



Avondale School

2023-24

Welcome!

We would like to welcome you to Avondale for the 2023-2024 school year. We would also like to extend a special welcome to all those that are new to our school.

All Avondale staff are looking forward to a wonderful year with your children. We are very fortunate to have exceptional teachers, educational assistants, librarian, office staff, and custodial staff, who provide incredible opportunities for our children to feel welcome and excel to the best of their abilities.

As always, if you ever have any questions or concerns, do not hesitate to call, or stop by the office.

Colin Murphy
Principal

Contact Information

Administration/Office Team:

Colin Murphy, Principal colin.murphy@gppsd.ab.ca
Jae LeClerc, Vice Principal jae.leclerc@gppsd.ab.ca

Dori Morin, Admin. Assistant dori.morin@gppsd.ab.ca

Instructional Team:

All Avondale staff can be emailed by using the following format: *firstname.lastname@gppsd.ab.ca*

Communication/Message:

If you have a message for your child, or would like to reach a teacher by telephone, please contact the office and the office staff will ensure the message is passed on. We encourage you to call as early as possible in the day to ensure sufficient time for messages to be delivered.

Avondale School is Online!

- Facebook: <https://www.facebook.com/AS.GPPSD>
- School Website: www.gppsd.ab.ca/school/avondale
- School Address: 10226-108 Avenue, Grande Prairie, AB T8V 1P5

Bell Schedule



AM Kindergarten

Pre-warning Bell – 8:17
Warning Bell – 8:20
AM Class - 8:25 – 11:10 a.m.

PM Kindergarten

PM Class – 12:25 – 3:10 p.m.

KinderPal

11:10 a.m. – 3:10 p.m.

Grade 1 – 6

Pre-warning Bell – 8:17
Warning Bell – 8:20
Block 1 – 8:25 – 8:55
Block 2 – 8:55 – 9:25
Block 3 – 9:25 – 9:55
Block 4 – 9:55 – 10:25
Block 5 – 10:25 – 10:55
Block 6 – 10:55 – 11:25

Lunch – 11:25 – 11:55
Recess – 11:55 – 12:25

Block 7 – 12:25 – 12:55
Block 8 – 12:55 – 1:25
Block 9 – 1:25 – 1:55

Recess – 1:55 – 2:10

Block 10 – 2:10 – 2:40
Block 11 – 2:40 – 3:10





Avondale School Traffic Management Plan

Your Involvement:

School parking lots can be incredibly busy places during arrival and dismissal times. The high volume of activity can lead to increased traffic, unsafe conditions, and potential injury.

We have developed a traffic plan to help ease traffic congestion and increase safety around our school. As a valued member of our school community, we need your assistance to ensure safer school drop-offs and pickups.

We will be monitoring the pick-up/ drop off zones and communicating these guidelines to all users and ask that you all respect our presence and guidance.

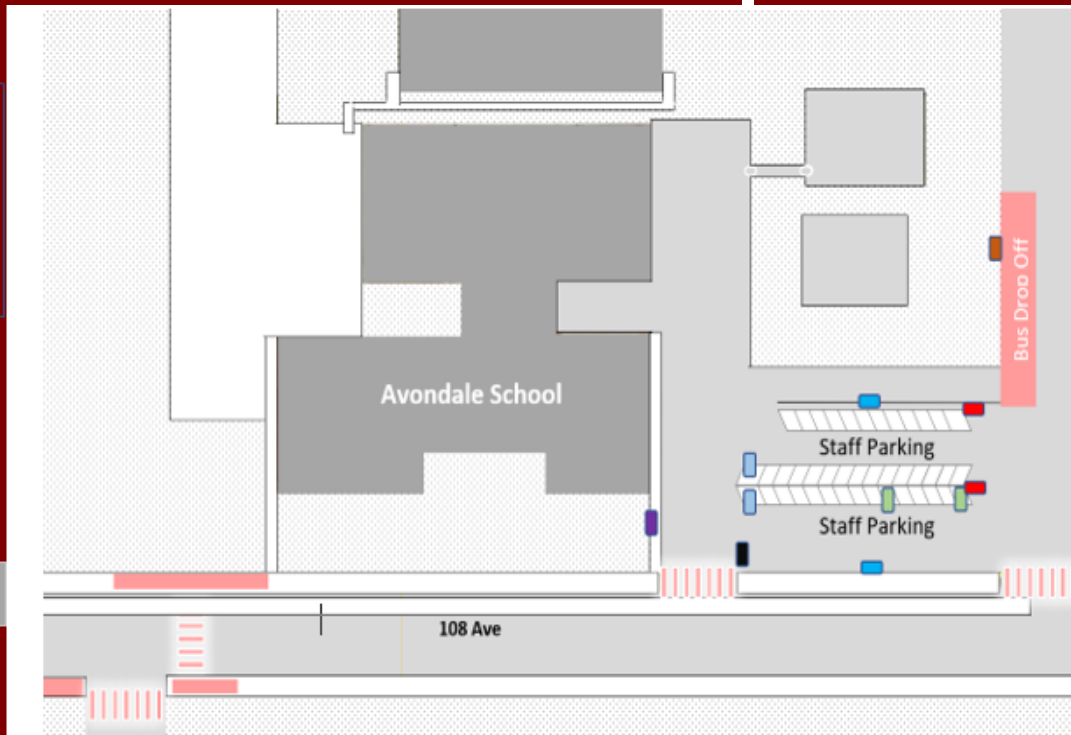
Traffic and Drop Off Safety

Walk to School

- Many students who are not eligible to ride the bus live within walking distance. We encourage you to practice the route with your child making sure to practice using the crosswalks.

Drive Safely

- Always drive slowly and safely in the neighborhood and around the school.
- Drop off your child in designated areas and remind them to use sidewalks and crosswalks to safely get to school.
- Yield to children walking around the school.
- Pay attention. Do not text or use your handheld phones while driving.
- Do not park or block private driveways.
- Know and obey all speed limits.
 - 30 km / hr. in school zones.
 - 10 km / hr on school property



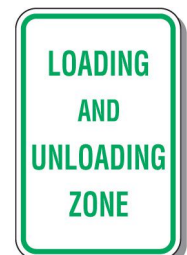
Student Load and Unload Zone

There is no student load / unload zone in the school parking lot. Children can safely be dropped off onto the 108th Avenue sidewalk and walk directly into the school.

Children must only cross the road at designated crosswalks.

Always use turning signals when entering and exiting the curbs for pick-up and drop-off and check blind spots carefully.

The parking lot is for staff, handicapped and visitor parking only and through traffic is not permitted.



Visitor Parking / Staff Parking Area

- Visitor Parking should only be used for those visiting inside the school.
- No entry into staff parking areas

Crosswalk / Bus Lane / Safe Driving

- No parking within 5M of crosswalk
- No Parking in the bus lane
 - Always yield to pedestrians
 - Always obey the rules of the road and pull over to the curb on the right.

Student Load / Unload Zone

- There is no student load / unload zone on the school parking lot. Children can safely be dropped off onto the 108th Avenue sidewalks and walk directly into the school.
- Children must only cross the road at designated crosswalks.
- Always use turning signals when entering and exiting the curbs for pick-up and drop-off and check blind spots carefully.
- The parking lot is for staff, handicapped and visitor parking only and through traffic is not permitted.

What school looks like . . .

Will my child have a locker or cubbie?

Cubbies are available for student use on a daily basis within their classrooms.

Does my child need a water bottle for school?

Yes, please ensure you send a **labeled**, filled water bottle daily with students.

Does my child need a pair of indoor shoes for school?

Yes, please ensure you send a **labeled** pair of shoes your child can change into.

Are parents able to volunteer?

YES! A criminal record check is required to volunteer. Criminal record checks must be renewed for each school year. The office can provide you with a letter to decrease the cost of requesting the Criminal Record Check from the RCMP.

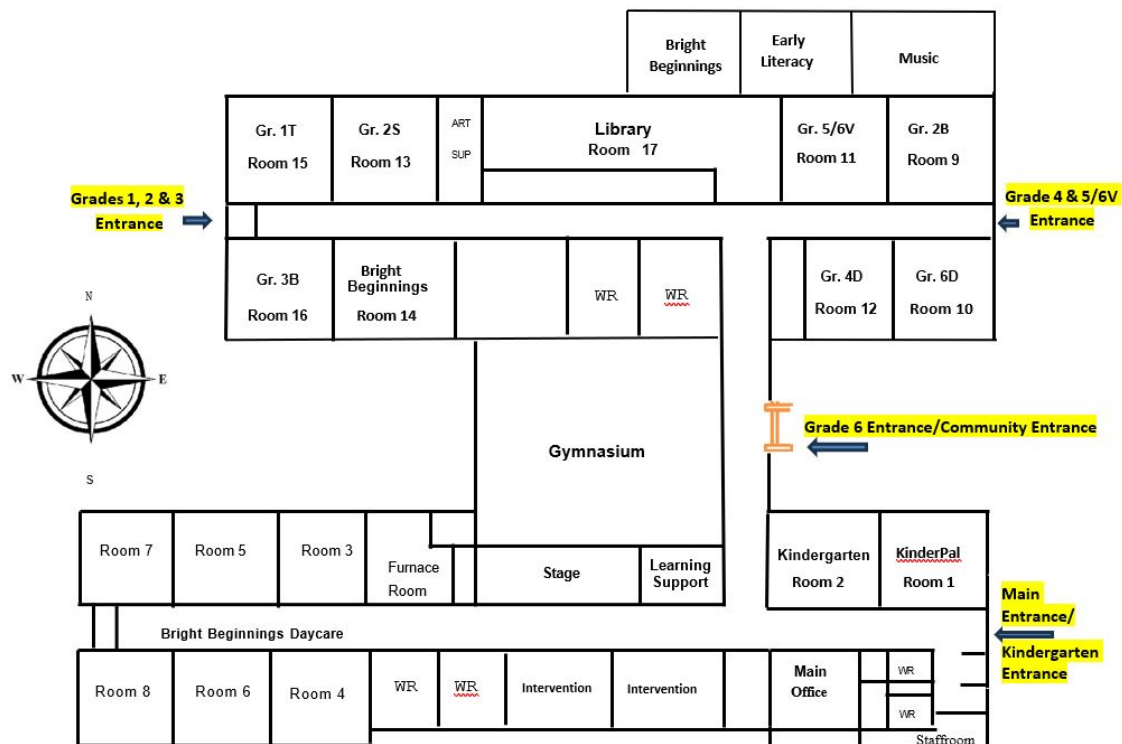
Is there a lunch program?

It is important for students to remember to bring their lunch each day. If a student forgets their lunch, families may contact the office to work out a solution. Please remember:

- Microwaves will not be available for student use.
- Ordering from Citrus Catering – order online before 8:30 a.m. on the day you want the order; unless preordered.
- If your family is in need, we have a Division Nutrition Program that offers students lunch - no questions asked.

Arriving at School and Dismissal from School

Our doors open at **8:05 a.m.** All students have an assigned door (see *map*) to use every time they enter and exit the school (it is the same). This helps to ensure the smooth movement of students at the beginning and end of the day. It also helps to ensure that everyone has adequate space to store their outdoor footwear. School staff will be present and visible to help ensure students feel confident and cared for as they make their way to their classrooms.



Avondale School Student Entrance Map

Student Handbook

General Information

Fees

We may ask throughout the year for payment for certain events or music supplies. Those unable to make payment at that time should contact the school Principal to arrange payment. **We accept payment by cash, cheque, credit or debit. Please make all cheques payable to Avondale School.**

KinderPAL

Monthly	\$350.00
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Activity Fees

Nitehawk Ski Trip	\$50.00 approx.
K-6 Field Trips	\$20.00
Recorders	\$15.00



Signing Out Policy

Students leaving the school for any reason during school hours must sign out at the office. The office needs permission from a parent prior to releasing the student. Please contact the office to determine procedures if you have questions.

Nut Sensitive School

Avondale has students who suffer from severe allergies to nut products. The consequences of even incidental contact with nuts and, in particular peanut butter, can produce severe and even life-threatening results. Please *do not* send food containing nuts to school. Children must not share their food with other children due to possible allergies.

If your child is at risk of an anaphylaxis allergic response, it is the parent's responsibility to ensure that the school is provided with an Epi-Pen (please check expiry dates). If possible, providing the school with two Epi-Pens is most effective. One is retained in the office, the other in the classroom area.

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The school will have indoor recesses when the weather is colder than -25 celsius with the wind chill. Recess will be inside on days in which it is windy and raining heavily. Please dress children appropriately for the weather with items clearly labeled.

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Students can bring their bicycles, scooters, and skateboards to school. They must follow all laws pertaining to their use. They are not to be used during the school day. The use of bikes, scooters, and skateboards/longboards etc. is not allowed on school property to ensure the safety of students using this equipment as well as the many pedestrians during arrival and leaving time. It is the law that all cyclists in Alberta under 18 years of age wear helmets. All bikes must be walked while on school property to ensure the safety of all students. All equipment must remain outside at the bike racks as we do not have inside storage available to students. Please ensure that your child has a lock as we do not take responsibility for stolen property.

Please note that students wearing 'wheelie' shoes will need to disengage the wheels or bring alternative footwear for outside recess.

Cubbies`

All Avondale Students have assigned cubbies that are the property of the school. The school has the right to access student cubbies at any time. The student is responsible for the tidiness of the cubby to which the student has been assigned.

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It is very important that the school has current home, cell, and business phone numbers. As well, up to date email and home address are necessary so parents can be contacted in the event of illness or injury. The school should also be informed of any special health conditions that may affect student behavior or performance. Please contact the office if there are any changes to your emergency contact information. You may also fill out the "Change of Information" form within the Parent Portal. (Be sure to click "Submit" at the end of the form.)

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School and classroom newsletters are distributed once a month. As social media is our main method of communication, parents are encouraged to visit it regularly.

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We ask that parents do not phone directly to classrooms or students during the school day in order to reduce disruptions during learning. Calls will not be transferred into the classroom during instructional time. Rather, we ask that if you have a message for your child, or would like to reach a teacher by telephone, please contact the office and the Admin Assistant will make sure the message is passed on. We encourage you to call as early as possible in the day to ensure sufficient time for messages to be delivered.

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A telephone will be provided for brief, local student calls before, during breaks and after school. Students must ask permission to use school phones. Parents wishing to contact students should call the school line at 780-532-3230. Students are not allowed to take phone calls or receive texts on a personal device during the school day.

Medications

Staff members may not administer medication of any kind to students unless the parent has completed the appropriate forms at the school office, including all prescription and non-prescription drugs. Prescription medication must be accompanied with written instructions from a physician or pharmacist. Parents/guardians should ensure the school is aware if their child has any allergies or medical needs.

Personal Items

It is important that parents make sure their child's clothing and all other personal belongings are clearly marked in some way, making it possible to locate them if they are lost or misplaced. Parents are asked to ensure that students leave valuable items (i.e. electronics, jewelry, toys) at home. The school, the school board, and its insurer are not responsible for valuables lost, stolen, or damaged while on school property. Lost and found bins are located in three areas around the school - parents are encouraged to check this regularly. Items in the lost and found bin will be donated/emptied three times a year.

Surveillance Cameras

Please be aware that to better serve the students and community of Grande Prairie, Avondale School has surveillance cameras outside of the building. There are no surveillance cameras within the building.

Animals on School Grounds

Bylaw Officers are responsible for enforcing Bylaw C-1226. C-1226 states that "The owner of a dog shall ensure the dog does not enter or remain in or on any area where dogs are prohibited by posted signs, or within five (5) meters of a playground, athletic field or school ground."

Traffic/Parking

There is no student pickup/dropoff zone in the staff parking lot. There is visitor parking along the front of the school on 108th Ave., as well as designated visitor parking at the end of the staff parking lot. *Please do not park in the Fire Lane, as marked by signs near the main entrance to the school and this area must remain free of traffic at all times.

Academics

Academic Evaluation

Students are evaluated on a regular and continuing basis throughout the school year. Evaluation is based on the Alberta curriculum objectives for each course and takes many forms, including formal testing and informal observation of the student. There are three reporting periods during the school year and two Parent-Teacher Interviews, giving parents and teachers an opportunity to discuss the student's progress. These interviews do not preclude parents or teachers communicating at any time. If either has concerns about the child's progress, prompt attention to the matter is encouraged.

Homework/Missed Assignments

Homework

It is expected that students will regularly be required to complete assignments at home in most core subjects during the school year.

Parents can assist their children by ensuring students have adequate facilities and time for home study. Assignments are designed to assist with achieving curricular outcomes, so all assignments must be completed.

Missed Assignments and Assessments

Students are responsible, along with teachers, to ensure that any assignments or tests given while a student is absent are completed on the student's return. When a student arrives back from an absence the student should arrange with their teachers to complete missed work.

Being Prepared

Students are responsible to attend school and class with all of the necessary supplies and equipment to accomplish the tasks assigned to them. This includes having two pairs of footwear (one for outside and one for inside).

Field Trips

Various out of classroom experiences may be planned for the students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring public transportation prior to their occurrence. As with any other volunteering in the school, parents who are supervising these trips will be required to have criminal record checks completed. Parents who are volunteering to accompany classes on field trips may not take younger siblings along due to liability issues.

Library Books, Classroom Books, Learning Materials

Students are responsible for any books they may use. If a textbook or library book is lost or damaged, parents will be billed for the cost of repair or replacement.

School Attendance

Regular and timely attendance at school is a major contributor to student success in school. Students should be in attendance at school unless prevented from doing so by illness, bereavement, or other exceptional circumstances. If your child is to be absent, we ask that you please call the office at 780-532-3230 or email avondale@gppsd.ab.ca to let us know. It is the parent's/guardian's responsibility to contact the office by phone or send a note prior to or on the day of an absence. Students arriving at school at 8:25 a.m. are considered late, and must sign into the office as they are expected in the classroom at 8:25 a.m., when instruction begins.

Students who are habitually absent or late for school or classes impact their learning. Parents/guardians will be contacted by phone/email and/or a letter sent home to inform them of the problem and possible disciplinary action.

Illness

To protect the other children in the class, please keep your child at home and notify the office if your child has: diarrhea, vomiting, high fever, unusual rash, discharge from eyes or ears, lice or is showing symptoms of any contagious disease. If you are unsure, feel free to call Alberta Health Services at 1-866-408-5465 or visit them on the web at www.albertahealthservices.ca for additional information.

Student Conduct

Avondale School acts in accordance with all Grande Prairie Public School Division **Administrative Procedures** regarding the responsibilities of students, parents, teachers and administrators. This document is available to the public on our external website at www.gppsd.ab.ca. Summaries of relevant policies are listed below.

Student's Rights and Responsibilities

Students at Avondale School have the right to be treated with dignity and respect. With these rights come responsibilities.

You have the right to a safe place to learn.

*You have the responsibility to follow the school rules.

You have the right to have your own ideas and opinions.

*You have the responsibility to respect the ideas and opinions of others.

You have the right to use school books, equipment, and materials.

*You have the responsibility to take care of all school books, equipment, and materials.

You have the right to be treated fairly.

*You have the responsibility to treat others fairly.

You have the right to a good education.

*You have the responsibility to do your best.

Hands-Off Policy

To protect and respect the safety and dignity of students, Avondale School maintains a **"HANDS-OFF"** policy for all students at all times during the school day. The **"HANDS-OFF"** policy also refers to touching or taking other people's property. This policy applies to any type of negative physical interactions between students (ie. slapping, punching, kicking, pushing, tripping, excessive hugging, play fighting etc.) These expectations are clearly explained to the students at the beginning of the school year and thereafter are consistently monitored, and consequences will apply when necessary.

Language

There is an expected standard of acceptable language (verbal, written, or gestured). Inappropriate or profane language is not acceptable and repeated instances of misuse will be dealt with in a disciplinary manner.

Scents

Avondale is a scent sensitive building. Body sprays, perfumes, and other heavily scented hygiene items cause considerable discomfort to others. Strongly scented items and sprays will not be permitted in the school.

Bus

First Student provides transportation for field trips. The First Student Bus is an extension of Avondale School. Students riding the bus are to abide by the same Code of Conduct as when they are at school. Concerns for safety and behavior on the bus will be directed to the Administration of the school. The use of a School Bus is a privilege, not a right; therefore, students must ensure that they are following all school rules while on the bus. Possible consequences of not following bus expectations include loss of the privilege of riding the bus. Students are to be respectful, polite and follow all instructions given by supervisors or the bus driver.

Smoking and Tobacco Products

Consistent with the law, all GPPSD schools are smoke and tobacco free. The use of tobacco products is prohibited on school property. This includes cigarettes and cigars and extends to the use of chewing tobacco and e-cigarettes as well as other vaporizing methods used to consume tobacco or use nicotine. School property extends to areas within visible sight lines of the school and includes parking lots. Students who smoke or use tobacco products, including e-cigarettes and vaporizers inside the school will be subject to immediate suspension.

Appropriate Use of Technology

Avondale School embraces technology. It is a privilege, and with this privilege comes responsibilities. If out-of-school behavior, online or offline, impacts how students behave/interact at school, then the out-of-school behavior can be considered to impact the school environment under the Education Act. There have been instances where disciplinary actions have been taken as a result. From an educational standpoint, technology offers several advantages for student learning, but we need to exercise caution and we need students to be responsible with its usage.

Personal Electronic Devices

Personal Electronic Devices are not to be used by students during school hours. If parents determine that their child needs a device when going to and from school, the device must be kept in the student's cubby or back pack during the school day, and not be taken out for any reason. Parents wanting to contact their child during school hours should call the main office. The school is not responsible for lost or stolen devices. If a student has had their cell phone confiscated by the school for misuse, a parent may be required to pick it up.

Internet Use

Students today must understand and practice proper and ethical use of the Internet. Before being allowed to access the Internet, students will be educated concerning school and Division policies pertaining to its use. Access to network services will be given to students who agree to act in a considerate and responsible manner and whose parents/guardian has signed the Network Resources "Acceptable Use Protocol" form. The school will ensure that procedures are in place to control student access to offensive materials. However, it is the ***user's responsibility*** not to initiate access to controversial, inappropriate or offensive materials and to leave locations of undesirable material immediately.

Student Dress

The Student Dress Code is intended to balance the interests of freedom of expression with the public interest of quality of education. When students are choosing clothing and jewelry for school, they should remember that they must dress in a way which facilitates learning, and which does not detract from the positive learning environment. The following guidelines are intended to help students make these choices:

1. All clothing should be clean and tidy.
2. Undergarments should not be visible.
3. Clothing should cover the body appropriately.
4. Students must have a change of non-marking indoor shoes.
5. Clothing representing or promoting crude sayings, obscene or offensive pictures, vulgar language, which advocate illegal activities, depict violence, weapons, drugs, alcohol or sexually implications in nature, may not be worn.
6. Students wearing multiple layers of clothing, such as a hoodie, are responsible for ensuring that their base layer of clothing meets the criteria of our dress code – if students choose to remove or open their outer layer.
7. Clothing must not obscure the face, including hoodies pulled over the student's head.
8. For safety and hygiene, suitable clothing and shoes are necessary for Physical Education.
9. Hat/ball cap, and hoods are not to be worn within school. They are permitted however on "School Spirit - Hat Day", or "Wear a Hat in Support of Mental Health Awareness Day". Please note, School Spirit days are regular attending days.

Students wearing clothing that does not meet the expectations outlined above will be addressed discreetly by a school staff member. On the first occasion, students will be asked to make different clothing choices for school days in the future, and they will be given the opportunity to change and/or cover up. Students are expected to comply without negotiating. If this becomes an ongoing issue, students will be provided with options for making a change of clothing or parents may be asked to bring a change of clothes to the school. As a general consider the following guideline: if in doubt, rule it out.

Footwear

Outdoor shoes are to be removed at school boot rooms. All students should have a pair of clean indoor shoes they can change into when they arrive at school. Street shoes or running shoes which have been worn outside will not be allowed for gym activities. Shoes that mark the hallways, should not be worn to school. Students who rollerblade or wear 'wheelie shoes' to school should remove them in the boot room when they arrive.

Bullying, Cyber Bullying, Harassment

Teachers, and Administration frequently deal with incidents of conflict and disagreement. Where the conflicts are determined to be bullying and/or harassment, electronic or otherwise, they will be dealt with on an individual basis (informed by our Division Administrative Procedures).

The Education Act, 2021 extends the responsibility of the school to deal with matters that impact students and learning beyond the physical boundaries of the school. Under the Act, schools have the authority to investigate and ultimately discipline students for behaviours and activities that have an impact on the school setting. An example of this is off-site bullying activities.

At Avondale, our actions are guided by the following definitions of bullying and harassment:

Bullying

Bullying (including cyber-bullying) is **repeated aggressive behavior to intentionally hurt another person, physically or mentally**. Bullying is a conscious, **repeated**, hostile, aggressive behaviour of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Conflict (such as arguments and disagreements) can lead to bullying but in and of themselves they are not bullying until one party persists in **repeated aggressive behavior to intentionally hurt another person, physically or mentally**.

Technology and Bullying (Cyber bullying)

The use of cell phones, smart phones, and internet tools such as social networks (snapchat, Facebook, Instagram, Tik Tok) provide individuals with a false sense of anonymity because it does not require the courage of standing face to face with the person you are attacking. Bullying is bullying regardless of the forum you use to belittle, attack, or hurt another individual.

Harassment

Any comment or behaviour that denies a person their dignity, feeling of worth and respect is considered harassment, particularly if it persists. The significant factor in harassment is **impact not intent**. Once the harasser becomes aware that their behavior is offensive, if the offensive behavior continues, it becomes harassment.

Extra-curricular Teams and Clubs

All students are encouraged to participate in the many extra activities that will be available at Avondale School. Clubs and teams will be announced to the students at the school throughout the year and will include sports teams and a variety of special interest activities and clubs. The offering of these will be based on teacher and student's interest and expertise available. It is the responsibility of all students to ensure that they have fulfilled all of their academic responsibilities as a first priority. Students who fail to fulfill their classroom responsibilities may have their extra-curricular opportunities withdrawn to encourage an acceptable academic focus.

Expectations for student behaviour at extracurricular events are the same as standards of behaviour expected during the school day. Those students who do not comply with this expectation will be dealt with in the same manner as they would be during school hours. This applies to events hosted at the school as well as road trips/field trips sponsored by Avondale. It is expected that our students will respect the policies of other schools while attending events at which our teams are competing.

Supervision for siblings not participating in the extra-curricular event is not provided.

Student Transportation and Personal Belongings

Personal Belongings

The school, the School Board and its insurers take no responsibility for valuables lost, stolen or damaged while on school property. If students have a large sum of money on their person, they should deposit it at the school office until the end of the day. Teachers will not accept money or other valuables for safekeeping.

Student Transportation

Students who ride **skateboards** or **scooters** to school must carry them once they reach school property. **Bikes** should be locked up in the bike racks using a quality lock during school hours. They cannot be ridden on school grounds at recess or at lunchtime. In addition, as per the City Bylaws – all students riding a bicycle must be wearing a helmet. Students who **rollerblade** or wear 'wheelie shoes' to school should remove them in the bootroom when they arrive.