

# Balwin Family Handbook

Welcome to the Balwin Family

2024/2025



#balwinfamily

**Thursday  
EARLY  
DISMISSAL**  
2:25pm

CAPABLE. CONFIDENT. CONNECTED



#BALWINFAMILY



COGITO  
  
*Academic Excellence*



**Vision**  
Enhancing pathways for student success

**Mission**  
Our commitment to high-quality public education serves the community and empowers each student to live a life of dignity, fulfilment, empathy and possibility.

**Values**  
Accountability, collaboration, equity and integrity

**2022–26  
Division Priorities**

- 1 Build on outstanding learning opportunities for all students.
- 2 Advance action towards anti-racism and reconciliation.
- 3 Promote a comprehensive approach to student and staff well-being and mental health.

 EDMONTON PUBLIC SCHOOLS

**2022–26**

# Division Strategic Plan

## Priority 1

**Build on outstanding learning opportunities for all students.**

**Goal 1**

Recognize and support the diverse learning needs of all students.

**Goal 2**

Focus on literacy and numeracy so students demonstrate growth and achieve learning outcomes.

**Goal 3**

Promote competencies to empower students to meet the needs of a changing society, workforce and climate.

## Priority 2

**Advance action towards anti-racism and reconciliation.**

**Goal 1**

Work with students, staff, families and communities to update and advance the Division's Anti-racism and Equity Action Plan each year, so it serves as the catalyst for meaningful, long-term systemic change.

**Goal 2**

Support and enhance the educational experiences and achievements of First Nations, Métis, and Inuit students in relationship with First Nations, Métis, and Inuit families and communities.

## Priority 3

**Promote a comprehensive approach to student and staff well-being and mental health.**

**Goal 1**

Support students and staff in building skills, strategies and relationships that contribute to positive mental health.

**Goal 2**

Support students and staff so they experience a greater sense of belonging and social, emotional and physical well-being.



## Carolyn Mathew, Principal Welcome Message

Welcome to the Balwin Family! At Balwin School, we focus on high quality programming to support the needs of all students, and we are very fortunate to have exceptional staff. We are incredibly excited for this school year.

### Balwin School–You Belong Here!

Balwin School is a family that works, plays and learns together. We are Capable, Confident, and Connected. Balwin has a richly diverse population. This diversity creates vibrancy and is our strength. Our school community continues to ensure all students and staff are seen, valued and understood.

Balwin School aligns with Edmonton Public Schools' Vision, Mission and Values. Our work is driven by the District's Strategic Plan, which includes three priorities and strategic goals.

I look forward to the year ahead and am honoured to be the principal of Balwin School. Please know that I am available to meet and discuss any concerns and questions you have. Together we can create the future we want for our children. I look forward to our partnership to ensure that your child has an enriching and rewarding time at Balwin.

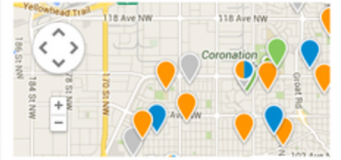
Most importantly, thank you for choosing Balwin for your child. I am also a parent and I know how important it is that your child is safe and cared for while they learn and play. Please reach out to me if you have any questions or concerns at [carolyn.mathew@epsb.ca](mailto:carolyn.mathew@epsb.ca) or at 780-475-3646.

View our website in your  
**preferred  
language**



EPSB.CA ترجمة جوجل مثمنة الآن على

### ابحث عن مدرسة



استخدم أداة البحث عن مدرسة لتحديد موقع المدرسة المخصصة لك، أو البحث حسب الترميز أو اسم المدرسة أو مستوى الصف أو اللغة الرئيسية.

البحث حسب العنوان

Enter your address

يذهب

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## ***Respectful Learning and Working Environments***

Edmonton Public Schools, in cooperation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.



# Balwin School Wide Message

EVERYONE DESERVES RESPECT  
EVERYONE DESERVES TO FEEL WELCOME AND SAFE  
WE TREAT OUR DIFFERENCES WITH RESPECT  
YOU CAN ALWAYS BE KIND  
WE ALL BELONG  
WE SHOULD ALL BE PROUD OF WHO WE ARE



#balwinfamily

- We strive to meet misunderstanding with care and communication.
- We build bridges in both directions.
- We are Capable, Confident and Connected
- We have a collective role in creating expectations.

**Is it safe?**  
**Is it helpful?**  
**Is it welcoming?**

# Bell Schedule Elementary



## BALWIN BELL SCHEDULE 2024-2025

### ELEMENTARY BELL SCHEDULE

Time	Description
8:30	Morning Bell
8:37-9:07	Block 1
9:07-9:37	Block 2
9:37-10:07	Block 3
10:07-10:37	Block 4
10:40-10:55	Recess
11:00-11:30	Block 5
11:32-11:41	Community Announcements
11:41-12:25	Lunch
12:30-1:00	Block 6
1:00-1:30	Period 7
1:30-2:00	Block 8
2:00-2:15	Recess
2:15-2:45	Block 9
2:45-3:15	Block 10
3:15-3:25	Reflections and Intentions
3:25	Dismissal

#### **MON, TUES, WED, FRI:**

**START: 8:30**  
**LUNCH: 11:41-12:25**  
**HOME TIME: 3:25**

#### **EARLY THURSDAY:**

**START: 8:30**  
**LUNCH: 11:41-12:25**  
**HOME TIME: 2:25**



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**Thursday**  
**EARLY**  
**DISMISSAL**  
2:25pm

# Bell Schedule Junior High

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Thursday  
**EARLY  
DISMISSAL**  
2:25pm



## BALWIN BELL SCHEDULE 2024-2025

### JUNIOR HIGH BELL SCHEDULE

Time	Description
8:30	Morning Bell
8:37-9:32	Block 1
9:35-10:30	Block 2
10:30-10:40	Nutrition Break
10:40-11:35	Block 3
11:35-11:40	Community Announcements
11:40-12:19	Lunch
12:17	Warning Bell
12:19-1:14	Block 4
1:17-2:12	Block 5
2:15-3:10	Period 6
3:10-3:21	Block 6 Community
3:21	Dismissal

**MON, TUES, WED, FRI:**

**START: 8:30**

**LUNCH: 11:40-12:19**

**HOME TIME: 3:21**

**EARLY THURSDAY:**

**START: 8:30**

**LUNCH: 11:40-12:19**

**HOME TIME: 2:25**



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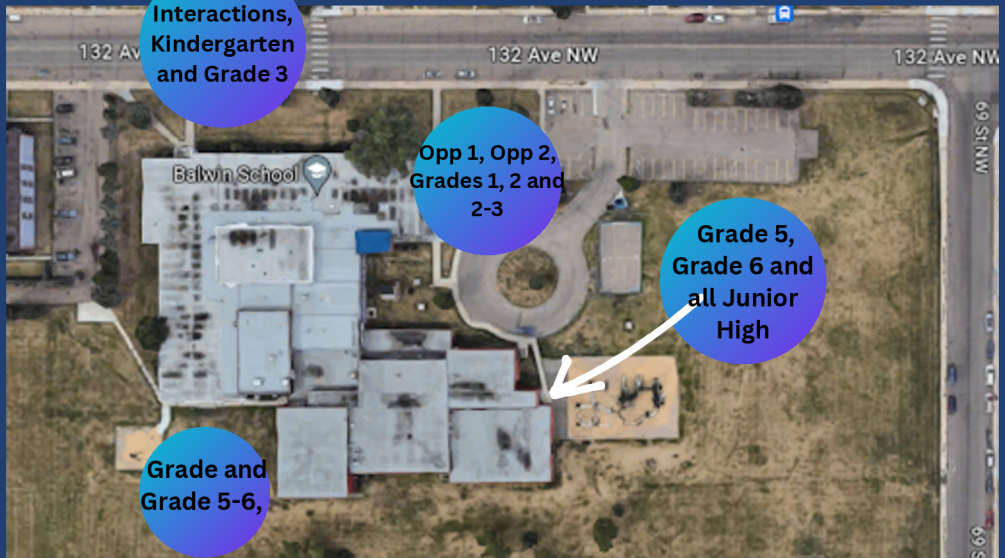
# Traffic and Parking

Where do you drop off your children?  
It can be very busy in the morning! Please be safe when driving and dropping off your children—a few minutes late is better than an accident or injury. Please do not park where there are pylons for buses or for the crosswalk. Please USE THE CROSSWALK if you are parking on the far side of 132 Ave.

The roundabout at the school is closed to all traffic.



# Student Doors

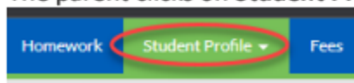


## What happens if my child is late or absent?

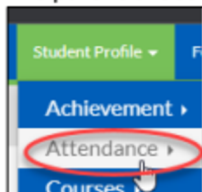
Students need to come in the main doors by the office and make sure they sign in before going to their classes. You can phone the office if your child will be absent or you can report their absence on SchoolZone.

### Steps for a Parent to Report Student Absence in SchoolZone

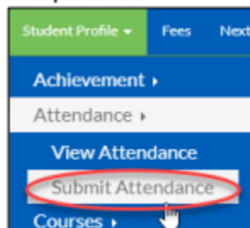
1. The **parent** logs into SchoolZone.
2. The parent clicks on **Student Profile**.



3. The parent chooses **Attendance**.



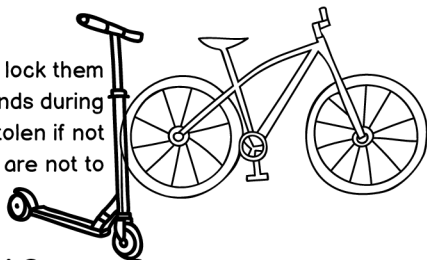
4. The parent chooses **Submit Attendance**.





## Bicycles and other wheeled devices

Students may bring their bicycles to school as long as they lock them up. Students must not ride their bicycles on the school grounds during school hours. The school is not responsible for any items stolen if not locked up. Roller blades, heelys, scooters and skateboards are not to be used on school property during school hours.



### Elementary After School Sports Program

Registration is OPEN for students in Grades 3, 4, and 5 attending participating schools, for the 2024/25 school year

[Balwin \(Register\)](#) (live link on SchoolZone)



### Looking for a Grade 6 Program!?

We are excited to announce that Gr.6 students can join the Jr. Wolves!

Gr. 6 students can join a soccer team, basketball team, ball hockey team, or multiple teams!

The Jr. Wolves program provides grade 6 students the opportunity to train with a committed team and caring coaches in city-wide leagues!

Interested? Visit the Wolves website for more information on how to register to be a Jr. Wolf!

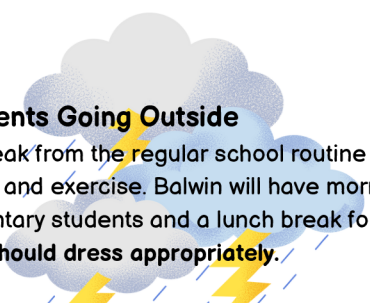


### Weather and Students Going Outside

Recess and fresh air is an important break from the regular school routine and gives students a chance to get fresh air and exercise. Balwin will have morning and afternoon recess breaks for elementary students and a lunch break for all students, **in most weather so students should dress appropriately.**

Students will be provided access to the school building a minimum of 15 minutes prior to the morning instructional periods when there is poor weather. A large green circle will be displayed on entry doors letting students and families know that they will be let into the building early due to the following weather conditions:

- it's raining heavily, lightning, or there are dangerous winds
- temperatures drop to -23 degrees Celsius
- on days when Environment Canada issues an Air Quality Health Index rating that is at 7 or higher



# The Basics

Families, please review all the Apps your child is using on their devices. Talk about their responsibilities, safety and the safety of others.



Personal devices of any kind are not allowed in classrooms during instruction.

Junior High students can access their devices at the morning break time and at lunch.

Elementary students who bring devices to school (we discourage this) are not allowed to use it at all during the day (not at recess and not at lunch).

## Do you know what apps your child is using and why?

The provincial government has said the minimum standards will be in place for the start of the 2024-25 school year to:

- ensure personal mobile devices and social media do not disrupt learning
- reduce distractions and bullying
- maximize learning time
- support student mental health



## Top 10 Secret Messaging Apps That Look Like Games for iPhone



### We Rely on Parents as Partners!

Please keep track of the electronic apps your child is using and why. Have them update you on their passwords and make sure you are able to access their devices. This will help us all support them in the digital choices they make and in social relationships further down the road.

# Basics Continued

- Balwin is a **CLOSED CAMPUS** for lunch. Students are not allowed to leave school property.
- Balwin is a HOODS DOWN school.
- No Food delivery services (Skip the Dishes, Uber Eats, etc.) are allowed at Balwin.



We **DO NOT** have a daily lunch program this year.

We are working on creating a healthy snack program to assist students who forget their lunch or who are not able to bring one. **\*\*\*Please contact Mrs. Mathew if you are having challenges with providing a lunch for your child.**



We **DO** have a morning meal program that runs from 8 a.m. to 8:30 a.m.

## Respectful Clothing

Balwin School expects students and staff to dress in a manner that is consistent with respectful work environments. Students should be dressed comfortably and professionally, and the following guidelines apply:

- No bandanas (headwear of a religious nature may be worn)
- No offensive language, pictures or insinuations on clothing
- No images of weapons, illegal drugs, alcohol, e-cigarettes or inhalants
- No images, language or symbols of gang activity

If a student comes to school inappropriately dressed, they will be lent clothing that meets the dress code or sent home to change once parents or guardians are notified.



## Grade 9 Farewell

Grade 9 students need to have 90% attendance to qualify to attend the Grade 9 Farewell Celebration at the end of the year. This includes both absences and lates. Attendance will be monitored each semester and a list of students who may attend the farewell will be posted at the end of reporting periods two and three. Students can earn their way back onto the farewell celebration list by making and following through on an attendance contract with their homeroom teacher.

### LOCKERS

Teachers will assign lockers for student individual use. Students must use a combination lock. They are responsible for the security and tidiness of their locker. All personal items and books are to be kept in their own locker. Students are not to tamper with locks or lockers and should not give their combination to other students, not even friends. Students should get books and other materials from their locker before morning classes, at lunch and then before afternoon classes. At the school's discretion lockers may be searched.



### Progress Reports

#### Reporting Dates:

November 22, March 7, June 25



#### Division 3 Interim Reports:

October 18, February 7, April 25

# SchoolZone

88 EDMONTON PUBLIC SCHOOLS

## WHAT IS SCHOOLZONE?

SchoolZone is a secure website with information about your child's attendance and progress, school news and events, and yellow bus tracking. Once your child is registered at a Division school, you'll receive a parent username and password.

Sign in to [schoolzone.epsb.ca](https://schoolzone.epsb.ca) or watch the SchoolZone video to learn more.



## INFORMATION AVAILABLE ON SCHOOLZONE

- attendance records
- yellow bus tracking
- homework and links to resources
- school news and events
- access to Google apps
- meetings
- progress reports
- opportunities
- achievement results



All Junior High teachers will post to SchoolZone (and Google Classroom if applicable) their course/class outlines by October 4, 2024.