

# Windsor Park SCHOOL



## 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 condensed version of our School Handbook provides you with essential information about our school. For the complete version, please go to our website at [windsorpark.epsb.ca](http://windsorpark.epsb.ca). Please read the handbook carefully, share it and 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 five 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 is 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 amphitheatre. Classrooms have been equipped with Smartboards and document cameras to enhance teaching and learning and new flooring was installed in classrooms, the library and office. We have also put in wireless access and updated our computer lab. Students are provided with access to Chromebooks, iPads, Netbooks and networks. Staff and students are able to do their work in the digital community. Also, the school and community league collaborated on a new playground which opened in October, 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 art room flooring was replaced with linoleum, and our library was transformed into a much more dynamic Library Learning Commons.

## District Vision and Mission

### District Mission

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

### District Vision

Transforming the learners of today into the leaders of tomorrow



## District Priorities

### ***Our District's Priorities (2014-2018)***

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

## 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 which 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*  
Ms. Diane Alton, *Administrative Assistant*

#### Division One Team

Mrs. Sarah Renner, *Kindergarten*  
Mrs. Linda Toal, *Kindergarten*

Mrs. Crystal Wilson, *Grade 1*  
Mrs. Linda Toal, *Grade 1*

#### Division Two Team

Mrs. Andrea Gleddie, *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*  
Miss Xiaomei Zheng, *Educational Assistant*

Ms. Cynthia Yamach, *Grade 2*

Mr. Andrew Hill, *Grade 3*

Mrs. Rosaleen Kulba, *Grade 3*

Mrs. Rosaleen Kulba, *Teacher Librarian*

Ms. Alisa Garcia, *Library Technician*

Mrs. Rosaleen Kulba, *Music*

**Custodian**

Mr. Gil Lacampuela, *Head Custodian*

**Important Dates**

September 1, 2016	First Day of School
September 5, 2016	Labour Day (no students)
October 10, 2016	Thanksgiving (no teachers or students)
October 21, 2016	Professional Learning Day (no students)
November 2-3, 2016	Goal Setting Conferences/Book Fair
November 10, 2016	Teachers' Day in Lieu (no teachers or students)
November 11, 2016	Remembrance Day (no teachers or students)
November 14-15, 2016	Non-Instructional Day (no teachers or students)
December 2, 2016	Progress Reports Posted to SchoolZone
December 24 to January 8, 2017	Winter Break (no teachers or students)
January 9, 2017	Classes resume
February 6, 2017	Professional Learning Day (no students)
February 20, 2017	Family Day (no teachers or students)
March 2-3, 2017	Teachers' Convention (no students)
March 17, 2017	Professional Learning Day (no students)
March 23, 2017	Celebration of Learning Conference
March 24, 2017	Progress Reports Posted to SchoolZone
March 25 to April 2, 2017	Spring Recess (no teachers or students)
April 3, 2017	Classes resume
April 14, 2017	Good Friday (no teachers or students)
April 17, 2017	Easter Monday (no teachers or students)
April 28, 2017	Professional Learning Day (no students)

May 22, 2017

Victoria Day (no teachers or students)

May 23-24, 2017

Day in Lieu/Non-Instructional (no teachers or students)

June 29, 2017

Report Cards Posted to SchoolZone

June 29, 2017

Last Day of Classes

**Timetable**

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



### Attendance, Lates, and Absentee Check

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. Please call 780-433-3924 and leave a message if your child will be away. Please leave:

- 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.**

The *School Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if the reason is sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstance. **Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission given to a student to stay away from school are not considered to be excused absences.** If a student is chronically absent from school for "unexcused" reasons, the school may be required to refer the student to the Attendance Board.

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 a student must leave school early for a medical appointment or other reason, they are required to sign out at the office with a parent/guardian.



### 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.

### Acceptable 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 obtain information and to collaborate with others across the school, the district, and the world in purposeful educational activities.

The use of twenty-first century technologies at Windsor Park School not only supports curricular outcomes, but provides students with immediate connections to learning opportunities that would never before have been possible. As students increasingly integrate networked interactions into their learning processes, they hone new digital competencies, such as the ability to adapt appropriately, quickly, and articulately to a variety of networked collaborative environments.

We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology (software, hardware, Internet) or their own personal electronic devices, (such as a laptop computer, netbook, phone, iPod Touch, PDA, Nintendo DSi, etc.).

The following three-part declaration outlines these standards of acceptable use.

Students will be given their usernames and passwords by their classroom teachers. By entering his/her username and password, and accessing Windsor Park and/or Edmonton Public Schools' networks, websites and systems they agree to accept and follow the Understandings and Expectations listed below.

#### Section A: Understandings and Expectations Regarding the Use of Technology in General

##### 1. General Use of Technology, Equipment, and Accounts

a) The student [hereafter, "I"] understands that



- having access to technology in school is a privilege, which enables all Windsor Park students to engage in a range of educational interactions that expand and enrich those that occur in a traditional classroom.
- this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology, which are listed in this document.
- this agreement is a school-wide agreement between the student and parent/guardian and the school.
- when a teacher has particular classroom policy regarding the use of technology in that class, that class policy, together with this agreement, will apply when the student is in that class.
- I will **always only** use technology for educational purposes while in class, unless I have been granted permission by a teacher, and then I will only use the technology within the parameters established by the teacher.

b) I will **never** share my *Student Network Login password* with anyone, or distribute it accidentally by writing it down.

- All teachers have access to student passwords through their secure Student Information System, so if a password is forgotten, it can be retrieved from a teacher. Do not write your password down. Memorize it.
- Sharing login information jeopardizes the security of students' schoolwork, and exposes students to potential cyber abuse. It is critical that students maintain the confidentiality of their login information.
- Parents have the right to their child's passwords, and are encouraged to review their child's online activities.

c) I will respectfully use the technology available to me at school, understanding that I am responsible for a computer while I am logged in to it. I will always log out of the computer when finished using it, or when moving out of sight of it, as I understand that ANY actions done on a computer when I am logged in are directly traceable to me, and I here assume responsibility for those actions.

d) I will **not**

- connect to outside networks on school or other equipment, such as student-owned personal devices, while I am on Windsor Park School premises.
- compromise the network's efficiency of operation in any way. Any network security or other breaches are considered of serious enough nature to be handled as criminal offenses.
- access or use the account of another student or teacher. If I notice another student or teacher has not logged out of a computer I am using, I will notify them (if possible) and log out.
- create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images.
- post or distribute any anonymous messaging by any means (web, messaging software, cell phones, etc.).
- use the technology in any way that negatively affects any other student or persons. I understand that cyber bullying is a form of bullying, and the consequences of cyberbullying include all of the consequences of bullying. In addition, if I am linked to any act of cyber bullying, my account will be revoked, which will prevent me from participating in continuing online classroom practices.

- wilfully damage equipment.

## 2. Privacy:

I understand that personnel from the school and District Technology have access to information about every web page I visit, and every file I create on school computers, saved on district and district-sanctioned servers, and that the monitoring of such information does limit privacy, as it pertains to the use of the technology that is assigned to me and the information that is stored on school-provided file storage spaces.

## 3. Promoting and Sustaining an Ethical and Responsible Online Culture

- a) I understand that my actions using the computer and accessing the Internet both at school and at home reflect on me, my class and the school. I will conduct myself accordingly and exercise good judgment. I will also comply with all the policies and rules pertaining to the use of technology, which the school has established and may establish in the future.
- b) When connected to the Internet, I will **only** engage in activities that model the values of an ethical and responsible online culture, and do my best to sustain this ethical and responsible online culture with my peers, by keeping interactions on topic, respectful, and constructive.
- c) I know that information located on the Internet may be inaccurate or incomplete. When accessing resources, I will try to evaluate the validity of these materials.
- d) I will respect copyright and will cite resources I use when necessary, understanding that my peers will likewise respect my postings, and cite them when used. I will not plagiarize Internet, or other, resources.
- e) I will **not** download any executable files (.exe) onto school-owned devices.
- f) I will **not** download or install any software, music, movies while on a Windsor Park School-owned computer unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.
- g) When connected to the Internet, I will **never** reveal personal information such as my age, address or phone number, or those of other students or persons.

### **Important – Re: bullying, cyberbullying:**

I understand that any interactions or activities that negatively impact the safety or security of other people *in any way*, whether those interactions occur face to face or electronically (online, via cellphone, via messaging, etc), will NOT be tolerated at Windsor Park School. This remains in effect whether such activities occur on or off school premises.

## 4. Internet - Inappropriate Content

- a) I understand that
  - the district (EPSB District Technology) uses a content filter on its Internet access, yet I know it is *possible* that I may encounter inappropriate material. In the unlikely event of this happening, I will immediately close the window on the screen that depicts this material and inform my teacher.
  - I will not make effort to access sites that are blocked at Windsor Park School.
  - I will not participate in online games, social networking, or other non-educational activities during school hours at Windsor Park School.

- Posting of material online during class time may only occur when for specific educational purposes, within the context outlined in class by the teacher.
- I will not view or post any content that is not appropriate or relevant to my educational studies.

### **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.

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

**SchoolZone** 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 and 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 that can be accessed on our school website at [windsorpark.epsb.ca](http://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 <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://LearnAlberta.ca) to find other curricular support materials. [LearnAlberta.ca](http://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://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

Students are expected to wear clothing that is respectful and appropriate for school. If dressed inappropriately, students will be asked to change. We ask that students refrain from wearing headwear, except of religious significance, in the school.

### Early Departure of Students

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. 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 a child.

### Emergency Plans

Edmonton Public Schools requires each school to develop emergency preparedness plans. If an emergency occurs during school hours 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 by a phone fan-out system. Should an emergency occur out of school hours, an announcement will be made via radio and television news.

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. **We ask that you do not come through the front doors because it causes significant congestion with the phone lines 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. It is important that the permission form be returned to school by the deadline. Students who do not return this form in advance of a field trip will remain at the school.**

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 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 by removing their shoes at the door and placing them on the racks 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* boxes located in the boot rooms. The contents of these boxes are 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.

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.

### 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. **Emergency contact numbers must be kept up-to-date.**

### Out-of-Bounds Areas

Student safety is always our priority. 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](http://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 119<sup>th</sup> street and then walk directly onto the playground. Parking passes for stays of longer than 30 minutes on 118<sup>th</sup> and 119<sup>th</sup> 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 118<sup>th</sup> Street and 89<sup>th</sup> 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

Through respect for ourselves and others, we are committed to creating a friendly, safe and welcoming school environment that fosters positive relationships within our working and learning environment.

At Windsor Park School, we believe that it is important that we all become a part of a healthy and supportive community. If a school community member causes harm to another, they must learn to take responsibility for their actions and strive to resolve the issue. This enables everyone to learn from mistakes and move forward in a positive manner.



## **A. Our Beliefs**

We believe that all children have the **right** to a supportive and productive learning environment, and a **responsibility** to conduct themselves in a manner that contributes that supportive and productive learning environment.

- We expect students to be learners and behave in a respectful manner.
- We believe that the above can be accomplished through a strong partnership between home and school, and working together to set students up for success in learning and in life.

## **B. General Expectations for Learning and Behaviour**

We believe that students perform better when they know what is expected of them. Our school-wide *Student Learning and Conduct Policy* has been developed by the school staff and is communicated to students in classrooms. Classroom Codes of Cooperation are developed by students and teachers in each class, posted, and are reviewed periodically or when the need arises.

## **C. General School Expectations for Students**

### *1. Be Punctual*

- arrive at school on time

### *2. Actively participate in all learning activities and always give it your best*

- engage in learning through active participation, dialogue and questions
- always give it your best
- actively participate 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*

- respect yourself and your property
- respect others and their property
- be positive and supportive

### *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 your personal items (school supplies, clothing, etc.)

- throw your garbage in the trash can
- be respectful of the school and its equipment

#### **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 student does make an inappropriate choice, we will work with them to try to help them learn from the mistake and resolve the issue.

A strong relationship between home and school is essential when dealing with student choices. In order for change to occur, students need to know that both 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 they 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.

Windsor Park School staff may:

- problem solve with all parties involved with the goal of repairing the harm and restoring the relationship(s).
- remove privileges for short and long term.
- make alternate learning arrangements for the student(s) involved for a period of time.
- invite students and families to engage in a “Community Conference” to come to an agreement as to how to solve the problem and repair the harm.
- require restitution for property damage to the school or individuals.
- suspend a student from class or from attending the school.

At any point in the process school administrators may choose to apply any step to fit an offense which can include any of the above consequences. Out of School suspensions will be used for serious offenses.

When it is necessary to resort to a suspension, parent support to make this loss of school time meaningful is essential to the process. Completion of missed work is the student’s responsibility. For more information, please refer to our Student Behaviour and Conduct Policy supported by the Edmonton Public School Board Policies and Regulations at [epsb.ca](http://epsb.ca).

#### **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 dismissal time, students are to proceed directly home or to their after-school care.

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 over the intercom 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.**

### Bus Passes

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.**

### Windsor Park 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 encouraged to attend our monthly School Council and Fundraising Society meetings. Meeting dates are determined by the incoming council executive. Meeting dates, agendas and newsletters are posted on the School Council bulletin board in the main hallway 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: Ava Lincoln (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 is run by a society comprised of participating parents.