

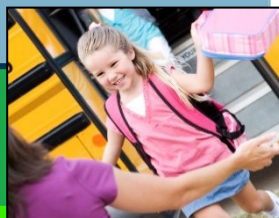
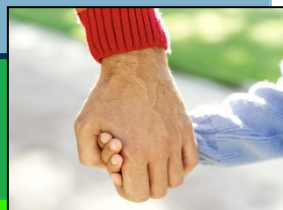
*"Be the change you wish to see in the world."* Gandhi

# Parent Handbook 2020-2021



# GLENBOW SCHOOL

**A Community of Learners Who Care**  
*Une communauté d'apprenants qui a un coeur en or*



# Glenbow Parent Handbook 2020-21

## Message to Parents

Dear Parents,

Welcome et Bienvenue!

On behalf of the staff at Glenbow School, we welcome you to the 2020-2021 school year! It is super exciting knowing we will soon be together after being a part for so long! Staff are busy getting things ready for what we are anticipating will be another year full of diverse, rich and meaningful learning experiences and opportunities for all of our students.

Throughout the year we will continue to facilitate a strong academic program that guides students towards reaching and/or exceeding their potential as learners and global citizens. We will also be focusing on espousing the beliefs of our new We CARE school motto.

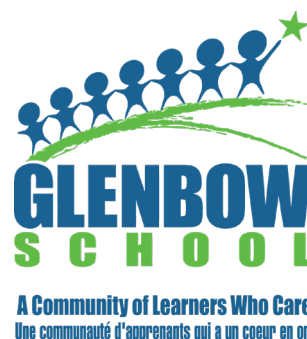
At Glenbow, we pride ourselves on our well established sense of community. A part of this is maintaining a strong, positive partnership between home and school as this is critical to your child(ren)'s success. We look forward to continuing this partnership with you. On that note, please bookmark our website (<http://glenbow.rockyview.ab.ca/>) to find important information about our school. You can also follow our school narrative on our school Facebook page (<https://www.facebook.com/glenbowschool?fref=ts>) and Twitter account (Glenbow Elementary School @Glenbow School). We will also continue to share weekly Friday Fan Outs and, as always, encourage parents to regularly access the PowersSchool Parent Portal for updates and information on your (child)ren's academic progress.

Glenbow staff are very much looking forward to the year ahead no matter what schooling model we follow. We encourage you to reach out to one of us (Mr. Comba and/or Mr. Montgomery) and/or any Glenbow staff member if you ever have any questions or concerns. We are here with your children's best interests at heart and our goal is to give them every chance at success. Glenbow Elementary School is a great school and we are looking forward to another year of learning and fun!

"A Community of Learners Who Care"  
"Une communauté d'apprenants qui a un coeur en or"

Fraser Montgomery  
Principal

Neil Comba  
Assistant Principal



Glenbow Elementary School  
55 Glenpatrick Road  
Cochrane, Alberta  
T4C 1X7

403 932 4922

<http://glenbow@rockyview.ab.ca>

## School Timetables

### Grades 1 – 5

Bus Drop Off:	7:50 – 8:00
Entry:	8:00 – 8:05
Snack Recess:	9:45 – 10:05
Lunch Recess:	11:35 – 11:55
Lunch:	11:55 – 12:15
Dismissal:	2:20

### Kindergarten – Morning Class

Entry:	8:00 – 8:05
Class Time:	8:05 – 10:45

### Kindergarten – Afternoon Class

Entry:	11:35 – 11:40
Class Time:	11:40 – 2:20

**A COMMUNITY OF LEARNERS WHO CARE**  
**UNE COMMUNAUTÉ D'APPRENANTS QUI A UN COEUR EN OR**

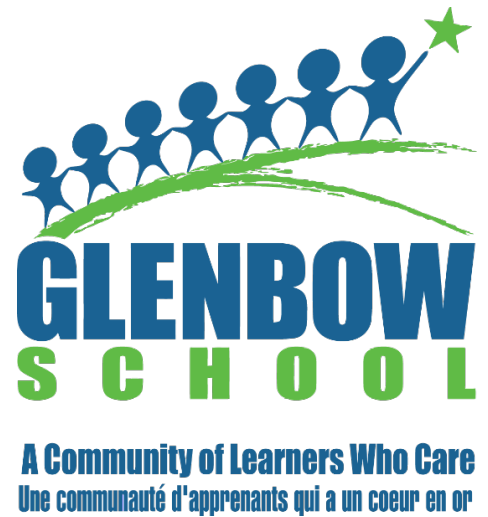
**Glenbow School Mission:**

**As a community of learners who CARE we:**

- Celebrate** our learning, our creativity, our successes, and our diversity.
- Accept** each other for who we are.
- Respect** ourselves, others, and our environments.
- Explore** our wonders, our ideas, and our world.

**En tant que communauté d'apprenants qui a un cœur en or, nous :**

- Célébrons** nos apprentissages, notre créativité, nos succès et notre diversité.
- Acceptons** les autres tels qu'ils sont.
- Respectons** les autres, l'environnement et nous-même.
- Explorons** nos pensées, nos curiosités et nos idées dans le monde entier.



## School News and Communication

**Facebook / Twitter/Youtube**

Please 'like' our Glenbow School Facebook and Twitter page to follow exciting events and learning that happens through the year.

Facebook

<https://www.facebook.com/GlenbowSchool/>

Twitter

<https://twitter.com/glenbowschool?lang=en>

YouTube

<https://www.youtube.com/channel/UCJIPMYWU7sMLF0wILEkOdA>

**Friday Fan Out**

Each Friday, parents receive a brief email regarding events for the upcoming week and any important items.

**School Calendar**





You can find all upcoming events on our Glenbow calendar?

<https://glenbow.rockyview.ab.ca/calendar>

**School Newsletter**







Glenbow's monthly newsletter will be emailed to all parents at the start of each month, or you can find it on our website at <http://glenbow.rockyview.ab.ca>



## Attendance - Routines & Procedures

<p><b>Student Attendance</b></p> 	<ul style="list-style-type: none"> <li>• Attending school on a regular basis is critical to the positive development of children.</li> <li>• The empirical literature shows that students who miss more than 10% of instructional days are at an increased likelihood for high school dropout, substance abuse, self-harm, mental health challenges, and a range of other negative outcomes.</li> <li>• Children who are excessively late miss out on important classroom announcements and teaching time. When your child enters a classroom late, he/she creates a disruption to the learning environment of all students and of the classroom routine.</li> </ul>
<p><b>Notification of Absences</b></p> 	<ul style="list-style-type: none"> <li>• Please call <b>403 932 4922</b> before 8:15 am to report a student absence or late.</li> <li>• Clearly state your child's name and the reason for the absence.</li> <li>• In the event that your child is absent and not accounted for, you will be notified by our automated call-out system.</li> <li>• If your child is late, they must enter the school through the main doors, sign in at the office and take a late slip to their teacher.</li> <li>• If your child is going to be away an extended period of time, please let the office or your child's teacher know in advance.</li> <li>• Teachers appreciate communication to explain any special circumstances pertaining to an absence (e.g. lengthy or regular absences).</li> </ul>
<p><b>Student Sign In:</b></p> 	<ul style="list-style-type: none"> <li>• If your child is late or returning from being signed out, please come directly to the office.</li> <li>• An adult is required to sign students in. Students will be given a late slip to provide to their teacher.</li> <li>• Students are not allowed to leave the school premises unless they are picked up by their parent/guardian or emergency contact OR under the direct supervision of a teacher (see Extracurricular Authorization/Waiver Forms)</li> </ul>
<p><b>Student Sign Out:</b></p>	<ul style="list-style-type: none"> <li>• When picking up your child during school hours, please come directly to the office.</li> <li>• The student will be called from class once a parent has signed the child out at the office.</li> </ul>
<p><b>Drop-off &amp; Pick-up of Students</b></p> 	<p>Navigating drop off and pick up routines is challenging in our school environment due to large volumes of traffic and a high demand for parking.</p> <p>Thank you in advance for your patience during these times.</p> <ul style="list-style-type: none"> <li>• Designated drop-off areas are on the west side of the street from the crosswalk in front of the school to the bus loading zone along Glenpatrick Road. Your child(ren) should exit your vehicle and then proceed directly to their designated entrance.</li> <li>• If you wish to remain with your child until the bell rings, then you must park your vehicle away from the drop-off zone and walk your child to the school.</li> <li>• For safety reasons, parents are asked not to enter or drive through the staff parking lot for the purpose of dropping off or picking up students. This is a restricted area and signs are posted.</li> <li>• For student safety, families are to use the pathway on the south side of the school (outdoor classroom). Walking through the parking lot is a hazard and needs to be avoided at all times.</li> <li>• Dropping off students in a driving lane should be avoided to ensure the safety of your</li> </ul>






- children. Your child's safety is at risk when they exit your vehicle in a driving lane.
- Do not park or drop-off students in the yellow zone immediately in front of the school
  - Students must use the crosswalk and cross only when the lights are flashing. We request all adults and siblings model the correct way to cross the street for our students.


## Student Information

<p>Bicycles</p> 	<ul style="list-style-type: none"> <li>• Bike racks are provided and must be used by students who ride their bikes to school.</li> <li>• Students should bring locks to secure their bicycles to the racks.</li> <li>• Students are expected to walk their bikes when on the school grounds.</li> </ul>
<p>Dress Code</p> 	<ul style="list-style-type: none"> <li>• A respectful and caring environment is enhanced by students' habits of dress and personal grooming. Clothing with suggestive/obscene words or pictures is not appropriate to wear at school.</li> <li>• We ask that students refrain from wearing hats while in class.</li> </ul>
<p>Entrances</p> 	<ul style="list-style-type: none"> <li>• Each class is assigned an entrance that is convenient to their classroom. Their assigned boot racks are at these entrances. Students are expected to enter and exit the building through these assigned doors.</li> <li>• The main entrance at the office is used by staff, visitors, guests, and volunteers. The main entrance is to be used by students only when special or emergency circumstances arise.</li> <li>• To ensure the safety of our students, all outside doors are locked with the exception of the main entrance doors by the office</li> </ul>
<p>Learning Commons</p> 	<ul style="list-style-type: none"> <li>• We have an "open door" Learning Commons policy. Students have the opportunity to visit the Learning Commons at any time during the school day as long as their teacher gives them permission and they are not disruptive to learning instruction that may be occurring.</li> <li>• Students can spend time in the Learning Commons to complete research, read quietly or to exchange books. Younger students may have a blocked weekly time. A story is read to them, or they learn about 'good fit' book skills and can exchange their books.</li> <li>• Borrowing books and returning them in good condition, and in a timely manner, is a perfect opportunity to establish lifelong borrowing habits and promotes good citizenship.</li> <li>• Teachers encourage students to return or to renew any overdue books. Once a book has been overdue for approximately 4-5 weeks', an overdue letter to parents is generated. If your student brings home an overdue letter, please review it with your child and make arrangements to return the overdue item or if the item is lost, to reimburse the school for the cost of the book.</li> </ul>
<p>Lost and Found</p> 	<ul style="list-style-type: none"> <li>• Articles of clothing or other items found around the school or playground will be placed in the Lost and Found located in hallway by the workroom.</li> <li>• Students &amp; parents are encouraged to check the Lost and Found frequently for lost items.</li> <li>• Small items such as keys, watches, etc, will be kept at the office.</li> <li>• Items not claimed will be donated to a local charity every few months.</li> <li>• Clothing, shoes, boots, lunch kits, and any other valuables should be <u>labelled</u> with your child's name.</li> </ul>
<p>Playground</p> 	<ul style="list-style-type: none"> <li>• The play structure is out of bounds in the morning before school and immediately after dismissal in the afternoon. This is to ensure that students arrive in their classrooms on time, and that the school can ensure that all students needing to take a bus get to their busses at the end of the day.</li> <li>• Families are welcome to return to the playground after 2:45pm.</li> </ul>

<p>Recess and Lunch Break</p> 	<ul style="list-style-type: none"> <li>• Please dress your children appropriately for all types weather as students are required to go outside for recess.</li> <li>• Students are outside for both recesses. Outdoor exercise and fresh air are beneficial to students' health and well-being.</li> </ul>
<p>Two Shoe Rule</p> 	<ul style="list-style-type: none"> <li>• To help keep our school clean all students require outdoor and indoor shoes.</li> <li>• Outdoor shoes are removed upon entering the school and indoor shoes are to be worn in the building. Please make sure that the indoor shoes have non-marking soles.</li> </ul>

## Student Information

<p>Food for Thought &amp; Breakfast Program</p> 	<ul style="list-style-type: none"> <li>• Glenbow School recognizes the impact of healthy eating on student learning. Nutritious foods help the mind focus and learn, as well as helping the body to function more efficiently.</li> <li>• Our school will be serving breakfast foods every morning to any students who feel they are hungry from 7:45am to 8:05am. Any student on any day can participate in the program.</li> <li>• School breakfast programs are not intended as a replacement for morning family time, however they become a valuable option when, for a number of reasons, students require 'food for thought' to start their day.</li> <li>• The Food For Thought program provides nutritious snacks for students all day and is NUT FREE, so all students can access it. The Food for Thought station is at the office. Any student that feels hungry after eating snacks/lunch provided from home can access Food for Thought.</li> </ul>
<p>Fun Lunch Program</p> 	<ul style="list-style-type: none"> <li>• Glenbow School Council volunteers offer a Fun Lunch program to the students.</li> <li>• Fun Lunch will be the first school day of each week.</li> <li>• Fun Lunches will be offered from the following vendors on a rotating schedule: Little Caesars, Subway, Boston Pizza and Jugo Juice. Ordering and payment via School Cash Online.</li> <li>• Fun Lunch is an optional program. If you are not interested in ordering a Fun Lunch for your child, please send a regular lunch with them.</li> </ul>
<p>Nut Allergies</p> 	<ul style="list-style-type: none"> <li>• Glenbow School is a peanut aware school. To accommodate and support students with severe peanut allergies. Families are asked to not send any food with peanuts and/or tree nuts.</li> <li>• Glenbow adheres to Rocky View Schools Administering Medication or Medical Treatment to Students. For more information please go to <a href="http://www.rockyview.ab.ca/board_policies/admin_procedures/300-students/ap316-administering-medication-or-medical-treatment-to-students/view">http://www.rockyview.ab.ca/board_policies/admin_procedures/300-students/ap316-administering-medication-or-medical-treatment-to-students/view</a></li> <li>• Please Note: A severe allergy means a severe allergic reaction or anaphylactic response to an allergen, which if left untreated, can lead to sudden death.</li> </ul>
<p>Milk Program</p> 	<ul style="list-style-type: none"> <li>• During lunch we sell both white and chocolate milk for students. Parents/guardians may purchase a milk card on School Cash Online. Milk cards are \$20 for twenty milks. Once purchased, the student will be given a Milk card. Students are asked to keep this card in their desk or lunch kit. On days they wish to have milk with lunch, they will take it with them to the milk cart.</li> </ul>
<p>Waste Reduction Program</p> 	<ul style="list-style-type: none"> <li>• Glenbow School is proud of our award-winning waste reduction program.</li> <li>• Together students and staff work to recycle and compost most of our daily waste.</li> <li>• Each classroom is equipped with paper recycling, plastic recycling, and compost bins.</li> </ul>

	<ul style="list-style-type: none"> <li>• All paper towels from washrooms are also composted.</li> <li>• Grade 4 and Grade 5 leadership students work to clean and collect recyclables and compostable waste.</li> <li>• The only garbage cans we require are a small bin in each hallway.</li> </ul>
<p>Scent Free School</p> 	<ul style="list-style-type: none"> <li>• To help our chemically sensitive students and staff, please do not wear scented products (perfume, cologne, lotions, deodorants or shower gels etc.) in our school.</li> <li>• Scented products release chemicals which can trigger serious health reactions in people with asthma, migraines, allergies or chemical sensitivities.</li> </ul>

## Parent Information – Volunteering

Parent volunteers make our school a better place; we appreciate the contributions of our volunteers!

Parents are always welcome at the school.

We encourage you to visit our classrooms and observe student learning in action.

Please make prior arrangements with the teacher if you wish to visit a classroom or become involved as a volunteer.

Volunteering has many advantages for you and our students:

- Children’s self-esteem is improved
- Children are motivated to learn
- Better achievement levels
- Awareness of what is happening in school
- Two-way communication between the parents and teacher increases.



All volunteers are required to submit a Criminal Record/Vulnerable Sector Check before being permitted to volunteer (or participate in classroom events/activities).

A Criminal Record/Vulnerable Sector Check application is available in the office. This form must be submitted to the RCMP. When completed, the office requires a copy on file and will be considered valid for 5 years. However, each year an Annual Statutory Declaration form will need to be signed.

We ask that all adults visiting the school sign in at the office and pick up a visitor or volunteer badge prior to proceeding to a classroom. The sign-in system enables us to verify who is in the school, and who to account for people in the building in the event of an emergency. This is to ensure our students and your safety.

## Parent Information – Getting Involved

<p>FRIENDS OF GLENBOW (FOG)</p>	<p>SCHOOL COUNCIL</p>
<p>FOG is the fundraising arm of Glenbow School. They are a non-profit charitable society run strictly by parent involvement. All funds raised by this society benefit Glenbow School and students. All parents are encouraged and welcome to join this society.</p>	<p>School Council is an opportunity to learn more about the school, your child’s education, and have a voice. School Council ensures that parents and our school are working in partnership to enhance student learning.</p>

Friends of Glenbow Education Society

Email: fogglenbow@gmail.com

All parents are encouraged to join us on the 2<sup>nd</sup> Wednesday of every month at 7pm in the Learning Commons.

**GET  
INVOLVED!**

Office Staff

Mr. Fraser Montgomery, Principal  
Mr. Neil Comba, Assistant Principal

Mrs. Carmen Hodges, Administrative Secretary  
Mrs. Kyla Stewart, Administrative Secretary

Kindergarten

Mme Jade Azzaria-Byrne (AM/PM)  
Mrs. Kiltie Wilkinson (AM/PM)  
Mrs. Sandra Lenko-Weinert (AM)

Grade One

Mrs. Joy Eliscupides  
Mme Rebecca Fairweather  
Mme Emily Mattison  
Mrs. Melonee Rose

Grade One/Two

Mrs. Jenn Jensen

Grade Two

Mme Kaila Belding  
Mrs. Jessica Powers

Grade Two/Three

Ms. Gwen Smith  
Mme Julie Livingstone

Grade Three

Mr. Peter Bouvier  
Mrs. Kristy Cote  
Mme Marie Grenon

Grade Four

Mme Catherine Caron

Learning Support Teachers

Mrs. Tina Fermaniuk  
Mrs. Danelle Oosterveld

Learning Assistants

Mrs. Nancy Babin  
Mrs. Suzie Barkley  
Mrs. Pam Kaarto  
Mrs. Melissa Love  
Mrs. Heather MacKay  
Mrs. Karine Pilon  
Mrs. Shirley Reed  
Mrs. Tami Shukin

Child Development Advisor

Ms. Colleen Heschl-Ball

Library Technician

Mrs. Amie Gaudet

Caretaking Staff

Mrs. Bev Ireton  
Mrs. Leah Allen  
Mrs. Kelly Benner  
Mr. Rivaldo Pereira Cortes

Music

Rebecca Hancock



Mrs. Cailin Morrison/ Mrs. Kara Vincent  
Mrs. Christy Williams/Mrs. Michele Courage

Grade Five

Mrs. Helene Belsey  
Mr. Will Groeneveld  
Mme Elena Ungureanu