



**WINDSOR  
PARK**  
SCHOOL

# **School Handbook**

## **2023-2024**



# Table of contents

<b>Table of contents</b>	<b>2</b>
<b>Welcome to Windsor Park School!</b>	<b>4</b>
<b>School Profile</b>	<b>5</b>
<b>History of Windsor Park</b>	<b>5</b>
<b>District Mission, Vision and Priorities</b>	<b>6</b>
<b>Respectful Learning and Working Environments</b>	<b>6</b>
<b>Student, Home and School Partnership Agreement</b>	<b>7</b>
<b>Staff</b>	<b>8</b>
<b>Important Dates</b>	<b>8</b>
<b>Timetable</b>	<b>9</b>
<b>Parking and Student Drop Off/Pick Up</b>	<b>10</b>
<b>Supervision</b>	<b>10</b>
<b>Entrances</b>	<b>11</b>
<b>Lunch Program</b>	<b>11</b>
<b>Nutrition</b>	<b>12</b>
<b>Out of Bounds Areas</b>	<b>12</b>
<b>Attendance, Lates, and Absentee Check</b>	<b>13</b>
<b>Illness or Injury</b>	<b>14</b>
<b>Absences for Holidays</b>	<b>14</b>
<b>Medication Management Plan/Administration of Medication</b>	<b>14</b>
<b>Notification of Changes of Information</b>	<b>15</b>
<b>Cold and Inclement Weather Policy</b>	<b>15</b>
<b>Emergency Plans</b>	<b>15</b>
<b>Curriculum Support for Parents</b>	<b>16</b>
<b>Parent-Student-Teacher Conferences</b>	<b>16</b>
<b>Student Learning and Conduct</b>	<b>16</b>
<b>Responsible Use of Technology Agreement</b>	<b>16</b>
<b>Field Trips</b>	<b>18</b>
<b>Assemblies</b>	<b>18</b>
<b>Communication</b>	<b>18</b>

<b>Bicycles and Personal Property</b>	<b>19</b>
<b>Use of Cell Phones on School Property</b>	<b>19</b>
<b>Footwear</b>	<b>19</b>
<b>Dress Code</b>	<b>19</b>
<b>Identification of Personal Property</b>	<b>20</b>
<b>Library Learning Commons Services</b>	<b>20</b>
<b>Birthdays</b>	<b>20</b>
<b>Visitors/Volunteers</b>	<b>21</b>
<b>School Council and Fundraising Society</b>	<b>21</b>

## 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 and discuss it with your child, and keep it available for reference throughout the school 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 is sent home throughout the year for students and parents.

## History of Windsor Park

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 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 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 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 2022 - 2026

### **Vision**

Enhancing pathways for student success

### **Mission**

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

## District Priorities 2022 - 2026

### **Priority 1**

Build on outstanding learning opportunities for all students.

### **Priority 2**

Advance action towards anti-racism and reconciliation.

### **Priority 3**

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

## District Values

Accountability | Collaboration | Equity | Integrity

## Respectful Learning and Working Environments

Edmonton Public Schools is committed to promoting and providing respectful learning and working environments for all members of our school community. Behaviour that constitutes discrimination, harassment or bullying will not be tolerated. We are committed to maintaining an environment that is safe, respectful, ethical and free from abusive behaviour, harassment and violence in any form. 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 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 continuous 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. Leanne Pirnak, *Administrative Assistant*

### Division One Team

Mrs. Maya Halloran, *Kindergarten*  
 Mrs. Crystal Wilson, *Grade 1*  
 Ms. Cynthia Yamach, *Grade 2*  
 Mrs. Toal, *Grade 3*

### Custodian

Mr. Gil Lacampuenga, *Head Custodian*

### Division Two Team

Ms. Ali Stewart, *Grade 4*  
 Mrs. Kelley Jespersen, *Grade 5*  
 Ms. Stacie Arends, *Grade 6*

### Learning Support Team

Ms. Alisa Garcia, *Educational Assistant*  
 Ms. Krista Crawley, *Educational Assistant*  
 Ms. Xiaomei Zheng, *Educational Assistant*  
 Ms. Alisa Garcia, *Library Technician*  
 Heida Arnason, *Music & Intervention*

## Important Dates

September 4	Labour Day (no school)
September 5	First Day of School
September 7	Meet the Teacher
September 21	School Photos
September 30	National Day for Truth and Reconciliation
October 9	Thanksgiving (no teachers or students)
October 20	Professional Learning Day (no students)
October 23-27	Parent/Student/Teacher Conferences
November 9	Teachers' Day in Lieu (no teachers or students)
November 10	Non-Instructional Day (no teachers or students)
November 13	Non-Instructional Day (no teachers or students)
November 14	Professional Learning Day (no students)
November 30	Progress Report Posted to SchoolZone Grades 1-6
December 14	Winter Concert
December 25 to January 5	Winter Break (no teachers or students)
January 8	Classes Resume



January 31	Professional Learning Day (no students)
February 19	Family Day (no teachers or students)
February 20	Professional Learning Day (no students)
February 29 - March 1	Teachers' Convention (no students)
March 11	Professional Learning Day (no students)
March 14	Celebration of Learning
March 18-22	Science Blitz
March 22	Progress Report Posted to SchoolZone K-6
March 25-28	Spring Break (no teachers or students)
March 29	Good Friday (no teachers or students)
April 1	Easter Monday (no teachers or students)
April 26	Professional Learning Day (no students)
May 20	Victoria Day (no teachers or students)
May 21	Day in Lieu (no teachers or students)
May 22	Non-Instructional Day (no teachers or students)
June 21	Operational Day (no students)
June 26	Progress Reports Posted to SchoolZone K-6
June 26	Last Day of Classes

### Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8:30 - 8:35</b>	<b>WARNING BELL &amp; ENTRY</b>				
<b>PERIOD 1 8:35 – 9:10</b>					
<b>PERIOD 2 9:10 – 9:40</b>					
<b>PERIOD 3 9:40 – 10:10</b>					
<b>10:10 – 10:25</b>	<b>RECESS</b>				
<b>PERIOD 4 10:25 – 11:00</b>					
<b>PERIOD 5 11:00 – 11:35</b>					
<b>11:35 – 12:05</b>	<b>LUNCH IN CLASSROOM</b>				
<b>12:05 - 12:24</b>	<b>OUTSIDE</b>				
<b>12:24 – 12:29</b>	<b>WARNING BELL &amp; ENTRY</b>				
<b>PERIOD 6 12:29 – 1:01</b>					
<b>PERIOD 7 1:01 – 1:32</b>					

<b>PERIOD 8</b> 1:32 - 2:03					
<b>2:03 - 2:18</b>	<b>RECESS</b>				
<b>PERIOD 9</b> 2:18 – 2:49					
<b>PERIOD 10</b> 2:49 – 3:20					

### Parking and Student Drop Off/Pick Up

The safety of students is a top priority and is our collective responsibility. To keep students safe, we ask that you...

- Always drop off/pick up students on the school side of the street so that they do not have to cross it during these very busy times.
- Enter the community at 119 Street and drive around to 118 Street to drop Kindergarten students off or pick them up. Treating it as a one-way will help to alleviate traffic congestion in front of the school.
- Drop off/pick up all grades 1-6 students on 119 Street on the west side of the school. **DO NOT** park in the bus zone. Please pull ahead and make room for others.
- Do not use the south driveway to drop off and pick up students.
- Do not walk through the staff parking lot or on the south driveway. There is a sidewalk adjacent to the school for pedestrians.

There are three different visitor parking options at Windsor Park. First, we have a parking lot with designated visitor parking on the north side of the school. You must sign in at the office with your license plate number if you are staying more than 30 minutes, but do not require a parking pass. If our parking lot is full, you can park on 118 or 119 Street in the Loading Zones. Parking passes for stays longer than 30 minutes are required to avoid a parking ticket by the city and can be obtained in the office.

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. Thank you in advance for your cooperation.

### Supervision

Our staff provides supervision 15 minutes before and 10 minutes after school, as well as both morning and afternoon recesses. Paid lunchroom aides supervise students during the lunch hour. Students should not arrive to school before 8:15 a.m. or remain on the school grounds after 3:30 unless they are supervised by an adult.

Students who are not supervised by an adult are expected to proceed directly home after school. If they have permission from a parent to play on school grounds after hours, they must go home first and are welcome to return after 4:00 p.m. 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.

## Entrances

Students must line up at their designated entrances at first bell as follows:

Door	Location	Grades
A	South	K
B	West	1 - 3
C	West	4 - 6

For the safety of our staff and students, all exterior doors are locked at 8:35 a.m. Students arriving after 8:35 a.m. will be expected to use the front entrance and report to the office for attendance and a late slip.

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 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 on time. We ask that you do not come through the front entrance because the security system used to gain entrance into the school causes significant congestion with our phone lines first thing in the morning, at lunch and at the end of the day.

## 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 available for parents to complete in SchoolZone in early September. Lunch program fees cover the cost of supervision.

**If your child is registered for the lunch program, ensure that they bring a healthy lunch with all necessary utensils to school each day.** In an effort to be eco-friendly we will not be providing plastic utensils. Students are expected to take home all garbage including items such 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, and reuse with “garbageless lunch”. If your child attends lunch program on a daily basis, and will be leaving the school for lunch they are required to be signed out at the office by a parent/guardian or have a note provided to the office detailing their absence from lunch that day.

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. 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 12:24 p.m.

### 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 wish to help students make wise choices in their selection of food. 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, Windsor Park School is “allergy friendly.” Please refrain from sending any food items containing peanuts or peanut butter to school to ensure the safety of those students with severe allergies to peanuts.

### Out-of-Bounds Areas

Student safety is one of our top priorities. To ensure the safety of students, they are not permitted to play in the following areas during recess breaks:

- 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.

## Attendance, Lates, and Absentee Check

### Regular Attendance—It's the Law

Consistent attendance leads to success in school, post-secondary and the world of work, and promotes a sense of belonging at school. The *School Act* reminds parents that students are expected to attend school and be punctual every day. Students are only considered 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

### Reporting an Absence

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, you can now report it in SchoolZone. On your mobile phone or desktop computer, enter your child's absence starting a week before it occurs or up to the day they are absent. In SchoolZone, choose the [Student Profile menu and then Attendance](#) to enter an absence.

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 with the following information:

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

Please do not email 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.

### Lates

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.

### **Appointments**

We ask that you attempt to book appointments (doctor, dentist appointments, etc.) outside of instructional hours so that your child does not miss out on important learning. If this is unavoidable, we ask that you meet your child at the school office when picking them up. This ensures that an appropriate adult has safely picked up and signed out your child.

### **Illness or Injury**

**It is essential that you do not send a sick child to school to avoid putting others at risk.** If a student exhibits any symptoms of illness, their parents will be called immediately to pick them up. When notified of a sick child at school, please pick them up in a timely manner. 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.

### **Absences for Holidays**

Regular attendance is mandated by the Government of Alberta's Education Act and is a vital factor in the successful completion of the program at each grade level. A great deal of learning occurs daily in the classroom through guided questions, dialogue and supported problem solving. Extended absences due to family holidays or overseas trips negatively affect your child's learning due to the enriched programming that happens in the classroom. We strongly discourage extended absences and request that you schedule family holidays or trips during school breaks.

Parents who choose to take their children out of school 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. Teachers are not required to develop handouts or specific lessons for extended absences.

### **Medication Management Plan/Administration of Medication**

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.

### Notification of Changes of Information

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home and/or work. We must have the ability to get a hold of you at all times. Emergency contact numbers must be kept up-to-date in case of emergency.

If you have a change of address, please notify the office as soon as possible and provide proof of your changed address.

### 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 students will dress for the weather. When the temperature is -23 Celsius or colder with the wind-chill, if there is a storm or extreme wind conditions or the air quality index is at 7 or higher, regular outside recess will be cancelled and students will remain indoors under 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.

### Emergency Plans

Edmonton Public Schools uses a callout 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 [Urgent 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 or the Windsor Park Community League. 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 throughout 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.

### Curriculum Support for Parents

Starting in September of 2022, all K-3 students will be learning new English language arts and literature, mathematics, physical education and wellness, and science curriculums. All 4-6 students will be learning the new English language arts and literature, mathematics, and physical education and wellness curriculum. Parents can visit [alberta.ca/curriculum](https://alberta.ca/curriculum) to learning more about what their children will be learning in the classroom.

### 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.

Please access the [School Assessment Plan](#) on our website at [windsorpark.epsb.ca](https://windsorpark.epsb.ca) for more information.

### Student Learning and Conduct

Students learn best and thrive when they feel safe, supported and have a sense of belonging. It is our shared responsibility to ensure each student is provided with a welcoming, caring, respectful and safe learning environment. We also recognize that students need our help to understand our expectations for their behaviour, and perhaps more importantly, to learn and practice the skills needed to meet these expectations.

In alignment with the *Education Act*, [Board Policy HG.BP - Student Behaviour and Conduct](#), outlines the Board's expectations for our collective work in this area. School staff use the *Education Act*, S.A. 2012, c.E-03, Board Policy HG.BP—Student Behaviour and Conduct, and Administrative Regulation HG.AR – Student Behaviour and Conduct as the basis for creating The Windsor Park [Student Rights and Responsibilities](#) document. This document is designed to communicate expectations, and balances the overarching rights and responsibilities that are communicated in our Division policy with the unique context of our school. Parents are asked to review this document with their child to support positive behaviour and success in school.



## Responsible Use of Technology Policy Agreement

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 the 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 before using technology at school. Technology means any computer, software, network or internet access on an electronic device, no matter who owns it. Everyone is working together to make sure students use technology to learn in schools where everyone is respected, included and safe.

**As a digital citizen at Windsor Park School, I will help create a positive online community in the following ways:**

### How should I use technology?

- I will use my device when a teacher asks me to, during my own study time or during breaks, in line with the school rules.
- I will use a strong passphrase, keep it secure and change it as needed.
- I will always log out of or lock my device when I am not using it.
- I will ask a teacher or trusted adult before signing in to a new app or website.
- I will take care of any device I am given access to.
- I will take breaks from my device when I need one, or when the teacher or trusted adult asks me to.

### What should I do with technology at school?

- I will use technology time at school for learning, by selecting the right digital tool for the task.
- I will use technology to question, explore and reflect on information and its sources.
- I will give credit to the creators of information or media that is not my own.
- I will respect the Division network security measures to help keep myself and others safe.

### How should I interact with other people?

- I will be honest and kind to people online.
- I will think about the person I am communicating with and think about how they might interpret my message.
- I will use language to share messages that are respectful to other.
- I will ask a trusted adult before contacting someone online that I don't already know in person.

- I will protect the personal information of myself and others.

### What happens when something goes wrong?

- I will talk to a teacher or a trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a trusted adult if anything happens with technology that does not seem right or that makes me feel uncomfortable.

### 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.

### 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 a month.

### 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. Parents should initial the agenda each day to indicate that they have reviewed it.

SchoolZone (<https://schoolzone-content.epsb.ca>) is our primary means of communication to advise parents of school activities and to provide online access to attendance records, school newsletters, achievement results including progress reports, timetables, course history, school fee information and

payments, overdue library books and access to selected online educational resources, and helpful websites. By accessing the site, parents will have timely access to information which will help them to be more actively involved in their child's academic success. 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 an X account that can be accessed through our school website at [windsorpark.epsb.ca](https://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 at [windsor@epsb.ca](mailto:windsor@epsb.ca) or phone 780-433-3924. 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 and programming for success.

### **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. Personal items are safest at home.

### **Use of Cell Phones on School Property**

Students are strongly discouraged from bringing cellphones to school, however, if parents deem it necessary for students to have a cell phone, 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 Division and School Learning and Conduct Policy. The school is not responsible for the security of cell phones.

### **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.

### Dress Code

At Edmonton Public Schools, students are expected to dress in a manner that reflects a welcoming, respectful, 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.

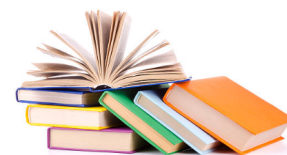
Student safety and wellbeing are our highest priorities. Students are expected to refrain from wearing, carrying, or displaying any clothing or accessories which pose a safety hazard. Students are not permitted to wear lanyards around their neck.

### 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.

### 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 materials. 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 overdue books or materials. Detailed procedures for use of the library will be shared with all students and staff early in the school year.



### Birthdays

Birthdays are special occasions for everyone, especially children. Each student receives recognition on their 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. July and August birthday pencils will be given out in June.

We ask that parents do not bring classroom birthday treats to school due the complexity with food allergies and the amount of instructional time absorbed with multiple birthdays in a year.

As a small school, it is very apparent when a child is excluded from a birthday party and always results in hurt feelings. For this reason, we ask that birthday invitations or after party items do not get distributed at school. Thank you in advance for your cooperation.

### Visitors/Volunteers

We ask that all visitors sign in at the office prior to going anywhere else in the school. Please refer to *Parking and Student Drop Off/Pick Up* above for parking instructions.

### School Council and Fundraising Society

School Council is a collective association of parents, teachers, and the principal whose purpose is to advise the principal and the school board regarding 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 and encouraged to attend our monthly School Council meetings. Meeting dates are determined by the incoming council executive. Meeting dates, agendas and newsletters are posted in SchoolZone.

For our complete School Handbook, go to [windsorpark.epsb.ca](http://windsorpark.epsb.ca) under "About Our School"

**Learn everything you can, anytime  
you can, from anyone you can - there will always come a time  
when you will be grateful you did.**

*Sarah Caldwell*









**WINDSOR  
PARK**  
SCHOOL

8720 118 St NW  
Edmonton AB T6G 1T5

T 780-433-3924

E [windsor@epsb.ca](mailto:windsor@epsb.ca)

[windsorpark.epsb.ca](http://windsorpark.epsb.ca)



EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools is helping to shape the future in every one of our classrooms.  
We're focused on ensuring each student learns to their full potential and develops the ability,  
passion and imagination to pursue their dreams and contribute to their community.