



A GREAT PLACE TO LEARN!

# Penhold Elementary School

1500 Fleming Avenue

Penhold, Alberta

T0M 1R0

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Principal: Mrs. Lisa Baird

Vice Principal: Mrs. Giselle Meyer

[www.penholdelementary.ca](http://www.penholdelementary.ca)

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This student agenda belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_



# Penhold Elementary School Calendar

## 2021/2022 School Year

September 1st	First Day of School
September 6th	Labour Day- No School
September 24th	PD Day- No School
October 8th	Non Instructional Day- No School
October 11th	Thanksgiving Day- No School
October 22th	Collaborative Day- No School
November 11th	Remembrance Day- No School
November 12th	Fall Break- No School
November 26th	Collaborative Day- No School
December 10th	Non Instructional Day- No School
January 14th	Collaborative Day- No School
January 31st	Student Organizational Day- No School
February 11th	Non Instructional Day- No School
February 21st-23rd	Winter Break- No School
February 24th-25th	Teachers Convention- No School
March 4th	Non Instructional Day- No School
March 25th	Collaborative Day- No School
April 15th	Good Friday- No School
April 18th- 22nd	Spring Break- No School
May 6th	Collaborative Day- No School
May 20th	Focused Professional Development Day (TPGP)- No School
May 23rd	Victoria Day- No School
June 3rd	Non Instructional Day- No School
June 28th	Students Last Day

## Penhold Panthers School Values

Penhold School is a “*GREAT Place to Learn!*”

*G = Growing Citizenship*

*R = Respect and Responsibility*

*E = Excellence through Effort*

*A = Active and Healthy*

*T = Truthful and Trustworthy*



### Panther Paw Ticket Draws

Each month, Penhold Elementary School staff are looking for students who show the Panther Values! When they see these positive characteristics, they will reward the students with a Panther Paw, which will be added into a bin at the office for a special draw once a month at the Student of the Month Assemblies!

### Student of the Month Celebrations

At the end of every month, we will celebrate our student of the month winners! Each month has a special theme such as honesty, compassion, perseverance, and responsibility. Teachers are looking for students who display the quality traits in each of the month themes. Two recipients will be chosen from each homeroom class. They will be recognized at the monthly assemblies, as well as celebrating with Pizza and Pop with the Principal and Vice Principal. Parents are welcomed and encouraged to attend these assemblies.

# Penhold Elementary Procedures

## Attendance Procedures

To provide quality educational opportunities for all students-parents, students and the school must work closely in supporting regular daily attendance. If students are absent, parents are asked to call the school and report the absence on the attendance line at 403-886-4390. In addition you may also want to advise the teacher directly by email.

## Extended Absence

In the event of any extended absence, other than illness, parents must provide a note or a phone call to the office indicating the nature and duration of this absence. Extended, "during the school year holidays" affect student performance. Please consider this carefully when planning holidays. Teachers are not obligated to provide instructional materials for students due to extended family holidays.

## Arriving Late and Leaving Early

Students should arrive no later than 8:40 a.m. to allow 5 minutes for a locker visit and organization for the day before the start of period 1 at 8:45 a.m. Students should be seated in the classroom and ready to learn by 8:45 a.m. Students must report to the office when arriving late for school. Students are expected to arrive promptly to all classes. Individual incidents of tardiness will be handled by the classroom teachers. Chronic tardiness will result in a follow up from the administration team, and interventions will be put into place to support the student. Students leaving school at any time during the day must be signed out by a parent or guardian at the office.

## Early Arrival or Staying Late

Students should arrive no earlier than 8:30am as supervision does not start until this time. Additionally, supervision after school ends at 3:15pm. Parents should be aware that if their child is at school outside of these times that adult support is not readily available.

## School Agendas

The School Agenda is designed to develop organizational skills for our students. The agenda must be taken to every class. Students will use it to record and keep track of homework, assignments, test dates, needed materials, and special events. The student is also expected to take the agenda home every day to have parents check it over and sign it.

## Penhold Elementary School Website

Visit [www.penholdelementary.ca](http://www.penholdelementary.ca) regularly to find helpful information for both students and parents.

## School Visitors

For the safety of our students, we request that all visitors, including parents, report to the office upon arrival. We will gladly assist you in finding your child or any staff member with whom you would like to speak.

## Monthly Newsletters

Check your emails regularly for monthly newsletters and communication from the school and Division Office. To reduce paper use, newsletters are emailed out at the beginning of each month and available at [www.penholdelementary.ca](http://www.penholdelementary.ca)

## Showing Affection At PES

We respond to community standards. Students, parents and staff feel it is inappropriate for students at a middle school level to exhibit romantic behaviors/physical contact such as holding hands, hugging or kissing while on school property or during a school-sponsored event.

### **Trespassing on Private Property**

Students are responsible to the school for their behavior from the time they leave home until the time they return to their homes. It is therefore important that their behavior to and from school casts a good reflection on all the students at Penhold Elementary School. When walking to and from school please do not cut through private yards or lawns.

### **Activities and Field Trips**

A wide variety of school-sponsored outdoor trips, events and other activities exist. These include school dances, theme days, ski trips, grade 6 camp, etc. Parents are encouraged as guests or participants whenever possible. During all school-sponsored activities, students are expected to abide by classroom behavior expectations as well as any expectations specific to the activity. A student's previous negative behavior at school and on field trips may jeopardize their involvement in these extra-curricular privileges.

### **Inappropriate Language and Physical Behavior**

To safeguard the emotional needs of our students and foster civility among our students, profanity of any type or language considered rude or vulgar will not be tolerated at Penhold School. Verbally abusive, insulting, or coarse language is not appropriate. This applies to both written communication (including email, chat and texting) and body language. Pushing, shoving, wrestling, play fighting, teasing, or threatening others in any way, at any time, or any place, will not be tolerated and is a reason for being reprimanded with consequences. Follow up from teachers or administration will be made with parents/guardians when these behaviours occur.

### **Student Dress Code**

Students are expected to dress in a manner appropriate to the environment of a school. Clothing is expected to be neat, clean and not embarrass others or make them uncomfortable. Shoes must be worn at all times. Students are strongly encouraged to have a set of indoor shoes they change into when they arrive at school. There are boot racks available to store outdoor footwear. Hats, bandanas and other hat-like headgear are permitted in the school EXCEPT during school-wide assemblies, and during the playing of our National Anthem, O'Canada or in other instances where staff members deem it appropriate. All clothing must be appropriate for a place of learning and the workplace of our staff. While there are particular guidelines that are useful in determining what is appropriate for students to wear to school, these are not hard and fast rules, as they are almost impossible to consistently enforce. Such considerations include: clothing that reveals a student's midriff, cleavage, or underwear. Clothing, lapel buttons, or other items with inappropriate slogans or graphics are unacceptable. In the event that a student is wearing something that a staff member believes is not appropriate for a school environment, the staff member will address the issue with the student and ask them to change their clothing or to cover up.

### **Photos & Videos**

Students are **NOT PERMITTED** to take photos or videos of other students or staff with personal cameras or cell phones at any time.

### **Student Medications**

If your child requires medication, please have it dropped off at the school office with their name, grade, dosage times and amounts. Additionally, you will need to complete CESD's Administering Medication Permission form (AP3-23) when dropping off the medication. Office staff will ensure safe storage of medications and proper administration to students. Include any special instructions if needed. (ie. Take with food).

# Technology Policy at Penhold Elementary

When using SCHOOL technology, students are accountable for:

- ***Always have permission before using school technology:***
  - Students using devices without permission may lose other privileges.
  - Multiple infractions will result in loss of privileges/disciplinary action.
- ***Treating all of the school technology with respect:***
  - Misuse of Chromebooks, computers or other technology can result in damage. Replacement or repair of technology is expensive. Please be careful.
  - Students found defacing or damaging Chromebooks or other technology purposefully will lose the use of that technology.
  - Students will carry Chromebooks with TWO hands, with the device closed during transport. Short distances (from desk to desk in the classroom) is fine.
- ***Only visiting Internet websites as directed by the teacher.***
  - This is for both safety and to ensure the information being accessed is grade level appropriate.
- ***Being respectful when writing messages to anyone while using technology.***
  - We expect students to act with integrity and responsibility online
  - Teachers and staff reserve the right to review any and all messages made on school devices.
- ***Telling a teacher right away if something is wrong with the computer.***
  - Accidents and mistakes happen. It is the technology users responsibility to let staff know of any issues.
- ***Telling a teacher right away if something they see on the computer screen makes them uncomfortable.***
  - The internet is a big place. Even with the best filters, preparation and screening there may be images or text that make you uncomfortable. If this happens, let the teacher know and they will help you navigate away and plan for avoiding it in the future.
- ***Sharing the technology fairly if they are working with a partner.***
  - Penhold Elementary works on a 'one to one' Chromebook system. Students have Chromebooks assigned to them or to their classroom. Students are responsible for their technology and will share when directed by the teacher, or in appropriate group setting
- ***Only using their own login.***
- ***Never sharing their passwords with anyone other than their teacher or parents/guardians.***

Technology resources at Penhold Elementary School are provided for the purpose of supporting the educational mission of the school: to promote educational excellence by facilitating resource sharing, research, communication, increased productivity, and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. It is understood that students of Penhold Elementary will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times. Continued misuse of technology resources may result in the privilege being revoked and the student subject to further disciplinary action.

# Personal Technology Use at Penhold Elementary

When using PERSONAL technology, students and parents are accountable for:  
(phones, iPods, tablets, personal laptops, etc...)

- ***Always have permission before using personal technology.***
  - Every student at Penhold Elementary School has access to a chromebook for use during school hours.
  - Personal devices can be used when appropriate and with the teacher's permission.
- ***Understanding that Penhold Elementary is not responsible for any damage or loss of personal devices.***
  - All students have access to technology at Penhold Elementary School. Personal devices are brought at your own risk.
- ***Only using the technology as directed by the teacher.***
  - Teachers reserve the right to decide when personal technology use is appropriate.
  - Students will use the technology for the task as agreed with the teacher
  - Misuse of personal technology for activities other than the agreed task may result in the removal of the device to the office where a parent or guardian can collect it.
- ***Being respectful when writing messages to anyone while using technology.***
  - We are all digital citizens. We communicate online, or through messaging with the same respect that we would when speaking face to face.
- ***Ensuring all parent communication is made through the office.***
  - All parent communication **MUST** be made through the office **unless** supervised by a teacher.
  - Students who have personal phones, family phones, or messaging devices may use their device for educational purposes during school hours when appropriate
  - Safety is our #1 priority. If you need to contact your student during school hours, please call 403- 886-4390. Notes in agendas are very helpful as well.
  - It is important for us to know changes in busing, pickups and alterations to student transportation when leaving school to make sure students are where there are supposed to be, with whom they are supposed to be.
  - Students who use their devices during school hours for texting or phone calls without **permission and supervision** will have their device removed to the office where a parent or guardian can collect it.
- ***Telling a teacher right away if something they see on the computer screen makes them uncomfortable.***
  - The internet is a big place. Even with the best filters, preparation and screening there may be images or text that make you uncomfortable. If this happens, let the teacher know and they will help you navigate away and plan for avoiding it in the future.
- ***The CESD network is open for legal, school appropriate tasks.***
  - The CESD network is a monitored network.
  - Use the network respectfully.