



9529 - 89 Street

Fort Saskatchewan, AB T8L 1J2

780-998-1441

# **WFG School Handbook 2023 - 2024**

At Win Ferguson, We LEAD!



Updated August 2023

## **INTRODUCTION TO WIN FERGUSON ELEMENTARY SCHOOL**

We recognize that parents are integral partners in their child's education, and we are pleased to have you actively involved in the process. 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: William Korec, Principal or Tami Richert, 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, Embrace everyone, Achieve goals, Do our best.

### **MOTTO**

**"The school that SHINES"**

(Shows respect, Honest, Is kind, Nice, Empathy, Self-control)

### **OUR BELIEFS**

- We believe every child can achieve.
- We believe children need to be actively involved in school life 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.

### **ALLERGY AWARE SCHOOLS**

To ensure the safety of students who have allergies, Win Ferguson School is an allergy aware school. As nut allergies are common in our school, parents are expected to refrain from sending known foods with nuts or nut oils for snacks and lunch. Thank you for ensuring the safety and well-being of all our staff and students.

### **ATTENDANCE POLICY**

Regular attendance is required of all students and is the primary responsibility of both parent and student. It is essential for success in learning. Notes, signed by the parent or guardian, must be brought to the classroom teacher for the following:

**Updated August 2023**

- Absence from classes
- Leaving school early for appointments
- Bus students who are not going home by bus

Parents are asked to notify the school of a child’s absence – phone 780-998-1441 or by email via the school website. If the school is not notified of a child’s absence, the school provides a child check service where a phone call will be made to ensure the safety of your child.

**If a child is ill, they should remain at home until they are healthy.**

Any students who are late must first check in with the office and receive a late slip. Any students leaving early must also report to the office. When picking up students to leave early, parents are asked to come directly to the office so the student can be called down to prevent unnecessary class disruption.

**BELL SCHEDULE**

**Regular Schedule**

<b>Warning Bell</b>	8:25 AM
<b>Classes Start</b>	8:28 AM
<b>Morning Recess</b>	10:04 AM - 10:17 AM
<b>Noon Break</b>	11:55 AM - 12:20 PM Lunch Recess 12:20 PM - 12:25 PM Transition 12:25 PM. - 12:55 PM Lunch Eating Time
<b>Afternoon Break</b>	2:01 PM - 2:06 PM
<b>Dismissal</b>	3:12 PM

**Early Dismissal Schedule - First Wednesday of every month**

<b>Warning Bell</b>	8:25 AM
<b>Classes Start</b>	8:28 AM
<b>Morning Recess</b>	9:46 AM - 9:59 AM
<b>Noon Break</b>	11:19 AM - 11:44 AM Lunch Recess 11:44 AM - 11:49 AM Transition 11:49 AM - 12:19 PM Lunch Eating Time
<b>Afternoon Break</b>	1:13 PM - 1:18 PM
<b>Dismissal</b>	2:12 PM

**\*STUDENTS SHOULD NOT ARRIVE ON SCHOOL GROUNDS BEFORE 8:15 A.M.**

**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.

**Updated August 2023**

## **DRESS CODE AND FOOTWEAR**

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. Caps may not be worn in class. The final decision regarding inappropriate dress, within the school, rests with Win Ferguson administration. It is our desire to have our dress and appearance reflect the school's purpose as a place of learning.

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. Footwear which marks or damages the floor shall not be worn. We thank you, in advance, for your support of our school dress code.

## **ELECTRONIC DEVICES**

Students are encouraged to leave personal electronic devices at home. However, if students bring these devices to school, they must keep them in their backpack and always be left on silent mode. Students are provided with technology at school to assist with their learning. Technology may not be used for any digital recording of students or staff at any time. Failure to adhere to the personal communication device policy will result in the following consequences: 1. The teacher will verbally warn the student 2. The technology will be confiscated and sent to the office. The student will be allowed to collect the device at the end of the school day. 3. The technology will be confiscated and sent to the office. The parent or guardian will have to collect the device from the office. 4. School discipline cycle. The school is not responsible for the security of personal devices.

## **FIRST AID POLICY**

When minor accidents occur, parents will be notified by phone or note to make them aware of the incident. If the accident appears to be more serious in nature, parents will be contacted and requested to come to the school. The decision will rest with the parent, in consultation with school staff, to decide on the need for medical attention. If parents cannot be reached, school administration will decide about the type of medical attention required.

## **HOME & SCHOOL 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, if necessary. 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, Twitter, and telephone conversations. Teachers will let you know the best way to communicate your concerns to them early in the school year.

## **INCLEMENT WEATHER**

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, and in the *Bus Status* section of our division and school websites.

**Updated August 2023**

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. If your child is staying home because of weather, illness, or bussing, please contact the school and leave a message at any time to confirm this. This is very much appreciated.

EIPS' procedures state bus service may be suspended when the temperature reaches  $-40^{\circ}\text{C}$  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**

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. If the lost book is found later, a refund will be made to the student. 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 our collection can last for many years. You can help by providing your child with a sturdy bag in which to carry the books.

### **LICE (PEDICULOSIS) 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, contact the Ft. Saskatchewan Health Unit at 780-998-2256 or Health Link at 8-1-1. For additional details regarding our Pediculosis Policy, please refer to <https://www.eips.ca/about-us/administrative-procedures/318>.

### **LOST AND FOUND**

All found articles are placed in the lost & found area. Students are encouraged to look for lost items here. Parents can ask at the office to check this area, as well. Unclaimed items are either donated or disposed of, depending on condition after each interview session and at the end of the school year.

### **LUNCH AT SCHOOL**

Noon hour supervisors and staff provide lunchroom supervision to all students who stay for lunch. While eating lunch, students are expected to:

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

**Updated August 2023**

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

### **MEDICATIONS**

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

### **PERSONAL PROPERTY**

Please ensure that all your child's property, including pencils, erasers, jackets, running shoes, boots, and bike helmets are clearly labeled. 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. The school will not be responsible for lost, broken, or stolen personal items. 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. Students are not allowed to ride rollerblades, heelies, and skateboards in the school.

### **SCHOOL ADVISORY COUNCIL & SCHOOL SOCIETY**

The purpose of the Win Ferguson Elementary School Council 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. All parents are welcome to attend the monthly meetings and take an active role on School Council and the Association. All Win Ferguson parents are automatically members of the council. We look forward to seeing you there!

### **STUDENT CODE OF CONDUCT (Administrative Procedure 350)**

#### **Background**

The Division is committed to ensuring each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The primary focus of the Student Code of Conduct is to help students learn how to:

- resolve issues peacefully.
- develop empathy; and
- contribute to a welcoming, caring, respectful and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

Students are expected to learn, practice, and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Canadian Charter of Rights and Freedoms, the Alberta *Human Rights Act* and the *Education Act*. As a fundamental principle and as a matter of public policy, the Division believes all students have the right to learn in settings that promote equality of opportunity, dignity, and respect, without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability,

age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. As such, students are expected to foster a sense of belonging among all students.

Students are expected to pursue academic and cultural studies to maximize their individual potential in becoming contributing members of society.

The purposes of the Student Code of Conduct are to:

- establish and maintain a welcoming, caring, respectful and safe learning environment that fosters diversity and nurtures a sense of belonging and a positive sense of self.
- establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.
- establish and publish expectations for student behaviour while at school, at school-related activities or while engaging in activities that may have an impact on others in the school; and
- address issues such as consequences for unacceptable behaviour.

## **Definitions**

### **Bullying:**

means hostile or demeaning behaviour that is intended to cause harm, fear, distress, or humiliation, and includes psychological harm or harm to an individual's reputation.

### **Conflict in Relationship:**

occurs through episodic acts of breakdowns in relationship between students. Conflict is an inevitable component of students learning to grow within social relationships. Disagreement and misunderstanding between parties are at the heart of conflict. However, conflict does not constitute premeditated efforts to cause harm, fear, or distress.

## **Procedures**

### **1. Student Responsibilities**

1. The Student Code of Conduct sets out behavioural expectations for students, including those behaviours that are consistently promoted and modelled by all in the school community—staff, students, and parents. Students shall be held accountable for conduct that occurs outside of the school building or school day and/or electronically if the conduct negatively affects members of the school community or interferes with the school environment. The Student Code of Conduct encourages compliance with section 31 of the *Education Act*.
2. Students are expected to display acceptable behaviour. Examples of acceptable behaviour include:
  1. Respect yourself and the rights of others in school.
  2. Treat all students and staff with dignity, respect, and fairness at all times.
  3. Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects diversity and fosters a sense of belonging of others in your school.
  4. Resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and optimal growth. Parameters for addressing conflict between students may be dealt with through counselling, community conferencing or other forms of restorative justice.

5. Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours and/or electronically.
  6. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
  7. Act in ways that honour and appropriately represent you and your school.
  8. Attend school regularly and punctually.
  9. Be ready to learn, actively engage in and diligently pursue your education.
  10. Know and comply with the rules of your school.
  11. Co-operate with all school staff.
  12. Be accountable for your behaviour to your teachers and other school staff.
  13. Take appropriate measures to help those in need of assistance.
  14. Be kind to all persons.
  15. Demonstrate honesty and integrity.
  16. Demonstrate respect for authority, other people and their personal property, school property and equipment.
  17. Demonstrate digital citizenship through the appropriate use of technology.
  18. Contribute positively to your school and your community.
3. Students are to refrain from engaging in unacceptable behaviour whether or not the behaviour occurs within the school building, during the school day or by electronic means. While school staff members are not able to control what students do outside of school, where that behaviour spills into the school environment, there may be consequences for the behaviour. Examples of unacceptable behaviours may include:
1. behaviours that interfere with the learning of others and/or the school environment.
  2. behaviours that create unsafe conditions.
  3. acts of bullying, harassment, or intimidation.
  4. physical violence.
  5. retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern.
  6. any form of harassment, including bullying, via electronic means and/or through social networking sites whether through language or frequency of messages; and
  7. any illegal activity. Examples include but are not limited to:
    1. possession, use or distribution of illegal or restricted substances.
    2. possession, distribution or display of offensive messages or pictures.
    3. possession or use of weapons; and
    4. theft or damage to property.
2. Consequences of Unacceptable Behaviour
1. Unacceptable student behaviour may be grounds for disciplinary action and provides an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, conflict resolution, communication, and social skills development.
  2. Consequences of unacceptable behaviour take into account the student's age, maturity, individual circumstances, and frequency of misconduct. The specific circumstances of the situation and of the student shall be taken into account when determining appropriate consequences.
  3. While this code of conduct addresses consequences for inappropriate behaviour, support shall be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour.



4. The consequences of unacceptable behaviour may include but are not limited to:
  1. assignment of a student to an alternate supervised location, when behaviour is unacceptable, disruptive or destructive; see [Guidelines for Time-Out in Alberta Schools](#)
  2. short-term removal of privileges.
  3. detention.
  4. use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others.
  5. interventions such as positive behaviour supports, community conferencing or other forms of restorative justice.
  6. replacement of or payment for damage to school property.
  7. corrective student transfer.
  8. suspension; and/or
  9. recommendation for expulsion.
5. As per [Ministerial Order \(#042/2019\)](#) and the [Standards for Seclusion and Physical Restraint in Alberta Schools](#), in the event unanticipated events unfold where a child's/student's behaviour poses a danger of imminent harm to self or others, the use of physical restraint and/or seclusion may be utilized as pre-planned safety measures with parent or guardian consent, or as emergency and crisis measures.
6. The Principal shall ensure school staff complete the [Individual Incident Report and Observation Log for Physical Restraint and Seclusion Form](#) (Form 350-1) for all incidents involving seclusion and physical restraint, and submit the completed form to Supports for Students.
7. When physical restraint and/or seclusion is used as a pre-planned safety measure, the Principal shall ensure parents provide informed consent and complete the [Parent Permission to use Physical Restraint/Seclusion form](#) (Form 350-2). Signed consents are to be included with the child's/student's Behaviour Action Plan.

## **TRANSPORTATION**

Bus transportation is available from Elk Island Public Schools Transportation department. Students are expected to follow the directions of the bus driver and remain seated for the duration of the ride. Details about transportation services, fees, and conduct expectations are posted at [www.eips.ca](http://www.eips.ca). Students must have their bus pass with them to board and disembark the bus. If the bus pass is lost or damaged, parents are responsible to pay for a new pass.

## **VOLUNTEERS**

Parent volunteers are vital members of our school community. They assist in the classroom and in the preparation of classroom materials, on hot lunch days, in the learning commons, on field trips, and with many other special activities and projects. Elk Island Public Schools Administrative Procedure 490 requires volunteer parents to provide the school with a Confidentiality Undertaking Declaration for Volunteers. All volunteers are required to sign in when they come to school, sign a disclosure statement for the year, wear visible ID and adhere to all school guidelines.

## EMERGENCY PREPAREDNESS & RESPONSE

Elk Island Public School's 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 division and school emergency plan uses 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.

<b>Evacuation</b>	<b>Evacuation</b> 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 center. Parents would be informed of the alternate location via the school's crisis notification network.
<b>On Alert</b>	<b>On- Alert</b> 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.
<b>Shelter-in-Place</b>	During a <b>Shelter-in-Place</b> 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.
<b>Hold and Secure</b>	<b>Hold and Secure</b> is used if there is a security risk <b>outside</b> 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.
<b>Lock-Down</b>	<b>Lockdown</b> is used when there is a security threat <b>inside</b> 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.
<b>Controlled Release or Dismissal</b>	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 <b>Parent-Child Reunion Area</b> will be set up and parents will be required to follow specific procedures to pick up their child.

**Updated August 2023**