

# WINFIELD ELEMENTARY SCHOOL

## STUDENT HANDBOOK



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*"Developing Our Most Valuable Resource: Our Children"*

**2010 - 2011**

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## **I. INTRODUCTION**

Welcome to Winfield Elementary School. This handbook is a brief introduction to some of the policies and procedures that are in place at Winfield Elementary School. We hope you find it useful. If you have any questions or concerns, please feel free to contact the school.

### **WINFIELD ELEMENTARY SCHOOL – MISSION STATEMENT**

*“Developing Our Most Valuable Resource: Our Children”*

### **STATEMENT OF STUDENTS’ RIGHTS AND RESPONSIBILITIES**

It is our goal that each child should be free and able to pursue his/her education without disruption. It is our expectation that students, accepting their right and demonstrating their responsibilities, will meet this goal.

#### **Rights**

#### **Responsibilities**

Students have the right to learn	Students have the responsibility to work to the best of their ability and allow others to learn.
Students have the right to experience a variety of physical activities.	Students have the responsibility to participate and play in a safe manner that does not endanger themselves or others.
Students have the right to have opportunities and assistance in developing a positive self concept.	Students have the responsibility to recognize their strengths and weaknesses and to be tolerant of the differences they find in others.
Students have the right to be provided with the opportunities and assistance to develop positive peer relationships.	Students have the responsibility to get along with others.
Students have the right to be respected as an individual.	Students have the responsibility to respect others and themselves.
Students have the right to a safe and clean environment.	Students have the responsibility to treat the school environment with care and respect.

## Winfield Elementary School Student Expectations

### **\* Respect Yourself**

### **\* Respect Others**

### **\* Respect Property**

Winfield Elementary has a Code of Conduct, which is listed below. This Code is a guide for the conduct of our students. There is also a guiding set of rules, which apply to all students. These rules have been explained to all students on the first day of school and will be reinforced throughout the year. Please go over these rules with your children to reinforce them.

#### **Classroom:**

1. Do as requested by all school staff.
2. Be on time for class.
3. Have all necessary materials and be prepared for class.
4. Do all assigned work to an acceptable standard.

#### **Playground:**

1. Play fighting and unnecessary contact will not be allowed.
2. Students are to use the playground equipment properly and are not to climb backstops, fences, goal posts, and bleachers.
3. Games will be played according to the rules and there is to be no unnecessary contact.
4. Appropriate language is to be used by students at all times.
5. Bullying or any threatening behavior will not be tolerated and will be dealt with immediately by the supervisors.
6. Students must remain within the boundaries and play in designated areas only.
7. Bring equipment back inside the building and put away neatly.
8. Dress appropriately for the weather – boots, snow pants, and mitts needed to play in the snow.
9. There will be no making or throwing of snowballs.

#### **Hallways and Entrances:**

1. Students are to have a pair of shoes to wear inside and a different pair to wear outside.
2. All hats are to be removed and hoodies lowered while inside the school building.
3. Keep hands to yourself.
4. Equipment is not to be used in the hallways.
5. Always walk in the hallways.
6. Enter and exit quietly.

#### **Assembly or Presentations:**

1. Sit quietly and in one spot.
2. Sit so that others can see.
3. Keep hands and feet to yourself.
4. Listen politely.
5. Enter and exit quietly.

We have high expectations for the behavior of all students. If you have any questions regarding these, please feel free to call the school anytime.

# **WINFIELD ELEMENTARY SCHOOL AND WETASKIWIN REGIONAL PUBLIC SCHOOL DIVISION #11 INFORMATION**

## **School Address**

Box 390  
Winfield, AB  
T0C 2X0  
Phone: 780-682-3856  
Fax: 780-682-2196  
Website: [www.winfieldschool.ca](http://www.winfieldschool.ca)  
E Mail: [wf@wrps.ab.ca](mailto:wf@wrps.ab.ca)

## **Wetaskiwin Regional Public School Division #11**

5515 – 47A Ave.  
Wetaskiwin, AB  
T9A 3S3  
Phone: 780-352-6018  
Fax: 780-352-7886  
Website: [www.wrps.ab.ca](http://www.wrps.ab.ca)

## **A. Winfield Elementary School**

Mr. Kris Denney Principal

## **B. Wetaskiwin Regional Public School Division #11 Central Office Staff**

Dr. Terry Pearson	Superintendent of Schools
Mr. Randy Risto	Associate Superintendent of Instruction
Ms. Arlene Dow	Associate Superintendent of Business
Ms. Debra Howeihe	Director of Transportation (780-352-8078)

## **C. Trustee for Winfield Area**

Clint Neis

## **SCHOOL YEAR – 2010 - 2011**

### **School Bell Schedule**

Busses arrive: 8:20 a.m.  
First bell: 8:35 a.m.  
Morning recess: 10:01 – 10:19 a.m.  
Noon: 11:44 – 12:26 p.m.  
Afternoon recess: 1:51 – 2:14 p.m.  
Dismissal: 3:40 p.m.

## **Yearly Calendar**

The calendar for the 2010 - 2011 school year, along with the Divisional calendar, is included in the back-to-school package. Please refer to your weekly newsletter for changes and updates on upcoming events. The Divisional calendar, which is sent home to all parents, contains information about school closures for the entire division.

## **II. SCHOOL PROCEDURES AND POLICIES**

### **1. ABSENCES**

If your child is absent, please contact the school office.

### **2. ACHIEVEMENT TESTING**

Provincial Achievement Tests are administered to Grade 3 and Grade 6 in May and June of each year. PAT results will be reported to parents in the fall.

### **3. ARRIVING AT SCHOOL**

We encourage you to send your child to arrive at school no earlier than 8:20 A.M. School doors will be locked at 8:40. Anyone arriving after that time needs to enter through the main entrance and check in at the school office.

### **4. BICYCLES**

Students who ride bicycles to school are asked to park them in the bike stands. Bike riding is not permitted on the school grounds during the school day. Students are encouraged to wear appropriate safety gear (I.E. helmets).

### **5. BUSSING**

If your child is a bus student and will not be taking his/her regular bus home for whatever reason, or will be taking another bus home, please inform the bus driver by note. This is a necessary procedure as the bus driver has a legal responsibility in the transportation of students. As well, if a student who is not a bus student has planned to go to a friend's home by bus, a note is also needed. When a child is on the bus, he/she is expected to follow the school's guidelines for behaviour. The bus driver is in charge and will remind students to discipline themselves. Safety is our main concern. The driver and/or the school will discipline students who do not behave responsibly. Extreme misbehavior may result in removal of riding privileges.

Any questions or concerns regarding bussing may be made to the Director of Transportation at 780-352-8078.

### **6. COMPUTER USE AND INTERNET**

Students at Winfield Elementary have access to computer technology in our computer lab. Students from Grades K-6 are required to have a signed permission form for computer and internet use. There are very strict internet use guidelines. Any student violating these guidelines will have their internet and/or computer use taken away by the school administration. A copy of the computer and internet use guidelines and a permission slip is included in the back-to-school package and must be signed and returned before students will be allowed access to the computer room.

## **7. DEMOGRAPHIC INFORMATION**

To keep our office records up to date, please call the school office to inform us of changes in personal information like phone numbers, cell numbers, emergency contacts, etc. It is very important that we have up to date emergency contact information.

## **8. DISCIPLINE**

Winfield Elementary tries to take a common sense and reasonable approach towards discipline. A list of student rights and responsibilities and school rules which apply to all students from Kindergarten to Grade 6 is included in this handbook. We state very clearly what expectations we have for student behaviours, and this will be reinforced on a regular basis. Our goal is to help students learn appropriate behaviour. However, students who consistently misbehave, are rude or disrespectful, bully others, or are physically aggressive with others will be suspended in or out of school. Parents will be contacted by either their child's teacher or the school administration if a problem arises.

## **9. EDUCATIONAL SUPPORT SERVICES**

### Guidance and Counseling

As part of the divisional educational support plan, Winfield School provides a comprehensive guidance and counseling program. The program follows a collaborative, multidisciplinary approach involving all members of the school staff. In addition, the Family School Liaison Worker offers students and their families supportive counseling, information, and referrals to other services. At the present time, the worker is at our school one day each week and can be contacted through our office.

The guidance and counseling program:

- provides an environment of support where students can realize their maximum potential and develop a desire for lifelong learning.
- has students demonstrate attitudes and behaviors that allow all students to learn in a safe and caring environment.
- responds to crisis situations and provides timely interventions for students with serious problems.

### Special Education Services

The total focus of "Winfield's Special Education Program" is inclusion. All students identified as requiring an "Individual Program Plan" are placed in the regular classroom with an adaptive or a modified program in place. Strategies and accommodations from the program plan are implemented to aid in student success. In addition, all classrooms presently have educational assistant support. Students can also receive early literacy and/or resource room assistance if required. At any time, students have access to additional specialized support and consulting services.

Winfield School has made support for students' education their highest priority. To help identify students' strengths and weaknesses, the Learning Support Teacher, together with the classroom teachers, administer school-wide assessment in September and June. Student progress and achievement is closely monitored throughout the year. Any questions or concerns about individual students are discussed weekly with a support team. Support teams consist of the classroom teacher, principal, learning support teacher, and the Family School Liaison Worker.

## **10. FIELD TRIPS**

We believe that field trips enhance and support the curriculum and all the students should have the opportunity to participate and share the experience. All classes at Winfield Elementary go on a field trip during the school year. The school and Parent Advisory Council fundraise for the majority of the cost of the field trips. Some of the costs of field trips are directly billed to parents. Signed permission slips are required for all field trips. If you are notified of a field trip and would like to go as a supervisor, please feel free to contact your child's teacher. All parent volunteers must have their criminal record check (free of charge) on file at the school office in order to be considered.

## **11. FIRE DRILLS AND EMERGENCIES**

Regular and alternate maps (routes) are posted in the classrooms and practices are held at intervals throughout the year.

1. Students and teachers **do not** stop to pick up materials or clothing on their way out.
2. Students are expected to move out in a quiet and orderly fashion to designated areas.
3. Teachers take attendance when outside.

If an emergency situation arises which requires the removal of students from the building, they will be housed at the Winfield Recreation Center.

Another type of emergency drill that may occur at Winfield Elementary is a lock down drill. During a lock down drill, classes are confined to their classroom with the classroom door locked. There are many reasons for having a lock down, the primary reason being that it is deemed that it is safer for students to remain in their classroom than to be anywhere else.

## **12. SCHOOL DRESS AND FOOTWEAR**

At Winfield School we believe it is important that students dress appropriate for success at school. Clothing and appearance needs to be appropriate for school, which is our working and learning environment.

- Clothing needs to be appropriate and not distracting, suggestive or offensive to others.
- All hats are to be removed and hoodies lowered while inside the school building.
- Clothing or jewelry may not include logos, sayings or images that promote the use of drugs or alcohol, or display inappropriate language, violence or racial slurs.
- Summer wear such as halter-tops, tube tops, spaghetti straps or beach clothing is not appropriate for school wear. Tops must go down to the waist and skirts, shorts, "skorts" and necklines need to be appropriate. Bare midriff and/or underwear should not be showing. Straps for shirts should fit the "3 fingers wide" guideline.
- These guidelines apply for all school functions

Students are asked to wear footwear appropriate to the weather conditions. Outdoor shoes can be placed on shelves at the entry used by the students. Students are asked to wear shoes at all times in the school for health and safety reasons, as well as in the event of a fire drill. Clean running shoes with non-marking soles are needed for gym classes. **Please make sure your child's shoes and boots are labeled.**

### **13. FOIP (Freedom of Information and Privacy)**

The government of Alberta has passed new legislation requiring all government and government related agencies to have permission to deal with personal information about individuals. Parents are asked to sign a FOIP release on the student registration form which allows the school to use personal information about students (I.E. phone numbers, addresses, student work, student photos) for school business. This may include displaying photos of students in the school, posting student work on bulletin boards, or having student phone numbers available for an emergency fan out.

### **14. HOMEWORK**

Homework generally consists of work not completed during the day. In grades 1-3, homework will generally not be assigned. In grades 4-6, homework may involve an extra assignment, a special project, research, etc. on a limited basis. There will be an expectation that all students read every evening. If students are not completing their homework, the homeroom teacher may contact parents. School planners are given to every student from Grade 1-6 to record homework assignments and upcoming tests, so parents should check their child's planners for information about what their child is doing. **Home reading in the evening is a very important part of a student's homework. Regular reading with your child is one of the best supports you as a parent can provide.**

### **15. HOT LUNCH**

Hot lunch will be available twice a month for a small fee. Proceeds go to the Parent Advisory Council.

### **16. INCLEMENT WEATHER**

Bad weather conditions may force the busses to stop running. The safety of all students is our main concern. On these days notification will be on radio stations as soon as the decision has been made.

### **17. INSTRUCTIONAL MATERIALS (SCHOOL) FEES**

Instructional fees for the 2010 – 2011 school year are \$35.00 per student. This provides your child with access to textbooks, workbooks, and a wide variety of materials and equipment used in all subject areas. Cheques can be made payable to Winfield School and the deadline for payment is the end of September. Instructional fees that are not paid will be deducted directly from our school budget. Payment schedules are available at the school, if necessary.

### **18. THE LEARNING CYCLE**

The staff at Winfield School is committed to working towards the implementation of a Collaborative Learning Community Model, which is a district wide initiative, with a focus on specific strategies to improve student achievement and teacher instructional effectiveness. These strategies include:

- Assessment For Learning
- Marzano's High Yield Instructional Strategies
- Instructional Design
- Identify and Document Standards
- Collection of Evidence
- Reporting Student Success

## **19. LIBRARY**

The library is open during regularly scheduled class times for research work and special projects. Students are expected to promptly return books to the library. If a student does not return books, their lending privileges may be suspended. Books are loaned for two weeks and students may have two books signed out at one time. Encyclopedias and some research titles are only for use in the library.

Students will be charged for lost/damaged books.

One book fair will be held as a fundraiser for the school library.

## **20. LOCKERS**

All students will be assigned lockers. Grades 1-3 are not permitted locks. Grades 4-6 students who wish to use combination locks may do so, if their combination is recorded in their classroom. Locks may be cut off if a student is unable to gain access to their locker and all other methods of entry have been attempted. Lockers are the property of WRPS and may be accessed and searched by school staff if there is an appropriate reason. Students may wish to use a clip to keep their locker shut during the day instead of a lock.

## **21. LOST AND FOUND**

Lost and found articles are maintained in two places in the school – in the K-3 hallway, as well as the office. Students should check these areas for missing items.

## **22. LUNCH HOUR AND SNACK TIME**

Students are required to eat lunch in their classrooms. We have a formal snack time in the morning and afternoon for all students. It is **strongly** encouraged that students choose healthy snacks.

## **23. MEDICAL INFORMATION**

If your child is on medication, please call the school for information about use of medication covered in WRPS policy regarding administering medication in schools.

When a student becomes ill, parents will be contacted. In the event that parents or designated guardians cannot be reached, the child will be able to lie down in the office, under the supervision of the school secretary. If your child is too ill to function at school, please consider keeping him/her home for the day.

If a student is injured at school, we will try to contact the parents – first at home, then at work, then the first emergency contact and then the second emergency contact. If we have been unable to reach any of the above, the child will be transported to the doctor or hospital, by ambulance if necessary. The cost of the ambulance is covered by the division.

## **24. NEWSLETTERS**

Parent newsletters will be sent home on a bi-weekly basis with the youngest member of the family indicating dates to remember and interesting new items. It is your child's responsibility to bring your newsletter home. If you do not receive one, spare copies are available at the school office. Please register your E-mail with the school to request an electronic copy.

## **25. PERSONAL PROPERTY**

If students bring personal items to school such as MP3 players, Game Boys, Cell Phones, toys, etc., they must understand that the school is **not** responsible for such equipment in the event of damage or theft. **We encourage expensive or personally valuable items to be left at home.**

## **26. PLAYGROUND**

Students should get as much physical activity as possible during their recess breaks. Therefore, unless weather conditions are extreme, it is expected that students play outside at recess and noon. It is necessary therefore, for students to be appropriately dressed for day to day weather conditions. Students are expected to play in a responsible manner that does not endanger the safety of themselves or others.

## **27. PHONE CALLS & MESSAGES**

We encourage students to make reasonable use of the school phone e.g. phoning home if cancellation of an event occurs or if a student is sick and needs to be picked up. **Personal business should be arranged in advance.** Students must check with their homeroom teacher and office staff before using the phone.

Except in emergencies, it is requested that important messages be left with the school secretary who will pass them along to the students. This will help to minimize disruptions during class time.

## **28. READING PROGRAM**

Home reading in the evening is a very important part of a student's homework. Regular reading with your child is one of the best supports you as a parent can provide. Students are eligible to receive prizes and other incentives for participating in our reading program.

## **29. SCHOOL COUNCIL (PAC)**

Winfield School Parent Advisory Council is a group of parents and school personnel intent on developing community and school resources for the benefit of students and community. This is a body designed to discuss issues and co-ordinate activities that relate to the School and Division goals.

The Parent Advisory Council will act in a supportive and pro-active way to enhance the product being offered to the students and the community. We also encourage communication and co-operation with parents and school staff. The Council will work with the school, students, and parents in all aspects of education in our community. The Council meets periodically and encourages all parents and members of the community to attend the meetings.

### **30. STUDENT EVALUATION AND REPORTING STUDENT PROGRESS**

At Winfield Elementary we have 3 written and 2 verbal reports. The reporting dates this year are:

November 22	-report card
November 23, 24 after school	-Parent Teacher Interviews
March 14	-report card
March 15, 16 after school	-Parent Teacher Interviews
June 15	-report card

If you would like an update on your child's progress at any other time, please call the school at least one day in advance to arrange an interview. Likewise, teachers may also call you if they have concerns to arrange for an interview.

### **31. VISITORS AND SCHOOL SECURITY**

As a safety precaution, only the main entrance to the school will be unlocked during class time. **All visitors are asked to check in at the office.** If you are taking your child home during the school day, we ask that you sign your child out at the office and also inform your child's bus driver.

As an extra security measure, please let us know if your child is absent. Please contact the school office to let us know your child will not be at school.

### **32. VOLUNTEERS**

In keeping with WRPS policy, all volunteers at Winfield Elementary must have a criminal record check on file at the school before they will be able to work with students. The checks must be dated six months or less and they will be photocopied and returned to the owner. The copies will be kept on file at the school and are considered valid until your child moves to a new school.

### **33. YEARBOOK**

Yearbooks will be available to purchase in June. Check your newsletter for order forms and information.

## **34. CRITERIA FOR AWARDS**

### **Winfield Elementary School Celebration of Learning Criteria for Awards 2010 – 2011**

#### *Highest Academic*

This award will be given to the student with the highest average in the four core subject areas: Language Arts, Math, Science, and Social Studies

#### *Honors*

This award will be given to each student in Grades 3 through 6 who achieves over 80% in each of the four core subject areas: Language Arts, Math, Science, and Social Studies. Students in Grades 1 & 2 require 90% in each of the four core subject areas: Language Arts, Math, Science, and Social Studies.

#### *Citizenship*

This award will be given to students in each class (Grades 1 through 6) who have consistently and positively contributed to Winfield Elementary School throughout the school year.

#### *Athletic Award (Female)*

This award will be given to a female student from each class (Grades 1 through 6) who has shown the best sportsmanship, effort and the greatest amount of athletic ability throughout the school year.

#### *Athletic Award (Male)*

This award will be given to a male student from each class (Grades 1 through 6) who has shown the best sportsmanship, effort and the greatest amount of athletic ability throughout the school year.

#### *Merit*

This award will be given to students in each class (Grades 1 through 6) who have given their best effort throughout the year but have not achieved honors.

#### *Attendance*

This award will be given to the student with the best attendance throughout the school year.

#### *Most Improved*

This award will be presented to the student in each grade who has demonstrated the greatest improvement throughout the course of the school year.