



WAINWRIGHT ELEMENTARY SCHOOL

Together, Leading by Example!

ECS TO
GRADE 6

SMALL
CLASS
SIZES

LEADER IN ME PROGRAM



Parent Handbook

Wainwright Elementary School

Our Mission Statement

“We are a safe, caring, respectful, and happy community of leaders.”

Our Vision

“WES is a place where everyone is able to create their own story of hope, inclusion, and positive outcomes.”

Our Mantra

“Together, leading by example!”

Guiding Principles

Through the use of innovative methods that reflect effective teaching practices, we will:

- Build a solid foundation of academic basics, including technology.
- Foster and develop a sense of community.
- Promote citizenship.
- Encourage the journey of life-long learning.
- Instill the importance of healthy life style choices.
- Facilitate the development of a positive self-concept.
- Maintain and further develop a positive school environment.

Code of Conduct

It is not the school’s desire to impose a set of rigid and inflexible guidelines on the students. Reasonableness should underpin the development and enforcement of the guidelines for acceptable behaviour, however, no student’s behaviour should be permitted to negatively impact the learning environment of others. Students whose behaviour is unacceptable may lose the privilege of participating in special events and field trips. Parents play a pivotal role in assisting the school to address this concern. Support from the home creates a better environment for all. Wainwright Elementary School operates under the GOLDEN RULE and expects students to show consideration for others. The purpose of the school’s Code of Conduct is to ensure that each student experiences a safe environment while at school. The rules reflect our desire to foster socially responsible citizens who are concerned about the welfare of others. This code of conduct will be discussed with students at the beginning of the school year. Copies are available at the office for parents who wish. It is a general school policy to notify parents of behavioural concerns as parents are an important part of the team and can help to correct behavioural concerns.

School Board

We are a part of Buffalo Trail Public Schools Regional Division #28. The board office is located at 1041 10A Street in Wainwright, Alberta. All policies are listed on their website at www.btps.ca. If you would like to contact their office, phone (780) 842-6144.

School Hours and Bell Schedule

The school office opens at 8:15 a.m.; the main doors to the building will be unlocked at this time. Outside supervision starts at 8:35 a.m., students should not arrive prior to this time as they will be expected to remain outside until the 8:43 a.m. bell rings to signal that it's time to come in. Students are expected to be in class and ready to begin the day when the 8:50 a.m. bell rings.

Regular School Day

The first bell to enter the school rings at 8:43 a.m. Classes begin at 8:50 a.m. Lunch is from 11:55 a.m. to 12:38 p.m. Classes end at 3:27 p.m. Students go outside for recesses at 10:38 a.m., lunch recess, and again at 2:12 p.m.

Supervision

Playground supervision is provided from 8:35 – 8:43 A.M. and during the morning, noon, and afternoon recesses. Students should not be at school before 8:35 A.M.

School Attendance

Regular attendance with a minimum of absences is very important for a child's success in school. There are situations which occur that make attendance difficult or impossible and we understand that, however whether they are excused or unexcused absences, an excessive number can have a negative effect on a child's performance over time. Every effort should be made to avoid unnecessary absences when possible.

Communication of Absences or Late Arrivals

We ask that you contact the school before 8:30 a.m. to notify us when your child will be late or away from school for any reason. Including when their absence is due to a bus not running. You can email wes@btps.ca or call (780) 842-3361 to notify us. We have voicemail, so please leave us a message if there is no answer. When you know in advance, send a note to the teacher. Office personnel are available to answer the phones between the hours of 8:00 a.m. and 4:15 p.m. Your cooperation with this attendance procedure is essential for the safety of your child.

Attendance Check Procedure

We want to ensure the safety of all our students, therefore if we do not know why a child is not in class, we will phone parents to confirm the reason for the late or absence. PLEASE NOTE: our school has a locked door policy; students arriving late will need to use the front entrance by the school office in order to gain access to the school. All other doors will be locked.

Attendance Policy

As per Buffalo Trail Public Schools Policy 202.1 AP Student Attendance, Letters of reminder will be sent home at landmark numbers to inform you of the school's concerns regarding the rate of absence for your child. Your child's teacher will contact you when the rate of absence is a concern, and letters will be sent out when the rate of absenteeism reaches 15% of his/her schooling. Letters will be sent home at the Principal's discretion. Parents may be required to meet with the Principal to discuss attendance for their child.

Students Leaving School Property

Any student who regularly eats lunch at the school cannot leave the school grounds without parent permission. Permission is extended only if the teacher receives a signed and dated note from the child's parent or guardian. Blanket notes for extended periods are not acceptable.

Bus Students

Bus service can be arranged through our Transportation Department at Buffalo Trail Public Schools main office. Please phone (780) 842-6144 to register. A pamphlet outlining the division's transportation guidelines is available at the school office; you may also go online to www.btps.ca for more information. If your child does ride the bus please take the time to read the guidelines and student expectations for the bus.

Bus Waves

Buses arrive and depart from the school in four waves. The first bus wave leaves at 3:35 p.m., the second wave leaves at 3:40 p.m., the third wave leaves at 3:45 p.m., and the fourth wave leaves at 3:55 PM. Students will be made aware of which wave they are on at the beginning of the school year.

Inclement Weather – Buses Not Running

The contractor or bus operator is empowered to decide whether to make the run or return the students to their places of residence during regular hours when a storm is in progress or threatening. However, in the matter of low temperature, but normal road conditions, the parents will be responsible for deciding whether to send their students on the bus or not.

Plan Ahead

Discuss with your child and bus driver your plans should the bus driver decide to transport the students' home early due to inclement weather or in an emergency. Does your child have access to your house? Is there a safe place for your child to go? What happens if they miss the bus?

Outdoor Cold Weather Policy

Students go outside each recess break unless the weather is inclement, -25 degrees Celsius with or without the wind chill. Please ensure that your child is appropriately dressed for going outdoors throughout the school year.

Classroom Representatives

Classroom representatives are parent volunteers who help organize classroom events for our teachers. These volunteers will be given a list, in September, with student first names, home phone numbers, and parent first names, so that they may contact you to bring snacks, or participate in, the classroom events. They are given a letter along with this information reminding them that all contact information is to be used for this purpose only, and that under FOIPP regulations they are not to share it under any circumstance. If you would prefer to keep your information off the list, contact the school in writing within the first week of school. Student first names will remain on the list, so they are not left out of the fun. If you choose to keep your contact information off the list, the rep still has the option to send a note to you in writing for anything they may want you to bring food for or participate in through the homeroom teacher.

Health & Wellness

The well-being of all our students is very important to us. Students are encouraged to bring nutritious snacks for morning and afternoon recesses, along with a nutritious lunch. Remember, if your child is going through a growth spurt he/she may require an extra snack to get through the day. Fruits, vegetables, yogurt, cheese, etc. are great choices. Having your child help you pack the lunch the night before is a great habit. It teaches them responsibility and the value of a full, healthy lunch. Not to mention mornings run a lot smoother.

Our school is a peanut/nut aware zone as we have students with severe nut allergies, so we ask students to bring peanut free/nut free snacks and lunches only. We also remind our students to not share food items for this reason.

Medical/Severe Allergies

Please make us aware of any special health conditions your child has about which we should know. There are medical forms in the office that parents need to fill out if their child has a severe allergy or medical condition that may require medication or special attention. For example, a child with Asthma may need an inhaler, a nut allergy may require an Epi-pen, or a student with Epilepsy may require special attention should they have a seizure. These are just a few examples, if you are not sure if your child requires a medical form to be filled out, please check with school admin.

Illness/Injury Procedures

If a student becomes ill or injured while at school, the following procedures will be followed:

1. A staff member will attempt to contact the parent/guardian to report the problem and decide on a course of action. No child will be sent home without the parent's approval.
2. If a parent cannot be reached, or the child will be kept at the school.
3. If the illness or injury appears serious, the student will be taken to the clinic/hospital by a staff member or by ambulance if necessary. This may occur while the parent is being contacted.

Hot Lunch Program

Our parent association (WEPA) sends out a list of hot lunch options and costs. Parents wanting to participate in the program for their children will select and pay for the items they choose. The hot lunch program is a fundraiser; it is not a mandatory program, it runs from October to May.

Milk Sales

Milk is sold each lunch hour from late September until late May. Students have their choice of chocolate or white milk. Tickets can be purchased at the school office.

Academics

We follow an outcomes-based reporting model. Student progress will be reported through Parent Portal, where parents with an account can access their children's marks, attendance, fees, etc. To set up an account, email our school office at wes@btps.ca. Report cards will not be sent home with students.

Parent/Teacher Conferences

The first reporting period will include scheduled parent-teacher conferences for all parents. The second reporting period includes parent-teacher conferences as requested by teachers or parents. Parents are encouraged to contact their children's teachers any time they have concerns or would like information.

Alternate Student Programs

Some students require different programming to meet their needs even though they are in regular classrooms. When this is necessary, parents are informed why the program is suggested and what the program will be. Signed parental permission is required before any student enters an alternate program. The student will then have an Individual Program Plan (IPP) developed by the teacher with input and signed consent from the parents. Individualized testing administered to the student must also have parental permission. Parents will be required to meet with the teachers to discuss the IPP.

Learning Commons (Library) Services

The Learning Commons has a substantial collection of children's books and reference material for students to use. The computer system is used to check when books are due and to maintain an inventory. Students are responsible for returning their books on time and taking proper care of them. Fines are levied for lost books. A missing book affects all of our children's choices.

Student Personal Belongings

All students from Grades 1 to 6 are assigned lockers to store their personal belongings in. Two students may share one locker, please keep this in mind when bringing personal belongings to school. No padlocks are allowed to allow quick and easy access. The school will continue to monitor the use of all lockers.

Footwear

Students are expected to show empathy for the custodians by having running shoes for inside the school and for their Phys. Ed. Class and separate, weather appropriate, footwear for outside the school. All students will be encouraged to wear running shoes while inside the school. This helps make children aware that a fire alarm can sound at any time.

Lost and Found

Lost and Found bins are placed in the school in various locations. Please check these bins if your child has lost any items. Small valuables are kept in the office. It is important to mark personal items, so they can be returned to the rightful owner. Items not claimed before Christmas, and again before the end of the year will be given to Goodwill or a similar organization.

Cell Phones/Technology

Students are encouraged to keep cell phones and other personal technology devices at home. Wainwright Elementary School does not take responsibility for lost or stolen items when they choose to bring them. Students are expected to keep any and all personal technology devices in their lockers during school hours, including recesses. All parents are required to sign a technology agreement and go over it with their child prior to them using BTPS technology/internet services.

Communication

Wainwright Elementary has an open-door policy. Parents are always welcome to become involved in school activities. We encourage you to contact teachers or the administration with any concerns or compliments. Teachers can be reached at the school before classes begin and after school. Please phone ahead to arrange at time to meet with the teacher that works for you both.

Parent Portal

A useful tool to be involved in classroom achievement is through the internet via our BTPS Parent Portal. All parents who have provided an email address will be sent information to access their child's marks, attendance, fees, etc. on-line. Open communication between parents and school has a very positive effect on student achievement. Contact the school office for more information.

Newsletters & Online

A monthly newsletter will be posted on our school website at <http://wes.btps.ca> and will be emailed to parents who have provided at least one email address. Families who do not have access to a computer or the internet will be able to get a paper copy from the office, or contact us at (780) 842-3361 and we will send a copy home with your child. We also put a lot of information on our website, Facebook page, and Twitter.

Student Use of the Telephone

Students must have permission from their teacher to use the telephone. Calls are limited to emergencies (i.e. illness or no lunch). After school play dates should be arranged before school from home, so students will not be permitted to use the school phone to arrange play dates.

Field Trip Fees

All field trip fees will be made known to parents at the beginning of the year through newsletters, and our website. All fees collected by the school will go toward the event they are collected for. Parents can make smaller payments toward the field trip throughout the school year, if needed. We try our best to keep costs to a minimum for our parents through the fundraising that takes place by our parent associations. To find out what the current field trip fee schedule is, go to <http://wes@btps.ca>.

Visitors

Parents and guardians, as well as members of the general public, are welcome to make arrangements for a tour of the school during school hours. Visits to the classrooms may be arranged through the school office, or your child's teacher. For the safety of our students we ask that all visitors, including parents and guardians, stop in at the school office when they arrive. We will call your child down to the office for you, or hold on to the items being dropped off until recess, when your child can come get them.

Parent Involvement – Volunteer Opportunities

Volunteers play a vital role in many areas of our school and programs, including the following: classroom support, learning commons, office assistance, and help with special activities. If you can help us out in any way, please inform your child's teacher or call the school office at (780) 842-3361. Volunteer support is needed and much appreciated.

School Council

In the Alberta Government's plan of education services for the province, the School Council is now the only parent group with legal status to represent a school. The School Council is composed of representatives from the following groups: parents of students attending our school, staff members, and the community. All parent representatives are elected at an annual meeting with the exception of a community member who is selected by the new council members. The School Council provides the opportunity to advise the school's administration on policies and procedures, which affect the operation of the school. The meetings are held on the third Monday of each month and are open to the public.

Wainwright Elementary Parent Association (W.E.P.A.)

This association is a subcommittee of the School Council and represents the students from Grades 1 to 6. The Parent Association meets regularly throughout the school year and is open to all parents and guardians who have children attending Wainwright Elementary. This group is active in supporting the school by helping with special events, fund-raising, and special projects.

Kindergarten Association of Parents (K.A.P.)

This parent group is another subcommittee of the School Council. It represents the children in the school's Kindergarten Program. This committee is also involved in fundraising for the students of Kindergarten and is available to assist the teachers with any special projects. Parents of our Kindergarten students are welcome to attend this committee's meetings which are announced in the teacher's monthly newsletter or calendars.

Wainwright on Wellness (WOW)

Wainwright on Wellness is a project funded by Alberta Health & Wellness and the Alberta Mental Health Board to build the capacity of our students, staff and families through research, programming and education in the areas of transition, substance use, healthy relationships, academic motivation, mental health, physical activity and nutrition. With school-based staff and programming in the above areas, WOW hopes to build relationships and opportunities for the community and the students, families and staff of WHS and WES. For more information on services and programs, please call Ariel Haubrich at (780)806-6WOW.

“Don't judge each day by the harvest you reap, but by the seeds you plant.”

--Robert Louis Stevenson

The Leader in Me™

great happens here

We are a Proud “Leader in Me” School!

Habit 1 — Be Proactive - You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 — Begin with the End in Mind - Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school’s mission and vision. I look for ways to be a good citizen.

Habit 3 — Put First Things First - Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 — Think Win-Win - Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others’ Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 — Seek First to Understand, Then to Be Understood - Listen Before You Talk

I listen to other people’s ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 — Synergize - Together Is Better

I value other people’s strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people’s ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7 — Sharpen the Saw - Balance Feels Best

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

For more valuable information, please visit www.theleaderinme.org.

School Contact Information

Principal: Mr. Tom Koskie
Assistant Principal: Mrs. Becky West

Wainwright Elementary School

905 10 Street
Wainwright, Alberta T9W 2R6

Phone: (780) 842-3361 Fax: (780) 842-6499
Email: wes@btps.ca

School Division Contact Information

Superintendent: Mrs. Rhae-Ann Holoiien
School Trustee: Mrs. Marie Isaman

Buffalo Trail Public Schools

1041 10A Street
Wainwright, Alberta T9W 2R4

Phone: (780) 842-6144 Fax: (780) 842-3255
Website: www.btps.ca