

**Crystal Park School
Student Handbook
2023/2024**



Our Mission

Crystal Park School is an inclusive community that works together to nurture and develop the whole child.



1. We take responsibility for our actions.
2. We take responsibility for our learning.
3. We continually raise the bar for high expectations.
4. We positively contribute to our community.
5. We take care of our environment.
6. We ensure a safe environment.
7. We foster accepting relationships.
8. We foster individuality and diversity.

Attendance

Parents should phone to inform the school when their children will be absent. Absences not reported will be followed up by a phone call home from school staff. To report an absence, parents may call the school at 780-539-0333 and either speak to the receptionist or leave a message.

Student Sign-Out Policy

To track who is in the building and for additional student safety concerns, students **will not be allowed** to sign-out during the school day without verbal consent from a parent. *When picking up your child during the school day, please report to reception to sign them out.*

Before and After School

Students are allowed into the school at 8:15am. If you need to speak to reception before that time, the magic doors at the back of the school open at 8:00.

Supervision is provided until 3:20. Therefore, students are expected to leave the school by **3:20 p.m.** unless under the direct supervision of a staff member for a scheduled activity.

Lunchtime Routines

Students will eat in homerooms unless invited or scheduled to eat in an alternate location such as the courtyard.

Parking and Drop-Off

Students may be dropped off from any of our parking spots or by using the drop-off loop at the front of the school. Please do not use the bus loop at the back of the school for drop-off. There are several parking spots surrounding our school. Please do not park in the drop-off loop at the front of the school or the bus loop at the back of the school. We also encourage following the speed zone limits posted as it is the safest option for our students and staff. The speed limit on the one-way ring road is 15km/h.

Personal Belongings

The school and its insurers take no responsibility for valuables lost, stolen or damaged while on school property. To ensure the safety of personal belongings, students should not share their hall locker or their gym locker combinations with anyone else. Teachers will not accept money or other valuables for safekeeping.

School Fees

Some school classes, programs, teams, and services have fees which have been authorized by the Grande Prairie Public Board of Education and are the same at all schools across the Division.

- Some sports teams, like volleyball, basketball, and curling, have fees.
- Some Jr. High Options have \$20 fees.
- We do not have textbook fees. However, students are responsible for the textbooks they are assigned. ***If a textbook is lost or damaged, parents will be billed for the repair or replacement.***
- There will be a \$9.00 fee charged to replace a lost or willfully damaged lock.

Human-Powered Vehicles

Students can bring their human-powered vehicles (bikes, scooters, skateboards) to school and are required to follow all laws pertaining to their use. The school is not responsible for storing or locking human-powered vehicles. When arriving and departing, students are asked to walk their vehicles until they are safely past pedestrians.

Allergies

Crystal Park is not an allergen-free school. We will work with families and affected students to establish measures to ensure a safe environment for students with allergies, based on individual needs.

Microwaves

Microwaves are provided for use in all classrooms, please speak to your children about safety and cleanliness as a reminder.

Personal Electronic Devices

Students are encouraged not to bring electronic devices with them to school. However, we do recognize the value they can have as an educational tool. *If devices are brought to school, they should remain out of sight unless a teacher requests them specifically for instructional purposes. Electronic devices are not to be used during recess or lunch. Devices used inappropriately during school hours will be confiscated and returned at the end of the school day.*

Telephone Use

A telephone is provided at the reception desk for brief, local student calls. Students wishing to use this phone during the school day must have a staff member's permission. Parents wishing to contact students during the school day are requested to call the school at 780-539-0333.

Teams and Clubs

Teams and clubs will be announced to students by the teachers and administration. Participation will be open to all students, subject to the GPPSD Extra-Curricular Participation Policy, which will be sent home for parents to review when students become involved in a team or club.

Student Progress

There are three formal reporting periods per school year. Parent-teacher interviews will be scheduled after the first and second report cards. Parents are encouraged to contact teachers directly at any time to discuss their child's progress.

School Discipline Policy

Crystal Park School will act in accordance with all GPPSD Policies and the Education Act regarding the responsibilities of students, parents, teachers, and administrators. All Administrative Procedures can be found on the division website. [GPPSD website](#)

Classroom Discipline

Each classroom teacher will outline their expectations regarding student behaviour at the start of the school year. These expectations will be consistent with school-wide expectations and the GPPSD Student Code of Conduct.

Alcohol, Tobacco, and Cannabis

Possession and/or use of alcohol products, cannabis products and paraphernalia, tobacco products, and vapes are not permitted on all GPPSD properties.

Acceptable Technology and Internet Use

All students are expected to follow the network use protocol that is signed upon school registration and updated at scheduled intervals. Technology and internet use will be revoked if a student does not follow the network protocol.

School Dress Code

Different forms of dress are appropriate in different situations. Dress of students at Crystal Park School should contribute to a positive school culture. Clothing worn at Crystal Park must cover private parts and underwear and be school appropriate. *Families, students, and staff* carry the responsibility for adhering to our dress code.

CRYSTAL PARK BELL SCHEDULE 2023-2024



Kindergarten/KinderPAL Bell Schedule		
Period	Start Time	End Time
Kindergarten AM	8:30 am	11:15 am
Kindergarten PM	12:25pm	3:10pm
KinderPAL	11:15 am	3:10 pm

Elementary Grades 1- 6 Bell Schedule		
Period	Start Time	End Time
Doors Open	8:15	-
BLK 1A	8:20 am	8:50 am
BLK 1B	8:50 am	9:20 am
BLK 2A	9:20 am	9:50 am
BLK 2B	9:50 am	10:20 am
BLK 3A	10:20 am	10:50 am
BLK 3B	10:50 am	11:20 am
Recess	11:20 am	11:50 am
Lunch	11:50 am	12:20 pm
BLK 4A	12:20 pm	12:50 pm
BLK 4B	12:50 pm	1:20pm
BLK 5	1:20 pm	1:50 pm
Recess	1:50	2:10
Block 6A	2:10 pm	2:40 pm
Block 6B	2:40 pm	3:10 pm

Junior High Grades 7 – 8 Bell Schedule		
Period	Start Time	End Time
Doors Open	8:15	-
BLK 1	8:20 am	9:20 am
BLK 2	9:20 am	10:20 am
BLK 3	10:20 am	11:20 am
Lunch	11:20 am	11:50 am
Recess	11:50 am	12:20 pm
BLK 4	12:20 pm	1:20 pm
Recess	1:20	1:40 pm
Block 5	1:40 pm	2:10 pm
Block 6	2:10 pm	3:10 pm

