

**WAINWRIGHT  
ELEMENTARY SCHOOL**

**PARENT  
HANDBOOK**

(780) 842-3361

# WAINWRIGHT ELEMENTARY SCHOOL PARENT HANDBOOK

## Table of Contents

	<b>Page</b>
School Mission Statement.....	1
Mission For Division I .....	1
Mission For Division II.....	2
Educational Goals.....	2
School Day.....	3
Attendance Check Procedure.....	4
Buses and Inclement Weather.....	4
Footwear Policy.....	5
Outdoors Policy.....	5
French Program.....	5
Music Program.....	5
Intramural Program.....	6
Academic Awards.....	6
Track and Field Days.....	6
Illness and Injury Procedure.....	7
Newsletter.....	7
Leaving the School Property.....	7
Student Use of Telephone.....	7
Report Cards and Parent Teacher Interviews.....	8
Code of Conduct.....	8
Library Services.....	8
Milk Sales.....	9
Lost and Found.....	9
Volunteers.....	9
Supervision.....	10
Communication.....	10
Alternate Student Program.....	10
Lockers.....	10
School Council.....	11
Wainwright Elementary Parent Association.....	11
Local Advisory Committee.....	12

# School Mission Statement

To provide students with the tools to become successful citizens.

## Guiding Principles:

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

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



# **EDUCATIONAL GOALS**

## **Focus for Division I**

**The mission of Division I is to have all students who are enrolled in a regular program reading at the maximum potential. Wainwright Elementary School believes reading is the basis for lifelong learning.**

## **Focus for Division II**

**The mission of Division II is to develop academic skills necessary to lifelong learning. The skills required are reading, writing, mathematics, thinking skills, and information processing. These mission statements are the basis upon which Wainwright Elementary School is organized and operating. Staff, resources, program plans, and student programs are directed towards the attainment of these commitments.**

# School Day

**8:25 AM**

Doors are opened &  
Morning supervision begins.

**8:40 Entry**

**8:48-8:50**

AM

**Opening Exercises**

8:50-9:21

AM

Period 1

9:21-9:52

AM

Period 2

9:52-10:23

AM

Period 3

**10:23-10:36**

AM

**Recess**

10:36-11:07

AM

Period 4

1:07-11:38

AM

Period 5

11:38-12:09

PM

Period 6

**12:09-12:24**

PM

**Lunch**

**12:24-12:52**

PM

**Noon Recess**

12:52-1:23

PM

Period 7

1:23 1:54

PM

Period 8

**1:54-2:07**

PM

**Recess**

2:07-2:38

PM

Period 9

2:38-3:10

PM

Period 10

**3:10**

PM

**Dismissal**



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

This association is a subcommittee of the School Council and represents in particular the students from Grades I 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.

## Local Advisory Committee

This parent group is another subcommittee of the School Council. It represents only the children in the school's Kindergarten Program. This committee is also involved in fund-raising 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 monthly meetings which are announced in the school's monthly newsletter or calendars.

## 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 that effect the operation of the school. The meetings are held on a monthly basis and open to the public.

## Lockers

All of the students from Grades 1 to 6 are assigned lockers usually on a shared basis with two students sharing one locker between them. **No padlocks are allowed** to allow quick and easy access. The school will continue to monitor the use of all lockers as it has always done in the past. At the end of the school year, grade 6 students will obtain locks from the office for a nominal rental fee to help them get used to the idea of a locker setup before heading off to grade 7.

## Microwaves

As always, we have very limited access to microwaves for students. The reason for this is two-fold. The first is the obvious safety concerns with having microwave heated foods in the hands of students. We all know that things can be easily spilled and sometimes items can take on more heat than we think. Student safety is very important to us. The second is that the eating portion of our lunch hour is very short. Heating lunches in a microwave for one student does not take too long, however when you consider that we have over 500 students and if even 10% need to heat their lunch, then many would be too rushed to eat. We would suggest that, if possible, students who need to have a hot lunch take advantage of the program offered by WEPA, or that Thermos containers that are designed for this type of use be used for students to transport their hot lunch to school. This will allow students to have their lunch in a timely manner, decrease the need for microwave lineups and alleviate safety concerns with students having items heated a little too much! Thank you for your help in making our school a safer place for students.

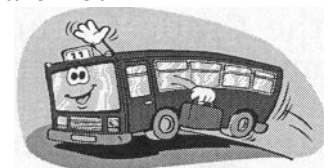
## Attendance Check Procedure

As a safety precaution for your child, we have instituted an attendance check program. If your child is to be away for any reason, you are asked to phone the school before 9:00 A.M. at 842-3361. If you know ahead of time that your child will be absent, you should send a note to the teacher. After school opens, attendance is taken and pupils not accounted for are reported to the office. The parents of children absent are phoned to determine the cause for absence. As a last resort, the school contacts the R.C.M.P when a child's absence is not accounted for. This process is repeated at noon if children are absent only in the afternoon. Your cooperation with this attendance check procedure is essential for the safety of your child.

## Buses and Inclement Weather

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.

Discuss with your child and bus driver your plans pertaining to those days where the bus driver decides to transport the students home early, or the principal decides to dismiss school early due to some emergency situation. Does your child have access to your house if you are not home? Is there a safe place for your child to go?



## Footwear Policy

Students are expected to have footwear for inside the school and separate footwear for outside the school. All students will be encouraged to wear shoes while inside the school. This helps make children aware that a fire alarm can sound at any time.

## Outdoors Policy

Students go outside each recess break unless the weather is inclement. (minus 20 Celsius) Please ensure that your child is appropriately dressed for going outdoors throughout the whole school year.

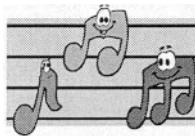
## French Program



The students in Grades 1 to 6 study French as a Second Language (FSL). Consequently, upon entering Junior High School, they can choose to continue studying French in Grade 7.

## Music Program

We offer a very complete Music program as specified by the Alberta Learning Curriculum for Music. We are fortunate to have a number of teaching staff who are comfortable in the area of music. This affords us some options in terms of program delivery. In some cases, teachers who are comfortable with music are able to offer their homeroom classes music instruction much like we have traditionally offered the Physical Education and Art curriculums. In other instances, a specific teacher in a grade group who may be more comfortable with music will offer the instruction to the classes in that grade group.



## Supervision

Playground supervision is provided from 8:25-8:40 A.M. and during the morning, noon, and afternoon recesses. Town students should not be at school before 8:35 A.M. Also, town students have the privilege of eating their lunches at school providing their behavior is cooperative, otherwise they may lose this privilege.

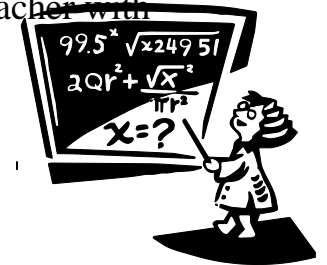
## Communication

Wainwright Elementary has an open door policy. Parents are always welcome to become involved in school activities.

Parents are encouraged to contact teachers or the administration with any concerns or compliments. Teachers can be reached at the school before classes and after school. Open communication between parents and school has a very positive effect on student achievement.

## 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. Any individualized testing administered to the student must also have parental permission.



## Milk Sales



Grade six students sell milk each lunch hour from late September until late May. Milk sells for .60 cents per carton, or a packet of 10 tickets can be purchased at the office for \$6.00 in order to reduce the amount of money brought to the school. These tickets can also be used for hotdog and soup days.

## Lost and Found

Lost and found bins are placed in the school in various locations. (ECS area, Grade 1 area, Grade 6 door, and Grade 5 area upstairs). Please check these bins if your child has lost any items. Articles are displayed occasionally during the year and at the end of June. Small valuables are kept in the office so check there also. It is a good idea to mark personal items.

## Volunteers

Wainwright Elementary School welcomes volunteers. Volunteers play a very important role in many areas of the school and its programs including the following: classroom support, library, 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 842-3361. Volunteer support is needed and much appreciated.

## Intramural Program

The school has an organized intramural athletic program which may include the following activities: floor hockey, volleyball, and softball.



## Academic Awards



The school has a special academic awards assembly during the latter part of June to acknowledge those students who have excelled academically. Also, scholarships are awarded....(Bob, please provide)

## Track and Field Days

Also during the month of June there are two track and field days: one for students in Grades 1 to 3, and the other for students in Grades 4 to 6. The students are placed on teams and compete for both individual and team awards. The Parent Association assists with the operation of a concession booth for both of these special events.





## 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 or alternate parent to report the problem and decide on a course of action. No child will be sent home without the parent's approval.
- 2) If the parent cannot be reached, 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.

Please make us aware of any special health conditions your child has about which we should know.

## Newsletter

A monthly newsletter will be sent home usually during the last week of the month. It will contain information and important dates for the month.



## Leaving School Property

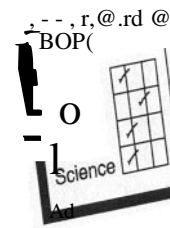
Any student who eats lunch at school cannot leave the school grounds without permission. Permission is extended only if the teacher receives a signed and dated note from the child's parent or guardian.

## Student Use of Telephone



A student must have permission from his/her teacher to use the telephone. Calls are limited to emergencies such as illness or no lunch.

## Report Cards and Parent Teacher Interviews



Student progress will be reported formally three times during the school year: November, March, and June. A report card will be sent home with each student.

The November reporting period will include scheduled parent-teacher conferences for all parents.

The second reporting period in March 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.

## Code of Conduct

The purpose of the school's Code of Conduct is to ensure that each student experiences a safe environment while at school. (bob...please provide)

## Library Services



The library 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 overdue or lost books.