



A GREAT PLACE TO LEARN!

# Penhold Elementary School

1500 Fleming Avenue

Penhold, Alberta

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Principal: Mrs. Lisa Baird

Vice Principal: Mrs. Giselle Meyer

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

Visit us on Facebook

This student agenda belongs to:

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

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

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



# Penhold Elementary School Calendar

2024/2025

September 3rd	First Day of School
September 20th	Staff Professional Learning Day - No School
September 30th	No School- National Day for Truth and Reconciliation
October 11th	Non Instructional Day - No School
October 14th	Thanksgiving Day - No School
October 25th	Staff Professional Learning Day - No School
November 8th and 11th	Fall Break- No School
November 29th	Staff Professional Learning Day - No School
December 13th	Non Instructional Day- No School
December 23rd to January 3rd	Christmas Break- No School
January 6th	Students First Day Back 2024
January 30th	Staff Professional Learning Day - No School
January 31st	Non Instructional Day- No School
February 17th to 21st	Winter Break- No School
February 20th and 21st	Teachers Convention- No School
March 7th	Staff Professional Learning Day - No School
March 21st	Staff Professional Learning Day - No School
April 18th	Good Friday- No School
April 21st	Easter Monday - No School
April 18th to 25th	Spring Break- No School
May 2nd	Staff Professional Learning Day - No School
May 16th	Staff Professional Learning Day - No School
May 19th	Victoria Day- No School
June 26th	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. Panther paws will be collected once a month where we will make a special draw for our monthly assembly. Tickets will be collected at the front office.

## Student of the Month Celebrations

At the end of every month, we will celebrate our students who exhibit the monthly trait. Each month has a special theme. Teachers are looking for students who display the quality traits in each of the month themes. Two or three recipients will be chosen from each homeroom class. In addition to our monthly character awards, PES also has a monthly music award, phys ed award and a Panther Prestige Award. The Panther Prestige Award is a special award that an adult in our building can award any student who demonstrates any positive character traits. All award winners will be recognized at our monthly assemblies, as well as celebrating with Pizza and Pop with the Principal and Vice Principal. If your child is receiving an award, teachers will notify parents the week before. Parents are welcomed and encouraged to attend these assemblies.

Monthly Themes are as follows:

September- Gratefulness	October-No Empathy	November- Integrity	December- Responsibility	January- Patience
February- Trustworthiness	March- Courage	April- Self-Awareness	May- Citizenship	June- Humility

# Penhold Elementary Procedures

## Safety for all Students

Safety for all students at PES is first and foremost. It is expected that students, parents and staff members create a school community that is welcoming, caring and respectful. If there are safety concerns, please bring it to the attention of school staff as soon as possible.

## Attendance Procedures

To provide quality educational opportunities for all students, parents, students in collaboration with 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 it would be best to advise your child's teacher directly by email. The Administrative Team will be sending home letters for students who miss more than 10% of the school year. These letters will come home several times a year.

## Extended Absence

In the event of any extended absence, other than illness, parents must provide an email or a phone call to the office and teacher indicating the nature and duration of this absence. Extended, "during the school year holidays" affects 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 8:25 a.m. to allow 5 minutes for students to get organized for the day before the start of period 1 at 8:40 a.m. Daily breakfast will be served to the students between 8:25 a.m. and 8:40 a.m.. This "soft start" will be where students fill in their agendas, listen to the school announcements and read. Students should be seated in the classroom and ready to learn by 8:40 a.m. Students must report to the office when arriving late for school to ensure we have accurate attendance of all students. Students are expected to arrive promptly to all classes. Individual incidents of tardiness will be handled by the classroom teachers. Chronic tardiness will require a follow up from the administration team, and interventions to be put into place to support the student. Students leaving school at any time during the day need to be signed out by a parent or guardian at the office.

## Early Arrival or Staying Late

Students should arrive no earlier than 8:25 a.m. as supervision does not start until this time. Additionally, supervision after school ends at 3:10 p.m. 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 is to be taken to every class and taken home every evening for parents to view. Students will use it to record and keep track of homework, assignments, test dates, needed materials, and special events. This agenda is to be used as the number one communication tool between parents/guardians and the classroom teacher/school. Replacement agendas cost \$9.00.

## School Nutrition and Hot Lunch Program

Our school offers a nutritional breakfast and healthy snack to all students each day. In addition to this, lunches are offered to students who are unable to provide their own.

## **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 to.

## **Newsletters**

Check your emails regularly for newsletters and communication from the school and Division Office. To reduce paper use, newsletters are emailed out and available at [www.penholdelementary.ca](http://www.penholdelementary.ca). Communication from the school will primarily be shared through newsletters and panther bulletins. We do send out messages through the school messenger portal which will come in the form of a text message and an email.

## **Showing Affection At PES**

We respond to community standards, and follow community expectations. 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. If we see this type of behavior, parents/guardians will be notified immediately and students will be asked to refrain from the behavior immediately.

## **Trespassing on Private Property**

Students are responsible to the school for their behavior from the time they leave home until the time they return. Therefore it is important that their behavior to and from school casts a positive reflection on all the students at Penhold Elementary School. Students should obey all road safety rules including crossing the highway at a designated crosswalk and walking on the sidewalks. If your child is new to traveling to and from school and crossing the highway, please assist them the first few times they do so. We do our best to educate the students on highway safety, but reminders from home are also very important. When walking to and from school please do not cut through private yards or lawns. Any issues with traveling to and from school will be addressed through administration.

## **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. Parents and guardians are more than welcome to join on field trips as per conversations with classroom teachers, all volunteer paperwork needs to be completed prior to doing so. These volunteer forms can be found at the school office or on the school website.

## **Inappropriate Language, Discrimination, Physical Behavior and Bullying**

To safeguard the emotional needs of our students and foster civility, profanity of any type or language considered rude or vulgar will not be tolerated at Penhold Elementary School. Verbally abusive, insulting, discriminating or using coarse language is not appropriate. This applies to both written communication (including written, 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. In order to ensure these behaviors are handled, students are expected to let a school staff member know when any of these behaviors occur. Follow up from teachers or administration will be made with

parents/guardians when these behaviors occur. Consequences will be doled out accordingly with the support of school staff and parents. All behaviors will be documented accordingly.

### **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 for safety in case of an emergency. Students are strongly encouraged to have a set of indoor shoes they change into when they arrive at school. There are boot racks available at all entrances for 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 inappropriate.

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. Spaghetti straps, where students' bra straps are showing, are not school appropriate. In the warmer months, longer shorts should be worn to cover students' rear ends. 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. Parents may be called to deliver school appropriate clothing.

### **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. Cell phones and digital devices are to be put away as soon as students arrive at school. Safe placements would be in the students backpacks or lockers. The school is not responsible for any lost or stolen items.

### **Student Medications**

If your child requires medication, completion of a divisional form (AP3-23) is required. Once completed, please have it dropped off at the school office with their name, grade, dosage times and amounts. Office staff will ensure safe storage of medications and proper administration to students. Include any special instructions if needed. (ie. Take with food).

### **Health and Safety Protocols**

Many staff members at Penhold Elementary School are trained in first aid. If your child becomes ill or is hurt at school, our first aid personnel will assess the child and determine appropriate next steps. If the student is unable to attend class or is in pain, we will phone parents and/or emergency contacts and can often require students to be picked up and recommended for additional assessment. Head injuries will result in an immediate phone call to parents.

### **Lost and Found**

PES does have a lost and found area. Any items that have been found will be placed on our lost and found racks or, if valuable, placed in the office. Students are expected to check the lost and found frequently for items. Parents can also place reminders in agendas or contact classroom teachers to have their child look for a lost item. Twice a year, items that have not been claimed from lost and found will be donated to either our school clothing supply or a local non-profit agency.

# 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 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 and may be required to replace broken items.
  - 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 School 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, tablets, personal laptops, wireless earbuds, wearable technology, 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.
  - Students are expected to store their personal devices in their lockers. Handheld devices (phones, tablets, etc.) are expected to be put in their backpacks when they arrive at school and should not be accessed throughout the day without permission by a student's teacher.
- ***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. For many reasons, having communication run through an adult in our building will support our students best.
  - Students who have personal phones, family phones, or messaging devices may use their device for educational purposes during school hours when appropriate and allowed by their teacher.
  - 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 they are supposed to be, and with whom they are supposed to be with.
  - 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 network is monitored however students are expected to use it respectfully.