



Parent and Student Handbook

2019-2020

“The School that SHINES!”

At Win Ferguson, We LEAD!



The
Leader in Me™

great happens here



INTRODUCTION TO WIN FERGUSON ELEMENTARY

To all new families at Win Ferguson Elementary, our school community wishes to extend a warm welcome. To returning families, it is great to have you back! We look forward to a rewarding year ahead and striving toward a common mission: “At Win Ferguson, We LEAD!” everyday!

We recognize that parents are integral partners in their child’s education and we are pleased to have you actively involved in the process. As the year progresses, we encourage you to call the school and talk to staff who might be of assistance, where required. If your question deals with in-class events or a child’s progress, please speak with your child’s teacher. If it deals with the overall program, curriculum and activities, please contact an administrator: Mrs. Lana Lastiwka, Principal or Mr. Justin Mazur, Assistant Principal.

This handbook serves as a guide. Administration reserves the right to change any portion of this handbook, as deemed necessary. Please refer to our website at <http://www.winferguson.ca> for more information and current updates about our fabulous school!

VISION

Win Ferguson Elementary will be a respectful, inclusive community of learners who always strive to do their best.

MISSION

At Win Ferguson, We **LEAD!**
Love learning, **E**mbrace everyone, **A**chieve goals, **D**o our best

MOTTO

“**The School that SHINES**”
(Shows respect, **H**onest, Is kind, **N**ice, **E**mpathy, **S**elf-control)

OUR BELIEFS

- We believe every child can achieve.
- We believe children need to be actively involved to nurture a sense of pride and accomplishment.
- We believe in the importance of teaching life skills such as goal setting, problem solving, decision making and independence.
- We believe in developing a culture of respect and responsibility.
- We believe in embracing diversity and promoting the acceptance of self and others.
- We believe that every child and staff member can contribute towards a positive and energetic school climate.
- We believe our school is a safe place to grow, learn and play.

In order to meet school goals, teachers prepare detailed long range, unit and daily plans that follow the Alberta Program of Studies. Staff is actively involved in school and individual professional development to achieve school developed goals and individual goals identified in their Professional Growth Plans. Staff collectively works together in Professional Learning Communities to achieve the goals and initiatives of Alberta Education, Elk Island Public Schools and Win Ferguson Community.

We are a LEADER IN ME School

We are very pleased that Win Ferguson Elementary is a “The Leader in Me” school! Respected author and world renowned speaker, Dr. Stephen Covey, developed a program for adults used by many very successful corporations and businesses world-wide to help improve their performance both individually and as organizations. “The 7 Habits of Highly Effective People,” has made a difference in millions of lives across the globe. “The Leader in Me,” his more recent book, is a program developed for children based on the same principles of effectiveness, to develop character and leadership skills of students. It describes how schools in Canada and United States were documenting improvements in academic scores, reduced discipline problems, soaring student self-confidence, greater staff engagement, greater parent satisfaction and improved school culture.

In the fall of 2012, our staff began to think about how the 7 habits could be used to improve student success at Win Ferguson Elementary. We were looking for ways to help our students become better leaders, more compassionate, responsible and accountable. The Leader in Me was chosen.

In January 2013, our staff embarked on a journey and began the 7 Habits training which was completed in April. In March 2013, Win Ferguson Staff joined staff from six other schools in Elk Island Public School district, for a networking and collaboration day on The Leader In Me. Our interest and excitement about The Leader In Me initiative soared! Although we are already doing so many things to help our students grow and develop, through incorporating Covey’s 7 Habits into every aspect in our school community, we can help our students become incredible leaders and successful learners.

This is a long term commitment at Win Ferguson School and will further affect our School Education Plan 2015-2018 for many years. We completed our Vision and Implementation Training in August 2013.

September 2013 through June 2018, saw the 7 Habits being introduced to students and implemented within the school. The language has quickly become part of our vernacular and students are demonstrating the habits in many ways. We are collecting evidence, on a regular basis, to submit to the Covey Institute to work our way up to Lighthouse School status. This prestigious designation is bestowed upon those schools who live and breathe the 7 Habits in all work and play, throughout the school year.

Win Ferguson parent representative, Crystal Hudson, attended the training with staff and is excited about sharing her experiences with other Win Ferguson families. One of the most important aspects of making the 7 Habits approach successful is involving our entire school

community in the initiative. Parents can become active partners by reading recommended resources and using the 7 Habits language when talking with children about their daily activities and school experiences.

Bell Schedule for All Grades

<u>Warning Bell</u>	8:25 am
<u>Classes in Session</u>	8:28 am - 11:21 am 12:15 pm - 3:12 pm
<u>Recesses</u>	9:45 am - 9:58 am 1:36 pm - 1:49 pm
<u>Noon Break</u>	11:21 am - 11:48 am - Recess 11:48 am - 12:13 pm - Lunch
<u>Dismissal</u>	3:12 pm
<u>Early Dismissal</u> -	1:57 pm - The first Wednesday of the month
<u>Office Hours</u>	8:00 am - 4:00 p.m.

Student Pick-up and Drop-off

In the fall, all parents will be provided with the location of the outside door their child uses. Parents are to pick-up or drop-off their children outside their child's door. Parents are not to enter the school at these doors. Families with more than one child can determine an outside pick-up/drop-off spot that is suitable for each of their children.

The only exception to this will be if parents are bringing their child in late or picking-up their child early. If this is the case, parents are to come to the main office, using the front doors. As always, visitors to the school MUST report to the office, sign-in and wear a nametag.

Parents, please do not come into the school for regular pick-up and drop-off of students. Due to the number of students in our school, having parents come in and wait inside the school is unsafe. Congestion at the front entrance during pick-up and drop-off times has become dangerous for the many students we serve.

Dates to Remember

Note the following EIPS Division Calendar:

***Staff Meeting – 1st Wed. of every month – dismissal at 1:57 p.m.**

***School Council Meeting - One Monday of every month at 6:45 p.m.**

Check out eips.ca or winferguson.ca for an e-copy of the EIPS Division Calendar.



EIPS DIVISION CALENDAR 2019-20

Regular School Day
 Early Dismissal for Students
 First Instructional Day (Semester 1 & 2)

No School - Statutory Holiday
 No School for All Students and Staff
 No School for Students - Professional Learning/Operational Day

Important Dates

- Aug 29** Professional Learning Day
- Aug 30** Operational Day
- Sept 2** Labour Day - Stat.
- Sept 3** Classes Begin
- Oct 11** Professional Learning Day
- Oct 14** Thanksgiving Day - Stat.
- Nov 1 - 8** Diploma Exams
- Nov 11** Remembrance Day - Stat.
- Nov 11 - 15** November Break
- Nov 15** Day-in-Lieu: Parent Teacher Interviews
- Nov 29** Professional Learning Day
- Dec 23 - Jan 3** Christmas Break
- Dec 25** Christmas Day - Stat.
- Dec 26** Boxing Day - Holiday
- Dec 27** Christmas Floater Day - Holiday
- Jan 1** New Year's Day - Stat.
- Jan 6** Classes Resume for Students
- Jan 13 - 30** PAT/Diploma Exams
- Jan 31** Second Semester Begins
- Feb 6 & 7** North Central Teachers' Convention
- Feb 14** School Closure Day
- Feb 17** Family Day - Stat.
- Mar 6** Professional Learning Day
- Mar 27** Day-in-Lieu: Parent Teacher Interviews
- Mar 30 - Apr 3** Spring Break
- Apr 6** Classes Resume
- Apr 1 - 9** Diploma Exams
- Apr 10** Good Friday - Stat.
- Apr 13** Easter Monday - Holiday
- May 15** Professional Learning Day
- May 18** Victoria Day - Stat.
- Jun 10 - 26** PAT/Diploma Exams
- Jun 21** National Indigenous Peoples Day - no exams
- Jun 26** Last Instructional Day
- Jun 29** Last Operational Day

AUGUST 2019

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DECEMBER 2019

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MAY 2020

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JUNE 2020

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JULY 2020

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Fees

Fees include the following and are per child:

Noon Hour Supervision Fee	\$73.50
Field Trips)	\$45.00
Swimming (Grade 2 only)	\$70.00

You will receive an invoice for the fees that apply to your child, early in September. We would appreciate **payment of all fees by the end of September**. Payment may be made by cash, cheque, or online, via the Acorn Online Payment System. Please make cheques payable to **Win Ferguson Elementary School**. Receipts will be given.

Supervision Fees

Students staying at school over the lunch hour are assessed a supervision fee of \$73.50 for the school year. Students who display repeated inappropriate behavior for noon supervisors will have their privilege to stay at school during lunch revoked for a minimum of one week. Students may not be allowed to stay for lunch, if fees remain unpaid after November 01, 2019.

Appropriate Clothing and Footwear

It is important that the clothing students wear to school be appropriate for the weather and/or their class activities. Students are expected to remain outside before school and at noon until the school bell rings to call them in. They are expected to go outside during recess. The fresh air and exercise are essential for students to be mentally and physically alert during their classes. If outside conditions are unfavorable, inside supervision will be declared.

In the spring and fall when the weather is very hot, students should be comfortable and protected from the sun, but be aware that some leisurewear is not appropriate. A reasonable dress code must be maintained. Accordingly, students wearing clothing that contains inappropriate messages/images will be asked to wear it inside out. If clothing is deemed to be of inappropriate length or style, students will be asked to change into something more suitable or be asked to put something over the inappropriate attire. The final decision regarding inappropriate dress, within the school, rests with Win Ferguson administration.

All students must have two pairs of shoes, one pair of running shoes for the gym and inside the school and a second pair of shoes to be worn outside. For safety reasons, while students are inside the building, they must wear their indoor footwear.

We expect all students to assume the responsibility for the care and appearance of our school. Wet, soiled footwear must be removed upon entry and boots and shoes should be placed tidily in the shelves provided. All clothes should be hung up properly.

Attendance

Regular attendance and punctuality contribute greatly to success in school. To ensure your child's safety, it is imperative all families call the school when a child will be absent. For your convenience, voicemail will record your message prior to 8:00 a.m. and after 4:00 p.m. (780-998-1441). Unverified absences will be confirmed by a phone call. A student's safe return could be jeopardized if it takes too long to identify missing children. **Please help us by calling in your child's absences.** Extended illnesses should be reported to the office.

If you wish to take your child out of class during the school day, please report to the office and he/she will be paged. A note to the teacher is appreciated if you know in advance what time you will be picking up your child. We request that classes not be interrupted by phone calls or visits during class time, except in an emergency. A message can be taken so the student can return the call at the next break. Personal visits with your child should be planned for during student breaks.

Discipline

Win Ferguson Elementary believes that by demonstrating respect for each other, we can create a safe, caring and collaborative environment that promotes life-long learning and celebrates the uniqueness of all individuals. We believe that all students have the right to learn. No student has the right to choose behavior that infringes on the rights of others.

The school-wide behavior plan is designed to help students understand that they have chosen to behave inappropriately and to encourage them to acquire and apply more acceptable alternatives. We continue to stress to students the importance of showing kindness, respect and responsibility for their actions at all times.

Minor infractions will be dealt with by the classroom teacher/supervisor and may include a warning or recess detention.

Major infractions are referred to the office to be dealt with by administration/designate. A summary of the major cycle is listed below.

Win Ferguson Elementary Major Discipline Summary

Major Infraction(s)

1. Open opposition to authority and/or willful disobedience of any person in authority.
2. Abusive and/or profane language.
3. Fighting and/or any form of physical or verbal abuse including threats.
4. Damage or destruction of property.
5. Use or possession of tobacco, alcohol or other controlled substances.
6. Harassment of others.
7. Stealing.
8. Lying.
9. Graphic depictions, possession and/or use of weapons (knives, guns, spears, etc.).
10. Continued / frequent disruption of the classroom learning environment.

11. Leaving school property without permission during the school day.
12. Continued failure to take responsibility for assignments and learning.
13. Bullying and/or picking on another student.
14. Throwing rocks, sand, and/or snowballs.
15. Skipping classes.
16. Other.

The above list serves as a guideline only and is subject to additions or deletions, as determined by the Principal.

Steps in the Major Discipline Cycle

1. 60 minutes recess detention
2. 90 minutes recess detention
3. 120 minutes recess detention
4. Half day in-school suspension
5. One to three days in-school suspension
6. Out-Of-School Suspension from one to five days
7. Suspension with referral to the Board of Education for Expulsion

Dependent on the severity and frequency of incidence, the above steps may not be followed chronologically. Students may clear their discipline record, by remaining free of major infractions for three months.

Classroom Expectations

Each teacher will, in consultation with their students, develop a code of behavior that will contribute to a positive learning environment. This code will be communicated and discussed with the students in the first few weeks of school. Please discuss expected behavior with your child and feel free to contact their teacher for questions or clarification.

Character/Leadership Education

Win Ferguson Elementary recognizes the value of students experiencing learning in an atmosphere which reflects and promotes the development of good character, leadership and citizenship. Through weekly assemblies, classroom activities, special performances, positive role modeling and daily reinforcement of core virtues such as empathy, conscience, self-control, respect, kindness, tolerance and fairness, students develop moral intelligence and leadership attributes.

Win Ferguson staff also recognize the importance of teaching and modeling good character traits. We focus on students demonstrating good citizenship and leadership at school, home and in our community. We continue to teach respect, self control, responsibility, etc., daily. As a proactive approach, we are providing students, staff, and parents with strategies to recognize and solve conflict. Additionally, we are a Leader in Me School.

Habit 1 Be Proactive • Choose Your Response

Habit 2 Begin with the End in Mind • Have a Plan, Live by Design

Habit 3 Put First Things First • Work First, Then Play

Habit 4 Think Win-Win • Everyone Can Win

Habit 5 Seek First to Understand, Then to Be Understood • Listen Before You Talk

Habit 6 Synergize • Together Is Better

Habit 7 Sharpen the Saw • Balance in Life Feels Best

Communication

Open communication is the foundation of an effective home and school relationship. The best lines of communication would be to first talk to the child's teacher. Following this, you may speak with an administrator, as needed, to obtain the answers or information you desire. We appreciate knowing your concerns and want to hear them. We will work towards a win-win result for all those involved.

This handbook is one method of keeping you informed about the policies, procedures and activities of the school. Additional information will be provided through report cards, website, parent-teacher conferences and telephone conversations.

For those who wish to communicate with their child's teacher via e-mail, you may direct your questions/comments to him/her by choosing their name on the "Contact Form" on our school website.

Illness of Students - at School

If a student is ill at school, we will contact parents at home or at work so that arrangements can be made to have the student picked up. If parents cannot be contacted, the student will remain at school unless the illness appears serious. Medical assistance would be obtained, if deemed necessary.

Medication will only be given to students at school if written parental permission is given by completing the "Medication/Personal Care Request" form. The dosage on the prescription bottle is what we will administer to your child. You can obtain a copy of this form from the office. Please do not send any medications to school for your child to administer themselves.

Inclement Weather /School Closure Policy

Should inclement weather conditions occur, Elk Island Public Schools (EIPS) will advise parents of bus cancellations using various communications tools, including automated telephone messages, details posted on the division home page (www.eips.ca), in the *Bus Status* section of our division and school websites, on our main switchboard (780-464-3477) and community hotline (780-417-8122), and through local radio stations. EIPS strives to share all information by 6:30 a.m.

EIPS believes it is the parents' right and responsibility to make choices for their children based on their beliefs and perceptions of safety during inclement weather conditions. Parents must use their discretion when sending their children to school during inclement weather, even when buses are running, and schools are open.

EIPS' procedures state bus service may be suspended when the temperature reaches -40°C including wind chill factor as measured by Environment Canada at 5:00 a.m. and/or due to adverse weather or road conditions. Bus service may be suspended on a region-by-region or route-by-route basis. When school bus services are suspended, schools shall remain open to students. For more information, contact EIPS' Student Transportation department at 780-417-8151.

There are always classes and learning happening at Win Ferguson on "snow days".

Learning Commons (Library) Books

All students have the opportunity, at least once a week, to select books from the Learning Commons. These books may be taken home and must be returned the following week. Students, who do not return their books, will not be allowed to sign out additional books until all overdue books are returned. If a book has not been returned for an extended period, a letter will be sent home requesting payment for the book. Damaged books will be assessed at 50 - 100% of the value of the book, depending on the seriousness of the damage. We encourage all students to take responsibility for their library books, so that they last for many years. You can help by providing your child with a sturdy bag in which to carry the books.

Lice Advice

These pesky little bugs can be a nuisance in our communities. Parents can help reduce the spread of lice by checking their children's hair weekly for live lice and their eggs, and by notifying the school if they find evidence of lice. School protocol is to send a parent information letter home with all children in the affected classroom(s), so that these children can be checked by their parents. By working together, we can help reduce head lice becoming a problem in the school community. For further information on the facts and treatment of lice, please contact the Fort Saskatchewan Health Unit at 780 998-3366.

Lost and Found

All lost and found articles are placed in the lost & found box and are routinely viewed by students. Parents can ask at the office to check this box, as well. Several times a year, we put all items out on display for students to pick-up their belongings. Unclaimed items are either donated or disposed of, dependent on condition.

Lunch at School

Paid noon hour supervisors provide lunchroom supervision to all students who stay for lunch. While eating lunch, students are expected to:

- sit in his/her own desk
- talk quietly
- clean off desk before classes begin
- leave the room only if dismissed by the supervisor
- respect other people and property

If the lunch rules are broken repeatedly, the student will be suspended from the lunch program for a minimum of one week and up to the remainder of the year.

Parents and Visitors to the School

We welcome parents and visitors to our school, but a degree of security and protection must be provided. Therefore, it is necessary that all people visiting the school enter through the front entrance and report to the office to identify themselves. If messages or materials have to be passed along to students, office staff would be pleased either to pass them along or call the student to the office.

Volunteers are welcome and we sincerely thank each of you for all you do! Orientation will be provided as needed. Please sign in at the office each time you volunteer. A visitor badge will be issued at that time and must be worn while in the school. We expect volunteers to respect the confidentiality of the classroom and refrain from commenting about children's work or behavior in the community.

VOLUNTEERS MUST COMPLETE A DECLARATION FORM, EACH YEAR, PRIOR TO VOLUNTEERING.

Personal Property

Please ensure that all of your child's property, including pencils, erasers, jackets, running shoes, boots, and bike helmets are CLEARLY LABELLED. This will assist us in identifying misplaced items. Valuable items, if lost or stolen are difficult to locate. Unless for a very specific school related activity, we recommend that students NOT bring valuable or sentimental items to school.

In addition, all students bringing bicycles should have a record of the serial number and must have a secure lock. Responsibility for the care and security of items rests with the student. We require all students biking, skateboarding, and rollerblading to and from school to wear a helmet for their safety.

We encourage students and parents to notify their child's homeroom teacher or the school office as soon as an item is missing. We will make an effort to locate the item but cannot guarantee its return.

School Advisory Council/Parent-Teacher Association

The purpose of the Win Ferguson Elementary Advisory Council (SAC) is to foster and maintain communication and positive relationships among parents, school, Board of Trustees and the community. It encourages the active participation of parents and community in the education of our children. The Parent-Teacher Association fundraises, as required, and provides valuable funds for the operation of the school.

Special Services

In addition to our regular program, our school provides special services to assist students:

- a) Levelled Literacy Intervention – This program provides reading intervention for struggling readers.
- b) Speech and Language Services are provided to diagnose, and correct problems related to language development. These services are primarily available in Kindergarten.
- c) Occupational Therapy Services are provided to diagnose, and correct problems related to fine and gross motor movements. These services are primarily available in Kindergarten.

Emergency Preparedness and Response

ELK ISLAND PUBLIC SCHOOLS (EIPS) FIRST PRIORITY DURING AN EMERGENCY is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan use well established functional protocols and procedures that address a wide variety of incidents. The actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

During an emergency please do not come to the school to pick up your child unless requested to do so. Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews' and school personnel's effort to respond to the situation.

Evacuation	Evacuation requires all students and staff to leave the school and go to a designated location. In some cases, this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation centre. Parents would be informed of the alternate location via the school’s crisis notification network.
On Alert	On- Alert gives staff and students a “heads up” of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an “All-Clear” is called.
Shelter-in-Place	During a Shelter-in-Place students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally, Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school’s emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.
Hold and Secure	Hold and Secure is used if there is a security risk outside or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked, and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an “ALL-Clear” is called.
Lock-Down	Lockdown is used when there is a security threat inside the building. During a lock-down, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.
Controlled Release or Dismissal	Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a Parent-Child Reunion Area will be set up and parents will be required to follow specific procedures to pick up their child.

For more information on the division and school emergency preparedness plan visit the division website at www.eips.ca.

BE PROACTIVE

BEGIN WITH THE END IN MIND

PUT FIRST THINGS FIRST

think win-win

SEEK FIRST TO UNDERSTAND

THEN TO BE UNDERSTOOD

SYNERGIZE

SHARPEN THE SAW