



Welcome to Elizabeth Finch School!

We are excited to welcome your family to our enthusiastic community of learners.

We invite parents to work closely with us through the year. A positive partnership between school and home is so important for the success of our young people. Together, we will create a respectful, caring learning environment that encourages student success, and serves our community and public with pride.

Our Logo

Our logo represents the school as a place that sets the foundation for students to build a positive future for themselves.

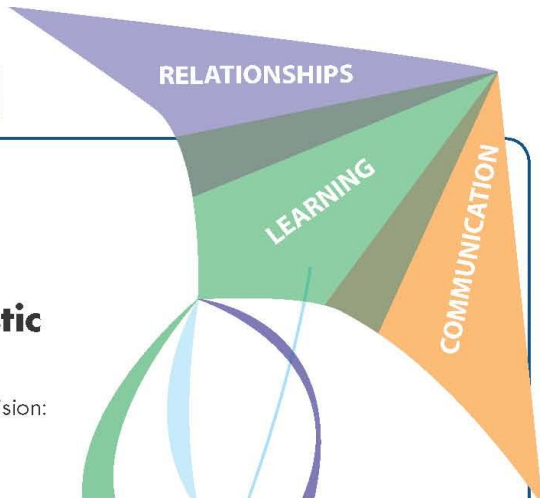
The logo symbol communicates flight and fluid motion, reminiscent of a “Finch” bird. Meanwhile, the swooping hand-drawn strokes of the initials taper in thickness and extend outside the box, representing the safe learning environment Elizabeth Finch School provides for students to grow and eventually soar on their own.

Mission Statement
(under Construction)

VISION

To be a welcoming, enthusiastic community of learners.

Upholding three interconnected values will attain this vision:



RELATIONSHIPS

Built on

- mutual respect, cooperation and collaboration that is focused on others, while valuing and celebrating individuality

exemplified by

- a shared responsibility of the school, home and community
- caring, enthusiastic and skilled professionals
- a positive and proactive culture among and between all staff and students in all grades

COMMUNICATION

Built on

- respectfully following appropriate channels
- a variety of technologies

exemplified by

- interaction that is meaningful, open, honest, respectful, productive, effective and efficient

LEARNING

Built on

- relevance, focus, enjoyment and commitment to personal excellence
- the support and involvement of parents and our community
- the talents and abilities of students, staff, parents and community members

exemplified by

- instruction to meet the needs of each student, which takes place inside the school as well as beyond the school
- providing students with the knowledge, skills and attributes they require to be lifelong learners and contributors to society
- students who support each other and are engaged and motivated to hold themselves and others to high expectations for learning
- utilizing a wide range of resources, technology and techniques



Elizabeth Finch School

Elizabeth Finch School is named after Elizabeth (Betty) Jean Finch, an exemplary educator and advocate.

Betty Finch made a profound difference to the staff and students of Edmonton Public Schools and to the educational community, particularly in the area of learning disabilities. She helped establish the Learning Disabilities Association of Alberta and spent countless hours giving sessions across the province to raise awareness of learning disabilities.

In 1978, Premier Peter Lougheed presented her with an Alberta Achievement Award for her outstanding contribution to Albertans. Betty remained active throughout her retirement until her death in 2002. Betty's legacy of service to students and families, the value she placed on respectful, positive relationships and her belief that every student can learn and succeed continues on in our school.

Background

Although our school is new, it's built on a legacy of valuing respectful, positive relationships, on appreciating individual differences and on the belief that every student can achieve success. Together with parents, students and the community we are building on this legacy to create an enjoyable learning environment that fosters personal excellence.

The design of the school will serve the needs of the community for years to come. The core of the school with elements like the gym, library and offices is permanent, while modular classrooms are added or removed as needed, based on enrolment. Yet unlike portable classrooms of the past, these high-performance classrooms look like permanent rooms on the inside. They are outfitted with state-of-the-art technology to ensure students are equipped with the skills they need to learn now and into the future.

Our school is a place that encourages respect, engages students and supports collaboration and innovation. It gives students a firm foundation to be lifelong learners and contributors to society in the 21st Century.

Edmonton Public Schools Mission, Vision and Priorities

Our Mission

We work with families and community partners to provide safe, caring, healthy, diverse, inclusive and equitable learning experiences that engage students to achieve their full potential in an increasingly interdependent world.

Our Vision

All students will learn to their full potential and develop the ability, passion and imagination to pursue their dreams and contribute to their community.

District Priorities 2011-2014

1. Provide supports and programs that will enable all students to complete high school.
2. Deepen students' understanding of equity and empathy as key citizenship traits.
3. Ensure all students and their families are welcomed, respected, accepted and supported in every school.
4. Promote health and wellness for all students and staff.
5. Listen to staff, honour their contributions, and support their opportunities for collaboration, growth and professional development.

Staff

Mrs. E. Halabi	Kindergarten
Mrs. J. Hulyk	Kindergarten
Ms. S. Thomsen	Kindergarten & Gr. 4 - 6 Music
Mrs. K. Lambooy	Grade 1
Mrs. H. Shellenberg	Grade 1
Mr. D. Stawn	Grade 1
Mrs. C. Jean	Grade 1
Mrs. M. Burzminski	Grade 2
Mrs. T. Leedell	Grade 2
Mrs. K. Sweet	Grade 2
Mrs. L. Leinweber	Grade 3
Mrs. T. Rojas	Grade 3
Ms. D. Jewell	Grade 4
Mr. T. Lazarick	Grade 4
Ms. A. May	Grade 4, Grade 6 and Grade 7 CTS Option
Mrs. D. Busby	Grade 5
Ms. C. Pang	Grade 5
Mrs. D. Broeksma	Grade 6
Ms. M. Zenari	Grade 6
Mrs. S. Huisman	Music
Mrs. M. Corrigan	Educational Assistant
Ms. C. Ruttle	Educational Assistant
Ms. L. Mokellky	Educational Assistant
Mrs. R. Porenchuk	Library Technician
Mr. J. Plante	Junior High
Mr. M. Rees	Junior High
Mrs. L. Sparrowhawk,	Junior High
Mrs. T. Stadnick	Junior High
Mrs. J. Wallace,	Junior High
Mrs. L. Dube	Junior High and Curriculum Coordinator

Office Staff

Ms. L. Barnstable	Principal
Ms. D. Forflyow	Acting Assistant Principal
Mrs. J. Iezzi,	Business Manager
Mrs. V. Spielmann	Administrative Assistant
Mrs. Laverne Holland	Lunch Supervisor

Custodial Staff

Mr. D. Manalili	Head Custodian
Ms. A. Crnkovic	Custodian
Mr. R. Geronimo	Custodian
Mr. M. Dordic,	Custodial Assistant

Hours of Operation

Grade K to 6

First bell	
Morning classes	8:40 a.m. – 11:27 a.m.
Morning recess	10:10 a.m – 10:25 a.m.
Lunch	11:27 a.m. – 12:17 p.m.
Afternoon classes	12:17 p.m. – 3:13 p.m.
Afternoon recess	1:54 – p.m. – 2:09 p.m.
Thursday dismissal	2:13 p.m.

Grade 7 to 9

First bell	
Morning classes	8:40 a.m. – 11:27 a.m.
Morning break	
Lunch	11:27 a.m. – 12:17 p.m.
Afternoon classes	12:17 p.m. – 3:13 p.m.
Afternoon break	
Thursday dismissal	1:50 p.m.

2011-2012 School Year

First day of Classes	September 1
Labour Day	September 5
Professional Development	August 30
Picture Day	October 19
Thanksgiving Day	October 10
Picture Retake	November 16
Remembrance Day	November 11
Professional Development	November 14
Report Card	December 2
Christmas Recess	Dec 24 to Jan 8
Professional Development	January 27
Family Day	February 20
Teacher's Convention	March 1 and 2
Report Card	March 16
Spring Recess	March 26- 30
Good Friday	April 6
Easter Monday	April 9
Day In Lieu	May 18
Victoria Day	May 21
Last Day of Classes/Report Card	June 27
Last Operational Day	June 29

Absentee Check

We check for absent children each morning and afternoon for our Elementary program. Attendance is taken at the beginning of each period for the Junior High program. Please call and leave a message at (780)-457-2022 and press 0 if your child will be away. Please leave:

- Your child's full name
- Their room number
- The reason for the absence

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home, work, or emergency contacts.

Accidents & Illnesses

First aid will be administered as needed, and an attempt will be made to notify the parent(s) if the situation warrants it. When a parent or guardian cannot be reached, and the injury is serious, a staff member will accompany the student to the nearest clinic or hospital. If necessary an ambulance will be called (at the expense of the child's parent/guardian) to transport a critically injured child to hospital. Every effort will be made to contact the parent first. The school requests to have the student's current Alberta Health Care number on file.

Absences for Holidays

A great deal of learning occurs in the classroom through the use of guided questions, dialogue and problem solving. We therefore request that you try to schedule family holidays during the school breaks. **Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period of time.** Home education imparts responsibility to the parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we would appreciate notice well in advance, so that teachers can communicate with parents about what the child will be missing. **Teachers are not required to develop handouts or specific lessons for extended holiday time.** Evaluation may indicate "unable to assess" on the progress report.

Acceptable Use of Technology Policy

Please refer to SchoolZone for this policy in its entirety.

After School Care (YMCA)

Please contact the YMCA for additional information.

YMCA Child Care Centre: 780.429.5718
Hours of Operation: 7:00 a.m. – 6:00 p.m.

Assemblies

The school holds regular monthly assemblies to celebrate student learning, recognize positive contributions to the school, showcase student talent, and build school spirit.

Attendance

The Alberta School Act and Edmonton Public Schools policies and regulations state that regular and punctual school attendance is the responsibility of the student, parents and the school system. Parents will be notified if students have habitual attendance problems. The Alberta Education Attendance Board will be contacted if a problem persists.

Bicycles and Personal Property

The bicycle rack area is out-of-bounds except when parking or picking up bicycles. All bicycles must be locked and must not be ridden on the playground or in the parking lot areas. We cannot assume financial responsibility for damaged or stolen bicycles, but we will make every effort to assist students in recovering their property. Students must wear bicycle safety helmets.

Students are discouraged from bringing large sums of money to school. Students who need to bring a large sum to school must bring the money directly to the office for safekeeping. If an item is valuable, it is safest at home.

Use of Cellphones on School Property

Students will be expected to use all technology tools, including cellphones, in a responsible manner (as agreed by the student on signed technology agreement).

Classroom Organization

Classroom organization is determined by student needs and teacher strengths, as well as enrollment figures. Should any change be necessary, we ask your support in helping children accept the change and understand that it is made in the best interests of all of the children in the school. We will communicate this information as early as possible.

Cold and Inclement Weather Policy

Recess for K-6 students is a time to provide a break from regular school routine and a chance to get some exercise and fresh air. It is expected that children will be dressed warmly enough to be outside for 15 minutes. When the temperature is colder than -23 Celsius, or if the wind-chill factor creates an equally cold situation, or if there is a storm or extreme wind conditions, regular outside recess is cancelled and students are allowed to remain indoors under their teacher's supervision. Students will be dismissed at the regular time. District schools are generally not closed during periods of cold weather, heavy snowfall or rain. It can be expected that unless weather conditions become extremely severe, all Edmonton Public Schools will remain open. Any notice of school closures will be made known through television or radio announcements.

Communication

Parents are encouraged to contact their child's teacher(s) to provide information that may be helpful in planning their child's program as well as to answer any questions or to provide support. Parents may use SchoolZone or email as a communication vehicle or contact the school office to make an appointment to see the teacher.

Parents are advised of school activities, newsletters and any other school information through SchoolZone.

Consulting Services

Curriculum consultants and a consulting service team consisting of a reading specialist, a psychologist and a social worker are available to our school. These consultants can assist by providing assessment information and programming recommendations, by acting as a liaison for community resources and by providing helpful tips for parents. Please do not hesitate to make the school aware of any problems that may affect your child's learning. Your child's teacher will keep you informed of any concerns.

Curriculum Support for Parents

Many stakeholders, including parents, play a vital role in the education of Alberta's students. In order to help parents reinforce learning at home, Alberta Education has published the Curriculum Handbook for Parents series. Visit www.education.alberta.ca to download a copy of this helpful document.

As partners in education, this resource provides parents with valuable information about the learning goals that have been set for students. Parents are encouraged to discuss the contents of the Curriculum Handbook for Parents at home with their children and at school with teachers, who can provide further information and guidance.

Parents may also find it helpful to log onto LearnAlberta.ca to find other curricular support materials. LearnAlberta.ca is a web site that offers a wide range of resources directly tied to what Alberta students are learning in the classroom. The password for the LearnAlberta.ca will be posted on Schoolzone for parents to access. These multi-media resources engage students by using video clips, animations, interactive lessons, problem-solving strategies, glossaries and much more to help them learn new things in fun ways. The site creates a unique learning environment that can help students in and out of class. Parents will gain a better understanding of what their children are learning and be better prepared to assist at homework time.

Dress Code

Our dress code stands as a component of Elizabeth Finch's culture which emphasizes personal excellence.

Students are expected to wear clothing that is appropriate and safe for the learning environment. Non-religious head cover may not be worn inside the building.

Early Departure of Students

If your child is to be excused from school before regular dismissal time (doctor, dentist appointments, etc.) in the interest of safety we ask that you meet your child at the school office. Students will not be sent to wait outside for parents. The sign-out book is located in the General Office. This allows teachers to ensure that an appropriate adult has safely picked up and signed out a child. It also allows the student to maximize valuable classroom time. No child will be allowed to leave early (lunch included) without a note or call from a parent.

Emergency Plans

Edmonton Public Schools requires each school to develop a plan for evacuation in the event of a fire, bomb scare, gas leak, or an overnight situation which makes it impossible to open the school on the next school day. If the emergency occurs during school hours, students will be removed to North Point Community Church. Parents will be notified to come and pick their children up by a phone fan-out system. Should the emergency occur out of school hours, an announcement will be made via radio and television news.

In order that students may know how to act quickly and without confusion in case of an emergency, fire drills and security alerts will be held regularly through the year. It is important that the building be evacuated quickly and quietly. Instructions are posted in each room regarding exits to be used. It is necessary for students to have appropriate indoor footwear at school and to wear indoor shoes in the building at all times.

Entrances

Students will be instructed on the first day of school as to their designated entrances for arrival at school. Students arriving after 8:40 a.m. and 12:17 p.m. will be expected to use the front entrance to report for attendance and a late slip. For the safety of our staff and students, all other exterior doors will be locked after the 8:40 a.m. and 12:17 p.m. bells.

Field Trips

Our classes go on a variety of field trips during the year. Trips will be curriculum based and enhance classroom learning. Prior to their occurrence, parents will be notified of all field trips requiring public and private transportation. No child will be refused the right to participate in field trip experiences due to a lack of funds, if the situation is brought to the attention of the teacher or principal. Students not

able to go on certain field trips will be accommodated in other classes. Students **must** return a **parent signed permission form for all field trips**. Returning the form indicates you are aware of the trip and it also teaches responsibility to the students.

Footwear

Boot racks are located at several entrances throughout the school. Outdoor footwear should be left on these racks or in other designated areas. All students must have an extra pair of shoes for indoor use. These shoes must have non-marking soles. **All footwear should be marked with your child's full name.** The school cannot assume responsibility for lost footwear, but will make every effort to assist students in recovering their property. We ask that all visitors coming into the school respect our effort to keep the floors clean for our students and remove their dirty shoes at the door. Shoes with wheels in the sole are not allowed in the school.

Junior High students must have a pair of non-marking athletic shoes/runners for gym class.

Identification of Personal Property

All student footwear, clothing, and personal supplies should be clearly labeled. This greatly assists us in returning lost items to their owners. Small items such as glasses, rings, watches, keys, etc., may be checked for in the school office. The school cannot be held responsible for theft or breakage of personal items. Found articles of clothing and footwear are placed in the Lost and Found boxes (benches) located in the hallways. The contents of these boxes are put on display periodically so parents and students can pick up lost items. Unclaimed items are distributed to others who are less fortunate.

Illness or Injury

If it is deemed that a student is ill or injured while at school, we will attempt to contact the parent/guardian or the person listed as the emergency contact to send the child home. In the interim, the child will be made as comfortable as possible in the school office. If it is deemed that the illness or injury appears to be serious, medical advice will be sought and followed.

Where exemption from recess or certain activities is needed, a medical certificate is required from your doctor.

Insurance

Parents are reminded that insurance protection to cover costs that may be incurred as a result of accident or injury to a student is the personal responsibility of the home. The school does not provide insurance of this nature.

Lates

Punctuality is recognized as being an important lifelong habit. If students are late, they are to report to the office for a late slip. For students who are chronically late, the classroom teacher will notify parents and they will collaboratively come up with a plan to address the lates.

If this plan is not effective, a meeting with administration, parents, teachers and students will be arranged to discuss possible solutions.

Library Services

The library and all of its resources are for the benefit and the pleasure of all individuals in the school. Students enrolled in the school may borrow books or use reference and periodical material in the library as long as they are considerate of other students' needs. Students may have access to the library at some time in each school day either with a class group scheduled by the teacher, or when given permission. Library users are to sign out all items they borrow, and are responsible for returning them on time and in good condition. Charges apply for lost, damaged and over-due books or materials. Courtesy and consideration of others are a part of good library citizenship. Further detailed information on use of the library will be provided for all students and staff, with a general orientation lesson early in the school year and additional sessions on use of references and computer lab software as needed.

Lockers

All students in grades 4-9 will be assigned lockers. Individual lockers will be issued with the expectation that students are responsible for appropriate care and maintenance. The cost of locker repairs necessitated by a student causing damage will be charged to the student who is assigned to the locker. School locks are available for purchase from the school for \$6.00. Lockers are the property of Elizabeth Finch School and they may be searched at anytime by an administrator or board agent without notice.

Lunch Program

Our school provides a supervised lunch program on a regular or drop-in basis as a service to parents. However, we encourage parents if at all possible to make other arrangements for lunch. Children benefit from a break in school routine.

Lunch program fees cover the costs of the noon hour supervision, additional custodial services, and equipment. For example, all outdoor play equipment used during the noon hour, videos and games for rainy days, soap, paper towels and other supplies are paid for with the fees. Students typically eat in their classrooms.

Students staying for lunch are expected to behave in a respectful, responsible manner. Students who are not cooperative will be asked to eat their lunch with

another class or they may be temporarily or permanently suspended from the lunch program.

Students not in the regular lunch program who stay for lunch to attend a scheduled extra curricular activity will pay the daily fee to attend and be supervised within the lunch program.

Medication Management Plan/Administration of Medication

Edmonton Public Schools' regulation titled *Administration of Medication* requires the following:

- All students requiring medication management for physician-prescribed medications must have a **Student-Focused Medication Management Plan** to ensure that the medication information is complete and accurate. This plan is for students who regularly or infrequently take physician-prescribed medication at school.

- In cases where non-prescribed medications (such as Tylenol) are sent to school, parents must provide the following information to the teacher in writing:
 - date note is written (e.g., November 6, 2011)
 - exact dosage (e.g., 1 regular Tylenol)
 - frequency/time (e.g., twice a day, 9:00 am and 2:00 pm)
 - duration (e.g., twice a day for today & tomorrow – November 6 & 7, 2011)

Medication must accompany the note and must be appropriately labeled in the **original container**.

Nutrition

In the interest of promoting good nutrition and dental care, the consumption of gum, candy, soft drinks, and “junk food” is not encouraged in the school or on the playground. We encourage parents to support our efforts and not include such foods in students' lunches. We wish to help our students make wise choices in their selection of foods. Your assistance in helping your child make healthy food choices and in supporting this focus on nutrition by not sending such foods would be most appreciated.

Each year, we have a number of children with severe allergies that may result in life-threatening conditions. As a result, certain precautions may be taken in the classroom and specific school areas, including the identification of a classroom as “allergy friendly.” Parents and students are expected to adhere to the guidelines laid out in these instances.

A school store is available for both Elementary and Jr. High students.

Notification of Changes of Information

If during the school year, the address, telephone number, etc. of a student changes, please notify the school office as soon as possible. **Emergency contact numbers must be kept up-to-date.**

Out-of-Bounds Areas

Students are not permitted to play in the following areas:

- all parking lots and roadways
- bicycle rack area

Parent/Teacher Conferences

Parents will be kept informed of the academic progress and behaviour of their children through Schoolzone, telephone and through conferences. Parent and teacher conferences may be arranged by the school or by parents, at any time, to discuss student progress or behaviour.

Three comprehensive progress reports are issued during the year (December, March and year-end). Conferences are scheduled for all students after the progress report is issued for Terms One and Two. Conferences strive to develop mutually agreed-upon strategies that can be implemented both at home and at school to encourage improved students success. Information and additional resources will be provided as a support to address the concerns of teachers, students, and parents. In each term you will be asked to participate in student goal setting and progress related to their student goals.

Parking and Student Drop Off

Visitor parking is available along the NE side of the school building. Visitors to the school may also park on 138 Street or 160 Avenue. When dropping off students for school or picking them up at the end of the day, parents are asked to obey the parking and bus zone signs along 160 Avenue. Student safety is enhanced when patience is exercised and proper practices are followed.

Relationship Management Plan

Through respect for ourselves and others, we create a friendly, safe and welcoming school environment. Elizabeth Finch School is committed to ensuring that the working and learning environment fosters positive relationships. We will do this by building, maintaining and restoring relationships.

At Elizabeth Finch School, we know that all of us can learn and be part of the community. If we do harm, we restore it and move on. This is the cornerstone of **Restorative Discipline.**

A. Our Beliefs

Elizabeth Finch School staff believe that all children need clear, consistent expectations and structure in order to develop responsibility for their own behaviour and learning.

- We expect students to behave in an appropriate manner which does not interfere with the rights of others.
- We believe that all students have the right to learn in a safe, positive environment.
- We believe that the above can be accomplished by establishing a strong relationship with the home and providing the child with a warm, caring, safe environment in which to learn.

B. General Expectations for Learning and Behaviour

We believe that students perform better when they know what is expected of them. Our school-wide Relationship Management Plan has been developed by the school staff and is communicated to students by teachers in the classroom. Classroom agreements are developed by classrooms, posted, and are reviewed periodically or when the need arises.

C. General School Expectations for Students

1. Be Punctual

- arrive at school on time
- make class changes quietly and quickly

2. Participate in all class activities to the best of one's abilities

- attend regularly and be on time for classes
- complete individual classroom assignments
- take part in group discussions and projects
- attend field trips

3. Complete assignments

- have all necessary materials on hand
- be organized and ready to begin work
- complete assignments and use class time wisely
- assume responsibility for incomplete or missed work

4. Behave in a respectful and courteous manner

- towards oneself
- towards other children
- towards all adults
- use acceptable language
- respect the rights and property of others

5. Display appropriate self control

- in the classroom
- on the playground
- during school assemblies and other functions
- in common school areas

6. *Follow School Building Regulations*

- use the assigned entrance to enter and exit the building
- remove outdoor footwear and hats upon entering the school
- have one pair of labeled shoes for indoor/gym wear
- dress appropriately for the weather and outdoor recess breaks
- label and keep track of personal items (school supplies, clothing)

D. Restoring Relationships

Our goal is to help students become positive, productive citizens within and outside our school walls. Although staff focus on the positive, there are times when students will make inappropriate choices. When a child does make an inappropriate choice, we will work with them to try to help them learn from the mistake and restore any harm that was caused.

A strong relationship between home and school is essential when dealing with student choices. In order for change to occur, the student needs to know that both the home and school are working together. When an inappropriate choice results in a consequence, it is important that the student understands why the resulting action is being taken and how the student can make the situation “right”.

E. Inappropriate Choices

The goal of dealing with minor forms of inappropriate choices will be dealt with on an individual basis by restoring the relationship that was harmed.

Major forms of inappropriate choices are those in which the school and district has a zero tolerance and will be dealt with severely.

Elizabeth Finch School Staff may:

- problem solve with all parties involved with the goal of restoring the relationship(s).
- remove privileges for short and long term.
- make alternate learning arrangements in and out of school.
- require restitution for property damage to the school or individuals.
- make referrals to other professionals such as: social workers, police officers, the Alberta Attendance Board, child welfare workers, or other agencies.
- suspend a student from class or from attending the school.
- automatically involve the Edmonton City Police for any illegal activities.
- recommend expulsion from the school.

School Patrols

There will be a student-patrolled crossing. We would ask parents to explain to their children the necessity of using the designated crosswalk where the patrols are stationed. Parents should remind their children about safety precautions when crossing busy traffic streets. Please remember that our patrollers do require the cooperation of the parents and children.

School Supply Lists

Please refer to SchoolZone for K-9 Supply Lists.

SchoolZone

SchoolZone is an information system developed by Edmonton Public Schools. This service provides parents and students with:

- online access to daily homework assignments
- attendance records
- news of school and district events
- achievement results
- timetables
- access to selected online educational resources

Student Use of Telephone

Students should be reminded to make arrangements to “stay and play” or “go over to a friend’s house” in advance as the school telephone is not available for this purpose. Student phone calls home regarding these matters are not permitted. We encourage students to be responsible about remembering to bring to school homework, lunches, and field trip forms.

Supervision

We request that students arrive at school so that they will have a minimum amount of waiting time before beginning classes (**supervision does not start until 8:20 a.m.** When the weather is very cold or wet, children may wait on hallway benches until bell time. All students are asked to practise good behaviour when waiting in the entrances. Paid lunchroom aides supervise students while they eat their lunch and when they are on the playground during the lunch hour. The teaching staff provides supervision 15 minutes before school, and during the morning and afternoon recesses. At dismissal time, students are to proceed directly home or to their after-school care.

Vandalism

We request the support of all community residents in reporting any acts of a suspicious nature or vandalism.

If you see someone on the roof of the school, throwing objects at windows or doors, destroying shrubbery or equipment; or committing any other acts of vandalism or of a suspicious nature, please call the Edmonton City Police Dispatcher at 780.423.4567. Give the name Elizabeth Finch School, its location, and a brief description of what is happening. You need not give your name. Edmonton Public Schools officials will prosecute offenders. If further information on the school security program is desired, please call the security supervisor at 780.429.8295.

Our school is protected by an alarm system. However this does not negate reporting vandalism procedures. Vandalism costs taxpayers large sums of money every year.

Visitors/Volunteers

Visitors, whether they are parents, guests, or people on official school business, are welcome in our school. **We ask that all visitors sign in at the office prior to going anywhere else in the school.**