

Welcome to Windsor Park School!

It is a pleasure to welcome you to a new school year at Windsor Park, a small school that achieves great things! Our school has an established reputation for its talented, committed and skilled staff, a parent community that is supportive and highly involved, and students who work hard to achieve excellent results. Teachers provide challenging and engaging learning opportunities to meet student needs within a safe and caring learning environment that promotes responsibility, well-being and positive relationships.

Windsor Park is well equipped with various technologies. Students and staff have access to a vast digital world and global network where they can access, understand, create and share knowledge and expertise to enhance and support their learning. Through a ubiquitous approach to mobile technologies, teachers are able to find innovative and creative ways to engage students in learning and support the development of competencies necessary for success.

Providing students with the support and opportunities necessary to develop essential leadership skills is an important aspect of their education at Windsor Park School. Through a wide variety of leadership opportunities and our focus on the 7 Habits at all grade levels, students are developing skills in communication, creative problem-solving, responsibility, adaptability, initiative, self-direction and teamwork, just to name a few. It is our goal to promote a culture of student confidence and empowerment to influence their world in positive ways, unleashing their potential in learning and life.

Parents play a vital role in their child's education, whether it is supporting them in learning at home, serving as a volunteer in the school or participating in our monthly School Council and/or Fundraising Society meetings and activities. It is our goal to build a strong partnership between home and school to ensure the success of every child that we serve. We look forward to continued parental involvement in supporting the critical work of teaching and learning at Windsor Park.

We hope that this School Handbook will provide you with essential information about our school. Please read the handbook carefully, share it, discuss it with your child, and keep it available for reference throughout the school year. Have a great year!

Yours in Learning,

Mrs. Patricia Martyn, Principal



School Profile

Windsor Park is a closed boundary school that primarily serves students from the community of Windsor Park. We have approximately one hundred and eighty students from kindergarten to grade six with one class per grade.

Windsor Park offers regular programming. All students from grades four to six receive French as a Second Language. Our kindergarten to grade six students receive Music instruction from a music specialist. We have a very strong focus on academic achievement with an emphasis on the 7 Habits, a synthesis of universal, timeless principles of personal and interpersonal effectiveness. Over the years, we have developed a very strong partnership with the *University of Alberta* and our *University and Community Early Learning Centre* to enhance the learning experiences of our students.

We are very fortunate at Windsor Park to have a dedicated staff and parent community that volunteers their time to lead and support a variety of extracurricular activities for students. Information regarding extracurricular opportunities are sent home throughout the year for students and parents.

Background

Windsor Park Elementary School was opened in 1953 for a reported cost of \$242,684.37 under the leadership of Mr. A.S. Corneliuson, the first principal. Since its opening, a variety of changes have taken place including offering a grade seven program and a program for hard of hearing students, and the adoption of a blue and green tartan for a school uniform. These changes have since moved on.

Since 1978 the University and Community Early Learning Centre has leased space in the school. In 1993, the library and classrooms were renovated and in 1998, a computer lab was added. In 2007, a Naturescape was completed at the front of the school that includes raised planters, a natural interpretive area and an amphitheater. Classrooms were equipped with Smartboards and document cameras to enhance teaching and learning and new flooring was installed in classrooms, the library and office. We also installed wireless access and updated our computer lab. Students were provided access to Chromebooks, iPads, Netbooks and networks.

The school and community league collaborated on a new playground that opened in October of 2011, and the school fields and community park areas were upgraded. In 2016, the staffroom and workroom were completely renovated, the lighting was updated throughout school, the hallway carpet and Imagination Lab flooring was replaced with linoleum, and our library was transformed into a much more dynamic Library Learning Commons. Part of this transformation included the addition of our Broadcasting Studio fondly named WPTV, which allows our student-led broadcasting crew to project our morning announcements to all classroom SMART and Epson Boards. In 2017, we were very excited to receive a much needed new sound system in our gymnasium along with new paint throughout all common areas in the school. All classrooms received new Epson Boards and document cameras, and classroom Chromebooks were updated.

In 2018, we began the process of installing a new MakerSpace to promote a culture of creativity and discovery in learning. During this time, we also began exploring classroom design and transforming our learning spaces into technology-rich, flexible environments that are more responsive, inclusive

and supportive of learning for all students. Many changes have occurred in education since the opening of Windsor Park in 1953 and we take great pride in our ability to continually adapt and respond to those changes to ensure our students receive the excellent education that they deserve.

District Vision and Mission

Our newly established Board of Trustees will publish their vision and mission statements in August of 2018. For more information, please go to epsb.ca

District Priorities

Our newly established Board of Trustees will publish their District Priorities in August of 2018. For more information, please go to epsb.ca

Windsor Park School Philosophy

Our school staff believes in providing an excellent educational program for the students at Windsor Park School. This is accomplished by:

- Challenging students to reach their full potential by providing programming that meets their needs, strengths and abilities
- Recognizing the value and uniqueness of each student
- Expecting students to accept responsibility for their own learning and behavior
- Fostering feelings of individual self-worth and respect for others in a safe, warm and caring environment.



Windsor Park School Values

Accountability | Collaboration | Equity | Integrity

Respectful Learning and Working Environments

Edmonton Public Schools, in co-operation 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 behavior 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 that respects the dignity and value of others.

If you have any questions or concerns regarding your child, please contact your child's teacher directly to gather relevant information and work together at resolving the issue. Thank you in advance for supporting our respectful learning and working environment.

Student, Home and School Partnership Agreement

As partners in education, students, parents and school faculty met in January of 2016 and co-constructed the following *Student, Home and School Partnership Agreement*. This agreement is intended to provide all stakeholders with agreed upon expectations necessary for student success in learning at Windsor Park School.



Students have a responsibility for their own learning and are expected to:

- demonstrate good citizenship through respect for themselves and others, contributing positively to the school community, and promoting an inclusive environment;
- be proactive and make learning a priority when planning their day;
- demonstrate a positive attitude toward learning, challenge themselves and set goals for continued improvement;
- actively participate in all lessons by asking questions, sharing their thoughts and ideas, completing assignments to the best of their ability, and participating in daily home study;
- take risks, and embrace their mistakes, using them as an opportunity to learn;
- attend school regularly and on time.

To support their child's learning, parents and guardians will:

- demonstrate a commitment to the school's mission, vision, values, goals and programming;
- work in close partnership with the school staff and stay informed of the child's progress;
- ensure that the child attends school regularly and on time;
- provide a quiet space and the necessary tools for the child to study at home daily to promote effective study habits;
- promote a healthy lifestyle through nutritious meals and regular exercise;
- stay informed about school events through the school website, SchoolZone, agendas, and Twitter;
- contribute to the school community through volunteerism, attending school events, and participating in the School Council and Fundraising Society when possible.

To help learners succeed, the faculty will:

- provide a welcoming, high-quality learning environment that is suitable to each child's learning needs;
- foster risk taking, value the learning that comes from making mistakes, and celebrate success;
- value and promote positive relationships with students, parents, colleagues and community;
- communicate with parents in a timely manner regarding the curriculum, expectations, the child's progress, and special events;
- engage in on-going professional learning and leadership within a culture of collaboration.



Staff

Administration Team

Mrs. Patricia Martyn, *Principal*
Miss Sophie Chlebek, *Administrative Assistant*

Division One Team

Mrs. Janine Taylor, *Kindergarten*
Mrs. Crystal Wilson, *Grade 1*
Ms. Cynthia Yamach, *Grade 2*
Mrs. Carly Kuzhyl, *Grade 3*
Ms. Elissa Woolnough, *Grade 3*

Division Two Team

Mrs. Gisele Arevalo, *Grade 4*
Mr. Craig Michaud, *Grade 5*
Ms. Stacie Arends, *Grade 6*

Learning Support Team

Ms. Alisa Garcia, *Educational Assistant*
Mrs. Linda Spurr, *Educational Assistant*
Ms. Xiaomei Zheng, *Educational Assistant*
Ms. Alisa Garcia, *Library Technician*
Mrs. Carly Kuzhyl, *Music*

Custodian

Mr. Gil Lacampuenga, *Head Custodian*

2018 - 2019 School Year

September 4, 2018	First Day of School
September 6, 2018	Dinner in the Park and Meet the Teacher Night
September 20, 2018	School Photos
October 8, 2018	Thanksgiving (no teachers or students)
October 19, 2018	Professional Learning Day (no students)
November 7-8, 2018	Goal Setting Conferences and Book Fair
November 12-13, 2018	Non-Instructional Day (no teachers or students)
November 14, 2018	Teachers' Day in Lieu (no teachers or students)
November 26, 2018	Professional Learning Day (no students)
November 30, 2018	Progress Reports Posted to SchoolZone
December 13, 2018	Winter Concert
December 24 to January 6, 2019	Winter Break (no teachers or students)
January 7, 2019	Classes resume
February 1, 2019	Professional Learning Day (no students)
February 18, 2019	Family Day (no teachers or students)
February 28 - March 1, 2019	Teachers' Convention (no students)
March 14, 2019	Celebration of Learning Conference
March 18 - 22, 2019	Arts Blitz
March 22, 2019	Progress Reports Posted to SchoolZone
March 25 - 29, 2019	Spring Recess (no teachers or students)
April 1, 2019	Classes resume
April 19, 2019	Good Friday (no teachers or students)
April 22, 2019	Easter Monday (no teachers or students)
May 20, 2019	Victoria Day (no teachers or students)
May 21, 2019	Day in Lieu (no teachers or students)
June 27, 2019	Progress Reports Posted to SchoolZone
June 27, 2019	Last Day of Classes

Timetable

TIMETABLE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 – 8:50	WARNING BELL & ENTRY				
PERIOD 1 8:50 – 9:25					
PERIOD 2 9:25 – 9:55					
PERIOD 3 9:55 – 10:25					
10:25 – 10:40	RECESS				
PERIOD 4 10:40 – 11:10					
PERIOD 5 11:10 – 11:41					
11:41 – 12:35	LUNCH				
12:35 – 12:40	WARNING BELL & ENTRY				
PERIOD 6 12:40 – 1:12					
PERIOD 7 1:12 – 1:43					
PERIOD 8 1:43 - 2:14					
2:14 - 2:29	RECESS				
PERIOD 9 2:29 – 3:00					
PERIOD 10 3:00 – 3:31					

Attendance, Lates, and Absentee Check

Regular Attendance—It's the Law

Regular attendance is strongly linked to student academic success and a student's sense of belonging at school. The *School Act* reminds parents and students that students are expected to attend school and be punctual every day. Students are only considered to be excused from attending school if they must be away due to:

- sickness or other unavoidable cause
- the day being recognized as a religious holiday by the religious denomination that the child belongs to
- suspension or expulsion
- an exemption from compulsory attendance granted by the Board for a defined period of time

We check for absent children each morning and afternoon to ensure that your child arrives at school safely. **If you know that your child is going to be away, please send a note in advance of appointments or call us by 9:00 a.m. at 780-433-3924.** If you wish to call in an absence prior to 8:00 a.m. or after 4:00 p.m. for the following day, please leave a message on our voicemail system with the following information:

- Your child's full name
- Their teacher's name
- The reason for their absence

Please do not e-mail absences as we check our absences through our voice mail system. If we have not heard from you, we will contact you or your emergency contact to inform you that your child is not at school.

Please do not send a sick child to school. Students coming to school with bad colds are unable to function at their potential, provide a source of infection for other children and will recuperate faster at home. **Normally, children who are too ill to go outside at recess are too ill to be at school.** When notified of a sick child at school, please pick them up in a **timely manner**. Sick children in the office add to the spreading of illness to staff and students and usually they are very uncomfortable and in need of some TLC from a parent or caregiver.

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.

If students are late, they are to report to the office for a late slip and our office staff will update their attendance record. For students who are habitually late, the classroom teacher will notify parents and they will collaboratively come up with a plan to address the situation. If this plan is not effective, a meeting with administration, parents, teachers and students may be arranged to discuss possible solutions. Punctuality is essential for your child's success in learning and in life. Let's work together to ensure your child's success.

If your child needs to be excused from school before regular dismissal time (doctor, dentist appointments, etc.) we ask that you meet your child at the school office to sign them out. Please note, students will not be sent to wait outside for parents. This allows the school to ensure that an appropriate adult has safely picked up and signed out your child.

Absences for Holidays

A great deal of learning occurs in the classroom through the use of guided questions, dialogue, problem solving and so on. We therefore request that parents try to schedule family holidays during 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 ask that you provide notice well in advance to allow teachers an opportunity to share what learning your child will be missing. Please note, teachers are not required to develop handouts or specific lessons for extended holiday time.

Responsible Use of Technology Policy and Student Declaration

At Windsor Park School, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, internet) or their own personal electronic device for school purposes while enrolled at Windsor Park School.

This declaration should be reviewed by both the student and their parent/guardian in order for any student to use any technology or to use their own personal electronic device in school. In this document, "Technology" refers to computer, network, or internet access with any electronic device, including devices owned by the student. As a student at Windsor Park School, having access to technology to support your learning is valuable. Along with this privilege goes responsibility. Some of these responsibilities include:

- Technology access can be revoked at any time at the discretion of the principal.
- Only use technology for educational purposes while in school, unless you have been granted permission by a teacher; and then only use the technology within the parameters or guidelines established by the teacher.
- When connected to the internet, do not reveal personal information such as your age, address or phone number, or those of other students or persons to anyone or any service.
- Take full responsibility for, and respectfully use, the technology available to you at school. For example, this means you will use proper care if transporting, handling or operating any electronic device (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or yourself.
- Understand that the district (EPS District Technology) uses a content filter on its internet access, yet it is *possible* that you may encounter inappropriate material, which includes images or texts that are inappropriate. Immediately close the application that depicts this material, then inform your teacher.
- Personnel from the school and District Technology have access to information about every web page visited and file created on the network and student portal. This information may be monitored and viewed by your teachers or other district personnel if reasonable.
- Information located on the internet may be inaccurate or incomplete. Evaluate the validity of materials accessed, respect copyright and cite resources used when necessary.
- Just as with your actions in everyday life, when you're using technology you need to conduct yourself accordingly and exercise good judgment. Comply with all the policies and rules pertaining to the use of technology which the school has established or may establish in the future.
- Do not download or install any software, music, movies, or files of any nature unless granted

specific permission by the teacher and the copyright holder grants permission.

- Do not share your Student Network Logon password with anyone. All teachers have access to this password if you happen to forget it, so there is no need to write it down. Memorize it.
- Always log out of the computer when finished using it, or when moving out of sight of the computer. Any actions done on a computer when you are logged in are directly traceable to you.
- Do not access or use the account of another student or teacher. If you notice another student or teacher has not logged out of a computer you are using, notify them and log out.
- Do not use a camera (or any device with a camera, e.g. cell phone, Chromebook, laptop, etc.) to take photos during school unless you have permission from both a staff member, and those you're taking photos of. School administration may search any device with a camera if they feel school rules have been violated.
- Do not use the technology in any way that negatively affects any other student or persons.

Bicycles and Personal Property

The bicycle rack area is out-of-bounds except when parking or picking up bicycles or scooters. All bicycles and scooters must be locked and must not be ridden on school property to ensure the safety of others. We cannot assume financial responsibility for damaged or stolen bicycles, but we will make every effort to assist students in recovering their property if the need arises. As per legal requirements, students must wear bicycle safety helmets.

Please note, we ask that students do not bring skateboards or other equipment to school that cannot be locked up outside. We do not have the space to store these items in the school.

Students are discouraged from bringing large sums of money or other valuables such as toys and electronic gaming devices to school. The school will not be responsible for lost, broken or stolen personal items. If an item is valuable, it is safest at home.

Use of Cell Phones on School Property

Students are strongly discouraged from bringing cell phones to school, however, if parents deem it necessary for students to have a cell phone at the school, it must be kept in the student's backpack or desk. Students are not allowed to use cell phones during school hours without the permission of school staff. This includes making phone calls, text messaging, and taking photographs. Failure to meet these expectations will result in consequences as outlined in the district and School Learning and Conduct Policy. The school is not responsible for the security of the cell phone.

Cold and Inclement Weather Policy

Recess for elementary 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 during each recess. When the temperature is -23 Celsius or colder, or if the wind-chill factor creates an equally cold situation, or if there is a storm or extreme wind conditions, regular outside recess will be cancelled and students will remain indoors under their staff supervision. 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

On-going communication between home and school is essential for student success in learning. As a result, we have established multiple means of communication to keep our school community informed of the happenings at Windsor Park School.

All students at Windsor Park have an agenda that is expected to travel between home and school each day.

SchoolZone (<https://schoolzone-content.epsb.ca>) is currently being used to advise parents of school activities and to provide **online access to attendance records, school newsletters, achievement results including progress reports, timetables, course history, overdue library books and access to selected online educational resources, helpful websites and key information for parents.** Students have access to **homework, assignments and class news** from their participating classroom teachers, gathered together in a convenient calendar format. By accessing the site, parents will have timely access to information which will help them to be more actively involved in their children's academic success. Students have access to a valuable organizational tool to help them plan their time. Teachers can easily include classroom handouts and send announcements about classroom happenings. If you are unable to access SchoolZone, please contact our office for assistance.

Social media can also serve as a powerful information tool when used appropriately and ethically. As a result, we have established a **Twitter** account (https://twitter.com/WPSchool_EPSB) that can be accessed on our school website at *windsorpark.epsb.ca*. We encourage you to follow us for regular updates and photos on the happenings at Windsor Park School.

Finally, you can contact the school at any time through email or phone. We encourage parents to stay in contact with their child's teacher to keep informed of their child's progress and to provide information that may be helpful in planning for programming for success.



Curriculum Support for Parents

Parents play a vital role in the education of our students. In order to help parents reinforce learning at home, Alberta Education has published My Child's Learning. Visit [Learn Alberta](http://www.learnalberta.ca/content/mychildslearning/) (<http://www.learnalberta.ca/content/mychildslearning/>) 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 may also find it helpful to log onto [LearnAlberta.ca](http://www.learnalberta.ca) to find other curricular support materials. [LearnAlberta.ca](http://www.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](http://www.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.

Assemblies

Assemblies are held on a regular basis to demonstrate student learning, recognize positive contributions to the school, showcase student leadership, and build school spirit. Assemblies are typically held at 9:00 a.m. once per month. The assembly schedule will be provided well in advance in monthly classroom newsletters and/or on SchoolZone.

Dress Code

At Edmonton Public Schools, students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment.

Emergency Plans

Sometimes emergencies happen at school. Most do not last long, but when there is a major incident—like a fire or evacuation—you need to know. Parents have told us they want emergency information quickly and directly, and to be alerted by both voice and text messages.

In February 2018, Edmonton Public Schools launched a new system called **SchoolMessenger**. If there is a major emergency at school, **SchoolMessenger** will contact all the phone numbers on your family's file, in case one of your numbers is unavailable. The system is already set up for voice messages, but we need your permission to contact you by text. For more information, go to [EPSB.ca](https://www.edmonton.ca/epsb) » [Schools](#) » [Going to School](#) » [Health, Safety and Weather](#) » Emergency Message System. **It is very important that all parents keep this information up-to-date by reporting any changes to our office immediately.**

If an emergency occurs and students are required to evacuate, they will be relocated to St. George's Anglican Church. Parents will be notified to come and pick their children up through **SchoolMessenger**. Should an emergency occur out of school hours, an announcement will be made through **SchoolMessenger**.

To help students learn how to act quickly and safely in case of emergency, evacuation, tornado and lockdown drills will be held regularly through the year. Teachers will help students to learn the procedures at the beginning of the year, prior to our first official drills. Instructions are posted in each room regarding exits to be used.

Entrances

Students will be instructed on the first day of school as to their designated entrances for arrival at school. All students will be asked to use the entrances at the rear of the school in their respective wings. Students arriving after 8:50 a.m. will be expected to use the front entrance to report to the office for attendance and a late slip. For the safety of our staff and students, all exterior doors are locked.

We recognize that parents of our younger students, especially children in Kindergarten and Grade One, want to assist their child in getting ready for class. However, it is important for the students to gain independence in walking to their classroom appropriately. **Once your child understands his/her classroom routines, we ask that you say good-bye at their assigned entrance.** Extra time is provided for students to get settled and they will be assisted if necessary. If you feel your child requires your support throughout the year for specific reasons, please discuss this in advance with the classroom teacher.

Finally, please pick your child up at their assigned entrance at the back of the school on time. **We ask that you do not come through the front doors because it causes significant congestion with the phone lines first thing in the morning, at lunch and at the end of the day, which tends to be a busy time for incoming calls.**

Field Trips

Our classes may participate in 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 particulars pertaining to the specific field trip (cost, method of transportation, itinerary, supervision etc.). Students not taking part in a field trip for reasons other than illness are expected to come to school. The teacher will provide alternate programming and make arrangements for supervision with another teacher. **Please note, students must return a parent signed permission form in order to participate in each field trip.**

Students on a field trip must return to school for dismissal by the teacher. On field trips, we recommend that students do not carry money with them. **Insurance coverage for the student on field trips is a parental responsibility.** Please note that a number of our field trips are to the University of Alberta facilities. These trips are not cancelled because of inclement weather. Students are expected to dress appropriately for the day and they are always accompanied by adults.

Footwear

Boot racks are located at the back entrances of the school for students. Outdoor footwear must be left on these racks. 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 first initial and last 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 by removing their shoes at the door and placing them on the mats provided. Shoes with wheels in the sole are not permitted in the school.

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 lost items such as glasses, rings, watches, keys, etc., may be checked for in the school office. Found articles of clothing and footwear are placed in the *Lost and Found* box located in the Division 2 boot room. The contents of this box is put on display periodically so parents and students can more easily look for lost items. Unclaimed items will be 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.

For injuries or accidents, 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 each student's current Alberta Health Care number on file.



Library Learning Commons Services

The Library Learning Commons and all of its resources are for the benefit and 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. Library users are to sign out all items they borrow, and are responsible for returning them on time and in good condition. Charges are made for lost, damaged and over-due books or materials. Detailed procedures for use of the library will be shared with all students and staff early in the school year.

Lunch Program

Grades 1 – 6

Our school provides a supervised lunch program on a regular or drop-in basis as a service to parents of students in grades 1 -6. However, we encourage parents if at all possible, to make other arrangements for lunch. Children benefit from a break in school routine.

A Lunch Program Registration Form will be sent home for parents to complete in the first week of school. Lunch program fees collected cover the cost of the noon hour supervision.

If your child is registered for the Lunch Program, please ensure that they bring a healthy lunch with all necessary utensils to school each day. Students are expected to take home **all garbage** including such things as orange peels, plastic wrap and juice containers. **Parents should ensure that their child has a sealable plastic bag or appropriate container so that other belongings are not ruined.** Help us Reduce, Recycle, Reuse with **"Garbageless Lunch"**.

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

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. **Please note, if your child goes home for lunch and is not registered for the lunch program they should not return to school until lunch concludes at 12:35 p.m.**

Medication Management Plan/Administration of Medication

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

- All students who require 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. If a student requires this type of medication to be administered at school, please contact the office so that the appropriate paperwork can be completed.

Medication must accompany the appropriate paperwork 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 other 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 some 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. **Please refrain from sending any food items containing peanuts or peanut butter to school as we do have some students with severe allergies to these products.**

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 and provide proof of your changed address. **Emergency contact numbers must be kept up-to-date.**

Out-of-Bounds Areas

During school hours students are not permitted to play in the following areas:

- front area of the school
- all parking lots and roadways
- the bicycle rack area
- any areas beyond the fence.

All students must remain on school grounds for the entire school day unless they have permission from their parents to go home for lunch.

Parent-Student-Teacher Conferences

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

For more information, please access our *Guide to Student Assessment, Achievement and Growth* on our website at windsorpark.epsb.ca.

Parking and Student Drop Off

The safety of students is our priority and we are requesting your cooperation in keeping the driveway and tarmac area safe. **Students must not walk through the staff parking area or on the driveway. There is a sidewalk adjacent to the school for pedestrians. Parents must not use the driveway to drop off and pick up children.** Children can be dropped off in front of the school and then walk around to the back using the sidewalk beside the school. Children can also be dropped off on 119th street and then walk directly onto the playground. Parking passes for stays of longer than 30 minutes on 118th and 119th street in the Loading Zones may be obtained in the office. Please note that there is a “No U-Turn” sign at the intersection of 118th Street and 89th Avenue.

Finally, we ask that you respect the *Do Not Enter* sign at the entrance of our staff parking lot. Parking spots are paid for by each individual staff member on an annual basis and need to be available to them. To ensure the safety of students and staff, it is essential that public traffic does not enter this area. Thank you in advance for your cooperation.

Student Learning and Conduct

Student Behaviour Expectations

To ensure that Windsor Park School is a positive learning environment for everyone, all students are expected to comply with expectations set by our school District, as well as school rules which are in place for the benefit of all members of our school community.

Through Board Policy HG.BP—Student Behaviour and Conduct, the Board expects that students behave in accordance with Section 12 of the *School Act*. Section 12 states that students will conduct themselves so as to reasonably comply with the following Code of Conduct:

- be diligent in pursuing the student’s studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the Board to provide education programs and other services;
- comply with rules of the school;
- account to the student’s teachers for the student’s conduct;
- respect the rights of others;
- ensure the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means; and
- positively contribute to the student’s school and community.

Furthermore, students are expected to:

- resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice;
- use school and personal technology appropriately and ethically; and

- ensure that they conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating and plagiarizing.

Unacceptable Behaviour

Any behaviour which disrupts the educational atmosphere of the school or which interferes with the rights of others to learn, to be respected or to feel safe is unacceptable. Edmonton Public Schools' policy on student behaviour and conduct outlines the following:

Students are accountable for their behaviour whether or not it occurs on school property or within the school day. When behaviour that occurs off school property, or outside of regular school hours, threatens the safety or well-being of individuals within the school community or disrupts the learning environment, school administrators may apply consequences for the behaviour. Examples of unacceptable behaviour include, but are not limited to:

1. behaviours that interfere with the learning of others and/or the school environment
2. behaviours that create unsafe conditions
3. acts of bullying, harassment, threats, or intimidations whether it be in person, indirectly, or by electronic means
4. physical violence
5. retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern
6. possession, use or distribution of substances restricted by federal, provincial, municipal, District or school authorities
7. any illegal activity such as:
 - a. possession, use or distribution of illegal substances
 - b. possession of a weapon or use of a weapon (or replica) to threaten, intimidate or harm others
 - c. possession, use, display, or distribution of offensive messages, videos or images
 - d. theft or possession of stolen property
8. any breach of rules and expectations established by District administrative regulations or a school-based code of conduct
9. failure to comply with Section 12 of the *School Act*.

School Responses to Unacceptable Behaviour

At Windsor Park School, we are committed to ensuring that all members of our school contribute to a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging. If students fail to meet classroom, school or District expectations, a range of responses or consequences may be put in place to address unacceptable behaviour. Edmonton Public Schools' policy outlines the following:

Unacceptable behaviour may be grounds for disciplinary action which provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development.

The specific circumstances of the situation and of the student will be taken into account when determining appropriate responses to unacceptable behaviour.

When a student engages in unacceptable behaviour, consequences may include, but are not limited to:

- temporary assignment of a student to an alternate supervised area within the school
- temporary assignment of a student to an alternate learning location
- short term removal of privileges
- interventions such as positive behaviour supports, contracts, counselling, restorative practices
- replacement or reimbursement for loss of or damage to property
- in-school or out-of-school suspension
- referral to Attendance Board
- recommendation for expulsion

Students are expected to cooperate with investigations by school administration. When contemplating and conducting a reasonable search of student property (including electronic devices), school administration must balance a student's reduced expectation of privacy in relation to school matters, with the need to provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging for students and staff.

For the complete guide on ***Student Rights and Responsibilities 2018-2019***, please go to our website or SchoolZone.

Supervision

We ask that students do not arrive to school until after 8:30 a.m. when supervision begins. When the weather is very cold (-23 or colder) or wet, children may proceed to the boot rooms. Paid lunchroom aides supervise students while they eat their lunch and when they are on the playground during the lunch hour. Our staff provides supervision 15 minutes before and after school, and during the morning and afternoon recesses. **At 3:31 p.m., all students are expected to proceed directly home or to after-school care.** Students who remain on the playground must be **directly** accompanied by a parent. Students who are not accompanied by a parent, but have permission to play on school grounds after hours, must go home first and are welcome to return after 3:50 p.m. when supervision has concluded. Student safety is our priority and these important protocols help us to ensure that all students are accounted for at the end of each day. Thank you in advance for your cooperation.

For the safety of our students, parents or members of our community who are on the school playground during recess breaks may be questioned by our supervisors to seek clarification for their presence. Parents who are picking their child up during recess breaks are required to first sign them out at the office. They will receive a pass to present to the supervisor outside indicating that their child has been signed out at the office.

Birthdays

Birthdays are special occasions for everyone, especially children. Each student receives recognition on his or her birthday, with an announcement made on WPTV and a "birthday pencil" provided by the principal. Students whose birthdays occur during weekends and holidays receive their recognition as close as possible to their birthday. Students may choose to bring a small, healthy, edible treat to share with their classmates on their birthday, **individual items please, no large cakes please as they are difficult and messy to distribute.** July and August birthday pencils will be given out in June.

Birthday invitations are not to be distributed at school. We do not want any child to feel excluded if they are not invited. Thank you in advance for your cooperation.

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 Windsor Park School at 8720-118 Street, and a brief description of what happened. 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. Thank you in advance for your support.

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 and receive a visitor pass prior to going anywhere else in the school. Please remember, there is no parking in our staff parking lot, and passes for stays of over 30 minutes can be obtained in our office for the loading zones.**

ETS Bus Passes

ETS Bus passes are available at the school office for the cost of **\$55** per student per month. Cheques should be made payable to **Windsor Park School** or, if you bring cash, **please have the exact amount as the office does not keep cash on hand.**

School Council and Fundraising Society

School Council is a collective association of parents, teachers, the principal and a community representative whose purpose is to advise the principal and the school board respecting matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning in a variety of ways.

All parents are welcome at monthly school council meetings and are strongly encouraged to attend. Meeting dates are determined by the incoming council executive. Meeting dates, agendas and newsletters are posted on the school council bulletin board near the office and on SchoolZone.

Child Care Programs

University and Community early Learning Centre

Director: Louise Booker (780-433-0070)

This non-profit day care is housed in Windsor Park School. Full time, part-time and drop-in care is provided for children aged 2.5 years (must be toilet trained) to 6 years. Open 7:30 a.m. to 5:30 p.m.

Windsor Park Afterschool Care Program

Director: Carla Stewart (780-439-1456)

An after-school program is offered in the morning and from 3:30 p.m. to 5:30 p.m. in St. George's Church, 11733 – 87 Avenue. This program is run by a society comprised of participating parents.