

## HOURS OF OPERATION

8:15 a.m.	Supervision of students begins
8:24 a.m.	First Bell
8:29 a.m.	Morning Classes begin
10:05 -10:20 a.m.	Morning Recess
11:20 -12:19 p.m.	Lunch Recess (10 min. outside – eat lunch – 20-25 minutes outside)
12:24 p.m.	Afternoon Classes begin
1:55 - 2:10 p.m.	Afternoon Recess
3:15 p.m.	Dismissal



## IMPORTANT DATES

First day of operation	August 30, 2018 ( <b>Staff only</b> )
Labour Day	September 3, 2018
First Day of Instruction	September 4, 2018 (Classes begin)
Thanksgiving	October 8, 2018
Professional Development Day	October 19, 2018
Fall Break	November 12 – 14, 2018, inclusive
Professional Development Day	November 26, 2018
Winter Concert	December 19, 2018 TBD
Winter Recess	Dec. 22, 2018 to Jan. 6, 2019 inclusive
Classes Resume	January 7, 2019
Professional Development Day	February 1, 2019
Family Day	February 18, 2019
Teachers’ Convention	February 28 and March 1, 2019
Professional Development Day	March 11, 2019
Spring Recess	March 23 -31, 2019 inclusive
Classes Resume	April 1, 2019
Good Friday – No School	April 19, 2019
Easter Monday – No School	April 22, 2019
Victoria Day	May 20, 2019
Teachers’ Day in Lieu-no school	May 21, 2019
Last day of Instruction	June 27, 2019
Last day of Operation	June 28, 2019 ( <b>Staff only</b> )

On Professional Development Days students do not attend school. GPN staff will participate in learning activities to enhance their teaching strategies. The Professional Development dates and the Teacher Days in Lieu/Non-Instructional days are aligned across the district so we can have the opportunity to work collaboratively with colleagues and for parent convenience.

## SCHOOL PHILOSOPHY

At George P. Nicholson School, we believe all children are unique learners. Just as each child is unique, so too are the pathways to learning and teaching. Our shared commitments to 21<sup>st</sup> Century Inquiry based practices, assessment for/of/as learning, technology and “The Leader in Me” principles are supportive of learning and optimize student growth and success as engaged, critical and creative thinkers and as ethical, global citizens and leaders. Everyone at GPN has the responsibility to nurture the sense of wonder that lives within each child and to instill the entrepreneurial spirit of motivation, resourcefulness and perseverance.

We focus on providing a well-rounded, enriched education that will enhance learning for all students with a focus on inquiry-based learning. We strive to develop students who are leaders in their learning and are:

- Problem-solvers      - Empathetic                      - Cooperative                      - Confident/Self-assured
- Risk-takers            - Competitive with self      - Collaborative                      - Culturally Enriched

## ASSESSMENT

At George P. Nicholson we believe that Assessment for/of/as Learning practices raise student achievement levels and actively involve children in their own learning. We are committed to this journey and spend a great deal of time learning together. Students at George P. Nicholson School are involved in meaningful conversations where they set criteria with their teacher, reflect on their learning, set goals, provide feedback to their peers, receive feedback from their teachers, and celebrate their accomplishments. Our School Assessment Plan is posted on SchoolZone and on our school website.

## INQUIRY AT HOME

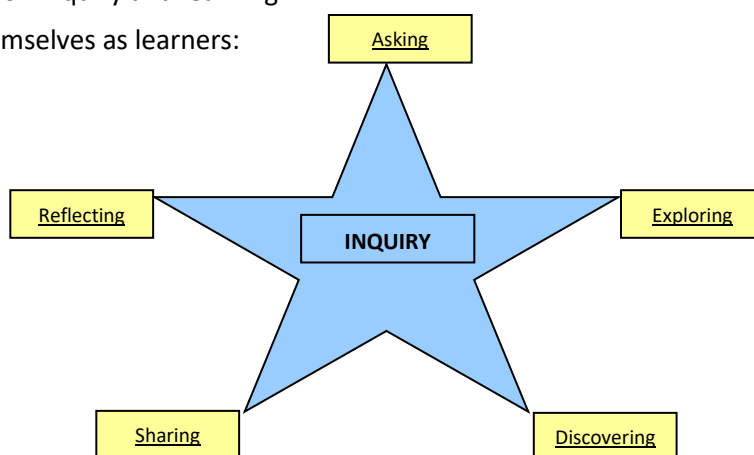
Through the philosophy of inquiry based learning, and teaching the mandated Alberta curriculum, children will:

- acquire the necessary knowledge and skills,
- develop understanding of concepts,
- develop positive attitudes, and
- have the opportunity to demonstrate responsible behaviour through positive action.

In essence, we want our students to be positive citizens, who are knowledgeable, creative and critical thinkers and who ask and solve the “important questions.”

There are many ways to support your child as an inquirer. Home conversation focused on “What have you learned in school today?” is one of the most beneficial things you can do. Doing this greatly assists students in their ability to self-assess performance and gain intrinsic pleasure associated with learning. Having high expectations for your child to respond to your queries about learning is the single greatest way for you to support inquiry. Asking open ended questions such as, “Tell me about...”, “What good question did you ask today?”, “What is something you now know that you did not know before the day started?” all invite conversation focused on inquiry and learning.

Students describe themselves as learners:



## HOMEWORK

A homework plan is designed to help parents understand our expectations regarding school work done at home.

- Due to the inquiry nature of our classrooms, homework is not provided when families take vacations or extended leaves that are not at the scheduled breaks in the school year. We do, however, encourage daily reading and entries made in travel journals.
- Incomplete school work is a learning concern that will be addressed by the teacher. Homework related to incomplete school work will be given as needed to support a student’s academic growth. Consultation between the student, parent, and teacher will take place regarding exceptions to this plan.
- Teachers will provide students with clear directions for completing school work at home. Projects will be accompanied with written instructions designed to add clarity related to expectations for completion.
- Each student has a different capacity for doing homework. Parents are asked to monitor the amount of time spent doing homework and make appropriate decisions for its completion. Unforeseen circumstances, stress related to learning new concepts, or illness all impact the amount of work a student is able to complete.

## EXTRA CURRICULAR ACTIVITIES

Throughout the year, there are many opportunities for students to become involved in various clubs and activities such as Junior and Senior Choirs, the Young Readers' Choice Award (YRCA) Committee, Running Club, Chess Club, Guitar Club, Yoga Club, Handbell Club, various sports-related clubs, etc.



## GEORGE P. NICHOLSON SCHOOL COUNCIL

The George P. Nicholson School Council Mission Statement is: George P. Nicholson School Council is committed to facilitating and supporting inquiry-based learning in a nurturing environment to develop a principled, culturally enriched, academically strong, and socially conscious student body. The GPN School Council Executive consists of the school principal, assistant principal, and five parent representatives. In addition to the Executive, there are various committees to be part of. Participating in the School Council is an excellent way to provide support and input to your child's school. Plan to be a member of the School Council Executive or attend the monthly meetings.

## GEORGE P. NICHOLSON PARENT SOCIETY

The George P. Nicholson Parent Society (GPNPS) is an independent, non-profit entity that coordinates the fundraising activities at George P. Nicholson School. The Parent Society is run by an elected council body of parent volunteers. As a partner in education, the George P. Nicholson Parent Society is committed to organizing social and fundraising events during the school year that support and enhance the needs of the school community.



## STUDENT LEADERSHIP TEAM

George P. Nicholson School has two Student Leadership Teams: The *School Spirit Committee* and the *We Care Committee*. Students from each classroom from Grades 1 to 6 are chosen to represent their class. The boys and girls meet with our staff to share their ideas about learning at our school, to promote social awareness, and to encourage school spirit.

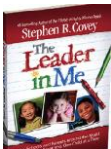
## COMMUNICATION

You will be informed of important dates and information through a monthly school newsletter that is posted on SchoolZone on the first Friday of each month. Parents can access information about their individual child, classroom activities, and school events through SchoolZone. You will need an access PIN to use this system. Please contact the school if you require more information or need to set up a SchoolZone account.

Agendas are also a very valuable communication tool for parents. Please check the agenda daily. Our school also has a website where much valuable information can be found. Please visit <http://georgepnicholson.epsb.ca>. You may also reach us by e-mail at [georgepnicholson@epsb.ca](mailto:georgepnicholson@epsb.ca)



## THE LEADER IN ME – Learning to Lead



At George P. Nicholson School we believe all children are leaders and they can experience growth and success in all aspects of their school experience. We want our students to be kind and caring citizens who have an understanding of how they are connected to others, the school, their community, and beyond. Practicing social responsibility and learning about positive ways to show respect for each other and the environment are essential underpinnings of our expectations for behaviour. Children are encouraged to show “common-sense” behaviours when interacting with others at our school, and in this way our students are taught how to use a variety of interpersonal skills needed for success at school and life in general. We use the process of the timeless, universal principles (the 8 Habits) and the involvement of students, staff, and parents. The 8 Habits are: **1.** Be Proactive **2.** Begin With the End in Mind **3.** Put First Things First **4.** Think Win-Win **5.** Seek First to Understand, Then to be Understood **6.** Synergize **7.** Sharpen the Saw **8.** Find Your Voice and Inspire Others to Find Theirs.

## SUPERVISION AND STUDENT SAFETY

There is staff supervision around the school to ensure the safety of our children and offer assistance if needed.

### Supervision Times

8:15 am to 8:29 am

11:20-11:35 & 12:05 pm to 12:19 pm

3:15 pm to 3:25 pm

**Parents are responsible for the supervision and safety of their children prior to 8:15 a.m. and after 3:25 p.m.**

Student School Patrols head outside everyday to help our children cross the street safely.

Our school student safety patrols follow the province-wide procedures. They use the “Point, Pause and Proceed” pedestrian street-crossing system. You will see our patrollers doing the following sequence to help children cross the street safely:



- ❑ Point – To indicate to motorists that you want to cross the street
- ❑ Pause – To check if the road is clear and to make eye contact with any motorists who stopped.
- ❑ Proceed – When it is safe to do so, cross the road and continue to look both ways.

Paying attention to this point-pause-proceed method could save a life, so we ask that you share this information with neighbours who do not have children attending school.

Pick Up and Drop Off of Students: Please be proactive and respect the posted signage in all areas. This will help the flow of traffic and keep our children safe.

## CAMERA SECURITY SYSTEM

Parents, and any visitors to the school, will have to ring a buzzer at the left front entrance, at which time the office will be able to view through a video camera the person waiting at the door. You will be asked to identify yourself and the purpose of your visit before being permitted in. Once “buzzed” in, visitors must check in at the office prior to visiting any location in the school. After office hours, we have a door bell that can be used at the right front entrance of the school that rings throughout the entire school.

## ABSENTEE CHECK PROGRAM



Please help us ensure the safety of your children by calling the school at 780-439-9314 or sending an email to [georgepnicholson@epsb.ca](mailto:georgepnicholson@epsb.ca) if your child will be late or absent. We will be doing a daily morning and afternoon attendance check to ensure all of our students are accounted for. If your child is late, please have them check in at the office. If your child needs to leave during the day for an appointment or due to illness, we request that a parent comes to the school office to sign out the student.

## WEATHER

Students go outside for recess breaks each day. Please ensure your children are dressed appropriately for playing outdoors. In accordance with board policy, outdoor recess will be cancelled if the temperature drops below –23 degrees C. The wind chill factor is also considered.

## PERSONAL PROPERTY

Please label all personal items. This will help reduce the number of items in the Lost and Found boxes, which are located at the front entrance of the school. Unclaimed items will be given to a charity each of the last weeks before the Winter Break, the Spring Break, and the Summer Break.



## LIBRARY BOOKS

Every classroom visits the library once a week, and students are encouraged to take books home to read for pleasure and also to support what they are learning in class. Books are borrowed for one week, and we ask that students take good care of them. If a book is lost or damaged, it is the student's responsibility to pay the replacement cost of the book. We hope our library provides many hours of enjoyment and learning for our students.

## LUNCH PROGRAM

We are fortunate to have our children supervised by a group of kind and caring lunchroom supervisors. Students have a recess break at 11:20 a.m. and then eat in a designated location followed by another recess break until the bell rings at 12:19 pm. All students who eat lunch at school are expected to respect and cooperate with the lunch program supervisors.

Microwaves are provided as a service and convenience for all students:

- To ensure all children have an appropriate amount of time to eat their lunch, send only food that takes less than 2 minutes to heat. No *frozen* dinners or microwave popcorn, please.

A **Lunch Program Registration** form needs to be completed for each child who eats lunch at school.

Students are expected to follow the *Be Slick* lunch plan.

### Keys to a Successful Lunch

#### *Be Slick*

Be...

Sit down when you are eating

Enjoy conversations with friends sitting close to you.

Listen to the Lunch Supervisor.

She is there for your safety.

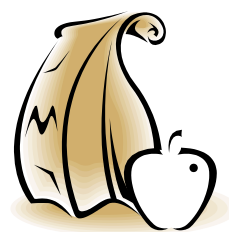
Inside voices.

Inside voices help us hear each other and all announcements.

Clean up after yourself.

Leave the space clean before you go to enjoy games or your recess break. \*Recycle.

Kindness counts. Kindness to ourselves, Kindness to others, Kindness to our community, Kindness to our earth.



## Food Allergies / Nut Sensitive School / Healthy Eating!

At GPN, we have many children who are allergic to nuts. For some children and adults, an allergy to food or unintentional contact with a food can trigger a life-threatening reaction. As a result, we are a nut-sensitive school. Parent and student cooperation in not bringing any nuts or nut products to school for lunch and snacks is required and is greatly appreciated. This includes sending food for birthday celebrations and classroom parties. In classrooms where there are students with severe nut allergies, items that “may contain traces of nuts” may be sent home. To alleviate the risk altogether, we ask that parents send a healthy alternative.

Although it is not possible to guarantee freedom from allergen contamination, staff make every effort to exhibit due care and responsibility in providing the safest environment possible for children. Trading/sharing of snacks and lunches is actively discouraged.

We promote healthy eating habits among all students and staff. To ensure that strategies are in place to foster the knowledge, skills and attitudes that promote healthy eating, we have scheduled a lunch break that provides time for eating and for recreation.

# The Leader in Me®

## **Habit 1: Be Proactive**

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

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

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.

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

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

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

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

## **Habit 5: Seek First to Understand, Then to Be Understood**

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

## **Habit 6: Synergize**

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others, we can create better solutions than any one of us alone. I am humble.

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

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

## **Habit 8: Find Your Voice and Inspire Others to Find Theirs**

I have the ability to contribute in a positive way. I can use my expertise to help and inspire others.

## THE MATURITY CONTINUUM

The Maturity Continuum shows the relationships among the 8 Habits. It illustrates the stages of progression – how to become highly effective through moving from dependence to interdependence.

### **Independence** (*Habits 1-3*) *Be Proactive – Begin With the End in Mind – Put First Things First*

- Initiative, self-motivation
- Self-confidence
- Planning skills
- Goal setting skills
- Organization/Time Management

### **Interdependence** (*Habits 4-6*) *Think Win Win, Seek First to Understand, Then to be Understood, Synergize*

- Conflict management skills
- Communication skills (both listening & presentation skills)
- Honesty
- Fairness
- Openness to suggestions
- Teamwork
- Problem solving
- Decision making
- Creativity

### **Renewal** (*Habit 7 & 8*) *Sharpen the Saw, Find Your Voice and Inspire Others to Find Theirs*

- Technical skills
- Good health and hygiene
- Emotional stability
- Analytical skills
- Involvement in meaningful work
- Contribute in a positive way

### **AND FINALLY...WELCOME!**

Welcome to another wonderful year at GPN – a school where parents, students and school staff work in partnership to provide the best possible learning environment!

Students in Kindergarten through Grade Six will bring this organizer home on a daily basis. This book:

- provides an overview of school procedures
- allows students to record daily assignments, tests and goals for learning
- encourages effective communication between home and school. Parents are encouraged to sign daily to indicate their knowledge of homework and include notes to the teacher when necessary
- provides information about the eight habits for successful students.

***GPN: Inspiring greatness, one child at a time.***