

E.G. Wahlstrom School 2019-20



As Eagles, we SUCCEED!

Please review this handbook to find important information regarding our school procedures and policies. Best wishes for a positive, productive and successful school year!

Phone: 780-849-3539

Phone (text only): 780-805-9407

Facebook: EG Wahlstrom School

School Address: 228 – 4 Ave N.W. Slave Lake, AB T0G 2A1

School Website: www.egw.hpsd.ca

H.P.S.D. Divisional Website: www.hpsd.ca

School Administration:

Mr. Kris Herbert – Principal
kherbert@hpsd.ca

Mrs. Audrey Ghostkeeper – Vice Principal
aghostkeeper@hpsd.ca

2019-2020 SCHOOL CALENDAR

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|---|--|
| Aug. 30 | Gr. 4 - 6 Open House (1:00 p.m. – 3:00 p.m.) |
| Sept. 3 | First Day of Classes for Grade 4 - 6 |
| Sept. 9 | First Parent Council Meeting of the year |
| Sept. 13 | No School- Professional Development Day |
| Sept. 17 | Picture Day |
| Sept. 19 | Welcome Back Family Event (5:00 -7:00 p.m.) |
| Sept. 27 | No School - Professional Development Day |
| Oct. 1 | Parent-Teacher Meetings (5 - 7:00 p.m.) |
| Oct. 2 | Parent-Teacher Meetings (3:45 - 5:45 p.m.) |
| Oct. 11 | No School - Professional Development Day |
| Oct. 14 | No School - Thanksgiving Day |
| Nov. 1 | Professional Development Day |
| Nov. 6 | Picture Re-takes |
| Nov. 8 | Day In Lieu |
| Nov. 11 | No School – Remembrance Day |
| Nov. 28 | Report Cards sent home |
| Nov. 29 | No School – Professional Development Day |
| Dec. 2 | Parent-Teacher Interviews (5 - 7:00 p.m.) |
| Dec. 3 | Parent-Teacher Interviews (3:45 - 5:45 p.m.) |
| Dec (TBD) | Winter Wonderland Event |
| Dec. 21 - Jan. 5 Christmas Break | |
| Jan. 6 | Classes Resume |
| Jan. 31 | No School - Professional Development Day |
| Feb. 5 | No School - Professional Development Day |
| Feb. 6/7 | No School - Teachers’ Convention |
| Feb. 17 | No School - Family Day |
| Mar. 13 | Report Cards sent home |
| Mar. 17 | Parent - Teacher Interviews (5 - 7:00 p.m.) |
| Mar. 18 | Parent - Teacher Interviews (3:45 - 5:45 p.m.) |
| Mar. 21 - March 29 Spring Break | |
| Mar. 30 | Classes Resume |
| Apr. 3 | No School - Professional Development Day |
| April 10/13 | No School – Easter Break |
| May 8 | No School – Professional Development Day |
| May 15 | No School - Day Off In Lieu |
| May 18 | No School - Victoria Day |
| June 25 | Report Cards sent home |
| June 25 | Last day for all students |

E.G.W. STAFF

Grade 4 Staff

Teresa Rea
Marni Morgan
Brenda Laboucan
Andy Cahill
Alicia Enslin

Grade 5 Staff

Desiree Remillard
Christina Holosney
Courtenay Pederson
David Barr
Shawn Auger

Grade 6 Staff

Allyson Strickland
Erica Bakewell
Jane Zimmer
Amanda Norman
Matt Steenson

Physical Education/Numeracy Support

Colleen Malcolm

LLI/Literacy Support

Audrey Ghostkeeper

French/Numeracy Support

Laura Kenny

Learning Support Teacher

Jennifer Taylor

Office Staff – Shelly Cuthbert, Wendy Hook

Library Staff – Janice Shihinski

Support Staff – Lynn Bain, Anne Haney, Nicole Lacroix,
Jean Litz, Julie Devlin, Joy Johnson, Michelle O’Neil,
Melyssa Sarty, Evangeline Gelech, Jessica Perry-Rees

SCHOOL HOURS OF OPERATION

| | |
|----------------------------|------------------|
| Outdoor Supervision Begins | 8:15 am |
| Doors Unlocked: | 8:25 am |
| First Bell: | 8:37 am |
| Morning Announcements: | 8:37 – 8:40 am |
| Classes Begin: | 8:40 am |
| Outdoor Recess: | 10:16 – 10:31 am |
| Lunch Break: | 12:07 – 12:37 pm |
| Outdoor Recess: | 12:37 - 1:07 pm |
| Dismissal – All students: | 3:15 pm |
| Outdoor Supervision: | 3:15 – 3:30 pm |

SCHOOL TIMETABLE

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|-----------|---------------------|
| Period 1 | 8:40 – 9:12 am |
| Period 2 | 9:12 – 9:44 am |
| Period 3 | 9:44 – 10:16 am |
| Period 4 | 10:31 – 11:03 am |
| Period 5 | 11:03 – 11:35 am |
| Period 6 | 11:35 am – 12:07 pm |
| Period 7 | 1:07 – 1:39 pm |
| Period 8 | 1:39 – 2:11 pm |
| Period 9 | 2:11 – 2:43 pm |
| Period 10 | 2:43 – 3:15 pm |

School Policies & Procedures

ABSENCES –Parents are asked to call or text the school office, **before 8:40 a.m.**, if their child(ren) will be absent or late. Parents can also leave a message on the school voicemail system (780-849-3539). Each morning the school will make a reasonable attempt to verify all unaccounted absences. This is a safety precaution only and is for your child’s protection. Please note that we track and record late arrivals and early pick-ups in our attendance system.

ARRIVAL TIME – We ask that students arrive **no earlier than 8:15 a.m.** Please note that there is no supervision provided prior to 8:15 a.m. Parents are responsible for supervising their child(ren) before 8:15 a.m. After 8:40 a.m. students need to enter through main door and check in at office.

ASSEMBLIES - Our school hosts monthly assemblies. Each class has the opportunity to present to our students and E.G.W. families. From time to time we have special guests visiting our school to make presentations. Parents are always welcome – please join us!

ATTENDANCE – It is standard school policy to track student absenteeism and notify parents of accumulated days. All late arrivals, early pick-ups and missed school days are recorded. It is important that children attend school on a regular basis. If attendance becomes an issue, the teacher and/or school administration will contact the parents. If attendance continues to impact the child’s school achievement the student will be referred to the Deputy Superintendent.

BIKING TO SCHOOL - Children riding a bike to school must wear a helmet and must understand/practice proper bike safety rules. Parents will be contacted if a child arrives at school without a bike helmet. **No helmet, No bike** - It is the law! Students are responsible for locking/unlocking bikes and walking their bikes on all school sidewalks. Skateboards and scooters must be carried across the playground and not be used on our busy sidewalks. Roller blades must be removed at the front door or assigned boot room.

BUILDING SECURITY – E.G.W. is a secure building. All exit doors are locked at the 8:37 bell each morning, excluding the main front entrance. Parents and students are asked to use the main school entrance after this time. There is a secondary set of doors that require being let in by office staff. Please use doorbell to alert office staff. For safety reasons, we have security cameras continuously record and store footage taken both inside and outside of the building. **All parents and visitors to the school must sign-in at the office before contacting staff or students.**

BUS POLICY – Please note, **there is no bus fee charged for students who live outside of the Slave Lake town limits however MD residents opting to use in-town bus services must pay for a bus pass.**

Safety is our primary concern and parents can assist us with the bus safety issue by noting the following:

- Students must have a bus pass before they are permitted to ride an in-town bus.
- Bus passes are sold in May/June for the upcoming school year on a first come, first served basis.
- Space on HPSD in-town buses is very limited therefore we will stop selling passes when all seats are full.
- Bus passes may be paid in two installments: **May/June and January**
- Individual (\$300) and Family (\$600) passes are available
- Bus rates are not prorated if you decide to purchase a bus pass after September.
- Bus Concerns: Parents are asked to contact their child’s bus driver directly if they have concerns/issues related to transportation. The **HPSD Transportation Department** can be contacted at **1-780-523-9507** regarding busing issues and concerns that cannot be resolved with the bus driver.
- If buses are unable to run, it will be announced on the local radio station as well as the HPSD website. Students are expected to behave at all times while waiting for, or riding on the bus. Failure to do so may mean that bus privileges are taken away.
- Download our H.P.S.D. App for up to date bus information.

CHARACTER EDUCATION FOCUS – We consider ourselves a Kindness school. We have developed a common theme of spreading and promoting kindness, respect and leadership within our daily interactions and within our community. Monthly, there are a variety of challenges posed to our teachers and students to help promote kindness. Kindness helps support citizenships, responsibility and strengthens our relationships with one another.

CODE of CONDUCT – E.G.W. has developed and implemented a School Code in Action. Parents are asked to read and be familiar with the information provided in this document. This document outlines students' expectations on how to be respectful, responsible and safe at E.G.W. Check it out on our school website – www.egw.hpsd.ca

E.G.W. operates under the philosophy that all students/teachers learn and develop best in an environment that is safe, caring, and productive. We strive to achieve a learning environment where students, staff and parents are respected and students make responsible choices for their behaviour. Consequences for non-compliance with the Code of Conduct will be appropriate for each individual student. Factors to consider include the student's age, state of development, special needs, social/emotional needs and level of cognitive functioning. Consequences will reflect the frequency, severity and intensity of the inappropriate behavior. Consequences may range from and include, but is not limited to, one or more of the following:

- Discussion with teacher / school personnel
- Mediation
- Apology
- Loss of Privilege
- Warning (verbal and / or written to parents / guardians)
- Confer with parent or guardian
- Referral to Administration
- Possible recommendation for counselling
- In-school suspension
- Out of school suspension

COMMUNICATION BETWEEN HOME-SCHOOL - Staff members at E.G.W. value the importance of ongoing and timely communication with parents and community and are continually looking for effective and efficient ways to share information. Many teachers text information (ex. Remind, HPSD Messenger, etc) to parents, send emails, and put notes/reminders in the student agenda. You can also follow us on Facebook (E.G. Wahlstrom School), Twitter @egw_hpsd, or check out our school website at: www.egw.hpsd.ca. HPSD has a free app which parents are encouraged to download on their phones. This gives you daily access to school news, calendar, and bus status. Please ensure that we have your correct telephone numbers and address on file. It is very important that we have a number where parents can be contacted in case of emergencies or for sharing information. In addition, please include an emergency contact person/number should we be unable to contact you. ***It is very important that Parents call the school office or send a note if there are changes in how your child goes home at the end of the day. For safety and accountability, this information needs to be communicated from parents to our school staff rather than through a student's cell phone.**

ELECTRONICS AND CELL PHONES – We recognize that cell phones have become a common tool for communication. Cell Phones and Devices can be a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school. However, phones must be turned to silent and stored out of sight during school hours. Students may not use their cell phone or devices during instructional time unless otherwise given permission by the teacher. E.G.W. School is not responsible for lost, damaged or stolen phones or devices of any kind.

EMERGENCY RESPONSE PLANS -Our first concern, when it comes to an emergency, is the health and safety of our students. Our school division has developed an EMERGENCY RESPONSE PLAN intended to address emergency situations that may occur at school. School disaster plans have been designed to deal with emergency situations such as natural disasters, severe weather conditions, fires, violent behaviour and criminal acts. Of course, it is impossible for us to foresee all potential emergencies, but regardless of what situation a school may face, please be assured that our main objective is to attend to the health and welfare of your child. For more specific information, please refer to the H.P.S.D. Emergency Response pamphlet on their website.

EMERGENCY SCHOOL CLOSURE – Please note that the school is never closed due to cold/severe weather. The school will remain open between 8:25 a.m. and 3:30 p.m. even when buses are canceled due to severe weather/road conditions. In keeping with the HPSD policy... **“Schools will not close unless health/safety issues cause a problem”**

FIELD TRIPS – Field trips are a valuable part of children’s learning experiences. Teachers arrange visits/field trips which supplement and reinforce the curriculum. School funds are used whenever possible to cover transportation and entrance fees but parents may be asked to cover part of the costs. No child will be permitted to participate on a class field trip unless the appropriate consent forms have been signed by a parent or legal guardian. **Verbal consent will not be accepted.** Students will be required to follow all applicable school rules prior to being permitted to participate as well as while participating on a school trip. *HPSD # 48 does carry year round accident insurance for all students. Coverage is provided by ASBIE (Alberta School Boards Insurance Exchange) via the Industrial Alliance Special Markets Solutions. Details are available on the HPSD Webpage under Parents and Students.*

FIRST NATIONS, METIS AND INUIT FOCUS – At E.G.W. we strive to infuse the First Nations, Métis and Inuit culture into all curricular areas. We work in collaboration with H.P.S.D. Indigenous Coaches to provide cultural experiences and build upon our knowledge.

FOOD ALLERGIES/SENSITIVITIES –Some students in our building have severe allergies to a number of different food items. For this reason, students are not recommended to share/trade lunch items with each other. Please be aware that we create an allergy aware environment. We expect students to be respectful of their peers with food allergies/sensitivities. If required, alternate eating locations can be used. We recommend you contact the office/teacher to disclose any concerns.

FOOTWEAR – It is important that students wear safe and appropriate footwear while at school. All students at E.G.W. participate in physical education classes. Your child will need a pair of indoor running shoes with non-marking soles. Crocs, sandals, dress shoes and flip flops are not permitted to be worn during Phys. Ed classes.

HEALTHY SCHOOL COMMUNITIES ADMIN PROCEDURE #241 - All food items served to students at school may consist of 80% ‘Choose Most Often’ and 20% ‘Choose Sometimes’ categories. Four times during the year, the school can have items from the ‘Choose Least Often’ category. Watch the school information updates regarding when this occurs during the year. Parents can also check the Healthy Food Guidelines on our school website or the following link: <https://hpsd.ca/common/pages/DisplayFile.aspx?itemId=1622847>

ILLNESS/INJURY PROCEDURES – If a student becomes ill/injured while at school:

- An attempt will be made to contact the parent/guardian or the emergency person listed by the parent
- If a parent/guardian or emergency contact person cannot be reached, the student will be made as comfortable as possible at the school. If the injury or illness appears serious, the student will be taken to hospital (by ambulance if necessary). Parents will be responsible for the cost of the ambulance.

INCLEMENT WEATHER – During extremely cold or wet weather, students will remain indoors during recess and lunch breaks. If the temperature/wind chill reads -25 students/staff will not go outside for recess breaks. It is up to the discretion of the administration to make a decision regarding temperatures between -20 and -24. Please send your child to school dressed in warm outdoor clothing that will help to make their recess breaks comfortable and enjoyable. Warm jackets, gloves, ski pants, hats and winter/rain boots are strongly recommended during cold or wet weather. ***In the event of severe weather, parents are advised to listen to the local radio station to hear information regarding bus cancellations. Also check the bus status on the H.P.S.D. website.**

LOCKERS & LOCKS - All students are assigned a locker at the beginning of the year. Locks are an optional purchase through the school for \$5.00 as supplies last.

LOST & FOUND – Please try to clearly label all items so that they can be identified in case they are lost. There is a LOST & FOUND bin near the office to retrieve lost articles of clothing. Non-clothing items will be turned into the office. At the end of the school year, any unclaimed articles are donated to the Friendship Centre.

LUNCH TIME is 12:07 – 1:07 pm. Students will have access to microwaves during this time and may bring lunch items that can be heated. Please do not bring items that require more than 1 minute to heat up. This is to be considerate of other students waiting to use the microwaves. Hot water is not available. Students are able to go out for lunch/recess time with parent permission. **This permission must be clearly communicated to the student’s teacher or office staff for the specific day.** If the student has permission for more than just one specific day (ex. full week, full year, etc), the office and teacher must receive a note stating the details. We ask that they eat their food before returning. We do not allow the food to be brought out on the recess/playground area. It is the student’s

responsibility to be back before the bell rings for class time (1:07 p.m.). **Students are to bring their own cutlery if needed for lunches.**

LEARNING COMMONS - The Learning Commons is a warm and welcoming space that encourages the love of reading. Students come once each week with their class to choose from current fiction, graphic novel titles, classic stories and a wide variety of non-fiction. New books come out all year long and students are encouraged to give suggestions of titles they would like to see added to the collection. We offer open exchange throughout the week so that students have access to new books as they need them. We now have access to e-books and audio books that can be borrowed and read on personal devices anytime and anywhere! Our library also has a beautiful loft which is used for library programs, author visits, guest presentations and LEGO club during the winter months.

MEDICATION – It is best that students receive medication at home, however if medication is required at school, parents must complete the H.P.S.D. medication form before it will be administered at school. **HPSD Policy #314 states that the request shall:**

- Be in writing
- Specify the time(s) medication should be given
- Specify the exact dosage/amount
- Specify the duration of the treatment
- Outline procedures to be followed in case of adverse reactions.
- All medication must be brought to school in the original container, by a parent.

Students should not transport medication to school on the bus and/or in a lunch kit. The parent must advise office staff, in writing, immediately if there is any change in medication schedule. All medication is administered in the main office, by office staff. No over the counter medication will be given unless the outlined procedures are followed.

PERSONAL PROPERTY – The school is not responsible for students' personal property. We suggest that all school supplies, lunch kits, footwear, and outer clothing be marked with the child's name prior to sending them to school. ***As per HPSD policy #343, students are not permitted to bring knives or weapons of any kind to school.**

PETS/ANIMALS ON SCHOOL PROPERTY - Due to many safety and medical reasons, pets and domestic animals are only permitted on the property under the following guidelines:

- Visits must be pre-arranged with the teacher and office staff.
- As per Admin Policy #250 all animals visiting the school property during regular school hours, must be muzzled and leashed or enclosed in a cage at all times.
- Absolutely NO wild animals are permitted in the building.
- For the safety and well-being of our students, please do not tie your pet to school fences, bike racks or have them near the dismissal doors at the end of the day.
- Owners must use extreme caution whenever they bring pets/domestic animals onto the school property.

PLAYGROUND BEHAVIOUR - It is important that every child get the opportunity to have a moment of fresh air during the learning day. All students are expected to go outside at recess unless they have a note stating otherwise. Students must use the equipment and playground area in a safe manner. Students not following the playground safety expectations could be removed from the playing area for a recess, school day or several days. Please see Code of Conduct.

RECYCLING – Staff and students at E.G.W. participate in recycling. We collect and recycle juice boxes and containers. Money raised from this program will be to support grade level field trips and special events.

REPORT CARDS – Formal report cards are issued 3 times during the school year – November, March and June. Opportunities for parents and teachers to meet and discuss student progress are scheduled during the year. Parents should never hesitate to contact their child's teacher if they have questions/concerns regarding any aspect of learning or school life.

SCHOOL COUNCIL – Joining the E.G. Wahlstrom School Council is one of the many ways that you can get involved in your child's school and education. The E.G.W. school council is an advisory committee which promotes the well-being and effectiveness of our school community and thereby enhances student learning. Meeting dates are

published on our monthly school calendar and usually fall on the first Monday of each month. Throughout the year, many important issues that directly impact your child's learning will be discussed. The input of parents is very important to the school staff. All parents are encouraged to attend the meetings and get involved. Working together helps to make a good school great!

STUDENT DROP-OFFS – There is no drop-offs or access through the staff parking lot. Please obey all traffic rules and signs. Parents and guests are welcome to park in visitor parking in front of the school. Parents are not to enter the bus loading bay at the back of the school.

STUDENT SUPPLIES - Students must supply their own notebooks, pens, pencils, rulers, crayons, glue, binders, duo-tangs, etc. A supply list comes out each year with the recommended supplies for each grade. Students should be ready to start each class with the materials they require to complete their work.

STUDENT PLACEMENT – Many factors, including but not limited to academic, behavioural and social considerations, total class size, male/female ratio, and class dynamics are considered in student placement decisions. The final decision regarding all student placements rests with school administration after due consideration of staff recommendations.

STUDENT SIGN-OUT PROCEDURE – For our students' personal protection, the school policy regarding dismissal of students during school hours is as follows:

- Parents must report to the office and notify office staff they are signing out their child.
- The office staff will call to the classroom and get the student to come up to the office.
- You may be asked to show photo ID.
- Any person designated by a parent to pick up a student from school must be listed on the student release section of the school registration form.
- The school must receive a signed note from the child's parent or guardian indicating the person designated to pick the child up from school if this person's name does not appear on the student release section of the registration form.

SUPERVISION OF STUDENTS – The school staff provides playground supervision. There are supervision teams responsible for all breaks, both indoors and outdoors. Bus arrivals and departures are also supervised.

VOLUNTEERS – Parents are invited to play an important role in their child's education by volunteering in the school. Volunteering benefits your child and strengthens the ties between home and school. Parents wishing to volunteer are asked to contact their child's teacher. **Volunteers are asked to:**

- sign-in and out at the office during each visit.
- work under the direct supervision of the teacher.
- be aware that student discipline is the responsibility of school staff.
- respect student/staff confidentiality at all times.
- support and encourage our respect, lead, succeed and kindness philosophy.

HIGH PRAIRIE SCHOOL DIVISION contact info:

Phone Toll free: 1-877-523-3337

Superintendent:
Mrs. Laura Poloz
Email – lpoloz@hpsd.ca

Deputy Superintendent:
Mrs. Margaret Hartman
Email – mhartman@hpsd.ca

STUDENT'S contact info:

Your phone #: _____
Mom's work: _____
Mom's cell: _____
Dad's work: _____
Dad's cell: _____