

**WEST PARK
ELEMENTARY SCHOOL
2020-2021**

PARENT/STUDENT HANDBOOK



3814 55 AVENUE, RED DEER, AB. T4N 4N3
Telephone: 343-1838 Fax: 341-7869 Attendance Line: 343-1886
Email: wpe-google@rdpsd.ab.ca

SCHOOL WEBSITE
West Park Elementary School
<http://westparkelem.rdpsd.ab.ca/>

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AGENDA

Students from grades 1-5 will be responsible to keep an agenda. The agendas have been provided for students with thanks to the WPE School Council and Friends of West Park Elementary. The purpose of the agenda is to:

- be a place for students to list their daily accomplishments, homework, reminders, or notes on school activities.
- be a method for daily parent-teacher communication, signed by parents daily.

Parents please:

- Read it.
- Discuss it and ensure that work has been completed.
- Sign it.
- Create accountability for your child to return it to the school **everyday**.

ASSEMBLIES

Assemblies are held to recognize student performance. We believe that these functions are not only an excellent opportunity for students to receive acknowledgement for their efforts, but also an opportunity to learn good audience skills. Parents are encouraged to attend.

ATTENDANCE

As outlined in the **Alberta School Act**, elementary students are required to attend school regularly. Continued and unexplained lates and absences will result in school letters sent home and the involvement of the school district Attendance Officer.

Regular attendance is of the **utmost importance** for your child's learning. Illness, medical and/or dental appointments and family emergencies are excusable reasons for absences. If your child must be absent, or will be late, please contact the school **Attendance Line at 343-1886**. Please indicate the child's name, class, date, and reason for absence. The phone-in system we have in place to monitor student absences from school works extremely well if parents contact us, if their child is expected to be late or away from school. When these absences are not reported and we find it necessary to call parents to check on a child's absence, it puts considerable demands on the time of a staff member. To avoid this we would ask that you make every effort to phone if your child will be absent or late.

BEFORE AND AFTER SCHOOL CARE

The Red Deer Child Care Society is licensed to provide before and after school care for children. Anyone requiring information regarding the program can call (403)347-7973.

BELL AND BREAK TIMES

PRE-K AM:
9:10 - 11:54

PRE-K PM:
12:41 - 3:25

KINDERGARTEN AM:
9:00 - 11:44

KINDERGARTEN PM:
12:51 - 3:35

GRADES 1-5:
8:58 Entrance Bell
12:00 - 12:27 Lunch (grades 1-5)
12:27 - 12:53 Lunch Recess (grades 1-5)
2:15 - 2:30 Afternoon Recess
3:35 Dismissal Bell

BICYCLE HELMETS & LOCKS

Students are expected to follow the legal requirement of wearing a bike helmet when riding to and from school. If a student rides a bicycle, scooter, skateboard, etc. to school, he/she needs to have a lock to secure the bicycle in the bike racks.

COMMUNICATION

We use several methods to communicate information with parents:

- School website: <http://westparkelem.rdpsd.ab.ca/>. You can subscribe to our school newsletter by clicking on the Newsletter button on the left on the home page.
- Twitter: @WPESchool
- Facebook: www.facebook.com/westparkelementary
- School Messenger: This service is linked to our district student information system (PowerSchool) and uses the most up to date contact information on file. It is very important that we have accurate information so be sure to RSVP in your Powerschool Parent Portal or let the office know of any updates. You can participate in this service by sending a text message of "Y" or "YES" to our District's short code number #978338. You can opt-out of messages at any time by replying to one of our messages with "STOP".

ELECTRONIC DEVICES

Students are encouraged to leave electronic devices at home. Students will be expected to **turn off** all electronic devices, i.e. cell phones, iPods, MP3's, electronic games, etc. **during school hours**.

EMERGENCY CONTACT INFORMATION

It is **your** responsibility to ensure that we have **current information, including legal documents regarding custody**, on file so that we may contact you in emergency situations. Ideally we would like parent home, work and cell numbers. We would also like to have numbers for friends, neighbors or relatives that can be contacted if we cannot reach a parent. Parents have access to their child's PowerSchool account (since spring 2017), and it is of utmost importance that this information be kept up to date to ensure the school is able to reach a parent at any time.

FOIPP

West Park Elementary uses various media/publications to educate the community and celebrate student success during the school year. These media/publications include but are not limited to the following; West Park Elementary School website, newsletter, Facebook and Twitter feeds, student publications, local and regional newspapers and publications. Parents who choose not to have their child's image or work shared publicly may choose to opt out on the registration form in the FOIPP section.

HATS, BOOTS AND WET FOOTWEAR

Please remove these items at the door.

HOMEWORK EXPECTATIONS

Homework includes doing assignments as well as reviewing, studying and reading. Establishing a regular homework routine can greatly enhance a child's academic success. Parents can provide help with homework and should contact their child's teacher concerning problems with homework. The following points may help organize home study times:

- Use the Agenda (please read and sign daily).
- Ensure homework identified in the agenda is completed.
- Establish a regular homework time.
- Set up a homework centre with adequate supplies and in an area free of distractions.

"Homework" will primarily involve:

- Daily reading (15 - 20 minutes each night)
- Reading, writing and talking with parents
- Study or review notes
- Practice number facts and spelling
- Complete unfinished projects and assignments

ILLNESS

Please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to properly care for sick children. Students who become ill during the day are to inform their teacher. Our policy is to contact parents and have students picked up as soon as possible.

LIBRARY/LEARNING COMMONS/MAKERSPACE

The West Park Elementary school library/learning commons provides a wonderful opportunity for our students to read and enjoy books at home as well as spend time engaged in inquiry and learning. Our goal in the library is to help students live together in a learning community. In the process they will learn to:

- love literature
- be curious and think critically
- access, use and evaluate information
- respect each other, our library and its contents

PLEASE help your child(ren) by helping them to:

- keep track of library books
- return library books on time
- treat books with respect

Library Guidelines

- Students may check out two books. One book at their reading level and the second book of their choice.
- Students **MUST** return both books each week in order to check out new books!
- Students with overdue library books may **NOT** borrow any new materials to take home until the missing items have been returned or \$5 is paid.
- The cost of lost or damaged library books **MUST** be submitted before students will be able to borrow again from the school library.

Makerspace Guidelines

- An adult must be present for students to work in the Makerspace.
- Makerspace projects are related to curriculum content. Students will work on their projects within the criteria set by the teacher.
- Materials in the Makerspace must remain in the space to allow for others to access whenever necessary.

LUNCH TIME EXPECTATIONS

Lunch room supervision is provided by the school. Students who stay for lunch are expected to follow instructions by the supervisors, at all times. We have access to lunches from The Mustard Seed for students who CANNOT bring a lunch due to financial difficulty. Parents are required to advise the office if their child requires a lunch. Their name will then go on a list, which is emailed to The Mustard Seed, to ensure that they receive a lunch. If a child forgets to bring a lunch, parents will be called to provide one.

PLAYGROUND SUPERVISION

Teachers will supervise the playground starting at 8:35am, and for afternoon recess. During the lunch break, the teacher will supervise students while eating in the classroom and playing on the playground. **We request that you send your child to school, only during scheduled supervised times.** As well, all students are expected to go directly home at school dismissal.

MEDICATION AT SCHOOL

We are not able to give students Tylenol or **any** over the counter medicines. If your child requires prescription medicine and needs to take it at school, your doctor must fill out and sign a form for the school. This form is available at the school. We must have this form signed by the doctor and the parent to administer any medicine. Students should not keep any medicine in their backpacks.

West Park Elementary School has an Anaphylaxis plan. It is essential that students requiring Epi-Pens be identified by parents to their teacher. The location of the Epi-Pen and any other medication, such as inhalers must be confirmed. Emergency contact information must be current.

MESSAGES FOR STUDENTS

It is important for students to be aware of any special arrangements needed at noon or after school **prior to leaving for school in the morning**. Important messages will be forwarded to students just before breaks or dismissal so as to lessen disruptions in the classrooms. Phone calls will not be transferred to students while they are in class.

NEIGHBOURHOOD WALKS

At various times during the year, children are taken on educational walks around our neighbourhood community. Through such experiences the students gain information that is used for instruction in the classrooms. On these outings, safety is stressed and all children are supervised by the teacher, often with the help of parents or other adults. In order that your child may go on these walks during this school year, a permission form will be sent home at the beginning of the year. Classroom teachers will inform parents of occasions when these walks will be taking place within a day or two before the activity.

NEWSLETTERS

School newsletters are added to our school website on the first Wednesday of each month. You may subscribe to receive the newsletter to your email inbox by visiting our website and entering your email address in the subscription area. A link to the newsletter will be sent out via Remind when it is posted on the website. No paper copies of the newsletter will be sent home.

PARENT SIGN IN/SIGN OUT BOOK

Parents are asked to sign their child in when they drop them off late. As well, you must sign your child out if you pick them up early. Student sign in/out is located on the front counter, at the office. This method will ensure the safety of your child(ren), in the event of an evacuation emergency.

PERSONAL ITEMS - LOST & FOUND

A lost and found box is located at school. Watches, glasses, and other valuables will be kept in the office. Unclaimed items will be forwarded to a charity, periodically throughout the year. Please label all of your children's belongings and go through the lost and found regularly throughout the school year.

PLAYGROUND SAFETY

All wheeled modes of transportation, i.e. roller blades, skateboards, wheelies and bicycles, **may not** be used on the school playground.

PARENTS AS PARTNERS

Parenting is the most demanding yet rewarding role most of us ever undertake as adults. Home is the major education institution. Studies show that students who are academically successful tend to receive consistent support and encouragement from their parents. Five things parents can do to increase their child's achievement:

- Be a positive model for your child.
- Have a daily positive conversation about school.
- Set and clarify high achievement and behaviour expectations and if necessary, consequences.
- Ensure all homework, reading and studying is completed.
- Use 'positive' talk about your child's school and what is going on there.

PEDESTRIAN SAFETY AND PARKING

Parking and crossing the street with our children is an ongoing concern for us here, at WPE. **PLEASE** take your children to the marked crosswalks at the ends of the blocks and cross with them, or have them cross on their own under the supervision of the school patrols. The time it takes to walk to and use the crosswalk is minimal compared to the consequences of a potential accident involving a vehicle and your child.

Please be mindful of No Parking areas, and park on the street and walk your child/children to their designated door. Please **DO NOT ENTER THE PARKING LOT BEHIND THE SCHOOL**. This area is for **STAFF USE ONLY**.

As per Red Deer City bylaw, please **park no closer than 5 meters from any marked crosswalk**. 5 meters is equivalent to about 5 sidewalk blocks or 5 large steps, taken by an adult.

REPORTING TO THE OFFICE

Visitors are asked to sign in and report to the office immediately upon entering the school.

REPORTING STUDENT ACHIEVEMENT

Progress Reports and Parent-Teacher/Student-Led conferences will occur in October, December, and March with a final report card at the end of June.

Conferences are one of the most important parts of the reporting process. Please make every effort to attend a conference regarding your child's progress.

SCHOOL COUNCIL

Parents are encouraged to attend monthly School Council meetings to stay informed about school affairs and to provide input. These meetings provide an excellent opportunity to meet other parents and to support your child's educational program and parent sponsored activities.

STUDENT PHONE USE

Students may use the phone in case of **emergency** (Illness, injury or if they forget an important item). We **do not** allow students to use the phone to make arrangements to play at a friend's home after school.

SWIMMING

In support of the Provincial Physical Education curriculum and to provide early water safety for children, a Swim Program is offered for Grades 2 - 4. This program is taught by qualified instructors from the City of Red Deer Aquatics Program. This cost for this program is subsidized by our School Council.

VALUABLES

Students are discouraged from bringing money or any valuable items to school. Any child who brings such items to school is fully responsible for them.

VOLUNTEERS

We welcome and encourage parents or other members of our community to support us through various kinds of volunteer work. Classroom teachers invite volunteers to work with them in a variety of ways, either directly with students or by assisting with other tasks in the classroom. Volunteers can also provide valuable assistance in the library and on field trips. All individuals acting as volunteers on behalf of a school program must provide, to the Principal, a criminal record check and have two personal references. There may also be a charge from the RCMP for this record check. Upon receipt of the criminal record information, the principal will then make the decision to either allow or deny the individual access to the particular volunteer position. The costs associated with the criminal record check will be the responsibility of the individual.

WEATHER

Students are expected to remain outside before school in the morning, during morning recess and lunch recess. If the temperature falls below -20 degrees celsius or if the weather is inclement, students will remain indoors.

Students enjoy outside activities, including recess in sunny weather. If you wish your child to wear sunscreen, please send it to school with the child. It will be important for you to explain to your child your requirement for them to wear sunscreen. This process will assist the student in being responsive to following your wishes.

Students are expected to dress appropriately for the weather, and possible weather changes throughout the day. It is advisable that students pack an extra pair of socks and mittens during the winter months.

WEST PARK WAYS

SCHOOL-WIDE POSITIVE BEHAVIOUR INTERVENTION AND SUPPORTS (PBIS)

At West Park Elementary we value educating the whole child and helping our students become well-rounded, caring, respectful, responsible, and resilient individuals who contribute to society in positive ways. With this in mind, we have instituted a school-wide system of Positive Behaviour Intervention and Supports (PBIS). The goal of PBIS is to establish learning environments that support the positive behavior of students through pro-active instruction, routines, incentives, classroom management and intervention policies. PBIS involves the entire school population in promoting and rewarding positive behaviors. Through data analysis, planning takes place to help prevent negative or risky behaviors, in order to create a safe, supportive learning environment.

BEHAVIOUR EXPECTATIONS

Our three primary school expectations are:

Be Respectful
Be Responsible
Be Resilient

These positive behavior expectations will be taught and reinforced through:

- Proactive Instruction** - Behavior is learned. Thus we will be providing lessons to teach behavioral expectations, as well as effective strategies students can use to achieve positive and safe behaviors. Children will learn how to meet these behavior expectations in all settings encountered every day in school such as the classroom, library, gymnasium, hallway, bathroom, and playground. These expectations will be displayed in a matrix, and will be posted in the school. Expectations will be taught using a range of strategies that include modeling, practice and role playing. Videos, guest speakers, and social stories are also incorporated into lessons to reinforce desired behavior.
- Recognition of Positive Behaviors** - Students' use of positive behavior is recognized regularly and promoted through the use of Wolf Winner slips which focus on a specific character trait each month.

A monthly draw for pizza with the Principal and Vice-Principal or other prizes will be made from these slips. As these are universal character traits which are important not only in school, you may also choose to reinforce them in your conversations with your child/children at home.



	Assembly	Bathroom	Boot Room	Bus	Classroom	Gym	Office/ Entrance Area	Hallways	Library	Playground
Be Respectful	<ul style="list-style-type: none"> Pay attention to the speaker Demonstrate appropriate audience behaviour 	<ul style="list-style-type: none"> Keep bathroom clean and ready for the next person Use paper towel and toilet paper in small amounts 	<ul style="list-style-type: none"> Keep a path open Stay out of others way Use hallway voice 	<ul style="list-style-type: none"> Listen to the bus driver Use quiet voices Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Listen carefully Wait your turn Participate Cooperate 	<ul style="list-style-type: none"> Follow the gym rules Be a great teammate Cooperate 	<ul style="list-style-type: none"> Be quiet Use manners Ring the bell once if no one is there Ask for permission to enter the office area 	<ul style="list-style-type: none"> Walk single file on the right side of the hall Walk quietly 	<ul style="list-style-type: none"> Use quiet voices Use computers and the internet appropriately Be mindful of other library users 	<ul style="list-style-type: none"> Be polite Respect the environment Use the garbage cans.
Be Responsible	<ul style="list-style-type: none"> Enter and leave quietly and calmly Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Wash hands Put paper towels in garbage Use quiet voice Leave instructional materials in the classroom 	<ul style="list-style-type: none"> Place shoes/boots neatly up on shelves Keep door closed Keep snow, dirt and sand outside 	<ul style="list-style-type: none"> Stay in your assigned seat Face forward Know and watch for your bus stop Keep items together 	<ul style="list-style-type: none"> Be here, be ready Keep your area tidy and organized Be on time Take care of all property 	<ul style="list-style-type: none"> Take care with equipment Wait your turn Enter storage room only with an adult 	<ul style="list-style-type: none"> Take off your boots and carry to your boot room Get a late slip if arriving late 	<ul style="list-style-type: none"> Keep hands and feet to self Look at displays with eyes only 	<ul style="list-style-type: none"> Return books on time Take care of library property Follow library rules Use a shelf marker 	<ul style="list-style-type: none"> Follow playground safety rules Stay in supervised areas Line up promptly when bell rings
Be Resilient	<ul style="list-style-type: none"> Be a good role model/leader Sit properly 	<ul style="list-style-type: none"> Be patient Wait your turn 	<ul style="list-style-type: none"> Have a plan Be patient with others Wait your turn 	<ul style="list-style-type: none"> Be safe Resolve conflicts independently 	<ul style="list-style-type: none"> Always do your best work Learn from your mistakes Be a problem solver 	<ul style="list-style-type: none"> Always give your best effort Be a good sport Learn from your mistakes 	<ul style="list-style-type: none"> Be patient Wait your turn 	<ul style="list-style-type: none"> Be careful Help others 	<ul style="list-style-type: none"> Share Be patient Help others 	<ul style="list-style-type: none"> Take turns and share equipment Be a problem solver