

E.G. Wahlstrom School 2024-25



Please review this handbook to find important information regarding our school procedures and policies. Best wishes for a safe, 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:

Mrs. A. Ghostkeeper– Principal
aghostkeeper@hpsd.ca

Mrs. J. Taylor – Vice Principal
jtaylor@hpsd.ca

2024-2025 SCHOOL CALENDAR

Aug. 28 First Day of school
Sept. 2 Labour Day - No School
Sept. 12 School Picture Day
Sept 13 Terry Fox run
Sept. 16 School Council AGM
Sept. 20 No School-PD Day
Sept 25 Parent Teacher Meetings Student Led (3:45-5:45 p.m)
Sept. 26 Parent Teacher Meetings Student Led (5:00-7:00 p.m)
Sept 27 Orange shirt day
Sept 27 September Assembly hosted by 6D Mrs. Norman
Sept 30 No School - Truth and Reconciliation Day
Oct. 11 No School - PD Day
Oct. 14 No School -Thanksgiving Day
October 29 October Assembly hosted by 4A Mr. Barr
Oct. 30 School Picture Retakes
Nov 1 No School PD Day
Nov 8 Remembrance Assembly hosted by 5B Mr. Snodgrass
Nov 11-14 No School - Fall Break
Nov 15 No School-Day in Lieu
Nov 22 Report cards go home
Nov 26 Parent-Teacher Meetings - Student Led (5:00-7:00 p.m)
Nov 26 Art Showcase hosted by 6A Mrs. Holosney and 5E Mrs. Green
Nov 27 Parent-Teacher Meetings - Student Led (3:45-5:45p.m)
Nov 27 Art Showcase hosted by 6A Mrs. Holosney and 5E Mrs. Green
Nov 29 November Assembly hosted by 4D Ms. MacLean
Dec 13 December Assembly hosted by 5C Ms. Seymour
Dec 18 Winter Wonderland 5:00-7:00 pm
Dec 23 - Jan 3 Winter Break
Jan 6 Classes Resume
Jan 29 No School - ½ PD day, ½ self directed PD
Jan 31 January Assembly hosted by 4E Miss Dingman
Feb 3 Retention letters sent to parents
Feb 5 ½ day self directed (am), ½ day travel (pm)
Feb 6 No School-Teacher's Convention
Feb 7 No School-Teacher's Convention
Feb 17 No School - Family Day
Feb 28 February Assembly hosted by 4C Ms. Gustafson
Mar 14 Report cards go home
Mar 19 Parent - Teacher Interviews (5:00 - 7:00 p.m.)
Mar 19 Stem Showcase hosted by 6B Mrs. Sloan and 5A Ms. Brown
Mar 20 Parent - Teacher Interviews (3:45 - 5:45 p.m.)
Mar 20 Stem Showcase hosted by 6B Mrs. Sloan and 5A Ms. Brown
Mar 21 March Assembly hosted by 5D Mr. Oliver
Mar. 24-28 Spring Break
Mar 31 PD Day
Apr 1 Classes resume
Apr 18 No School - Good Friday
Apr 21 No School - Easter Monday
Apr 30 April Assembly hosted by 4B Ms. Thomas
May 9 No School - PD Day
May 16 No School - Day in Lieu
May 19 No School - Victoria Day
May 29 May Assembly hosted by Student Leadership Team
June 13 Send home ISP/BP
June 18 Reports Cards submitted to the office
June 23 June Assembly hosted by 6C Mrs. Loroff
June 25 Last day for students and EAs/Report Cards sent home
June 27 Last day for Teachers and Office Staff

E.G.W. STAFF

Grade 4 Staff:

David Barr
Catherine Thomas
Kate Gustafson
Ivy MacLean
Gabrielle Dingman

Grade 5 Staff:

Claire Brown
Daniel Snodgrass
Tiffany Seymour
Leonard Oliver
Jamie Green

Grade 6 Staff:

Christina Holosney
Jessie Sloan
Taryn Loroff
Amanda Norman

Principal

Audrey Ghosotkeeper

Vice Principal/Intervention Teacher:

Jennifer Taylor

French/Intervention Teacher:

Teresa Rea

Learning Support Teacher

Jodi McMahon

Office Staff: Jean Litz, Wendy Hook

Library Staff: Joy Johnson

Support Staff:

Lynn Bain
Heather Bablitz
Nicole Lacroix
Stacey Bosse
Keira Wirstiuk
Celia Sheen
Crystal Libutan
Emily Plante
Samantha Walton
Haley Lalonde

SCHOOL HOURS OF OPERATION

Outdoor Supervision Begins	8:15 am
Doors Unlocked:	8:25 am
Morning Announcements:	8:36 – 8:39 am
Classes Begin:	8:39 am
First Nutrition/Recess Break:	10:47 – 11:25 am
Second Nutrition/Recess Break:	1:01 - 1:39 pm
Dismissal – All students:	3:14 pm
Outdoor Supervision:	3:14 – 3:30 pm

SCHOOL TIMETABLE

Period 1	8:39 – 9:11 am
Period 2	9:11 – 9:43 am
Period 3	9:43 – 10:15 am
Period 4	10:15 – 10:47 am
Period 5	11:25 – 11:57 am
Period 6	11:57 am – 12:29 pm
Period 7	12:29 – 1:01 pm
Period 8	1:39 – 2:11 pm
Period 9	2:11 – 2:43 pm
Period 10	2:43 – 3:14 pm

PREAMBLE:

This handbook has been developed to communicate our procedures and expectations of E.G. Wahlstrom to all students and families. ***At E.G. Wahlstrom School the wellness and the well-being of students, staff, and the school community are a priority. Collectively we are all responsible for fostering a safe, caring, and welcoming environment at E.G. Wahlstrom School. We are partners in education and as EAGLES, we will succeed!***

SCHOOL POLICIES AND PROCEDURE:

ABSENCES: Parents/guardians are asked to call (780-849-3539) or text (780-805-9407) 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. 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/DISMISSAL 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 8:39 a.m. students need to enter through the main door and check-in at the office. Our school dismissal time is at 3:14 pm. The school does have an adult supervisor at the front of the school until 3:30 pm. We ask that all students are picked up prior to this time.

ASSEMBLIES: Assemblies will be held monthly. Assemblies will be hosted by our students and seek to provide important communication and events that will be happening in the upcoming month, to celebrate our character education of Kindness, and to recognize student success. All families are welcome to attend our school assemblies.

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 Assistant Superintendent. Attendance is extremely important for student success. We will partner with families to support students as best we can.

BIKING TO SCHOOL - Children riding a bike to school must wear a helmet and must understand/practice proper bike safety rules. Parents/Guardians 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 assigned boot room.

BUILDING SECURITY/SAFETY – E.G.W. is a secure building. All exit doors are locked at the 8:39 am 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 the doorbell to alert office staff and use the phone located next to the bell to speak with the 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 call the office before contacting staff or students.

BUSSING GENERAL INFORMATION:

- There are no bus fees for students who live outside 1km from the school.
- Any questions or concerns please contact transportation@hpsd.ca

BUSSING SAFETY INFORMATION: Safety is our primary concern and parents/guardians can assist us with the bus safety issue by noting the following:

- Individuals must sit in the assigned seat and cannot move seats to sit with friends. Any student not sitting in their assigned seat will be reported to the school administration.
- If a parent or guardian has a bus concern, they 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.

BUS UNLOADING/LOADING AT THE SCHOOL:

Unloading procedure:

- As buses arrive in the bus bay, they will unload under the direction of the bus driver and proceed directly to their assigned entry doors.
- If the bus arrives before the doors open at 8:25 am, students can congregate near their assigned entry door area.
- When the entry bell rings at 8:25 am, students can enter their assigned door.
- If the bus arrives before the doors open at 8:25 am, students can congregate near their assigned entry door area.
- When the entry bell rings at 8:25 am, students will enter the school
- As buses arrive and unload after the first bell (8:25 am), students will go to their assigned door and enter the building immediately, unless asked to wait for traffic to clear in the boot room, which will be directed by the door supervisor.

Loading Procedure

- Students will exit the building through their assigned door (detailed above) and proceed to their designated bus waiting area on the east side of the bus bay.
- They congregate in front of their bus parking space behind the yellow line
- They will remain there until the bus driver has opened the door and requested they board the bus.

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 staff and students to help promote kindness. Each class will be creating a kindness project that they will work on all year. Kindness helps support citizenship, and responsibility and strengthens our relationships with one another.

CODE of CONDUCT: E.G. Wahlstrom has developed and implemented a School Code of Conduct. Parents/Guardians 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/staff 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 are 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. Teachers send messages through HPSD School Messenger (arrives as a text or email), send direct emails, and post on classroom webpages or Google Classrooms. You can also follow us on Facebook (E.G. Wahlstrom School) or check out our school website at: www.egw.hpsd.ca. HPSD has a free app that 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/guardians can be contacted in case of emergencies or for sharing information. In addition, please include multiple emergency contacts/numbers should we be unable to contact you.

It is very important that Parents call/text the school office or send an email 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.

CURRICULUM AND INSTRUCTION: While we feel the best option for student learning is with in-person classes, we know that there are students and parents who would like to know what alternatives are available. Students who do not attend in-person classes can do any of the following:

- Homeschooling - Parents choosing home education have the primary responsibility for planning, managing, providing, evaluating and supervising their children's courses of study. They must develop a home education program that enables the student to achieve appropriate learning outcomes, and submit this program plan to the supervising school authority. Students who enroll in homeschooling would not be eligible to return to in-person classes with HPSD after September 30th.
- Different School Authority - Parents could choose to enroll in a different school authority. Students who enroll in a different school authority would not be eligible to return to in-person classes with HPSD after September 30th.

ELECTRONICS AND CELL PHONES: The Government of Alberta has mandated that schools develop policies and procedures to support the restriction of cell phone use in schools. High Prairie School Division has developed a policy to support the ban of cell phones in the classroom at your child(ren)'s school. Please see the linked website (<https://www.hpsd.ca/information-items>) with the Division's policy and procedures that are being implemented to support the restriction of cell phones in schools. 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. Should you choose to send your child with a cell phone the phones must be turned to silent, stored out of sight during and not engaged with during school hours. E.G.W. School is not responsible for lost, damaged or stolen phones or devices of any kind.

First Offence: Verbal warning by the teacher to remind the student of the policy and expected behaviour. The cell phone is to be immediately stored away.

Second Offence: The teacher will take the cell phone or electronic device from the student for the remainder of the period/block. The teacher will contact the student's parents/guardians to inform them of the repeated misuse.

Third Offence: The teacher will take the cell phone or electronic device from the student for the remainder of the school day. The confiscated cell phone or electronic device will be securely stored in the school office until the end of the day. The teacher will contact the student's parents/guardians once again to discuss the ongoing misuse and to explore strategies for improvement.

If cell phone or electronic device misuse persists, the student will be referred to the school administration and will be treated as a disciplinary issue.

EMERGENCY RESPONSE PLANS: Our first concern, when it comes to an emergency, is the health and safety of our students and staff. 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 the divisional website. Throughout the school year, E.G.W. School completes practice and rehearse emergency response drills (ex. Fire drill, lockdown, etc). These drills help all students and staff in the building be aware of how to respond in case of emergency and prepared.

EMERGENCY SCHOOL CLOSURE: Please note that it would be extremely rare for a school to close, even in 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.”**

ENTRY/EXIT PROCEDURE FOR THE SCHOOL:

General Information:

- All visitors/parents will require a meeting time to meet with administration and/or teachers. This will be booked through the office staff.
- All Parents/Guardians/Visitors/HPSD employee/service providers need to sign in and out of the building. Sign in/out sheet will be located at the front office.
- For any late students, please refer to the Parent Pickup and Drop Off Procedure.

Entry Procedure (Students):

- Students will arrive at the school either by bus, walking or parent/guardian drop off. They will proceed to their assigned door and congregate at their assigned spot for entry into the building at bell time. Supervision will commence at 8:15 a.m. Each door will have an assigned staff member.
- At 8:25 a.m., the first bell will ring and the supervising staff member will hold the door open to allow for staggered entry into the boot room area. Students will remove their boots, place them on their assigned boot rack and proceed to class.
- At lockers, they will remove backpacks, lunches, and enter their classrooms promptly.

Exit Procedure (Students):

- As classes are dismissed they will go to their lockers, get dressed, and move towards assigned exit door. They will put on their outdoor footwear at this time.
- Students will then proceed through their assigned exit door to either the bus bay, front of the school for pick ups or walk home.

FIELD TRIPS: Field trips are a valuable part of children’s learning experiences. Teachers arrange visits/field trips that 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 in 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 not carry accident insurance for 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 Success Coaches to provide cultural experiences and build upon our knowledge.

FOOD ALLERGIES/SENSITIVITIES: **We cannot have bananas or products containing bananas in the school.** Some students in our building have severe allergies to a number of different food items. For this reason, students should

not 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.

FOOD BEING SERVED AT SCHOOL: All foods being served at school will adhere to the Nutrition procedure #241 - and follow the Alberta Nutrition Guidelines for Children and Youth. If families would like to celebrate their child's birthday with food in the school, food choices must be in alignment with ANGKY guidelines. HPSD encourages non-food birthday celebrations in the school setting.

INJURY PROCEDURES: If a student becomes 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 appears serious, the student will be taken to the 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 breaks. If the temperature/wind chill reads -25 or colder, the students/staff will not go outside for recess breaks. It is up to the discretion of the administration to decide 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 and must be provided by the family. The school does not have locks for sale.

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 area near the office to retrieve lost articles of clothing. Non-clothing items will be turned into the office. We will occasionally post pictures or videos of lost items on our school Facebook page to assist families to identify items easily. Please contact the office if you need to claim a lost item. At the end of the school year, any unclaimed articles are donated to the Friendship Centre.

NUTRITION/RECESS BREAKS: All students will have two 19-minute nutrition breaks and two 19-minute recess breaks throughout a school day. This also helps break up the academic learning portion of the day, so students can get movement and proper nutrition to aid in more productive time focused on learning.

- Grade 4 and 5A, 5C, 5D students will have recess breaks at 10:47-11:06 am and 1:01-1:20 pm and will have nutrition breaks at 11:06-11:25 am and 1:20-1:39 pm.
- Grade 6 and 5B and 5E students will have nutrition breaks at 10:47-11:06 am and 1:01-1:20 pm and will have recess breaks at 11:06-11:25 am and 1:20-1:39 pm.
- During nutrition breaks, students will have access to microwaves. We encourage families to use items such as a thermos or thermal container if a student wants warm items for a meal as microwaving can become time-consuming and takes up eating time.
- Parents/guardians shall be asked to provide food in clean containers with their own utensils.
- Students shall store food containers in a designated place in the classroom or in their locker
- Students should not be sharing utensils, dishes, and water bottles or drink containers.
- Students are to bring their own cutlery if needed for lunches.
- **Students are not able to leave the school property to go out for lunch/recess time on their own. They may only leave at this time if being signed out and picked up by a parent/guardian. We ask that if a student**

goes off property during this time they avoid returning prior to the end of the nutrition/recess break. This helps avoid students entering the recess/playground area without notification of the school.

LEARNING COMMONS: The Learning Commons (Library) encourages the love of reading and students will be able to access their favorite book titles 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. As the year starts, we will provide details so students know how to physically sign out books through our library exchange. We also have access to e-books and audiobooks that can be borrowed and read on personal devices anytime and anywhere!

LEARNER CONFERENCES/PARENT TEACHER INTERVIEWS:

- In accordance with HPSD Admin. Procedure 360 Curriculum Planning, Assessment, and Reporting, teachers shall facilitate ongoing teacher-parent communications regarding student progress. This may include student portfolios in Seesaw or Google; the use of SchoolMessenger tools for text and email, HPSD email, telephone, or Google Meet/Zoom technologies.
- Schools will connect with parents or guardians each semester using appropriate technologies telephone, Google Meet, Zoom, or in-person if able. These dates are listed in the school calendar and the second page of this document.

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 always be muzzled and leashed or enclosed in a cage.
- 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 learning opportunities

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 that promotes the well-being and effectiveness of our school community and thereby enhances student learning. Meeting dates are published on our monthly online school calendar. 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! Details on how these meetings will be held will be communicated by the school to parents/guardians (ex. virtual meeting platform)

STUDENT DROP-OFFS/PICK-UPS AND ENTRY AREAS AT SCHOOL:

- There are no drop-offs or access through the staff parking lot.
- Please obey all traffic rules and signs.
- Parents/Guardians and guests are welcome to park in visitor parking in front of the school. As parents/guardians and students exit their vehicles in this location, please be mindful of other vehicles and wait your turn to exit.
- Parents are not to enter the bus loading bay at the back of the school.
- If a parent/guardian would like to set up a meeting this can be set up with the office staff.

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 (see school website). Students should be ready to start each class with the materials they require to complete their work. At no time shall students share personal supply items with another student.

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 the school administration after due consideration of staff recommendations.

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

- Parents/Guardian must report to the office and notify office staff they are signing out their child.
 - Initially this will be completed by phoning into our office from the phone provided at the front entrance of the school. Instructions are posted beside the phone.
- The office staff will call the classroom and get the student to come up to the office.
- You may be asked to show a valid photo ID.
- Any person designated by a parent/guardian 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.

SUPPORTS: HPSD Educational Psychologist and the Wellness Counsellors will provide professional development and support as needed. Our school has access to a Wellness Counsellor that will be present during school days. The students' mental health and well-being is of extreme importance to our school. Within the classrooms, staff will conduct simple check-ins with students on a regular basis. There are additional resources on the HPSD website at hpsd.ca/helplines. You can also go to the Alberta Health Services website for additional support. For students requiring 1:1 intervention, they will be screened case by case to determine levels of support required to safely bring students into the school environment. Any specialized supports will be noted in the Individual Student Plan.

VAPING: HPSD recognizes the health risks associated with tobacco products including chewing tobacco, electronic cigarettes and vaping products. Smoking, vaping and the use of tobacco products in any form are not conducive to the maintenance of a healthy environment and may lead to addiction and/or illness.

Students caught vaping on school property will face immediate consequences:

- Required to meet with school administration, who will immediately contact the student's parents to inform them of the violation. Vapes and vaping substances will be confiscated and disposed of. Confiscated items will not be returned to families as it is illegal for minors to be in possession of these materials.
- Parents will be asked to come to the school to pick up their child and take them home for the rest of the school day. Student suspensions will range from 1-5 days out of school, depending on the individual case.
- As with any incident contravening the school code of conduct, the opportunity to participate in extracurricular activities or attend field trips or excursions may be restricted. Consequences shall be applied to all students involved in vaping activities, whether they are vaping themselves or bystanders.

If your child encounters other students vaping on school grounds or in the school (bathroom or secluded space), they should immediately separate themselves from those who are vaping and temporarily avoid that area and report this to administration. Students are not to vape on neighboring private or public property. Leaving the school property to vape is not acceptable. HPSD does not condone vaping anywhere. Any questions or concerns regarding vaping in or around your child's school should be directed to the principal.

VIDEO SURVEILLANCE: The protection of HPSD property and maintenance of the health, welfare and safety of the students and staff while on HPSD property are important functions of HPSD. The monitoring of individuals who enter upon the school grounds, school property or school buses is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and HPSD property. EGW School has both exterior and interior video surveillance that are only accessed by principal or designate and on an as needed basis.

HIGH PRAIRIE SCHOOL DIVISION contact info: Phone Toll free: 1-877-523-3337

Superintendent:

Mr. Murray Marran

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