



# WAINWRIGHT ELEMENTARY SCHOOL

*Together, Leading by Example!*

ECS TO  
GRADE 6

SMALL  
CLASS  
SIZES

LEADER IN ME PROGRAM

## STUDENT & PARENT HANDBOOK

Phone: (780)842-3361

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905 - 10 Street; Wainwright, AB; T9W 2R6

# Wainwright Elementary School

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## Our Mission Statement

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

## Our Vision

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

## Our Mantra

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“Together, leading by example!”

## Guiding Principles

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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

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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. The code of conduct will be discussed with students at the beginning of the school year. Parents play a pivotal role in assisting the school to address concerns in their child’s behavior, as support from the home creates a better environment for everyone.

The school has developed the comprehensive behavior guideline below for all students that we believe will positively impact the school environment.

### WES Believes in a Safe and Caring Learning Environment

Wainwright Elementary School believes that a safe and caring learning environment is a shared responsibility by students, parents and staff, and “Together, Leading by Example” making good choices not only considers what is best for an individual but also considers what is best for the safety and learning environment of all students.

- School: This is a place of dignity and respect.
- Responsibility: I am responsible for my choices.
- Respect: I treat others, myself, and property with respect.

### Be Proactive

We encourage students to be proactive, where they are able to recognize responsibility and respect, through the use of leadership programs and Wainwright on Wellness (WOW). We also have mental health supports, Social Emotional Coaches (SEC) available, as well as opportunities such as field trips and additional leadership activities, that all contribute to a positive proactive learning community.

### Student Responsibilities

Students have a responsibility to respect the rights and dignity of others, and to be actively involved in their own academic and social growth. In accordance with the Education Act, students are expected to conduct themselves to comply with the following code of conduct:

- a) be diligent in pursuing their studies;
- b) attend school regularly and punctually;
- c) co-operate fully with all school staff;
- d) comply with the rules of the school;
- e) respect the rights of others.

### Student Behavior Plan

At WES, we teach and model cooperative, respectful, and caring behavior. Our school behavior plan is based on the principle of making choices and being responsible for those choices. Students are accountable for their actions and the following factors are considered when determining an appropriate consequence.

- The age of the student.
- The understanding the child has as to the appropriateness of the behavior.
- The emotional state of the child and if willful intent was present or not.
- The specifics of the situation, which may involve unique circumstances.
- The frequency of inappropriate behavior.

Consequences may include time out, restitution, reflection writing, phone calls/notes home, detentions and office referrals. A more serious consequence may include an in-school or out-of-school suspension, or missing out on field trip opportunities.

Buffalo Trail Public Schools Administrative Procedures for Student Conduct can be found online at <https://www.btps.ca/board-policies/administrative-procedures>, Section 2 Students 202-7AP.

### Bullying

What is Bullying? Bullying is a term that is often misused when a student conflict occurs. Bullying is different from conflict. Conflict is defined as a disagreement or struggle over opposing beliefs, needs, feelings or actions and is a normal part of life. Students as well as adults can benefit from learning how to resolve conflict peacefully and recognizing the difference between a conflict and bullying. All inappropriate and hurtful behavior needs to be addressed and it is important to identify what the behavior is in order to resolve the situation effectively.

Section 1 of the Education Act defines bullying as:

“Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.”

Bullying can take different forms:

- Physical – repeated pushing, hitting
- Verbal – repeated name calling, threats
- Social – repeated exclusion, rumors
- Cyber – repeated use of technology to harass or threaten

Bullying is not a normal part of growing up and it does not build character.

Bullying is a learned behavior – children and youth often learn bullying behaviors when they either experience being bullied or see it happening to others. When bullying behaviors go unchecked, the implicit message is that the behaviors are acceptable. Therefore, it is important that when bullying behaviors are observed and reported, they are addressed and resolved as soon as is reasonably possible.

### Cyberbullying

Cyberbullying is recognized as bullying that takes place via social media such as: e-mail, instant messaging, chatrooms, websites, and/or other technological devices (digital cameras, cameras on cell phones).

## **School Hours and Bell Schedule**

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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 in the morning, at lunch time, and in the afternoon.

### 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.

## **Attendance**

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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](mailto:wes@btps.ca) or call (780) 842-3361 to notify us. 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. Letters regarding absenteeism will be sent home at the Principal's discretion. Parents may be asked 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**

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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](http://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 and if there are changes to the waves.

### 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?

### **Classroom Representatives**

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Some of our teachers use parent volunteers, known as classroom representatives, to 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**

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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.

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 health conditions your child has that we should know about. 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, alternate contacts will be phoned or the child will be kept at the school if we can't get a hold of anyone.
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.

### Social Emotional Coach (SEC) Program

The SEC Program provides leadership, counselling (skills/strategies) to students, and coaching to grow students, families, and teachers' capacity in the area of social-emotional health and wellness. SEC team members are available to assist and support students, and their corresponding families, with a wide range of social, emotional, and/or behavioral challenges. SEC team members possess skills necessary to facilitate a number of other services and supports, including: consultations with multi-disciplinary teams; students, family, staff, and/or small group facilitation; and school staff professional development, etc., with the approval of the Director on Inclusive Learning. Your SEC for WES is: Janet L. S. Flynn, CD; Social Emotional Coach Program (SEC). To contact Janet email [janet.flynn@btps.ca](mailto:janet.flynn@btps.ca), or phone (780)842-3361.

### Outdoor Play - 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.

### 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 that runs from October to May, it is not a mandatory program.

### Milk Sales

Milk is sold each lunch hour from late September until late May. Students have their choice of chocolate or white milk. Milk for the 2023/2024 school year is \$1.00.

## **Academics**

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We follow an outcomes-based reporting model. Student progress will be reported through Parent Portal. Parents will need to set up an account to view their children's marks, attendance, fees, etc. To set up an account, email our school office at [wes@btps.ca](mailto:wes@btps.ca). Report cards will not be sent home with students in Grades 1 to 6, kindergarten students will receive a paper report card.

### 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 Support Plan (ISP) 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**

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The Learning Commons has a substantial collection of children's books and reference material for students to use. 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**

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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/winter break, 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. If they do bring them to school, they are expected to keep any and all 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. Wainwright Elementary School does not take responsibility for lost or stolen devices.

### **Communication**

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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 a 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**

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

### **Field Trip Fees**

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We try our best to keep costs to a minimum for our parents through the fundraising done by our parent associations. Parents will be notified by the grade level teachers if there are fees prior to the field trip. Fees collected by the school go toward the event they are collected for. Parents can make smaller payments toward the field trip throughout the school year, if needed.

### **School Fees**

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Fees vary from year to year. Parents will receive fee notices in September through email, and then will receive monthly notices until the fees are paid. Fees for 2024-2025 have been set by our board office. They are \$30 for students in kindergarten, and \$60 for students in Grades 1 to 6. Half of the fees charged go toward BTPS Supplemental Supports and the other half to BTPS Technology Fees.

### **Visitors**

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Parents and guardians, as well as members of the general public, are welcome to schedule a tour of the school during school hours. We ask that all visitors, including parents and guardians, stop in at the school office when they arrive. To limit interruptions to the class, we will call children down to the office, or hold on to items being dropped off until your child can come get them.

### **Parent Involvement – Volunteer Opportunities**

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Volunteers play a vital role in many areas of our school and programs, including the following: classroom support, learning commons, and help with special activities. If you can help us out in any way, please call the school office at (780) 842-3361.

### School Council

In the Alberta Government's plan of education services for the province, the School Council is 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.

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

W.E.P.A. a subcommittee of the School Council and represents the students in 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, fundraising, and special projects.



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

K.A.P. is another subcommittee of the School Council. It represents Kindergarten students. This committee is 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 the meetings which are announced in the teacher's monthly newsletter or calendars.

### **Wainwright on Wellness (WOW)**

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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

#### **School Contact Information**

Principal: Mrs. Kim DeFord  
Assistant Principal: Ms. Christine Campbell

Wainwright Elementary School  
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Phone: (780) 842-3361 Fax: (780) 842-6499  
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#### **School Division Contact Information**

Superintendent: Mrs. Michelle Webb  
School Trustee: Mrs. Stephanie Cooper

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