

New Humble Centre School



Bag 780
Calmar, Alberta
TOC OVO
Phone: (780) 985-3211

Mission Statement

Our Mission:

We endeavor to inspire all students intellectually, socially, emotionally and physically in order to prepare each student to be an Engaged Thinker and an Ethical Citizen with an Entrepreneurial Spirit.

Our Vision:

To be a safe, caring and welcoming school that focuses on inspiring all students to reach their potential.

Our Values:

- Staff, students and parents working together.
- Positive relationships within the school community.
- Lifelong learning.
- Differentiated Instruction that meets the needs of all students.
- Uniqueness and respect of each other's differences.
- Behaviours that reflect the values of opportunity, fairness, citizenship, choice, diversity, and excellence

General Information

History of New Humble Centre School

New Humble Centre School has been serving the surrounding area for over a century. The current school, built in 1961, can accommodate a maximum enrolment of approximately 117 students in grades K-6. The present New Humble Centre School is the third building located on the original site donated by Thomas Humble, the individual from whom the school's name was derived.

School Fees

Following are the student fees for the 2019-2020 school year:

- At this time there are no fees.

Changes to Personal Information

Students or parents may have changes to their initial registration form during the year (i.e. medical conditions, address, and telephone numbers). Any changes should be reported to the school office as soon as possible in order to keep our records updated.

Visitors to the School

Parents and visitors are always welcome at New Humble Centre and are requested to report to the school office, sign in, and wear a visitor ID card. This procedure allows us to minimize disruptions to our programs and to ensure maximum safety for our students.

School News - Happenings at Humble

School news is updated at the beginning of each week throughout the school year to inform parents of school activities, important dates and to celebrate the wonderful things we do at the school. Notices of news updates will be e-mailed to addresses provided and will also be available on the school website. Paper copies are available upon request.

Transportation

New Humble Centre School is serviced by school busses. Any inquiries regarding school busses may be directed towards Black Gold Regional Schools Transportation Department at 780-955-6034. Please ask your child's bus driver to provide him/her with the Black Gold Regional Schools bus regulations. In addition, all students are expected to ride the bus at the end of the day, unless the parent/guardian provides a notice or phone call to the office which indicates the student will be picked up.

Indoor Recess

Students will remain indoors for recess if the temperature is -20 C or below with the wind chill. A parental note must accompany the student at any other time he/she must remain indoors for recess (i.e. illness).

Lost and Found

Please ensure all of your child's belongings are clearly marked with his/her name, and that all footwear is labeled. Students are responsible for the proper care and storage of their personal belongings. Missing items may be found in the school's lost and found box. Parents and students are encouraged to go through this box regularly.

Footwear

Students need two pairs of shoes - one pair with **non-marking soles** for indoor use, and one pair for outdoor use. We request that everyone remove wet or soiled footwear upon entering the building.

Arrival at School

Students are requested to enter and exit through the doors assigned to them. The boot room doors will be locked until 8:15 am when supervision commences. Parents transporting their child to school are requested not to drop him/her off before this supervision begins.

School Year At-A-Glance

2019-2020 School Year

The following academic calendar was approved by the Board for the upcoming school year. Statutory holidays, Christmas break, spring break, and teacher workdays are listed.

August 29, 2019, Thursday, *Teacher Workday
August 30, 2019, Friday *Teacher Workday
September 2, 2019, Monday,* Labour Day, (School Closed)
September 3, 2019, Tuesday, School Starts Full Day
September 20, 2019, Friday * Welcome Back & In-School PD
October 14, 2019, Monday, *Thanksgiving
October 21, 2019, Monday, *Staff Planning & Development
November 5 & 17, 2019, Tues. & Thurs. Parent Teacher Interviews
November 11, 2019, Monday, *Remembrance Day
November 12, 2019, Tuesday, *Mid-Term Break
November 13, 2019, Wednesday, *ATA PD Day
December 6, 2019, Friday *Staff Planning and Development Day
December 23, 2019, Christmas Vacation to
January 3, 2020, Christmas Vacation (inclusive)
January 6, 2020, Monday, Classes Resume
January 30, 2020, Thursday, Report Cards
January 31, 2020, Friday, * ATA PD Day
February 6, 2020, Thursday, *Teachers Convention
February 7, 2020, Friday, *Teacher Convention
February 17, 2020, Monday, *Family Day
March 20, 2020, Friday, *Staff Planning and Development Day

March 26, 2020, Thursday, Student Led Conferences
 March 30, 2020, Monday, Spring Break to
 April 3, 2020, (Inclusive)
 April 6, 2020, Monday, Classes Resume
 April 10, 2020, Friday, *Good Friday
 April 13, 2020, Monday, *Easter Monday/Mid-term Break
 April 24, 2020, Friday, *Staff Planning and Development
 May 15, 2020, Friday, *Staff Planning & Development Day
 May 18, 2020, Monday, *Victoria Day
 June 26, 2020, Friday, Last Day of Classes
 June 29, 2020, Monday, *Teacher Workday
 June 30, 2020, Tuesday *Teacher Workday

*** Students Do NOT Attend School on these Teacher Days**

Hours of Instruction

Schedule

Period	Start	End
Supervision starts 8:15		
Entry bell/Attendance	8:20	8:25
1	8:25	9:00
2	9:00	9:30
3	9:30	10:00
Recess	10:00	10:20
4	10:20	10:55
5	10:55	11:25
6	11:25	11:55
Lunch/Break	11:55	12:15
Lunch Recess	12:15	12:43
7	12:43	1:15
8	1:15	1:45
Recess	1:45	2:05
9	2:05	2:40
10	2:40	3:15
Dismissal	3:15	
Early Dismissal	2:30	

Student Regulations and Guidelines

Student Code of Conduct

(Alberta School Act, Section 12)

A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing his/her studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorized by the school board to provide education and other services;
- Comply with the rules of the school;
- Account to his/her teachers for school conduct; and
- Respect the right of others.

Rules and regulations will be kept to a minimum as expectations for good behavior are high. Students are encouraged to do their personal best, and encouraged to help others do the same.

Attendance

Attendance is mandatory for all students. Research shows that regular attendance at school is a direct indicator of academic success. If a student is absent for any reason, we ask parents to follow the procedure below:

- Telephone the school between 8:00 am and 8:30 am (780-985-3211) and leave a message with the secretary.
- Indicate your child's grade, teacher, and reason for absence.
- ONLY the parents should make the call.
- In the case of a medical or dental appointment, a note should be sent in advance so the student can be released from class.
- Students are encouraged to select a study buddy who can inform them of missed assignments or notes when they are away.
- Where students are absent without prior notice, the office attempts to ascertain their whereabouts. This procedure is undertaken to ensure the safety of our students.
- Students who arrive late will be asked to report to the office and sign in.
- Students who leave the school during the day must sign out at the office.

In the event of absences, the following procedure will be followed.

- After a minimum of 6 yearly absences, verbal notification to the parents.
- After a minimum 11 yearly absences, written notification from the principal.
- Should this continue, the matter will be referred to the Truancy Officer at Central Office.

Student Dress Code

Students are expected to dress in accordance with good grooming practices, bearing in mind the public nature of the school and its educational atmosphere. The following items are not allowed to be worn at school:

- Clothing or accessories that depict alcohol, drugs, sex, violence or inappropriate language.
- Spaghetti strap shirts.
- Gym clothing in the classroom.
- Short tops that do not cover the stomach (navel must be covered).
- Low cut tops for girls.
- Hat or any other headwear within the school.
- Short skirts or shorts that are too revealing. The hem of the shorts or skirt must come to or be below the student's fingertips when hands are placed at their sides.
- Visible undergarments.

Students will be asked to change if their clothing is deemed inappropriate.

Scooters, Skateboards, Roller Blades, Heelies

For safety reasons, students are not allowed to bring scooters, skateboards, rollerblades, or heelies to school.

Personal Items

Students may bring personal items to school (e.g. iPods, Gameboys, and other electronic devices) provided they are not used during instructional time. Please be aware that the security of these items cannot be guaranteed, and the school will take no responsibility for their safekeeping. Students are also discouraged from carrying any substantial amount of money to school.

Cell Phones*

Cell phones and camera phones raise issues about personal privacy and propriety. Cell phones should remain in a student's locker and are not to be seen or heard within the school unless the teacher has deemed it as a technological learning tool in the classroom for a specific time.

Use of School Phones

There is a phone in every classroom; however, students are only allowed to use these phones in case of emergency and illness, or with their teacher's permission.

Lockers

Lockers are assigned for individual student use, although the lockers themselves remain the property of the school. The school reserves the right to inspect a locker, when deemed necessary, without informing the student.

Gum/Peanuts/Sunflower Seeds

For cleanliness, hygiene and custodial reasons, students are asked not to bring these items to school. Students are also asked not to leave food in lockers as it attracts unwanted pests and produces foul odors. Your cooperation is appreciated.

Internet Use

Students have access to the Internet once they have signed the "Acceptable Use Policy for Electronic Learning Resources" contract. Failure to honor this contract will result in having user privileges suspended.

Medical Treatment

As outlined in the Black Gold Regional Schools' Education Policy Manual (Policy IHC) medical procedures or administration of medication will be offered only under written direction from a medical doctor and once a procedure waiver request is signed. Medication to be administered by staff must be provided in required dosage, in a labeled container, along with written instructions from a medical doctor regarding its administration. Any change in medication or procedures will require written direction from a medical doctor.

Student Illness

In the event that your child is ill, we advise that you keep him/her at home until he/she is feeling better and capable of working through the school day. If your child has a highly contagious illness (examples may be, but not limited to flu, strep, pink eye) please do not send him/her to school until the symptoms have subsided, as it places all of our students and staff at risk. If you suspect that your child has chickenpox, please report this illness to Health Link Alberta at 1-866-408-5465 (toll free). Health Link can also answer any questions about chickenpox.

Head Lice Policy

In the event that a child is found to have lice during one of the lice checks, the parents will be contacted and a treatment pamphlet will be provided.

Classroom Expectations

Students at New Humble Centre are expected to conduct themselves in a positive and productive manner at all times. In class they are expected to:

Be Prepared: Arrive at the classroom on time with all necessary books and materials. Be seated and ready to begin classwork, and listen for teacher instructions. Have homework completed on time and to the best of one's ability.

Be Respectful: Respect all staff and students as well as other visitors in the school. Respect property and understand that any property on the school is all of our responsibility. If you see anyone mistreating or misusing school property please report it to an authority figure immediately.

Demonstrate Responsibility: Accept responsibility for one's own classroom behavior. Accept responsibility for knowing the teacher's expectations for each classroom learning activity and your own behaviour.

Homework

Homework is a vital part of success for students. Once assigned, all students are expected to complete homework as part of their regular school duties. Homework is unfinished work, special projects, extension activities, and test preparation. All students are expected to use an agenda in which they record homework assignments. The agenda is also a useful communication tool between the home and school, and as such, should be taken home every night and brought back to school on a daily basis. Homework expectations vary from grade to grade, and the amount and content of assigned homework is entirely at the teacher's discretion.

School Highlights

Field Trips

New Humble Centre School provides students with opportunities to participate in various field trips throughout the year. Staff is responsible for selecting and organizing field trips that are educationally beneficial to students and relevant to classroom instruction. Parental permission is required for all school sponsored field trips.

Intramurals/Clubs

Some intramural programs and clubs will be made available during the lunch break as well as after school. Students not involved in a recognized activity during school hours are expected to go outside, weather permitting.

Learning Commons

Students will visit the Learning Commons with their class at least once a week. At that time, they will discover and understand how the library is organized, they will learn about authors and illustrators, and they will listen to readings of some new and familiar books. During library classes, children will be encouraged to return and exchange books and will be able to borrow books for a one week period with the option of renewal. Annual events in the library will include a Book Fair, monthly Scholastic book orders, and other events the librarian may deem relevant.

Textbook Usage

Students will receive textbooks at the beginning of September and are responsible for the care of these books. If the textbooks are not returned or are damaged, the student and parents assume responsibility for replacing the damaged books. Students will not be able to sign out textbooks the following year until all fines are paid or the books are returned.

Learning Support Teacher(s)

The learning support teacher provides small group or individualized instruction to students who may be experiencing difficulty. The focus is on early intervention and effective remediation strategies which assist and support students.

School Council

The school council is an advisory body consisting of parents and teachers. All parents of New Humble Centre School are members of this council and are invited to attend meetings and get involved in decisions about the school. Discussion items can be placed on the agenda by contacting the Chairperson of the council or the principal. Meeting dates can be obtained by calling the school or be found on the school website.

Track Meets

All New Humble Centre students participate in a school-wide, team-based Track Meet in June. In addition, students can participate in the Black Gold Regional Schools district-wide track event.

Student Recognition

Honors Policy: Grade 4, 5, and 6 students who meet the following criteria receive recognition for honors in each reporting period and an award for their year end mark.

- An average of 80% or better is required in Language Arts, Science, Social, and Math to attain honor roll status.

Top Academic Achievement: The year's top academic student with the best overall average in grade 6 will receive an honorarium in recognition of his/her academic excellence.

Report Cards/Parent Teacher Conferences

There are two reporting periods in the school year. We have a scheduled parent- teacher conference in November as well as student-led conferences in March. Parents are encouraged to contact the teacher(s) at any time during the year to inquire about their child's progress. Report cards dates for the 2017-2018 school year are: January 30 and June 26.

Emergency Closures

Busses Not Running/School Closure

Whenever extreme or hazardous conditions prevail, creating doubt as to whether busses are running or whether schools will be closed or open, announcements will be made on the Black Gold Regional Schools website (www.blackgold.ca) and the following radio stations: CISN 103.9 FM, CHQT 880 AM, CFCW 790 AM, CFRN 1260 AM, CBC 740 AM, COOL 880 AM, CHED 630 AM and JOE 92 FM.

Parental discretion: Although busses may not be running, New Humble Centre will usually remain open in extreme weather conditions. At such times, please use your judgment when deciding to transport your child to school. If you chose not to transport your child to school please leave a message at the school informing us of this decision.

Appropriate Clothing: It is extremely important for students who come to school on ANY cold weather day to dress warmly—mitts, boots, hats, hoods, warm coats, ski-pants, sweaters, etc. Even though students ride the bus to school, they should be prepared for any road emergency, vehicle breakdown, or possible school emergency requiring quick evacuation.

Emergency Response Procedures

At New Humble Centre the safety of our students is paramount. Therefore we follow the Black Gold Regional Schools Hour Zero Emergency Response Procedures. The following is a list of drills that are performed at the school in order to ensure that the students are able to follow the procedure in a safe manner.

Lock-Downs

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.

Shelter-in-Place

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.

Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to reenter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network

Volunteerism

Parent Volunteers

It is hoped that a parent's main reason for volunteering is to assist the school and not just to observe his/her child. If observation is a parent's intention, special arrangements for that purpose must be made. We would like to match our parent volunteers' skills and available time with the school's needs. We would appreciate assistance in the following areas:

- Classrooms: reading to or being read to by students; writing activities.
- Preparation of classroom instructional materials under the direction of teachers.
- Library: circulation, shelving, displays.
- Assisting on field trips and special event days.
- Hot lunch coordination and distribution.
- Track Meet concession.
- Christmas Concert preparations.

Confidentiality is of the utmost importance when working with students, and we expect all volunteers to respect this. Please notify the school office personnel if you are interested in volunteering at the school and sign into the volunteer book on the days in which you are in the school.

Character Development

It is our goal at New Humble Centre School to teach your children as best we possibly can in order for your child to receive a good, well-rounded academic education. In addition, in partnership with parents, it is our goal to develop good character in all of the children. Good character consists of the virtues we possess; accordingly, the more virtues we possess and the more fully we possess them, the stronger the character. The specific virtues we deem worthy of consideration include: empathy, conscience, self-control, respect, kindness, tolerance, and fairness. In conjunction with the home, we anticipate New Humble Centre School will help facilitate:

- Student courtesy and civility.

- Student responsibility for his/her learning.
- Peer cooperation.
- Sound reasoning as criterion to problem solving.
- Self-restraint.
- A positive attitude toward learning and school.
- Perspective taking.
- Student kindness and compassion.
- Student respect towards adults and peers.
- Social justice/service projects.

Together the home and school can help students develop their individual potential to become respectful, productive members of our society.

Conduct Expectations

School Philosophy

New Humble Centre School operates on the philosophy that all students have the right to learn. Each student has the right to be in a school climate that is satisfying and productive, without disruptive behavior infringing upon the rights of others.

New Humble Centre's approach to discipline is based on school-wide and classroom conduct expectations and consequences which reflect the school's philosophy. New Humble Centre staff's approach to discipline will always attempt to:

- Help the student identify the problem.
- Help the student solve the problem.
- Leave the student's dignity intact.

The staff and students of New Humble Centre believe that the great majority of students behave in a reasonable, responsible and constructive way and understand the need for the following expectations:

- To show consideration, courtesy and respect to others and their property.
- To walk quietly and safely to and from all activities in an orderly manner; common sense and safety is their guide.
- To avoid the use of profane language and inappropriate gestures.
- To use school and playground equipment appropriately. To play SAFE games that will not harm or potentially endanger themselves or others.
- To treat all school and community property with dignity, care, and respect.

Student Suspensions/Expulsions

In some circumstances, New Humble Centre School will use a form of "in-school suspensions" for students who fail to comply with conduct expectations and responsibilities. Specifically, students lose their morning recess, and noon hour privileges and must spend this time away from the rest of the student population.

Suspension from classes or school: This form of discipline is used when deemed necessary. A serious infraction of school rules, or when the presence of a student is considered a danger to the safety of other students may result in suspension from school. This

suspension may be up to 5 consecutive school days. Although all teachers may suspend students from their classes when necessary, only the principal may suspend students from school.

Expulsion From School: Student expulsion from school is covered under the Black Gold Regional Schools Division Educational Policy Manual. It states in part that the principal may recommend a student be expelled from school. The recommendation must then go through the Office of the Superintendent and then through the Board of Education.

Student Rights and Responsibilities

New Humble Centre recognizes all students are entitled to certain educational rights. Entrenched alongside these rights are student responsibilities which ensure EVERYONE'S rights are respected and acknowledged. New Humble Centre students' rights and corresponding responsibilities are:

- We have a **RIGHT** to learn in school.
We have a **RESPONSIBILITY** to come prepared to class, to have a positive attitude towards learning, to participate in learning activities, and to ask for help when we need it.
- We have a **RIGHT** to be safe in this school.
We have a **RESPONSIBILITY** to follow school rules and to conduct ourselves in a manner that will ensure the physical and emotional well being of others is intact.
- We have a **RIGHT** to be respected in school.
We have a **RESPONSIBILITY** to treat others the way we would like to be treated and to show respect for ourselves, our peers, our teachers and our environment.
- We have a **RIGHT** to be heard.
We have a **RESPONSIBILITY** listen when others are speaking.
- We have a **RIGHT** to our personal space and belongings.
We have a **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

