HAZELDEAN SCHOOL

6715-97 STREET NW EDMONTON, ALBERTA

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**Learn. Grow. Lead.**

**Together.**

2023-2024

PARENT HANDBOOK

[**Edmonton Public School’s Strategic Plan 2022 - 26**](https://epsb.ca/news/boardoftrustees/divisionstrategicplan202226.html?_gl=1*1dnnk65*_ga*NjUzNTQ1MTg4LjE2MTM1ODg3NzI.*_ga_XVK8L3KTMN*MTY2MzYxMzk4NS4yNC4wLjE2NjM2MTM5ODYuNTkuMC4w)

**Welcome to Hazeldean 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 150 students, an Interactions program for students on the autism spectrum and a Pre-Kindergarten Program for approximately 80 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 an individualized play-based, literacy enriched program to children with complex and varying needs. 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.

Our **Interactions Program** supports students with autism spectrum disorder (ASD). This program has small class sizes and staff who have special training in supporting students on the spectrum. The goals of the program are to improve communication, social interaction and behaviour while developing academic skills

**RESPECTFUL LEARNING AND WORKING ENVIRONMENT**

Edmonton Public Schools, in cooperation 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 behavior 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/schools/goingtoschool/studentconduct/respect/>

**EDMONTON PUBLIC SCHOOLS - SCHOOL CALENDAR**

Edmonton Public Schools’ district calendars are available for the next few years.

Here is a link to the current school year [2023 - 24 EPSB Calendar](https://www.epsb.ca/media/epsb/calendars/EPSB_Division_Calendar_2023-24-jun9.pdf)

**HOURS OF OPERATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **AM Hours** | **PM Hours** |  |
| Kindergarten | 8:40 - 11:36 |  |  |
| Grades 1 - 6 | 8:40 - 11:45 | 12:34 - 3:30 | Thursday dismissal at 2:11 pm |
| Interactions | 8:40 - 11:45 | 12:34 - 2:30 | Thursday dismissal at 2:11 pm |
| Pre-Kindergarten (PKP) | 8:45 - 11:15 | 12:30 - 3:00 |  |

**Elementary Program**

Supervision begins at 8:20 am every morning. Please do not send your child before then. Our call bell for students to line up and come in the school is at 8:35 for the K - 6 program.

**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. The professional development days for 2023/24 are:

* September 25
* October 20
* November 14
* January 31
* February 20
* March 11
* April 26
* June 21

**PRE-KINDERGARTEN PROGRAM**

Classes are Monday to Friday.

Morning Classes 8:45 - 11:15 am

Afternoon Classes 12:30 – 3:00 pm

**Engagement Days**

* September 7 - Staff Engagement
* October 5- Staff Engagement
* November 2 - Staff Engagement and IPP meetings
* **December 7 - Family Engagement**
* January 11 - Staff Engagement
* **February 1 - Family Engagement**
* March 7 - Staff Engagement
* **April 4 -** **Family Engagement**
* May 9 - Staff Engagement
* **June 6 - Family Engagement**

**On Staff Engagement Days there will be no school, please do not send your child.** Staff will be participating in professional learning and collaboration.

**On the Family Engagement days, the buses will not run and school will not be a typical day**. On these days, we will plan activities that will engage parents, these might include online sessions run by our Speech Pathologist, Occupational Therapists and Physical Therapists, or parents might bring their child to school and learn about what happens in the classroom on a typical day. You will receive more information about these at a later date. **Please reserve December 7th, February 1st, April 4th and June 6th for Family Engagement**

**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:

\* Parent 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](https://schoolzone-content.epsb.ca/)

\* School newsletters during the first week of each month

\* Progress Report Cards in November, 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 email ([Hazeldean@epsb.ca](mailto:Hazeldean@epsb.ca)) or by phone (780-433-7583) if you have any questions or concerns.

**SCHOOLZONE**

Edmonton Public Schools has redesigned SchoolZone and Hazeldean School is now using the new version of SchoolZone. It is much more visibly appealing, and works better on mobile devices. Check it out.

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.](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.

**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 12:35 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 12:35 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.

Parents can mark their child's attendance in SchoolZone.

**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. On days when the temperature is below -23 degrees Celsius before school starts, we post “green dots” on the doors to indicate that students can come inside to stay warm. 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.**

**If the air quality is poor - 7 - 11, we also have indoor recesses. When the air quality is poor, we run our hepa filters in each classroom.**

**STUDENT RIGHTS AND RESPONSIBILITIES**

Our [Student Rights and Responsibilities](https://schoolzone.epsb.ca/cf/public/studentRights.cfm?SchoolNo=132) plan is outlined in this document that can be found on our Website. [Hazeldean@epsb.ca](mailto:Hazeldean@epsb.ca)

**SCHOOL ASSESSMENT AND HOMEWORK PLAN**

Our [School Assessment Plan](https://schoolzone.epsb.ca/cf/public/ViewAssessmentPlan.cfm?SchoolNo=132) plan is outlined in this document that can be found on our website. [Hazeldean@epsb.ca](mailto:Hazeldean@epsb.ca)

**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.

Students must bring their own lunch with everything they need to eat their lunch. The school does not provide forks/knives/spoons for students. We do not have microwave ovens or hot water in our lunch rooms. Sending lunch in a thermos container will keep it warm or cold.

Lunchroom fees are $16.00 per month, fees are due the 1st of every month.

Forms of payment include:

* Interac Debit or credit or cash– pay in the school office
* Online payments – visa or mastercard – via SchoolZone
* NEW! etransfer is now available - please see SchoolZone for more information

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 staff parking lot. Your cooperation 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 the designated visitor parking area only, which is along the east fence. Please note that the speed limit in the parking lot is 5 kilometers per hour.

**BUS PASSES**

Edmonton Transit System offers bus passes for students living in the Argyll /Mill Creek communities. Bus passes are available for $60.00, per month and may be purchased in the school office. Please contact Joyce Kavanagh at 780-433-7583 if you would like more information.

Yellow bus service is also available for students living outside the predetermined walk zone in the Argyll and Mill Creek communities. Bus passes are $30.00 per month. 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.

**SCHOOL COUNCIL AND HAZELDEAN HOME AND SCHOOL ASSOCIATION (HHSA)**

The Hazeldean School Council consists of parent representatives from the Elementary program and the Pre- Kindergarten program, the Principal, a teacher or Assistant Principal, 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.

Our HHSA meets right after our school council meetings. This group of parents help us with the fundraising efforts in the school. The money raised goes to support our field trips and various other items and activities.

**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 Behavior and Conduct Policy and/or the School Behavior 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.

**NUT SENSITIVE 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 sensitive. 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.

**Hazeldean Staff**

|  |  |  |
| --- | --- | --- |
| **Name** | **Grade** | **Room** |
| Cheryl Storie | Principal | Office |
| John Fedor | Assistant Principal | Office |
| Joyce Kavanagh | Administrative Assistant | Office |
| **Elementary Teachers** |  |  |
| Lesley Hamilton | 1 | 8 |
| Michelle Seiferman | 2 | 7 |
| Curtis Straub | 2/3 | 2 |
| Paige Van Horn | 4 | 5 |
| Christina Vlahandreas | 5 | 3 |
| Karri McKinnon | 6 | 1 |
| Ivy Poon | Music | 12 |
| **Educational Assistants** |  |  |
| Florencia Romero Hernandez |  |  |
| Jennifer Soon | 1 | 8 |
| Sylvie Gaudet | 2 |  |

|  |  |  |
| --- | --- | --- |
| **Interactions** |  |  |
| Emily Ratcliffe |  | 14 |
| Jason Legacy  Ajshe Binakaj |  | 14 |
| Abby Lemoignan |  | 16 |
| Leanne Zeggelar |  |  |

|  |  |  |
| --- | --- | --- |
| **Custodial Staff** |  |  |
| Amy Bouzane | Head custodian |  |
| Solomon Biba | Custodian |  |
| **Pre-kindergarten staff** |  |  |
| **Pre-kindergarten teachers** |  |  |
| Stephanie Waldner Sookraj | pre-kindergarten | 24 |
| Caitlyn Kjorlien | pre-kindergarten | 22 |
| Heather Nekolaichuk/Ivy Poon | pre-kindergarten | 18 |
| April Bourque | Specialized learning kindergarten/pre-kindergarten | 20 |

|  |  |  |
| --- | --- | --- |
| **Educational Assistants** |  |  |
| Rhonda Fedoruk | pre-kindergarten |  |
| Christanne Gomez | pre-kindergarten |  |
| Shauna Kenney | pre-kindergarten |  |
| Carole Lefebvre | pre-kindergarten |  |
| Cindy Pulfer | pre-kindergarten |  |
| Fran Robertson | pre-kindergarten | ` |
| Linda Stein | pre-kindergarten |  |
| Tammy Comeau | pre-kindergarten |  |
| **Exempt staff** |  |  |
| Shelli Teshima | Speech language pathologist |  |
| Julie Pinchbeck | Speech language pathologist |  |
| Tara Willes | Occupational therapist |  |
| Sarah Valente | Physical therapist |  |

