunities for students to demonstrate leadership in their classrooms and throughout the school.

Your child is on an exciting journey, and our hope is that you will ask your child how he or she is doing along the way.

The  
**Leader in Me**<sup>TM</sup>  
great happens here

## SCHOOL CALENDAR

Labour Day	September 4
First Day of Classes	September 5
Thanksgiving	October 9
District PD Day	October 20
Fall Break	November 9 – 13 inclusive
Remembrance Day	November 11
District PD Day	November 27
Christmas Recess	December 25 – January 5 inclusive
District PD Day	February 9
Family Day	February 19
Teachers' Convention	March 1 & 2
Spring Break	March 26 - April 2 inclusive
Good Friday	March 30
Easter Monday	April 2
District PD Day	April 30
Victoria Day	May 21
Days in Lieu	May 18 & 22
Last day of classes	June 28

A more detailed school calendar with school activities is available in SchoolZone at <https://schoolzone-content.epsb.ca>

## HOURS OF OPERATION

### KINDERGARTEN

Morning Class 8:45 – 11:36

### GRADES 1 THROUGH 6

Supervision begins	8:30
Assembly (first bell)	8:40
Second bell (classes begin)	8:45
Morning recess	10:15
Lunch break	12:00
Afternoon supervision begins	12:30
Assembly (first bell)	12:45
Second bell (classes begin)	12:50
Afternoon recess	2:15
Dismissal	3:30

(Thursday dismissal time is 2:10)

### PRE-KINDERGARTEN PROGRAM

Classes are Tuesday to Friday. Children do not attend on Monday.

Morning Classes	8:26 – 11:35
Afternoon Classes	12:25 – 3:34

## COMMUNICATION PLAN

We work hard to ensure that we have the best possible communication between home and school. You can expect to have access to the following information:

- \* School Handbook
- \* Curriculum Information for Parents – <http://www.learnalberta.ca/content/mychildslearning/>
- \* Guide to Student Assessment, Achievement and Growth (available in SchoolZone)
- \* SchoolZone – <https://schoolzone-content.epsb.ca>
- \* School newsletters during the first week of each month
- \* Progress Report Cards in December, March and June
- \* IPPs for Pre-Kindergarten Program children will be prepared and reviewed with parents three times a year
- \* Classroom newsletters
- \* Phone calls from Teachers and the Principal/Assistant Principal
- \* Student Agendas
- \* Pre-Kindergarten Program children receive a monthly home visit and have a communication book that travels between home and school.
- \* School website – <http://hazeldean.epsb.ca/>

Please feel free to contact the school by e-mail (Hazeldean@epsb.ca) or by phone (780-433-7583) if you have any questions or concerns.

## SCHOOLZONE

SchoolZone is an information system developed by Edmonton Public Schools. It provides parents and students with secure access to school and student information and is designed to enhance communication between school and home. Using portal technology and the convenience of the Internet, it is available any time and any place. SchoolZone can be accessed through links on our school website, through the Edmonton Public Schools' website, or at <https://schoolzone-content.epsb.ca>. Edmonton Public Schools generates usernames and passwords for all parents. This information is sent home with students on the first day of school. If you do not know your username and password, please contact Wendy in the school office and she will provide you with the information.

By accessing the site, parents will have timely access to information. You will find school information and newsletters, attendance records, the school calendar, report cards, yellow bus information, school council information, field trip forms, access to selected online educational resources, and specific classroom information for each of your children.

Hazeldean School will be using SchoolZone for sharing information with parents. When information is available online, it helps to reduce the amount of paper that is sent home to parents.

## PROFESSIONAL DEVELOPMENT DAYS

Edmonton Public Schools sets specific dates as Professional Development days for schools. All Edmonton Public Schools will have their P.D. Days on the same days. School staff will be attending professional development sessions on these days to enhance their knowledge and skills. Students will not be attending school on those days. All the dates for the P.D. days are listed on our school calendar. Specific information will be shared with parents in our school newsletters.

## ATTENDANCE

Regular and punctual attendance is expected for all students. It is an essential part of ensuring the progress of student learning and the development of student self-esteem. Students are considered late when they are not in their homerooms by 8:45 a.m. and 12:50 p.m. If students are late, they must report to the office. Punctuality is important for good school progress and late comers often disturb the classroom activity.

To protect the safety of our students, Hazeldean School has an Attendance Check Program. All parents are requested to call the school prior to their child's absence (780-433-7583). Our voice mail messaging system is available 24 hours a day. The school will contact the parents of any child who is absent at 8:45 a.m. or at 12:50 p.m. if that child's parents have not contacted the school to excuse the absence. It is extremely important for the welfare of your child that the school has your current contact information.

## ILLNESS AND EXTENDED STUDENT ABSENCE

**NORMALLY, CHILDREN WHO ARE TOO ILL TO GO OUTSIDE FOR RECESS SHOULD REMAIN AT HOME.** This is particularly true in the case of severe colds and/or flu. Children coming to school with severe colds and/or flu are unable to function well, provide a source of infection for other children and would probably recuperate faster at home. When this happens, we ask you to keep your child at home.

Parents will be contacted if a child becomes ill during the day or needs to go home because of an emergency. If holidays or trips require that students be absent during the school year, please notify the school.

In the event that you need to have someone pick up your child from school, parents must advise the office or the classroom teacher by note or by phone.

## INCLEMENT WEATHER/RECESS

During inclement weather (-23 C or heavy rain) we will have an indoor recess. Dismissal will be at the regular time. Children may enter designated hallways and entrances to warm up during extremely cold days. Please encourage your child to dress warmly and always be prepared for weather changes. **Students should not arrive at school more than 15 minutes before classes begin.**



## **LEARNING AND BEHAVIOUR POLICY**

At Hazeldean School we believe that all members of our school community are entitled to be treated with respect. Our school policy works with and supports the District Policies on Student Behaviour and Conduct. Students and staff have the right to learn and work in a safe, positive environment. We work hard at reinforcing positive learning and social behaviour. We expect students to behave in an appropriate manner which does not infringe on the rights of others. Our responses to misbehaviour are designed to ensure:

- that students are responsible for their actions
- that students receive support at school
- that student dignity is protected

## **EXPECTATIONS AND RESPONSIBILITIES**

We believe that people perform better when they know what is expected from them. Behavioural guidelines for the school as a whole are communicated through:

- individual, small group, and classroom discussions
- assemblies
- announcements over the PA system
- school and classroom newsletters

Each teacher has programs in place which are designed to maximize student learning and responsibility in the classroom. Since each teacher has a different style, specific expectations and practices will vary with each classroom. Classroom teachers will share their expectations with parents. The emphasis is on helping students become positive citizens of our school.

## **PROGRAMS TO PROMOTE GOOD CITIZENSHIP AND LEARNING**

Hazeldean School has many programs that support good citizenship and learning. They may include:

- Leader in Me
- student leadership roles
- specialist assistance (social worker, psychologist, reading specialist)
- parent volunteers
- positive phone calls to parents
- choirs
- special events (Track and Field, "Spirit Days", etc.)
- clubs (Running club; Library Club; Heritage Fair Club; Science club)
- community service projects

## **LEARNING AND BEHAVIOUR CONTRACT**

Responsible behaviour is learned at home, at school and in the community. We all have a role to play to support appropriate behaviour at school. Parents, the school council, the staff and the administration have established the following expectations. Please discuss these with your child.

As a student I WILL:

- Speak respectfully to all adults and children
- Ask before I touch or borrow someone else's things
- Play safely and follow the playground rules
- Use appropriate words to solve problems
- Walk in the hallways
- Follow all lunchroom rules
- Get to school on time and with my homework completed



As a **student** I WILL NOT:

- Use rude or inappropriate language
- Play rough games or play fight
- Throw objects such as rocks, ice and snow
- Leave the school grounds without permission
- Fight
- Be a part of bullying fellow students

As a **parent** I will do my best to:

- Discuss with my child the expectations for behaviour at Hazeldean School
- Support the school's expectations of acceptable behaviour
- Encourage and support my child's efforts to learn
- Read to or with my child, or encourage my child to read, everyday
- Get my child to school on time everyday
- Discuss any concerns that I have promptly with school staff
- Be respectful of instructional time by not interrupting classes

As **staff** at Hazeldean School we will do our best to:

- Provide the best possible instruction for students
- Be respectful of the dignity of all students
- Communicate clearly our expectations for learning and behaviour
- Provide you with specific information on your child's progress at least three times a year
- Be available to discuss any concerns that you have
- Begin classes immediately following the second bell

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

When inappropriate behaviour occurs, we choose the most appropriate consequence for the child and the situation. The more serious the misbehaviour, the more severe the consequence. Disciplinary measures include, but are not limited to the following:

- Loss of recess
- Staying after school
- Restitution (apology, paying back what has been lost or damaged, etc.)
- Verbal reprimand
- Loss of privileges or activities
- Parent contact
- School service (washing boot racks, vacuuming, etc.)
- Essays on violence, respect, etc.
- Writing a plan for positive behaviour (think assignment)
- Temporary isolation from peers
- In-school suspensions
- Out of school suspensions
- Expulsion

**The following are considered major forms of misbehaviour and will be dealt with accordingly:**

- Physical or verbal abuse
- Open opposition or defiance of any adult in authority
- Behaviour dangerous to self or others
- Willful damage to property
- Repeated disregard or violation of school and/or classroom

## HAZELDEAN HOMEWORK POLICY

Student achievement is strongly affected by the level of support that parents provide to their children at home. Homework provides parents the opportunity to see what their children are learning in class. At Hazeldean we have developed the following guidelines to assist you in supporting your child's learning in order to help them be successful in school.

1. **Daily Reading**  
We expect all children to spend time reading or being read to each day. This is critical to the development of strong readers, and strong readers do better in all subjects than those students who do not read well.
2. **Additional homework may be assigned:**
  - word and math study
  - completion of unfinished assignments
  - portions of research reports and projects
  - studying for upcoming tests
3. **The length of time spent on homework should increase as the student matures. A rule of thumb is ten minutes per grade, and this can include reading time. For example:**
  - Grade Two – twenty minutes
  - Grade Four – forty minutes
  - Grade Six – sixty minutes
  - If a teacher has a specific homework policy that differs from these guidelines, he or she will inform you.
  - Parents are asked to call the teacher if their child is required to exceed these times regularly. Any prolonged frustrations arising from homework should be discussed with the teacher.
  - If children complete their work in school, they may not have homework at night. It is important to encourage good work habits at school. There is, however, still the expectation that they will read every day.
4. **When a student does not complete assigned homework, the teacher will send a brief note to alert the parents. If the note is not signed and returned by the next day, the student may be asked to call his/her parent to explain. The classroom teacher or office staff will assist the student in placing the call.**
5. **Parents and teachers will meet to plan assistance and discuss solutions for any student who has continuing problems with homework.**
6. **For students on extended absences, home reading, journal writing and math may be provided if requested by parents. Student work missed during an extended absence may be provided to the student once they return. The missed work provided needs to be completed as soon as possible or at the discretion of the teacher.**

## **LUNCHROOM PROGRAM**

The lunchroom program is a paid service provided for students who stay at school for lunch. Students bring their own lunch and the fee covers the cost of the wages of the adult lunchroom supervisors. Going home during the lunch hour gives students a break from being in school all day, so we strongly encourage students who can go home for lunch to do so. If a student stays for lunch, they must have written parental permission to leave the school grounds.

Lunchroom passes will be available during the first week of school. All passes and tickets **MUST BE PURCHASED IN ADVANCE**. The cost of a monthly lunch pass is now \$22.00 per month. Casual users **MUST** purchase tickets, in packs of 10, in advance. The cost of passes is as follows:

Monthly pass	\$ 22.00
Annual Pass	\$220.00
Occasional Use ticket pack (10 tickets)	\$ 20.00

Cheques are to be made payable to Hazeldean School. Failure to pay lunchroom fees, in advance, may result in these services being withdrawn for your child.

## **PARENT INVOLVEMENT**

Volunteers play a very important role in the programs at Hazeldean, and are involved in many varied activities ranging from assistance in the workroom, the library, the classroom, working with children and even at home. We are very fortunate to have so many people in our community who are willing to donate their time to help in our school. When parents volunteer, all our students and our school community benefit.

## **PARKING**

Elementary

Parents who drive children to school are requested to use either side of 97th Street for drop off and pick up. Please obey the posted signs, as there is a designated "Bus Zone" in front of the main doors. Please do not use the parking lot. Your co-operation in preventing congestion is appreciated.

Pre-Kindergarten Program

Parents dropping off children for the Pre-Kindergarten Program use the parking lot at the North end of the school. Please park in designated visitor parking area only, which is along the east fence. Please note that the speed limit in the parking lot is 5 kilometres per hour.

**Learn. Grow. Lead.**  
**Together.**

## **BUS PASSES**

Edmonton Transit System offers bus passes for students living in the Argyll /Mill Creek communities. Bus passes are available for \$30.00 per month and may be purchased in the school office. Also available is an Annual Bus Pass which can be purchased from the school office for \$ \$240.00 for Argyll/Mill Creek area students. Please contact Amber Bowbyes at 780-433-7583 if you would like more information.

Yellow bus service is also available for students living outside the pre-determined walk zone in the Argyll and Mill Creek communities. Bus passes are \$30.00 per month, or \$240.00 for an annual bus pass. There is no charge for Kindergarten students living outside the walk zone. Walk zones are determined by the Transportation department of Edmonton Public Schools. If you qualify and would like to apply for yellow bus service, please contact Wendy or Amber in the school office for more information.

## **EMERGENCY CONTACT PERSON**

At the beginning of each year parents complete a student information form which asks for an emergency contact person - a friend or relative who could come to the school to pick up the child if he/she were ill or in the event of any emergency. This person should be someone other than the parent as the office will always make every effort to contact the parents first.

We would like phone numbers as follows:

Home Number  
First Parent at work (if applicable)  
Second Parent at work (if applicable)  
Emergency Contact Person (other than parent)  
Daycare or Childcare Provider

## **REPORT CARDS – PARENT AND/OR STUDENT-LED CONFERENCES**

The school will issue report cards to parents in December, March and the end of June each year. Our first parent conferences of the year will be held in mid-October, seven weeks prior to issuing the first report card. Parent/student-led conferences will follow the second report card in March. More information will be sent home about the conferences and report card dates once they have been finalized.

## **SCHOOL COUNCIL**

The Hazeldean School Council consists of parent representatives from the Elementary program and the Pre-Kindergarten program, the Principal, a teacher or Assistant Principal representative, and a member of the community. Elections are usually held at the first meeting of the year in late September. All parents and staff members are invited to attend meetings.

The role of the School Council is advisory. An effective school council will help us to achieve our mutual goals. It is important that we work collaboratively with our school community to ensure that we are providing the best possible education and support for the students.

## **HEALTH SERVICES**

Alberta Health Services provides services to children and their families, via the nine Public Health Centres. Services available include vision and hearing screening, immunization, dental hygiene, speech-language services and consultation with parents or school staff on issues affecting children's health. Speech services are accessed via the school; the Community Health Nurse for your school can be contacted at Bonnie Doon Public Health Centre (780-413-5670).

Speech-Language Pathology, Occupational Therapy and Physical Therapy intervention are provided, when needed, to Pre-Kindergarten Program children as a part of their program.

## **CELL PHONES AND OTHER HAND-HELD DEVICES**

Students with cell phones, iPods, DS games, etc. can use these items before and after school but NOT during the school day. These items are the responsibility of the user and should be kept in a safe place while at school.

If Hazeldean staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the District's Student Behaviour and Conduct Policy and/or the School Behaviour Policy, 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 wilful disobedience and is grounds for disciplinary action.

## **NUT FREE ENVIRONMENT**

Due to the increased number of students at our school who display a severe allergy to peanuts and other tree nuts, our entire school environment will continue to be nut-free. Therefore, we are requesting that all parents and guardians avoid sending products to school that may contain tree nuts or peanuts in their child's lunches or snacks. Several products may include tree nuts and/or peanuts as one of the ingredients, so parents are reminded to check the product labels very carefully before sending them to school. These children are severely allergic to all tree nuts and any contact with them will cause a very severe and possibly fatal reaction. Thank you for your understanding and support.

## **RESPONSIBLE USE OF TECHNOLOGY**

At Hazeldean School, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, internet) or their own personal electronic device (A personal electronic device includes one of the following that is owned by the student: Laptop computer, netbook, or other device with internet access (e.g. Smartphone, iPod, PDA, Nintendo DSi, etc.) for school purposes while enrolled at Hazeldean School.

### **STUDENT RESPONSIBILITIES**

As a student at Hazeldean School, having access to technology to support your learning is valuable. Along with this privilege goes responsibility. Some of these responsibilities include:

Only use technology for educational purposes while in school, unless you have been granted permission by a teacher; and then only uses the technology within the guidelines established by the teacher.

When connected to the internet, never reveal personal information such as your age, address or phone number, or those of other students or persons to anyone or any service.

Take full responsibility for, and respectfully use, the technology available to you at school. For example, this means you will use proper care if transporting, handling or operating any electronic device (e.g. computer, Chromebook, camera, etc.) while in school, whether it belongs to the school, another student, or yourself.

Understand that the school district uses a content filter on its internet access, yet it is possible that you may encounter inappropriate material, which includes images or text that is inappropriate. If this happens, immediately close the application that depicts this material, then inform your teacher.

The school and District Technology have access to information about every web page visited and file created on the network and student portal. This information may be monitored and viewed by your teachers or other district personnel.

Information located on the internet may be inaccurate or incomplete. Evaluate the validity of materials accessed, respect copyright and cite resources used when necessary.

Just as with your actions in everyday life, when you're using technology you need to conduct yourself accordingly and exercise good judgment.

Do not download or install any software, music, movies, or files of any nature unless granted specific permission by the teacher and the copyright holder grants permission.

Do not share your **Student Network Logon password** with anyone. All teachers have access to this password through their secure Student Information System if you happen to forget it, so there is no need to write it down. **Memorize it.**

Always log out of the computer when finished using it, or when moving out of sight of the computer. Any actions done on a computer when YOU are logged in are directly traceable to you.

Do not access or use the account of another student or teacher. If you notice another student or teacher has not logged out of a computer, notify them (if possible) and log out.

Do not use a camera (or any device with a camera) to take photos during school unless you have permission from both a staff member, and those you're taking photos of. The school may search any device with a camera if they feel school rules have been violated.

Do not use the technology in any way that negatively affects any other student or persons.

Technology access can be revoked at any time at the discretion of the school.

### BRINGING PERSONAL ELECTRONIC DEVICES TO SCHOOL

Students at Hazeldean School may bring their own personal electronic devices which may or may not be able to connect to the school wireless network. When at school, all of the above conditions apply to these student-owned, personal electronic devices, in addition to the following:

Only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network, even though other networks from the neighbourhood might be visible inside the school.

Your device must have virus protection software which is up-to-date.

Disable all peer-to-peer (music/video/file-sharing) software or web-hosting services on your device while connected to the school wireless network.

Student owned devices in class may only be used with the teacher's expressed permission.

The security, care and maintenance of your device are your responsibility. Securely store and charge your device when not in use.

The school is not responsible for the loss, theft or damage of your device. You are fully responsible for your property while it is at school.

The school and District Technology may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

## **STUDENT PORTAL**

Students at Hazeldean School have access to the student portal via SchoolZone which enables access to certain student resources anytime and anywhere they have an internet connection. This portal provides access to SchoolZone and Google Apps for Education services (e-mail, on-line documents, calendar, etc.) for educational purposes. Student data (student attendance, schedule, grades, etc.) are stored on SchoolZone (school district) file servers. Student files (e.g. essays, presentations, etc.) are stored on Google servers off-site. Google Apps accounts and services are managed by school district personnel.

All of the conditions in the previous two sections of this Responsible Use of Technology document apply when accessing resources through the portal, as well as:

Understand that your first name and last name will be used by Edmonton Public Schools to create a Share (Google Apps) account. You will be given exclusive rights to this account through the student portal.

You will be provided with an email address (e.g. a.student@share.epsb.ca) to use for school purposes. This address also is what gives you access to your online file storage, documents, and sites.

Understand that support for using the resources inside the student portal are primarily online. The district maintains a Share HELP site (where students can post answers as well), and there are many tutorials and help sources online - many of which are linked from the Share HELP site.

Understand that personnel from the school and District Technology may access your Share (Google Apps) account if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the account would reveal evidence of that breach. This may include but not limited to email messages, archived chats, photographs, documents uploaded, etc.

## **CODE OF CONDUCT: ELECTRONIC DEVICE SEARCH STATEMENT**

If Edmonton Public School Board staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the District's Student Behaviour and Conduct Policy and/or the School Behaviour Policy, 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.

## ELEMENTARY STAFF

### Voice Mail

Principal	Bill Godfrey	503
Assistant Principal	Tana Donald	504
Administrative Assistants	Wendy Keith Amber Bowbyes	
Elementary Teachers	Jane Murchison Stephanie Waldner Laurel Kary Bev Haverstock Joan Stinert Christa McMillan James Stuart Karri McKinnon	415 408 403 407 405 406 402 401
Music	Caitie Wannamaker	412
Educational Assistants	Terry Goudreau Leigh Purpur Jennifer Soon Trish Stechman	
Library	Betty Stieglitz	410
Head Custodian	Tony Filasol	
Custodian		
Custodial Assistant	Shannon Pauly	





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	Sylvie Gaudet	
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	Carole Lefebvre	
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Music Therapist	Krista Hewson	