

# *Zama City School*

## *Handbook*

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*This Handbook has been designed to give basic information, rules and guidelines of the Zama City School. It is not meant to inform on laws, regulations or policy set forth by Alberta Education or the Fort Vermilion School Division (FVSD). This information may be retained at the school office or the FVSD*

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# **Introduction**

## **Welcome to the Zama City School**

The education of children is a cooperative effort involving school, home and community. We are pleased to partner with you and your child(ren) in taking an active role in this process. This handbook is designed to give parents and students a better understanding of the daily operation of our school. Please keep it on hand so that you can refer to it throughout the year.

## **Mission Statement & Motto!**

**“Building success - One student at a time”**

**“Soar to Success”**

**S**=School Completion

**O**=Opportunity

**A**=Accountability

**R**=Reading Well

**“We are the Zama Ravens”**

**R**=Reach for the Stars

**A**=Always try your best

**V**=Very kind and always considerate

**E**=Every student learns

**N**=Never give up

**S**=Success for all students

The Fort Vermilion School Division as well as the Zama City School priorities is to increase the percentage of students reading at or above grade level. Increase the percentage of students graduating high school within three years of beginning Grade 10.

## **School Colors - Motto / Mascot**

The Zama City School colors are Navy Blue and Gold (Yellow). The School Motto / Mascot is “Nevermore the Raven” which is depicted in many different poses on School clothing, logos etc. “Nevermore the Raven” is normally pictured with a ‘Z’.

## School Office Hours

The School office is staffed from 9:00 AM - 12:00 PM, Monday thru Friday, except School Holidays. If calling outside these hours please leave a message on our voicemail, and we will get back to you as soon as possible. School Phone number: 780-683-2448

## Daily Schedules

### Grade 1 thru 9

9:00 AM      Classes begin  
10:20 AM      Recess  
10:35 AM      Classes resume  
12:00 PM      Lunch Break  
1:00 PM      Afternoon classes  
2:00 PM      Recess  
2:15 PM      Classes resume  
3:35 PM      Dismissal

### Kindergartens

9:00 AM      Classes begin  
10:20 AM      Recess  
10:35 AM      Classes resume  
12:00 PM      Dismissal

(Times are slightly rounded off due to actual instructional time requirements)

**High School Program:** Times and days vary, please check the school bulletin board, or classroom for current schedule.

## **Zama School Community**

The Zama City School serves the educational needs of the entire Zama City School community. Our School Community consists of students from Kindergarten thru Grade 12.

We plan and present programs based on the Alberta Learning Curriculum; through multi-grade classes. We utilize Alberta Learning Distance Education Materials for Grades 4 to 9 as well as partner-programming with the High Level Learning Store for Grades 10-12.

The Zama High School program (grade 10 thru 12) is facilitated and operated through the High Learning Store, utilizing distance education modules. A Part time local facilitator is in place at the School to assist with the programming needs of these students.

### **Kindergarten (ECS) Students**

Early Childhood Services is currently not a mandatory program, and there is no legal requirement that students attend or complete an ECS program prior to entry to Grade 1. The Fort Vermilion School Division offers ECS in Zama and this program is supervised by a certificated teacher

A child must be 5 years of age on or before September 1 to be admitted to the program. If a child turns 5 after September 1 but prior to January 1 the decision to admit him/her rests with the parents and the principal. A child who is eligible for Mild or Moderate ECS funding will be admitted if that child is 4 years of age on or before September 1. A child who is eligible for Program Unit funding will be admitted if that child is 3 years of age on or before September 1

### **Primary Programs**

Programming for Grades 1 to 3 follows the Alberta Education Curriculum Outcomes. Programming is planned by the teacher and follows Balanced Literacy and thematic approach. Students are assessed by the teacher. Provincial assessments are done at Grade 3.

A child must be 6 years of age on or before September 1 to be admitted to Grade 1.

### **Elementary Programs**

Programming for Grades 4 to 6 follows the Alberta Education Curriculum Outcomes and the Alberta Distance Education Module Programming. The teacher with the assistance of board personnel will determine which subjects will follow the Modular Program.

### **Junior High Programs**

Programming for Grades 7 to 9 follows the Alberta Distance Education Module Programming for the four core subject area; Mathematics, Language Arts, Science and Social Studies. Other program such as Health, Art, and Computer Studies are based on Alberta Education Curriculum outcomes and are teacher developed.

### **High School / Partner Programming – High Level Learning Store**

High School students work at home and turn their modules in to the school when they are done. Upon completion students can choose to participate in the Fort Vermilion School Division Graduation of their choice..

## **Library / Resource Room**

At Zama City School there is a small in-school library/resource room. We have made changes to make it more inviting and are presently in the process of furnishing it. Once this is done we will open it to everyone. At present, students are reading for the Amazing Reading Race at various locations around the school. We are making our library the center of our school.

## **Community Health Services**

The Community Health Nurse visits the school on a regular basis. As long as parental consent has been granted, the following services may be provided:

- Vision & hearing tests (upon request)
- Immunization, booster shots, and updates as required

Families new to the school are encouraged to contact Community Health Services to advise where the immunization records for their sons/daughters can be obtained. Whenever immunizations take place, immunization cards are sent home, or the School or Community Health will contact the Parents by phone. Questions or concerns about these services should contact Community Health Services at 780-841-3200.

# **Student Guidelines**

## **Lockers**

Each student is assigned a locker in which to keep belongings. Students may bring a combination lock if they wish, providing that they provide the office with the combination. The school reserves the right to inspect all lockers. Students are responsible for keeping their lockers clean and organized, and regularly dispose of all accumulated garbage.

## **Use of Phone**

The school phone is only to be used by students in the case of an emergency. Teacher approval is required before phone is utilized.

## **Attendance / Punctuality**

Students are expected to attend school on a daily basis to achieve academic success. Each student has the right to schooling and with the support and encouragement of their parents(s) and school staff, and the hard work of the student success is within reach.

Students and staff are expected to arrive on time with appropriate materials to avoid disturbing the learning of other students in the class. For your child's safety, a note or phone call from home is required for absences. In consideration for the other students and school staff, if your child is sick please keep them at home. For extended absences please contact the School and request work to be prepared to be picked up for the student to complete while sick or traveling.

## **Lost and Found**

All belongings should be labeled with the student's name. Please emphasize to your child that his/her belongings are his/her responsibility. All lost articles not claimed by the end of each school year will be given away or disposed of.

## **Lunch / Snack Policy**

The school closes between 12:00 PM and 1:00 PM so that the students and staff may go home for lunch. Please ensure that students do not return to school too early; as there is no supervision on the playground during lunch time.

Children are encouraged to bring nutritious snacks for recess. Snacks must be stored in lockers and only eaten during recess. Garbage is to be disposed of in the garbage cans. Food is not to be left in lockers.



## **Electronic Devices / Valuables**

Electronic devices that enhance the student's ability to learn i.e. laptop computers, personal organizers are welcome in our school, applicable to the High School Students. Devices that are potentially disruptive to the learning process i.e. cell phones, portable music players are better left at home. Under no circumstances are cell phones or portable music devices to be brought to class, they must be left in lockers. These items should only be used during recess. Students must ensure that the items are turned off in order to not disrupt classes and the education level of others.

If as parents you need to contact your child during school hours, please contact the school and the student will be given the message; do not phone, text or email students during class time. The Zama City School assumes no risk for valuables or other items brought to school by students.

## **Clothing / Dress Policy**

The school environment is the same as any place of work and students are expected to dress accordingly. We expect children to wear appropriate, comfortable clothes that are modest enough to cover cleavage, stomach and buttock. Indoor footwear is required at all times, preferably running shoes that are also suitable for the gym. Outdoor footwear is to be placed on the boot racks. No hats are allowed in the school building. We consider this to be a show of respect for your peers, teachers and other school staff, as well as a display of good manners.

Please ensure that only non-marking shoes are worn in school or in gym.

## **Bicycles/Skateboards/Motorized Vehicles**

Students are welcome to bring their bicycles or/and skateboards provided that they wear the proper protective equipment and helmets at all times. All bikes are to be stored in the bike racks. They are not to be ridden on the sidewalk or in playground area. Skateboards are not permitted past the boot room door, please store on shelves.

**Snowmobiles, ATV's and other motorized vehicles operated by students are not permitted on school property at any time.**

## **Parent - School Information**

### **Personal Information**

Student registration forms must be completed yearly. If any changes throughout the year to students emergency contacts or other personal information please ensure that the School is notified immediately. The school also needs to be informed of any allergies or other medical issues that pertain to your child. All personal information will be kept confidential and only used by the Zama City School and FVSD in the case of emergency and/or statistical purposes.

### **Student Evaluation**

Student achievement in educational programs will be evaluated to assist in the educational level and advancement of students. This information will be communicated to parents using report cards, parent/teacher interviews, as well as other methods of communications.

All students will receive four reports during the school year. The High School students will not receive traditional report cards, but in lieu will receive monthly progress reports as well as final mark certifications.

### **Communication with Home**

Letters will be sent home frequently to keep you informed of special events. If you have something that you would like to have included in the letters, please let us know and we will include them. The school staff will strive to provide monthly newsletters in order to keep the school population updated as to what is going on.

For the K-4 class a communication folder is utilized for communication with the parents. There is a bulletin board located in the Hallway of the school that has regular updates and event posting.

### **How to help your child's progress**

There are many ways in which the home can help directly or indirectly to ensure the best educational progress for each child:

Growing children need plenty of wholesome food to supply energy for work and play. A nutritious breakfast is particularly important.

Children need a minimum of 8 hours of sleep each night maybe more depending on the child.

In order to assist in staying healthy, happy and be socially accepted; children need to know the importance of and practice good personal hygiene habits.

Demonstrate to your child a genuine interest in their school activities. Visit the school periodically. Help your child with homework by providing a quiet workspace. Ask your child about what they have learned.

Read with your child for at least 15 minutes a day.

Ask your child's teacher for other specific suggestions on how help at home.

## **Medication**

Please inform the school, upon registration, of any medical problems your son/daughter may have. It is necessary for us to know about the problem and the immediate treatment if we are to respond wisely given any emergency situation. Under no circumstances will over the counter medications be provided by the school. If your son/daughter requires medication, we urge you to whenever possible to take care of this at home; if this is impossible then such items can be stored in the main office. A medication administration form must be completed at this time.

## **Parent / Community Participation**

Zama City School welcomes both parents and community citizens! We appreciate the efforts of those who offer their services as volunteers for curricular or extra-curricular events happening in the school. Please call the school or contact your child's teacher if you would like to become involved with us in any manner.

## **Zama City School Council**

### **Is Inactive**

### Zama City School Mission Statement:

“Advocating and assisting to provide the best possible education for all Zama City School students; Kindergarten thru Grade 12 including the students enrolled in the High School Program”

## **Fundraising**

Our students are strongly encouraged to participate in any of the fundraising activities that may be held throughout the year. These activities are designed to support our extra-curricular programming, additional resources or other initiatives that are agreed upon by the School and the School Council.

## **Use of School Facilities**

Only school sanctioned activities or programs are permitted in the Zama City School. Other functions may be permitted at the discretion of the school principal.

## **Parking Area / School Driveway**

Please ensure that anyone utilizing the School parking area and/or driveway is doing so in a safe and respectful manner. Please do not park / stop on the sidewalk. Please do not park/stop in a place that prohibits the safe passage of other vehicles.

## **Playground / Baseball Diamonds**

As these areas are open to the public after school hours, we ask all users to be considerate and treat the facilities with respect. Please ensure that everything you bring to the facilities goes home with you, this includes all garbage. The Zama City School and/or Fort Vermilion School Division are in no way responsible for the public while utilizing the facilities at any time.

## **School Functions**

School functions may include but are not limited to: athletic events, concerts, guest speakers, trips and all other activities sponsored by the school. All school regulations apply at these functions.

## **Code of Conduct**

The school's primary concern is to provide and support a safe and positive learning environment for everyone and thus has developed a Code of Conduct to define expectations of behavior for students, staff, and parents/guardians.

Generally, the classroom teacher will deal with students not behaving in the expected manner. Consequences for inappropriate behavior will be based on individual needs, the degree of the problem and the ability of the person to understand and handle the consequences. The Zama City School will follow the FVSD current discipline policy. The consequences of student actions may lead to suspension and / or expulsion.

### **Expectations for the Student**

- Attend school regularly and punctually
- Make the most of the time in school: strive for academic excellence through classroom participation.
- Show common courtesy and respect to all; defiance of authority, abusive language and aggressive behavior are unacceptable at all times.
- Behave respectfully to all regardless of race, religion, gender, age or sexual orientation.
- Solve conflicts peacefully through discussion or seeking help.
- Dress appropriately for classes and activities. Students who are deemed to be dressed in a manner that is distracting to the educational pursuits of others will be directed to dress in a desirable manner, which may necessitate the student return home to dress appropriately. In such events the home will be contacted.
- Respect school property and the property of others
- Students who bike or skateboard to school must wear helmets.
- Students are expected to remove hats within the facility.
- Students who are in the hallway during class time need to have a hall pass from their teacher.

## **Expectations for the Staff**

- Provide the programs and services prescribed by the School Board and Alberta Learning.
- Establish a positive learning environment
- Evaluate students' achievement, and explain the evaluation procedures to be used in each course.
- Keep students, parents/guardians and administration informed about student progress, attendance and behavior.
- Show common courtesy and respect to all; defiance of authority, abusive language and aggressive behavior are unacceptable at all times.
- Behave respectfully to all regardless of race, religion, gender, age or sexual orientation.
- Treat students and other staff members fairly and consistently.
- Respect confidential information about students and staff.
- Dress appropriately for the work environment.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behavior.

## **Expectations for the Parent/Guardian**

- Make sure your children attend classes regularly, arrive at school on time, and do their homework.
- Attend school events, support the school and stay in contact with school staff.
- Help your children develop positive attitudes to school and respect the staff and school property.
- Show common courtesy and respect to all; abusive language and aggressive behavior are unacceptable at all times.
- Treat all individuals respectfully regardless of race, religion, gender, age or sexual orientation.
- Encourage the peaceful resolution of conflict. Discourage violent or aggressive behavior to solve a problem.
- Should there be a concern, try to solve it with your child's teacher. If unresolved, contact the principal. If the problem remains, then contact the superintendent. If the concern is not resolved at this level, then contact the board of Trustees.
- Inform the school of the student's absence as soon as possible by either calling the school or sending a note with the student immediately upon his/her returns to school.
- Attend Parent/Teacher interviews.
- Talk about the Code of conduct with your child(ren) and what it means.

## **Emergency Procedures**

### **Cold Weather Policy / Power Outages**

Fresh air and free play are necessary for effective learning. Therefore, we expect ECS thru Grade 9 students to play outdoors for recess breaks under teacher supervision.

As we have limited staff for supervision, we assume that a child who is well enough to come to school is well enough to go outside. However, please ensure that your children are properly dressed with hats, warm coats, mitts, snow pants, and warm boots so that they enjoy their time outdoors.

At temperatures lower than -20C, the children will stay indoors or visit the Community Hall for recess. We never close the school because of cold weather. In the case of a power outage it is our present school policy to send all children home.

### **Wildlife / Dogs**

We do not normally cancel recess due to wild animal sightings. The Fish and Wildlife service advise only to use common sense. There is no garbage storage outside of the school and the children are expected to stay in the playground areas during recess. For the safety of the children, if you have a dog, please ensure that they do not follow children to school. The School will contact Mackenzie County to report any stray dogs on school property.

### **Fire Drills / Emergency Exits**

Fire drills will be conducted at various times during the year. A planned escape route is posted in each classroom to ensure safe and orderly evacuation. Children will be required to wear their indoor shoes outside to ensure the fastest possible evacuation. In the event of a real fire, the children would be taken to the principal's house and parents contacted from there.

All visitors in the school are required to make note of the emergency exits, in case of emergency.

### **Tactical Lockdown**

A tactical lockdown is used when there is an immediate on-site or in-school threat, which cannot be resolved by evacuating the school. Situations which require tactical lockdown are an intruder in the school, threat on school property or in school area, threat of violence to staff or students or an undetermined hazard in a specific area of the school. If a lockdown is announced, students are to remain in the classroom, follow all instructions, go to the ground and remain silent. If a student finds himself/herself in the hallway, he/she is to move to the nearest open classroom. If the student is locked out of classrooms, he/she is to find the closest secure hiding spot and remain there until a confirmed "All Clear" has been announced. Lockdown drills are conducted at various times during the year.

## **2013 - 2014**

### **Fort Vermilion School Division Administration**

Mr. Roger Clarke	Superintendent
Mrs. Kathryn Kirby	Assistant Superintendent of Teaching and Learning
Mr. Rick Cusson	Assistant Superintendent of Operations

### **Board of Trustee Member**

Dale Lederer	Zone One
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### **Zama City School Administration & Teaching Staff**

Mr. Richard Coburn	Principal
Ms. Shayla Timinsky	K – 9
Ms. Cheyene Calliou	TA

### **Zama City School Support Staff**

Janet Forrest	Secretary/Custodian
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School Phone (780) 683-2448

### **Zama City School Council - Inactive**

*This Page is to be updated annually*