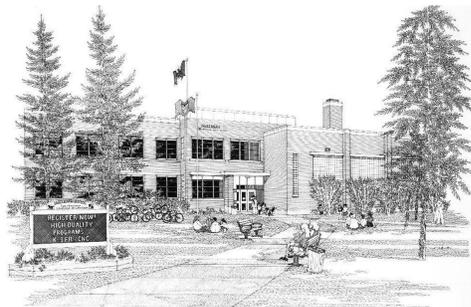


# McKernan SCHOOL

**2017 - 2018**

## **STUDENT - PARENT HANDBOOK**



**11330 – 76 Avenue  
Edmonton, Alberta T6G 0K1  
Phone: 780 435-4163  
Fax: 780 438-6049  
E-mail: [mckernan@epsb.ca](mailto:mckernan@epsb.ca)  
[mckernanattendance@epsb.ca](mailto:mckernanattendance@epsb.ca)**

## **Introduction**

Welcome to McKernan School, which officially opened on November 28, 1952. It was named after the McKernan family, who established a farm in the area in the late 1800's. There was an addition made to the building in 1973, and an extensive modernization was completed in 1993. The school has continued to have a tradition of excellence in all programs from Kindergarten to Grade Nine. Our Regular K-9, Pre Advanced Placement 7-9, French Immersion K -9, Late French Immersion 7-9, Spanish Bilingual 7-9, Extensions 1-9 programs, as well as our Fine Arts and Complementary Courses have a reputation of excellence. Hence, our motto, Pride in Excellence. Our school colours are royal blue and gold, and our mascot is the "Mustang".

## **At McKernan School**

- We believe that all students can learn and achieve.
- We believe that all students can be successful learners.
- We believe that students have a right to a high quality education.
- We believe that teachers, parents and community work together in partnership.

## **Principal's Message**

Welcome to the 2017-18 school year. I hope that your summer was all that you wanted it to be. I am honored and humbled to be granted the privilege of being appointed the principal of McKernan School. The long standing tradition of excellence is well documented. I believe that the health of a school is determined by its culture, and that culture is based upon a solid foundation of respectful interdependent relationships between the home, the school and the community.

I am looking forward to developing strong, trusting, mutually respectful relationships with McKernan's students and parents over the course of the 2017-18 school year. Collectively, as the staff members of McKernan School, we appreciate that you entrust us with the educational, social, emotional and physical development of your children. The staff and I are committed to providing a safe, caring and engaging environment that is conducive to learning at the highest levels. Personally, I see a collaborative culture that allows us to develop students as well-rounded, responsible, respectful citizens. This is how I strive to raise my own children.

I am a graduate of the University of Alberta, and have enjoyed a successful career with Edmonton Public Schools. My career as a classroom teacher (Math, PE, Science, EOE, Health, CALM, Leadership) includes: Hardisty (7-9), Avalon (7-9) and Strathcona (10-12). My journey in administration/leadership includes: Avalon (7-9), Parkview (K-9), Johnny Bright (K-9), McKee (K-6), and now McKernan (K-9).

I am, and always will be, a teacher first. I make all of my decisions in the best interests of kids. I hope that you share my enthusiasm, as we move forward together in the 2017-18 school year.

## **Staffing Changes**

We welcome back our returning staff, and the following new members:

- James Reuer, Science, Math, PE, Health Junior High English
- Hilary Sugiyama, Grade 2/3 English
- Nick Clayton, Construction, PE Junior High

We are looking forward to seeing everyone on **Tuesday, September 5!**

Yours in Partnership,

Andy MacGregor, Principal, Francisco Gaviria, Assistant Principal, Ward Patterson, Assistant Principal

## **District and School Priorities 2014-2018**

### **District:**

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.

### **McKernan School:**

- a. Professional development will focus on staff collaboration to develop common assessments at all grade levels, with a focus on literacy and numeracy. This skill will be transferred to the classroom so teachers can engage students in co-constructing criteria as a tool for self-assessment.
- b. Goal Setting will be embedded in our work to support students in their self-assessment journey as they strive to achieve to the best of their abilities.
- c. Monthly Staff Meetings will continue to be dedicated to collaboration with an emphasis on horizontal and vertical alignment.
- d. McKernan will continue to support and engage with parents and community members as partners in student learning. Our community networks include: EverActive, Community Connect, Garden and Healthy Eating, Running Club, Extensions Parents Network, Study Buddy Programs, WISEST, partnerships for off campus learning experiences, presentations and demonstrations with the University of Alberta and Grant MacEwan University.
- e. Student development into well-rounded, responsible, respectful citizens. The foci of our citizenship program will include: Respect, Integrity, Compassion, Pride and Perseverance.

## **Our Values**

Align with the District's Cornerstone Values of Accountability, Collaboration, Equity, Integrity.

# McKernan SCHOOL

June 1st, 2017

## **Before and After School Supervision**

Aligned with our commitment to the home, the school and the community, we will continue to provide student supervision beyond what is stated in Administrative Regulation HHFA.AR at McKernan School for the 2017 - 2018 school year. Please see the Student-Parent Handbook for details when it is posted to SchoolZone and our website in late August.

- Students should not arrive before 8:00 am, when supervision begins, unless they are involved in a supervised classroom or extracurricular activity.

and

- Students should be picked up or heading home no later than 3:30 pm, unless they are involved in a supervised classroom or extracurricular activity. Once students' extra-curricular activities are concluded they must leave the school or be picked up.

On the rare occasion a student has to stay past the requested time, please inform the office.

Thank you.



Andy MacGregor  
Principal



Ward Patterson  
Assistant Principal



Francisco Gaviria  
Assistant Principal

# 2017 / 2018 HOURS OF OPERATION

	ELEMENTARY	JUNIOR HIGH
INDOOR SUPERVISION	8:00 A.M.	8:00 A.M.
OUTDOOR SUPERVISION	8:15 A.M.	8:15 A.M.
LOCKERS AND CLASSROOMS	8:15 A.M.	8:15 A.M.
A.M. FIRST BELL	8:25 A.M.	8:25 A.M.
CLASSES BEGINNING	8:30 A.M.	8:30 A.M.
MORNING RECESS	10:03 A.M TO 10:22 A.M.	
LUNCH RECESS DISMISSAL	11:25 A.M.	
LUNCH (IN SMALL GYM) Div. 1	11:25 A.M. TO 11:50 A.M.	
LUNCH (IN SMALL GYM) Div. 2	11:50 A.M. To 12:15 P.M.	
LUNCH (IN SMALL GYM) Div 3		12:20 P.M. TO 1:10 P.M.
P.M. ASSEMBLY TIME	12:15 P.M.	1:10 P.M.
AFTERNOON RECESS	1:18 P.M. TO 1:37 P.M.	
AFTERNOON DISMISSAL	3:10 P.M.	3:00 P.M.
HALLWAY SUPERVISION UNTIL	3:30 P.M.	3:30 P.M.

Front Doors are open at **8:00 am**. Students are allowed in the Student Gathering Area. **At 8:15** students can move to lockers and/or classes.

After school, all students are to be on their way home by **3:30 p.m.** unless they are involved in a supervised classroom or extracurricular activity.

**School Office hours are from 8:00 am to 4:00 pm.** Our office staff is very busy. They are not able to supervise children before and after school. Thank you for your understanding and cooperation.

**Parents who drive their children** to school are asked to drop their children off and pick them up in the **drop-off area on 76<sup>th</sup> Avenue**. **Due to safety concerns, there is no access for parents in the staff parking lot.**

Click here: [For a copy of Edmonton Public Schools “Guide to Student Assessment, Achievement & Growth 2017 - 2018; Grades K-9 \(McKernan\). To be posted by September 29.](#)

For a list of important dates and events please refer to [SchoolZone](#).

### **Building a Learning Community Together**

Student behaviour is influenced by the teaching and learning environment. To establish a welcoming environment in our school, we as educators recognize the power of relationships by meeting and greeting students in order to get to know them at a personal level. In our school and our classrooms we support a respect for learning by providing a clean, organized, and visually inviting space.

During the first week of September, school and classroom expectations and routines are developed, discussed, shared and posted. We have established, and will focus on, 5 citizenship pillars throughout the year: **Respect, Integrity, Compassion, Pride and Perseverance**. All of us want our children to be well-rounded, responsible, respectful and contributing citizens. To help our students demonstrate these tenets, all staff members are intentionally establishing and reinforcing habits and routines to ensure that the teaching and learning environment is conducive to developing ‘all of our kids’.

McKernan teachers have already determined the most Essential Learning Outcomes of their subjects’ curricula as “I Can” statements. These important learning objectives will be shared at the beginning of every lesson in student-friendly language.

A school’s culture is defined by its **relationships**. Students feel more comfortable taking learning risks, if their relationships are strong within their learning community. In fact, research has shown that the top predictor of student success is a connection with an adult in the school. We know that strong relationships with parents and community members are also paramount to student success. Expect an invitation to the Parent BBQ which will be held on **Thursday, September 21**. This invitation will be extended to you by your child’s Homeroom teacher.

#### **Celebrations of student success include:**

- Photo displays, Celebration displays, and Student Work displays.
- School wide activities such as the McKernan Fun Runs, Carnival, Aboriginal Celebrations along with Dress-up/Fun Days.
- Philanthropy Projects - have included support for The Stollery Children's Hospital, Ronald McDonald House, Mustard Seed and Senior Buddy Program.
- Student Council, which gives students a voice to provide feedback as well as an understanding of governance.
- Curriculum based field trips which build community. Some examples include: McKernan Band Camps, Drama performances, Second Language trips, Science trips to Telus World of Science, University of Alberta, River Watch, and Math and Science fairs.
- Authentic student recognition in the school and classrooms. SchoolZone News Flashes recognize students for excellence inside and outside of the school setting. The recognition program this year will include bi-monthly assemblies tied to our citizenship program.
- Teachers continuing to provide recognition and feedback in the classrooms through a variety of methods.

As staff members, we all understand that we are role models for our students. All of the professional staff is bound by the ATA Professional Code of Conduct. As teachers we realize the importance of respectful language and expect our students to use respectful language in the school. **Mutual respect** is the foundation of our culture.

Establishing a safe and caring learning environment in the classroom requires professional staff to have a Classroom Positive Behaviour Plan with clear expectations. Guiding principles for management include:

1. Knowing that fair is not always equal.
2. Recognizing the needs of the individual and the class.
3. Using logical and natural consequences – behaviour and consequences are aligned.
4. Using strategies to de-escalate potentially volatile situations.

To accomplish this important work of creating a safe and caring learning environment, teachers use the following strategies and protocols:

- a. Low Level Interventions:
  - i. Eye contact, use of the pause, proximity, private conversation
  - ii. Verbal warning
  - iii. Teacher-initiated seat change
  - iv. Parent contact
- b. Interventions for Behaviours that interfere with teaching and learning - Level 1:
  - i. Student is moved to a 'buddy' classroom to re-group
  - ii. Student must see the teacher after school, or another arranged time, for resolution and to develop a future success plan
  - iii. Ongoing concerns require parent contact and support to ensure a quick, timely resolution and success plan
- c. Continuous inappropriate behaviours that interfere with teaching and learning - Level 2:
  - i. Administrators make a decision in regard to consequence: one class suspension, teacher-admin conference, teacher-student-admin conference, parent/guardian-student-admin conference, in-school suspension.
- d. Administrator In-School or Out of School Suspension - Level 3
  - i. Parents are informed
  - ii. In-School and/or Out of School Suspensions for continuous chronic behaviours that interfere with the teaching and learning environment require evidence of intervention and communication with stakeholders.
  - iii. Out of School suspension for serious, stand alone incidents of behaviour and conduct that affect the safety of students and/or staff ie: physical assaults, alcohol or drugs, and using or threatening to use any item as a weapon that could cause injury.

**School Act**  
**April 1, 2002**

Students: Section 12 - a student shall conduct himself or herself so as to reasonable comply with the following code of conduct

- be diligent in pursuing the students studies;
- attend school regularly and punctually
- co-operate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- account to the student's teachers for the student's conduct;
- respect the rights of others

**Suspension; Section 24**

- (1) A teacher or a principal may suspend a student in accordance with the subsection (2) or (3) if in the opinion of the teacher or principal
  - the student has failed to comply with section 12, or
  - the student's conduct is injurious to the physical or mental well-being of others in the school
- (2) A teacher may suspend a student from one class period.
- (3) A principal may suspend a student
  - from school
  - from one or more class periods, courses or education programs, or
  - from riding in a school bus
- (4) A principal may reinstate a student suspended under subsection (2) or (3).
- (5) When a student is suspended under subsection (3), the principal shall
  - forthwith inform the student's parent of the suspension
  - report in writing to the student's parent all the circumstances respecting the suspension
  - if requested, provide an opportunity to meet with the student's parent and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
- (6) If the student is not to be reinstated within 5 school days after the date of the suspension, the principal shall
  - forthwith inform the board of the suspension, and
  - report in writing to the board all the circumstances respecting the suspension and the principal's recommendations, and the students remains suspended until the board has made a decision under subsection (8).
- (7) The principal may recommend that the board expel the student if
  - the student as displayed an attitude of willful, blatant and repeated refusal to comply with section 12, or
  - the student's conduct is injurious to the physical or mental well-being of others in the school.
- (8) The board shall within 10 days after the date of the suspension
  - reinstate the student, or
  - expel the student from the school in accordance with section 25

## **Attendance and Illness**

In the case of an accident, first aid will be administered as needed, and parents will be contacted if possible. Parents are asked to provide **Alberta Health Care numbers**, email addresses, and telephone numbers and an emergency contact to call if parents cannot be reached. Teachers and administrators will act in “loco parentis” until a parent is contacted.

- Students are expected to attend school every day and to arrive on time, unless they are ill, celebrating a religious holiday, or absent for some other unavoidable cause.
- Regular attendance is the responsibility of the student and the parent. School staff will assist whenever possible.
- When a child is going to be absent from school, the parents should email [McKernanattendance@epsb.ca](mailto:McKernanattendance@epsb.ca). Students are considered late to school if they are not in their classroom at 8:30 am.
- Students who arrive after 8:40 am must obtain a late slip from the general office before they are admitted to class for the first or subsequent block during the day.
- Students who are too sick to participate in school activities, or go outside for recess, are usually too sick to attend school.
- Parents or guardians should pick up their children at the school office if they are to leave the school during class time. Should it be necessary for a student to leave school during regular class time for medical, dental or other valid reasons, parents are asked to email [McKernanattendance@epsb.ca](mailto:McKernanattendance@epsb.ca), telephone or send a note indicating the time the student needs to leave the school. This note should be shown to the classroom teacher and then be presented to the office where the student will sign out. **Under NO circumstances is a student to leave the building during class time without permission from the office. Ensuring our students' safety once they enter the building means students require parent permission before leaving the building during regular school hours.**
- If a student becomes ill during the school day, the student should seek permission from the classroom teacher to report to the office. If the student is too ill to remain at school, office staff will contact parents to make arrangements.
- To be excused from Physical Education class, a student **must** produce a **medical certificate** from a doctor or be involved in high level elite athletic training.
- Students are responsible for catching up on all work they miss when they are absent, regardless of the reason.
- Students who go on holidays, outside of scheduled District breaks, will be responsible for learning concepts and completing assignments using SchoolZone, or upon their return.

## **Student Consumable Costs**

A list of consumables required for students is provided in the first week of September. Payment may be made using Debit, Credit or Cash only to our Financial Administrative Assistant Loretta Lefebvre in September. These methods of payment are cost effective. Any parent who requires an alternate financial arrangement should contact the principal.

- Fees can be processed over the telephone with the Administrative Assistant for Finances, Loretta Lefebvre, using a major credit card.
- Students should not bring excessive amounts of personal money to school. The school is not responsible for loss of money or personal property from lockers. We have been very successful in finding and returning lost items, but we are not private investigators.
- If money needs to be sent with students, place it in an envelope with the student's name and homeroom written on the outside.
- Field Trip Fees will be assessed for individual trips as they are scheduled.

### **Junior High Consumable Costs (7 - 9)**

You will be notified about fees related to complementary option courses. Consumable costs are levied for field trips, sports teams, and special projects that go beyond regular curriculum expectations.

## **Elementary and Junior High Lunch Fees**

- **Elementary:** \$10.00 per month (\$100 for the year). Elementary students will have a staggered lunch time. The Milk fee is \$10.00 per month (\$100 for the year)--white milk only.
  - Division One (Grades 1-3) 11:25 -11:50 A.M. for Lunch followed by recess from 11:50 - 12:15 P.M.
  - Division Two (Grades 4-6) Recess 11:25 - 11:50 A.M. followed by Lunch 11:50 A.M. - 12:15 P.M.
- **Junior High Lunch:** \$6.46 per month (\$64.60 for the year) 12:20 - 12:50 P.M. followed by recess 12:50 - 1:10 P.M.
- Students are encouraged to bring healthy lunches from home.
- Students eat in the South Gym where tables, chairs and microwaves are available. Lunch room personnel are hired to provide supervision.
- Elementary students who stay for lunch are not permitted to leave the school grounds at noon.
- Although Junior High students have access to the school store for items like hot soup, it is not intended to provide lunch on a regular basis. It is intended for students to use when they have forgotten their own nutritious lunch.
- Junior High students have the privilege of leaving the school grounds during the lunch break. It is expected that all students will respect the property and privacy rights of residents in the community at all times. Streets and lanes close to the school will be monitored by the school staff to ensure that students desiring fresh air in the community are demonstrating appropriate behaviour and are not loitering. Students are not allowed to use the alleys as gathering areas. **Students need to be back on time for classes.**
- Everyone is responsible for cleaning their own eating area.

- The lunch break of 50 minutes for all students allows enough time to eat lunch and then enjoy time outside before their afternoon classes.

**Lunch privileges for any student may be suspended if the student's behaviour during the lunch break is not acceptable.**

### **Bus Transportation**

Yellow bus and Edmonton Transit passes vary in price according to student programming and location of student residence. Information can be found on SchoolZone.

Monthly Edmonton Transit bus passes are sold in the office on the last two days and the first two days of each month. Bus passes may be purchased by Debit, Credit or cash. Students are reminded that bus passes are non-transferable and are not to be loaned to other students.

### **Digital Devices - 21<sup>ST</sup> Century Literacy**

Cell Phones are powerful devices. Students are expected to use any digital device respectfully. Here are our standards and expectations:

1. Cell phones may be used before classes begin, at lunch, during the breaks between classes, and after school.
2. Teachers decide how cell phones/digital devices are to be managed in their individual classes.
  - a. Texting, gaming and/or any other non-school related use is considered inappropriate during class.
  - b. Cell phones should be placed in silent mode during class time.
  - c. Inappropriate use of digital devices will result in confiscation and/or loss of privileges.
3. Digital devices are the responsibility of the student
4. Students are **NOT** allowed to take pictures of students without their permission. This is a violation of the Freedom of Information and Privacy Act.

### **Cold Weather Policy**

Recess for elementary school students is a time to provide a break from regular school routine, a chance to get some fresh air and run off excess energy. Therefore, recess will be cancelled only when the temperature drops **below** -22 degrees Celsius with the wind chill, or it is raining heavily. Whenever recess is cancelled, students are given an inside break and are dismissed at regular dismissal times.

### **Communication with Parents**

Trusting and respectful relationships between the professional staff and parents is essential. Knowing that education is a shared responsibility between the school and the home, open communication between administrators, teachers and parents is our priority. Parents are encouraged to contact the school at any time to share information, ask questions or express concerns. The following forms of communication are available:

- ◆ Telephone calls and email messages – our standard is a response within 24 hours and not longer than 48 hours. School Administrators receive email on digital devices every day. Administrators may be contacted directly: [Andy.MacGregor@epsb.ca](mailto:Andy.MacGregor@epsb.ca), [Francisco.Gaviria@epsb.ca](mailto:Francisco.Gaviria@epsb.ca) [Ward.Patterson@epsb.ca](mailto:Ward.Patterson@epsb.ca) or [McKernan@epsb.ca](mailto:McKernan@epsb.ca)
- ◆ Appointments are scheduled through the Front Office Administrative Assistant Mrs. Pat Nagy [Pat.Nagy@epsb.ca](mailto:Pat.Nagy@epsb.ca) (ext 300) or Mrs. Linda Bonny [Linda.Bonny@epsb.ca](mailto:Linda.Bonny@epsb.ca) (ext 303).
- ◆ SchoolZone: School News/Messages from the Principal will be updated regularly or as information becomes available. Check for information under the Banners: K-9 News, Junior High News, Elementary News, Parent Advisory Council News and Athletics.
- ◆ SchoolZone: Class News includes timely teacher information through: News, Homework, Assignments and Tests, and Events.
- ◆ School Zone provides information on attendance, news of school and District events, achievement results, timetables and access to online educational resources. To access School Zone a unique User ID and Password is issued by the school for the parent and student. If any junior high parents do not yet have this information they are to complete a “Request for EPS School Zone Account” registration form (available from the office).
- ◆ Term based Student-Parent-Teacher Conferences are scheduled each term by using our electronic Conference Manager.

### **Counselling Services**

Counselling is available through Inclusive Learning on a priority basis. Though limited, it is available for critical incidents related to personal, family or other emotional issues.

The administration can make referrals with parent consent to a school psychologist, reading specialist, social worker, behaviour consultant, OT, PT, SLP or health nurse through Inclusive Learning.

School Administration is available to discuss to homework, marks, school programs, high school registration, career planning and/or school policies and procedures.

### **Dress Code**

Students are expected to dress in clean clothing that is deemed appropriate and respectful.

- **Elementary students** are expected to have indoor shoes which are not worn outside.
- Students must have footwear on at all times. Students and staff members are expected to dress appropriately, ensuring that no peer or colleague would be uncomfortable or offended by their attire. We are dressing for success in a learning environment. Attire that impedes a wide range of movement or provides ‘too much information’ are examples of inappropriate clothing. Low slung pants that reveal under garments and low cut tops that are too revealing for the context of our learning community, are other examples **The bottom line is that OUR school is the professional workplace for students and staff members.** Headwear should not be worn except for medical or religious reasons in the school. This is simply a sign of respect.
- Junior High students are required to have a change of clothing and proper footwear for Physical Education class, as outlined by their Physical Education teacher. **Weekly laundering of athletic items** ensures that the learning environment is comfortable for everyone.

- Students are expected to store jackets, large backpacks and head gear in their lockers and not wear them inside the school.

## **Emergency Procedures**

To ensure that students know how to act quickly and without confusion in case of emergency, fire drills will be held six times throughout the year. It is important that the building be evacuated quickly and quietly. Instructions are posted in each room, indicating exits to be used. The school has an emergency plan in place for other emergencies that may occur.

## **Extra-Curricular Activities**

### ***Elementary***

Several student clubs operate at recess or lunch time. Some of these clubs may include:

- Intramurals
- Running Club
- Running Room Games
- Cricket
- Chess
- Art Club
- Choir
- Handbells Junior and Senior
- Garden Club
- Tree Club

### ***Junior High***

McKernan School is an active and dynamic place. Several school activities are planned by the Leadership classes and Student Council. Students have the opportunity to participate in a variety of clubs and activities including: Intramurals, Band, Drama Club, Life Club, GSA, Community Helpers and potentially others.

McKernan School is well known for its success in JH interschool athletics. The Mustangs compete in:

- |                   |              |
|-------------------|--------------|
| - Badminton       | - Basketball |
| - Cross Country   | - Soccer     |
| - Track and Field | - Volleyball |
| - Curling         | - Cricket    |
| - Slowpitch       |              |

Other school events have/may include:

- Student recognition and citizenship assemblies
- Awards Day
- Grade Six & Nine Celebrations
- Publication of the Write Stuff
- 1-3-5 Km Run
- Band Concerts
- Charity Fundraisers
- Drama Play
- Leadership Activities
- Meet the Staff in September event

McKernan School, and groups within the school, sponsor a variety of activities and fundraising initiatives. All of these require a sponsoring teacher and approval from the administration.

### **Field Trips**

Field trips are an important part of learning. Teachers include relevant field trips in their instructional plans. Permission forms will be sent home before each field trip indicating the purpose, cost, mode of travel, and other requirements for the field trip; as well as the need for volunteer assistance. These permission forms must be returned with a parent/guardian signature in order for the student to participate.

No student will be refused the right to participate in field trips due to a lack of financial means if the situation is brought to the attention of the principal.

Field trips, activities and fundraising initiatives will need approval from the administration.

### **Health Services**

The Alberta Health Services staff at the Bonnie Doon Public Health Centre provides an immunization service for our Grade 5 and 9 students. They are available to students, staff and parents for any health information, referrals or private consultation. Please phone 780 413-5666.

If a child becomes ill or is injured while at school, the school office will notify parents or, if necessary, the emergency contact stated on your registration form. If there is an emergency situation and parents cannot be contacted immediately, the school administration will act in lieu of parents to obtain medical attention at the Stollery Children's Hospital. Parents will be contacted immediately. **It is critical for the school to have current parent contact telephone numbers for situations such as these.** Several of our staff members have first aid and CPR training.

Medical facilities are minimal at the school. **Generally, if a student is too ill to stay in class or go outside for recess, he/she is too sick to be at school.** This is particularly true in the case of severe colds. Students coming to school with severe colds are unable to function well at school, and also provide a source of infection for others.

If it is necessary for a student to have a staff member administer **medication** during the school day, the medication must be kept locked in the office. A signed letter of request from parents is required (form available in the office). **In accordance with Edmonton Public Schools our office does not have a supply of, and cannot provide medication such as Tylenol, Aspirin, or other pain medication.**

### **Home Groups**

Elementary students are assigned to a classroom.

Junior High students are assigned to a Grade Group and a Family Group. The **Family Group teacher** is the primary contact for parents wishing to discuss their child's progress with a group of teachers.

## **Homework**

It is the student's responsibility to complete homework, but both teachers and parents need to provide encouragement and support. John Hattie (2009) in his book **Visible Learning A Synthesis of over 800 Meta-Analyses Relating to Achievement** (p.234) reports that homework has a minimal effect on achievement in the lower grades and only begins to make a difference as the subject content becomes more complex in Junior High, High School and post-secondary school. Students who do not finish their work during scheduled class time are expected to complete it for the next class. Homework may also include: daily review, studying for an assessment, project completion or extra practice.

## **Illegal Substances, Contraband and Weapons**

Illegal substances and weapons are strictly prohibited. Students found in possession of illegal substances, contraband items or weapons will face a consequence as outlined in our behaviour plan. Students should not be in possession of items such as lighters or matches.

## **Internet Use**

The school utilizes Google ChromeBooks in classrooms. All of these computers are connected to a school-wide network with access to the internet. Students are welcome to use the computers and internet service for educational purposes. Students who use the computers and internet for purposes that are not sanctioned by the school will lose their network privileges.

McKernan has school wide access to WiFi. Students who want to use their personal computers will need to ensure that they have all file share, peer-to-peer (P2P) and web hosting services disabled and have updated security patches and virus protection. Student owned devices need to be registered with the school.

## **Library Services**

The library and its resources are for the benefit and enjoyment of all individuals in the school. Students may borrow resources from the library provided they return them by the due date. Each elementary class will have a scheduled library period each week. Students will be charged for any items borrowed from the library that are lost or damaged.

## **Lockers**

All students in junior high will be assigned their own locker. Students will have a school provided lock for the hallway locker. Students must **keep their locker combination information confidential**.

Students have access to lockers before school, during the breaks, at noon, and after school. At these times, students must collect all materials for their upcoming classes. Students are responsible for keeping their lockers clean and neat at all times. This includes removal of marks or writing on the locker. School wide locker checks and clean-outs will be held every term and as needed throughout the year. Having a locker is privilege, not a right.

**Please be aware that lockers are the property of McKernan School and Edmonton Public Schools, and as such, we reserve the right to enter or check lockers, or remove locker privileges if we feel it is necessary.**

### **Lost and Found**

Three Lost and Found boxes for clothing are located in the halls on the main floor. Clothing, footwear, lunch kits and backpacks should be labelled. Please check the boxes for any lost items as NO items are stored in the office. The leftover items will be sent to collection sites at Christmas, Spring Break and year end.

### **Media Release**

Occasionally the media will come to the school to speak directly with students and for special events. This generally occurs on short notice and may result in students being on TV, on radio, or in the printed press. The media can only speak to students who have received parental permission. At the beginning of the year, all students will receive a form for parents or guardians to sign providing or denying permission for students to be involved with the media.

### **Out-of-Bounds**

Students are not permitted in the staff parking lot or the bicycle rack area (unless they are parking or retrieving their bike). Elementary students are required to play in the supervised area on the east and north sides of the school during recess and lunch hour.

### **Parent Groups**

Parents and teachers are automatically members of the School Council. Its goal is to strengthen the relationship between home and school in order to improve children's education.

### **What is the role of the School Council?**

- Involve parents in their children's education (at the levels of the school, school board and Alberta Education).
- Consult with the school administration on budgeting, programs and educational priorities. Support the school, teachers and classroom.
- The meetings will be held monthly and dates and times will be determined at the first AGM in September. Note: No meetings will be held in December and June.
- The Parent Advisory Council is a non-profit organization that has been maintained as an entity separate from the School Council so that the parent body can qualify for casinos or other fundraising activities that require incorporation.
- October 1 and 2 2017 are McKernan's Casino dates. Volunteers willing to assist please email: [McKernan@epsb.ca](mailto:McKernan@epsb.ca)
- The executive is the same as that for the School Council.

### **Parking**

Parking is very challenging around McKernan School.

- All local parking signs must be obeyed or you risk receiving a parking ticket.

- **There is NO student drop-off or visitor parking in the school parking lot as all spots have been paid for by staff members.**
- Please do not use the community league parking lot. Parking north of 76 Ave is restricted. There are no restrictions on parking south of 76 Ave.

### **Respectful Learning and Working Environments**

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating healthy, respectful learning environments for students, staff members, trustees, parent, volunteers and contractors. We recognize the worth of every person and we provide equal opportunities 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.

### **Smoking**

Edmonton Public Schools has a no smoking policy on all school District property. Staff, students, parents and members of the public are expected to adhere to this policy.

### **Timetable**

McKernan School operates on a five-day rotating timetable. Check SchoolZone for McKernan Year Calendar for Numbered Days and Events.

### **Vandalism**

We ask for the support of all students, parents and community members in eliminating vandalism at McKernan School. The cost of repairing vandalism comes directly from educational dollars that would be better spent on the education of students.

If you see any acts of a suspicious nature around the school during the evening or on weekends, please call 780-423-4567. This is the number of the Edmonton City Police dispatcher.

### **Bicycles, Skateboards, Roller Blades and Scooters**

Students who ride a bike to school are required to park and lock their bike in the bicycle rack area. Students are not allowed to ride their bike on the school grounds. The bicycle racks are out of bounds unless students are parking or retrieving their bikes. As a result of the loss of locked bicycles in the past, we have provided a secure fenced area at the back of the basketball court on the West side of the school. The area will be locked in the morning and unlocked in the afternoon.

Students are asked to be respectful when using skateboards, roller blades and scooters to get to school. Students must yield to pedestrians. Students must not use them on school grounds or inside the school. They must be stored in lockers. If staff members find students in violation of this guideline, items may be confiscated.

## Volunteers

Parent and community volunteers are needed and welcomed at McKernan! Talk to your child's homeroom teacher if you want to get involved in your child's education. Examples of ways that **you can make a difference** include library assistance, tutors, supervisors, and presenters.

Parents volunteering for **overnight field trips or driving students** require a police check. Forms for the police check are available in the office.

## Student Recognition

Students will be recognized during bi-monthly assemblies for demonstrating excellence in citizenship, academics, athletics and the arts. We take Pride in Excellence in all that we do.

**Awards for Academic, Athletic, and Fine and Practical Arts** will be presented at an **Awards Ceremony in June**. The following special awards are also given:

- **G.L. Davies Trophy** – to the most outstanding grade 9 student who has earned distinction in academic achievement, athletics, citizenship, extra-curricular activities and leadership.
- **Sinclair Trophy** – to the grade 9 student who contributed to the school in creative, conscientious, courteous and cooperative ways.
- **Principal's Award** – awarded to a student who has greatly contributed to the school's positive atmosphere.
- **Pat Hogaboam Scholarship** – awarded to the student who demonstrates some or all of the following qualities: good listener, supportive and understanding, passionate about life, courageous in difficult situations, joyful, encourages others, smiles and good humoured, respectful and a positive role model.
- **Newbell Awards** – to the top achieving student in English Language Arts, Math, Science and Social Studies at each grade level.
- **Le Prix McKernan** – to a French Immersion student for his/her enthusiasm and commitment to learning French.
- **J.H. Lummis Award for French as a Second Language** – top student
- **Spanish Bilingual Award** - to a Spanish Bilingual student for his/her enthusiasm and commitment to learning Spanish
- **Spanish Language and Culture** - top student
- **H.P. Simonson Athletic Award** – to the most outstanding male and female athlete(s)
- **Anne Umrysh Art Award** – top student

- **Instrumental Music Award** – Band – Patricia Brine Award for best musician
- **E. Ford and C. Turner Award for Technology** –top student
- **David Mutch Award for Construction** – top student
- **Al Lust Award** – best actor
- **Environmental Outdoor Education** - top student
- **Adele Swensen Award for Foods and Fashion** – top student
- **Leadership Award Grade 9** – top student
- **Don Garry Creative Writing Award** – best writer
- **Aboriginal Leadership Award** - a Junior High student for educating the school community on Aboriginal cultural, historical and political issues