

# WHITECOURT CENTRAL SCHOOL

4807 - 53 Avenue

Whitecourt, AB T7S 1N2

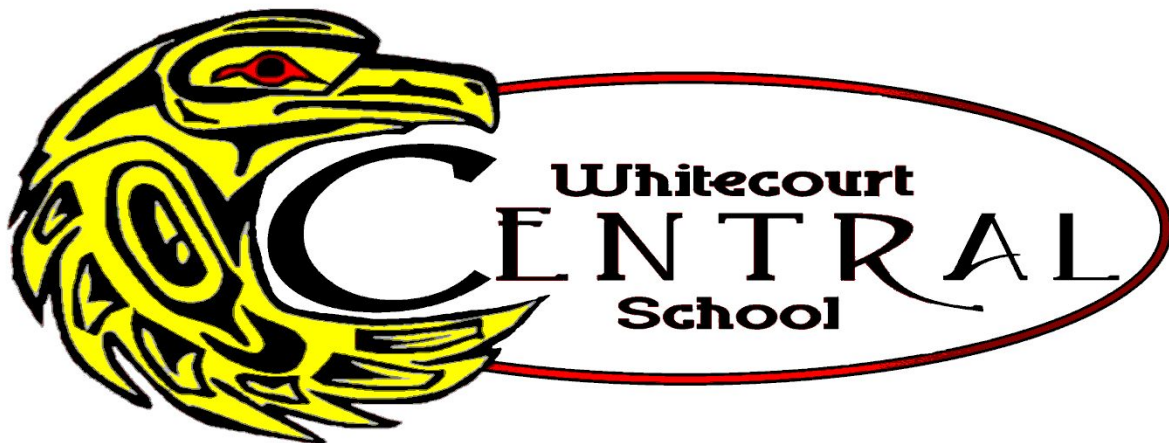
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Principal: Mrs. Tammy McKeever

Assistant Principal: Mrs. Nicole Moir



## Parent Handbook 2019/2020

# **Whitecourt Central School** **SCHOOL PROFILE**

**Motto: “Moving Forward, Reaching Upward – Students are Central”**

**Vision: “High level of learning for every child”**

## **Mission**

Whitecourt Central School is driven by a strong belief in each and every student. The school focuses on:

- academics (literacy and numeracy)
- building relationships
- promoting entrepreneurialism
- developing characteristics of ethical citizens
- creativity
- physical activity
- building resiliency to support the social and emotional well-being of students.

## **Statement of Philosophy**

Central School will play an integral role in the development of the educated child. The education of a child is a partnership between the school, parents and staff team with each partner assuming a greater responsibility in some areas of the child's development while mutually sharing responsibility in other areas.

The prime objectives of Central School are to develop the ability of students to analyze critically, reason and think independently, acquire basic learning skills, develop a lifelong appreciation of learning, develop a curiosity about the world around them, and, develop a capacity for creative thought, expression and appreciation, as well as social and emotional well-being.

Central School recognizes that it has a public purpose and that the needs of our society are responded to through the development of well-educated individuals working and competing in highly technological environments.

## **Belief statements**

- Every child can learn
- Every child is a unique individual
- Children learn at different rates and in different ways
- Learning and development is a continuous process
- Learning is an active process
- Learning is an individual process
- Students should be given the opportunity to experience challenge and success
- Students learn best in a learning environment with their peers

## **Parents**

Parents are the primary educators of their children, and as such are key partners with the school.


Two-way respectful communication between teachers and parents is essential for student success.

## **Shared Responsibilities**

- Students will be responsible and accountable for their own behavior and achievement.
- Parents will work with the school community in partnership in the education of their children.
- Educators will provide a safe learning environment that is conducive to meeting the individual needs of children



## 2019/2020 SCHOOL YEAR CALENDAR

<p><b>AUGUST 2019</b>            27th Staff Planning &amp; Development Day            28th Get the Scoop Night – 5:30 – 7:00 p.m.            29th Staff Planning &amp; Development Day            30th Staff Planning &amp; Development Day</p>	<p><b>FEBRUARY 2020</b>            6th and 7th Teachers’ Convention – School Closed            17th Family Day Holiday – School Closed</p>
<p><b>SEPTEMBER 2019</b>            2nd Labour Day – No school for students            3rd First Day for students</p>	<p><b>MARCH 2020</b>            19th Parent Teacher Interviews            13th Staff Planning and Development Day            –School closed</p>
<p><b>OCTOBER 2019</b>            11th Staff Planning &amp; Development Day            School Closed for students            14th Thanksgiving Day – School Closed</p>	<p><b>APRIL 2020</b>            3rd First Day of Spring Break            10th Good Friday            13th Easter Monday            14th First day back from Spring Break</p>
<p><b>NOVEMBER 2019</b>            8th Staff Planning &amp; Development Day            11th Remembrance Day            12th No School            13th Day in Lieu of Parent Teacher Interviews            27th Parent Teacher Interviews 5 pm - 8 pm            28th Parent Teacher Interviews 5 pm - 8 pm</p>	<p><b>MAY 2020</b>            15th Day in lieu of Evening Interviews            School Closed            18th Victoria Day - School Closed</p>
<p><b>DECEMBER 2019</b>            17th Christmas Concert            18th Christmas Concert            20th Last day of classes before Christmas            Vacation</p>	<p><b>JUNE 2019</b>            26th Last day of classes for students            29th Staff Organizational Day</p> <div style="text-align: center;">  </div>
<p><b>JANUARY 2020</b>            6th Classes resume following Christmas            31st Staff Planning Day –            School closed for students</p>	<p style="text-align: center;"><i><b>Have a wonderful summer!!</b></i></p>

*Additional important dates will be included in the monthly newsletters and on the school website.*



**WHITECOURT CENTRAL SCHOOL**  
**STAFF LIST – 2019/2020**

**TEACHING STAFF:**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>CLASS</b>	<b>ROOM #</b>
Mrs. Tammy McKeever	Principal		
Mrs. Nicole Moir	Assistant Principal		
Mrs. Melissa Larson	Grade 3	3L	8
Ms. Kaitlyn Mather	Grade 3	3M	5
Mrs. Heather Perry	Grade 3 – mornings	3PR	7
Mrs. Sarah Rennie	Grade 3 – afternoons	3PR	7
Ms. Tessa Camps	Grade 3	3C	3
Mrs. Gaylene St. Louis	Grade 3	3S	6
Mrs. Tania Doepker	Grade 4	4D	16
Mrs. Sandra Jensen	Grade 4	4J	17
Mrs. Darlene Carlson	Grade 4	4C	12
Mrs. Kerry Mytrunec	Grade 4	4M	15
Mrs. Wendy Cho	Grade 4	4CH	4
Mrs. Heather Czenczek	Grade 5	5C	19
Mr. Chris Landry	Grade 5	5L	23
Ms. Lani Burzinski	Grade 5	5B	21
Mrs. Aimee Clarke	Grade 5	5CL	20
Mrs. Melissa Uttley	Grade 5	5U	18
Mrs. Lori Nicholls	Grade 5	5N	13
Mrs. Sarah Rennie	Inclusive Education Facilitator - am		1

**School and Staff Hours**

School office opens at 8:15 am and closes at 4:00 pm.

Teachers are available for phone calls:

-8:45 am to 9:00 am

-3:15 pm to 3:30 pm

Teachers can also be reached by email. Please allow for a 24 hour response time as teachers are very busy throughout the day. Emails are not recommended for urgent matters. Please call the office for emergencies.

## **SUPPORT STAFF:**

Miss Teagan Arnott	Program Coordinator
Mrs. Rose Hunter	Educational Assistant
Mrs. Blaine James	Educational Assistant
Mrs. Tracey Law	Educational Assistant
Mrs. Mona Lee	Educational Assistant
Mrs. Shannon Leonard	Educational Assistant
Mrs. Karen Marin	Educational Assistant
Mrs. Shoshanna Pierce	Administrative Assistant
Mrs. Connie Sebo	Learning Commons Facilitator
Mrs. Maren Skipper	Success Coaches
Mrs. Desra Stubbs	Educational Assistant
Mrs. Brenda Tetlock	Educational Assistant
Mrs. Adrienne Underwood	Educational Assistant
Ms. Christie West	Educational Assistant

## **General Information**

### **Hours of Instruction**

9:00 a.m.	Morning Bell
9:00 – 9:05 a.m.	Home Room (5 minutes)
9:05 – 9:35 a.m.	Period 1 (30 minutes)
9:35 – 10:05 a.m.	Period 2 (30 minutes)
10:05 – 10:35 a.m.	Period 3 (30 minutes)
10:35 – 10:45 a.m.	Morning Recess (10 minutes)
10:45 – 11:15 a.m.	Period 4 (30 minutes)
11:15 – 11:45 a.m.	Period 5 (30 minutes)
11:45 – 12:30 p.m.	Lunch and Recess (45 minutes)
12:30 – 1:00 p.m.	Period 6 (30 minutes)
1:00 – 1:30 p.m.	Period 7 (30 minutes)
1:30 – 2:00 p.m.	Period 8 (30 minutes)
2:00 – 2:10 p.m.	Afternoon Recess (10 minutes)
2:10 – 2:40 p.m.	Period 9 (30 minutes)
2:40 – 3:10 p.m.	Period 10 (30 minutes)
3:10 – 3:15 p.m.	Homeroom (5 minutes)
3:15 p.m.	Dismissal Bell

**National Anthem:**

O' Canada will be played over the intercom every day after announcements. The anthem will also be played at our school assemblies. Parents who do not wish to have their children participate in patriotic exercises should inform the classroom teacher.

**Student Attendance/Tardiness:**

Classroom teachers take attendance in the morning and afternoon daily. If a student is going to be absent during all or part of a school day, parents should notify the school office, either by a note to the teacher or by phoning the school at 778-2136 before 9:00 a.m. each day. The school does have an answering machine for your convenience. If notification is not received, SchoolConnects, an automated system, will attempt to contact **home** to verify the absence. This system will continue to call until it is acknowledged. ***This system is most efficient and effective when parents call in advance.*** Please ensure that your child arrives on time as teachers begin lessons promptly each morning and afternoon.

Regular attendance is necessary in order for students to be successful in their learning. Assessment of skills and overall learning is done daily. **If a student misses a great deal of instruction time due to absences, arriving later than 9:00 a.m., or leaving earlier than 3:15 p.m. on a continual basis, essential learning time is missed. Attendance is monitored monthly by the Administration team.**

**Attendance Policy**

**10% missed – NGPS attendance postcards will be sent out by classroom teachers**

**15% missed - concerns communicated by the classroom teacher outlining time missed (written communication)**

**20% missed - letter from the Administrative team outlining the attendance concerns and that attendance will be monitored for the next 30 days for improvement**

**25% missed – letter from Administrative team requesting a meeting to discuss attendance concerns - NGPS Student Support Facilitator will be asked to attend to assist in the creation of a plan to improve attendance**

**30% missed – letter from the Administrative team to parents with a copy being sent to the Superintendent of School for Northern Gateway Public Schools requesting intervention from the Attendance Board**

**\*We base our contact strictly on the number of days missed.**

An accurate assessment of student skills will be difficult if a great deal of instruction time is missed. This will result in poor achievement. Teachers are not able to reteach outcomes due to student absence. If a student is missing a great deal of school, it will be the responsibility of the student and parents to ensure that all missed work is completed and returned to the school for assessment purposes. Teachers will check in with students to answer any questions. Work not completed or returned will be entered in Powerschool. High absentee rates increases the possibility of students not meeting grade level requirements. If grade level outcomes are not achieved and the student is struggling with expectations, discussions regarding retention will be necessary.

**\*\*Students will not be permitted to attend extracurricular events if technology fees are outstanding, they are behind in their school work and are missing a great deal of school.**

Once at school, students may not leave the school grounds during the school day, unless they are signed out at the office by a parent or guardian. A student sign-out book is kept in the front office. Exceptions to this rule are students who live close to the school and arrangements have been made for these individuals to walk home for lunch.

Please inform the school in advance of any vacations or trips the family may be planning that necessitates your child missing school. Students are responsible for catching up on any work missed due to an absence.

### **Student Registration Forms – Emergency Contacts/Medical**

It is essential that the school has emergency contact names and numbers for all students and crucial medical information. Please ensure that the school office has current information on file for your child(ren).

**\*\*Any student who does not have updated emergency contact information will not be able to attend off site field trips.**

### **Parking Lot/Arrival of Students**

The parking lot is for staff parking and the unloading and loading of school buses. When dropping off or picking up your child, it is best to use 53<sup>rd</sup> Avenue. **Please do not enter the parking lot to drop off or pick up students.** Please do not use 52<sup>nd</sup> Avenue east to drop off students. Double parking along 53<sup>rd</sup> avenue is not permitted. The bylaw officer will patrol the area to ensure student safety.

### **Dismissal of Students**

Upon dismissal, all students are asked to make their way home if they walk, or to the supervised bus lines immediately. Students waiting for parents to pick them up must wait in the designated area along 53 Avenue. There is a teacher supervisor on the playground until 3:30 p.m. ensuring students get on their way and are picked up safely. Students should not be waiting or playing (unless accompanied by an adult) in our playground areas after school. We encourage students to go straight home so parents are not worried about the whereabouts of their children.

### **School Patrols**

Whitecourt Central School participates in the Alberta Motor Association School Patrol Program. Patrollers are in place on 53<sup>rd</sup> Avenue and 52<sup>nd</sup> Avenue to assist students before and after school with safe crossing on these streets. In temperatures below -25 C, patrollers are not out on patrol. We appreciate the full cooperation of students and parents with our School Patrols.

### **Supervision**

The school and grounds are supervised from 8:30 a.m. to 3:30 p.m. Students who arrive before 8:30 a.m. are not supervised. Any students who have not been picked up by 3:30 pm will be asked to wait in the office for their parents. **The Breakfast Program will open to students at 8:30 am.**

### **Front Office**

All visitors are asked to enter the school using the main doors and check in at the office upon arrival at school. If you are picking up your child during the school day for an appointment etc., please sign them out.

In working with the Occupational Health and Safety and Maintenance Department, a new safety feature has been added to Whitecourt Central School. The doors leading into the heart of the school now have a

job system. All individuals needing to access the school, for volunteering or dropping off items, will need to sign in at the office and then be buzzed in by the office personnel. This enables us to know who is in the school in case of emergency. If parents want to drop off items at the office, students will be called down to get the items at their earliest convenience.

### **Student Messages**

Please ensure that your child knows of his/her after school plans, lunch plans, and all other appointments before leaving home in the mornings. Students will not be called to the phone to take calls from parents during the school day. As interruptions to a classroom are very disruptive to both the students and teachers, *we cannot give messages to students unless it is an absolute emergency.*

### **Student Information**

Information about student attendance, progress or whereabouts can only be shared with parents or legal guardians. Please ensure all phone numbers and emergency contacts are current.

### **Student Custody**

The school wants to ensure that both parents get the information necessary on student progress and any concerns. In cases where there has been a split in the family and custody is an issue, please ensure that the school has a copy of all relevant legal information. The student's legal name will be used on all legal documents.

### **Parent Teacher Interviews**

During parent teacher interviews, parents can ask questions and will be given information regarding their child's progress and achievement. Due to time constraints, we can only schedule one interview per child. Having both parents together in one interview enables teachers to ensure that a consistent message is being given to all stakeholders. Unless there is a legal reason why parents from two households cannot be together, these interviews will be scheduled together. We are hoping that families who are separated will be able to come together to discuss and celebrate student progress.

### **Bus Safety**

Students, who ride on the bus, have a designated drop off spot. Students and parents are not able to request alternate drop off locations on the bus route unless parents will be there to meet their child. Students who do not ride the bus, are not permitted to ride a bus for sleepovers, parties etc. Exceptions can be made by the school administration in emergency situations. Parents are responsible for child behaviour and safety at the bus stops.

### **Student Dress**

- **Caps, hoods and sunglasses need to be removed before entering the classroom.**
- Students are not permitted to wear clothing that is deemed inappropriate for school. If there are slogans that are deemed inappropriate, the student will be asked to turn the item of clothing inside out or call home.
- Students must have appropriate outside clothing for cold winter days, including headwear and mittens as everyone is expected to go outside.
- Students are asked to remove outside shoes at the door; therefore, they must have a pair of inside shoes to leave at the school. Running shoes, with a non-scuff sole are required to be worn during gym classes.
- Shirts can have thin straps as long as the fit is appropriate and there is full coverage of the torso.



- Shorts and skirts must be an appropriate length. We ask that shorts/skirts have a 2 or 3 inch inseam. It is essential that appropriate coverage is maintained when participating in regular school activities.
- Wheelie (Heelie) shoes need to be removed when entering the school.
- A good reference for our dress code that aligns with Percy Baxter Middle School is that backs, chests, bellies and bottoms need to be covered.

### **Electronics/Cell Phones**

Technical devices, such as phones, Ipads, Ipods, smartwatches and DS's are becoming more and more prominent in the school setting. Although we understand and respect the current trend, we ask students to leave these items in their backpacks or at home. Students are not permitted to use cell phones or other devices at the school. These devices can cause unnecessary interruptions to our learning environment if not used responsibly. There is a school phone and staff available to assist students with contacting parents if the need arises.

Students will be asked to sign the digital citizenship form. This means that they are agreeing to follow the guidelines set out by Northern Gateway Public Schools when using **school** technology. Teachers will review this policy with the students.

Devices found out of the backpack and being used by students on school property, will be confiscated until the end of the day. Parents will be contacted and devices will no longer be permitted at school.

Students are asked not to make alternate arrangements through text messages to parents during the day. This leads to miscommunication. All after school plans need to be made the night before or after the student gets home from school. Students are able to check their devices for messages upon school dismissal. The devices will then need to be returned to the backpack.

Please remember that the school is not responsible for any lost, stolen or broken items.

### **Inclement Weather**

During cold or wet weather, students are allowed to come into the school to designated areas at 8:30 a.m. or, when the first bus arrives. At 8:40 a.m. students are allowed to go into the classrooms. Factors such as wind chill, temperature (-25 degrees) and precipitation are taken into consideration when bringing the students into the school. During inclement weather, temperature and other conditions will be monitored closely.

### **Search and Seizure**

According to Administrative Policy 351, school authorities have a responsibility to maintain order, discipline, and safety within the school, on school grounds, and during any school-sponsored activities. To fulfill this requirement, school officials may have reason to conduct searches of a student, his or her locker, or his or her belongings. Such a search may result in the seizure of substances, articles and/or objects.

Students, their lockers and/or their property may be subject to unannounced searches as may be considered reasonable and appropriate by school officials.

Searches are normally conducted on a specific student, locker or property. Random searches shall not be conducted.

If suspected of wrongdoing, a student may be directed to empty his/her pockets, knapsack, purse, etc., however, physical searches of students are not to be undertaken by school personnel. If, in the opinion of the school authority, a physical search must be conducted, the police are to be contacted.

### **Bikes, Scooters, Skateboards, Roller Blades**

Students who ride bikes to school are asked to walk their bikes onto the school property and go directly to the bike rack. If they have a lock, then the bikes can be locked up. The bikes need to remain at the bike rack until 3:15 pm. Students are asked not to play around the bike racks.

Students who ride scooters to school need to walk them on school property. They should be taken directly into the front door of the school and left there until the 9:00 am bell rings. Upon entry to the school, students can make arrangements with teachers to collect their scooters and store them in the classroom until 3:15 pm. The school is not responsible for any damage to equipment if the rules are not followed.

We ask that skateboards be carried as soon as students enter school property. They can be stored in the classrooms and are not to be taken out of the school until dismissal time. Once dismissed, the skateboards should be carried until students are off of school property.

Roller Blades need to be removed once the student has reached the door of entry. They can be stored in the classroom and will not be removed from the school until dismissal time.

## **STUDENT SAFETY**

### **Student Health and Safety**

For parent/guardian information, listed below are the procedures in place when a child is hurt or injured.

#### **Injury:**

If a student is seriously injured, staff members follow the following procedures:

- Send a student or other staff member to the office with clear instructions to either get a staff member trained in first aid or to call an ambulance.
- Do not move the student unless absolutely necessary. Keep bystanders away.
- Comfort the student until help arrives
- Contact the parent/guardian of the student

ABC of first aid:

- 1) Ensure open **A**irway
- 2) Monitor **B**reathing
- 3) Monitor **C**irculation (Apply pressure with a clean cloth on severe bleeding)

**Complete an injury report for any serious injury requiring special attention and all head injuries.**

## **Medication**

Prescription medication that students require to take on a daily basis can only be administered according to Northern Gateway policies. Prescription medication must be kept secured in the office. Parents must fill out all forms required, so that school staff may administer the medication.

Epi pens and other emergency medications should be readily available in the classroom.

Over the counter medications can be kept at the school office for students if the parent drops off a note outlining why the child requires the medication, the dosage and the frequency of administration. The student must be able to self-administer the medication. This medication can only be kept for a period of two weeks and if the condition persists, the school will require a medical note from a doctor.

We ask that any medications required are brought to the office by parents not students.

**Home room teachers should ensure that the rest of the staff are familiar with any student medical or safety concerns. Please post information and student pictures in the staff room and update staff at staff meetings.**

## **Food Allergies**

If a child has a severe food allergy and requires an Epi pen, a ban will be placed on the food item in the classroom. The teacher will send home a letter with the classmates informing all parents of the ban. If a child in the class brings the banned food item to school, that child will eat outside of the classroom or with a friend in an alternate space.

## **Severe Allergies**

After parents have identified that their child has a severe allergy:

1. Parents are expected to take full responsibility for providing the school with medical information, their physician's protocol for treatment and an adequate supply of up-to-date auto-injections or other prescribed medication.
2. The Principal shall make reasonable attempts to ensure that:
  - ❖ all pertinent information is complete, (including a picture) and kept on file in an easily accessible location;
  - ❖ staff are completely briefed (on the nature of the medical problems including symptoms and emergency procedures to be used) and appropriately trained;
  - ❖ the emergency medication is clearly labeled and kept in a secure location where the principal, her designate, or staff members can access it at short notice; the child's doctor is contacted so he or she can clarify the situation from a medical standpoint; and
  - ❖ the child's parent should also be contacted immediately and informed of the situation.
3. In the case of severe allergic reactions that require immediate administration of medication or emergency procedures (such as Epi-Pens) to prevent death or severe health complications, the rights and limitations inherent in the Emergency Medical Aid Act will apply.
4. The school should give parents the opportunity to discuss their child's needs at staff meetings, parent teacher meetings, first-aid seminars and staff in-service sessions.
5. Although there is no legal responsibility on the Board to provide a zero risk allergen-free environment, every attempt should be made to provide allergen-free areas in situations where students are allergic to specific substances.

## **School Procedures**

When a child has a severe allergy, the following steps are taken:

1. A letter is sent to parents outlining precautionary measures taken in regard to their child's allergy.
2. All staff are notified of the severe allergy and notified that an epi-pen may be required. The child's picture is given to all staff members and the child's name is put on the 'Medical Alert' list posted in the Staff Room and on the clipboards that are used during recess supervision.
3. The child comes to the office in the morning for his/her Epi-pen. Epi-pens are stored in the office in individual Epi-belts. The Epi-pen is worn by the child for the duration of the school day. At 3:15, the Epi-pen is returned to the office.
4. All staff will receive an Epi-pen demonstration by the community health nurse annually and have written instructions for its administration.
5. The best safeguard lies in the child's understanding of his/her severe allergy. Parents are asked to ensure that the child is very aware of the precautions that he/she must take in order to avoid an allergic reaction.

## **Emergency Response Plan**

In keeping with Northern Gateway Public School Policy, an emergency response plan has been developed for Whitecourt Central School. Safety procedures have been developed in the event of a fire, hold and secure/lock down, shelter in place or evacuation. Practice drills are held on a regular basis throughout the school year and each classroom has a posted diagram outlining escape routes and meeting points.

Parents who are volunteering in the school are asked to check with their child's teacher or school administration as to lockdown protocol.

**In the event of a lockdown, we ask that parents refrain from calling or arriving at the school. Our focus is on student and staff safety.**

## **Fire Drill Procedures**

At Whitecourt Central School we recognize the importance of ensuring the safety of all students, staff, and visitors within our school. There will be a total of six fire drills held during each school year – three in the Fall, and three in the Spring. Fire Drills allow all students and staff to practice evacuation procedures should a real emergency occur.

## **Lockdown/Hold and Secure/Shelter in Place Procedures**

In the event that the school is required to go into:

**-An Emergency Lockdown (used when concern is in the building):** an announcement is made informing all students, staff and visitors that lockdown procedures have been implemented. Once the announcement is made, staff will close and lock all classrooms doors and position students strategically in the classrooms, out of sight. The office staff will implement an automatic locking of all outside doors preventing anyone from entering the building. The administrative team, if safe to do so, will conduct a sweep of the school building to ensure that all students are secured in classrooms. Attendance will be taken after the lockdown has ended. Lockdown practices will take place three times in a school year.

**-A Hold and Secure (used when concern is in close proximity to the school building):** an announcement is made informing all students, staff and visitors that hold and secure procedures have been implemented. The office staff will implement an automatic locking of all outside doors preventing anyone from entering the building. Parents who arrive at the main door can be let in by school staff once identity has been confirmed. Students carry on with their school activities with the exception of going outside for recess. Indoor recess protocol will be implemented.

**-A Shelter-in-Place (used in inclement weather or wild animal is on the school grounds etc):** an announcement is made informing all students, staff and visitors that shelter in place procedures have been implemented. Students and staff will remain in their classrooms or be directed to a designated place for safety reasons.

## **SCHOOL HIGHLIGHTS**

### **Mental Health Initiative**

At Whitecourt Central School we believe students have a greater chance of success if their physical, emotional, and social needs are met. Partnerships between educators and Success Coaches will ensure our students have the best opportunity to achieve to their potential.

### **Inclusive Education**

It is our belief that all students can learn. We recognize that every student who attends Whitecourt Central School is unique; they learn in different ways and at different rates. To facilitate learning by all of our students we promote inclusive learning within regular classrooms. Students are supported by an individual program plan and teaching assistants where appropriate.

### **Support Services**

Students of Whitecourt Central School will have access to outside agencies when additional learning support is required. These support services include specialized professionals such as speech pathologists, occupational therapists, as well as behavioral and testing consultants. Students will have access to these support services based upon teacher referral and consultation with parents.

Students who are experiencing extreme difficulty within the regular classroom may be referred to the Special Education Coordinator for initial testing. Parental permission is required for all testing. Referred students will either receive the necessary testing from the Special Needs Coordinator or will be referred to the appropriate outside agencies.

*In cases where parents are separated or divorced, both parents must sign a consent form unless sole custody has been granted to one parent. In some cases, parents may be required to attend a joint meeting with the service provider.*

### **Counseling**

It is our belief that student learning will be enhanced when students are socially and emotionally healthy. We access professional agencies for students that require specific or long-term intervention. These agencies include the Family Community Liaison Program, which is a community service or the Regional Collaborative Services Program. Classroom observations are scheduled with the ACS team through the school's Inclusive Education Facilitator. All information is kept strictly confidential.

### **Music Program**

All Whitecourt Central School students receive instruction in music through regular music classes. Throughout the school year, students may also be involved in special musical projects and clubs.

### **Physical Education**

Because we believe in the importance of daily physical activity, Central School students will have daily physical activity. This activity may not always be in the gym.

### **Assemblies**

Regular monthly assemblies are held at Whitecourt Central School. The assemblies are an opportunity to celebrate individual student accomplishments and watch performances by individual classes. Parents are always welcome to attend our assemblies.

### **Positive Playground**

Our playground is a positive playground. Students at Whitecourt Central School are encouraged to participate in active, cooperative recess activities. Recess equipment is available for students to use during recess and active, cooperative games are taught and promoted to ensure that recess is a positive experience for all children.

### **Recycling Program**

At Whitecourt Central School, we believe in taking care of our environment, therefore, our students participate in a vigorous recycling program. Each day, all plastics, juice boxes, bottles, and other recyclable containers, as well as paper are prepared for recycling. Students are encouraged to bring reusable containers from home for their lunch items.

### **School Council**

It is our belief that the education of students is a shared responsibility of school and parents. Parents are encouraged to become active partners in the education of their children. The Whitecourt Central School Council works closely with the school. All Whitecourt Central School parents are encouraged to become active members of the school council.

### **Volunteering**

Parents are encouraged to become involved with the school. Educational research indicates that student achievement is enhanced when parents take an active involvement in their child's school. Parents interested in volunteering at the school should contact the classroom teacher, school administration, or better still, attend monthly school council meetings (refer to school newsletters for dates and times.) Classroom teachers and the School Council organize and arrange volunteers for the school.

At Central School we believe that school decisions should reflect the needs of the community. Parent input into school initiatives, programs, and activities is encouraged and valued. Please feel free to pass on your thoughts, ideas, and comments at any time. Belonging to the school council is the most effective way of having a significant influence in the operation of our school.

Parents wishing to volunteer one on one with students or supervise students at a special event may be asked to obtain a Review of the Results of a Vulnerable Sector check and complete a Volunteer Confidentiality Checklist Form. Please contact the classroom teacher. A letter from the school can be presented at the RCMP station and the cost will be deferred. The Review of Results of a Vulnerable Sector check can be dropped off at the office.

### **Special Programs**

Throughout the school year, a number of special programs are ongoing to ensure student success. These programs include Breakfast and Lunch programs, Milk Program, Learning and Behaviour Support Programs, and the Ace Squad.

## **Field Trips**

Our field trips will be discussed with the staff in September and once details have been finalized, we will share them with parents. All Technology fees must be paid and emergency contact information up to date before students can attend the extracurricular field trips.

## **Safe School Policy**

Our Mission Statement Reads: *Moving Forward, Reaching Upward – Students are Central*

In keeping with our mission statement, all members of the school community will embrace and practice self-discipline. The students, staff and parents of Whitecourt Central School strongly advocate an atmosphere of a “safe school” environment. This means that as a member of the school community, each individual is responsible for their behavior.

Our goal is to help every student develop and model appropriate behavior consistent with the philosophy of a safe and caring school environment. We believe that our school community must understand and accept responsibility for their behavior. Any behavior that encroaches or detracts from the rights of any member is not responsible safe school behavior.

### **School Community Rights**

I am worthy of self-discipline.

I am worthy to be treated with respect and politeness.

I am worthy to be treated with (tolerance.) understanding

I am worthy of achieving my personal best in all school activities.

I am worthy of personal safety in a safe school environment and to have my property treated with respect.

I am worthy of a pleasant and clean school environment.

### **School Community Responsibilities**

I am responsible to exhibit self-discipline.

I am responsible to treat others politely and with respect.

I am responsible to treat others with understanding (tolerance.)

I am responsible to work to the best of my ability and to respect the rights of others to do the same.

I am responsible to protect the safety of others and to respect their property.

I am responsible to maintain a pleasant and clean school environment.



## **Code of Conduct**

Our school Code of Conduct has three principles: **Respect for Self. Respect for Others. Respect for the Environment.** All members of the School Community will conduct themselves in a manner worthy of the respect of others by showing and practicing *empathy, self control, respect, kindness, tolerance, fairness, as well as knowing and acting in the right and decent way (conscience)*. More specifically, any conduct that adversely affects the Rights and Responsibilities of any of our school community members is a breach of the Code of Conduct.

## **School Respect Expectations**

Whitecourt Central School believes that in order for students to be successful, a partnership between school professionals/paraprofessionals and parents are necessary.

We are always open to meet with parents in order to discuss:

- academic progress of a child
- school expectations in relation to behaviour
- parent concerns
- concerns regarding student choices that arise throughout the year.
- the purpose of policies and procedures outlined by NGPS and WCS

We understand that parents may not always agree with the determination of consequences or the policies that are in place however they have been established for specific reasons. We ask that all communication be respectful and collaborative. If parent communication becomes disrespectful at any time, school administration will intervene.

## **School Discipline**

A proactive approach is utilized in maintaining a positive school culture at Whitecourt Central School. Students are taught to be Eagles within their classrooms and school wide assemblies.

- E** Excellence every day in every way.
- A** Accountability and Attendance – We are responsible for our actions and being at school.
- G** Give respect, treat everyone well
- L** Learn well, school is your job.
- E** Enjoy school, Central School is your second home.
- S** Safety – Everyone deserves to be safe and feel safe.

### **Consequences for breaching school expectations may include:**

- Verbal Warning
- Note in agenda
- Conference with student
- Telephone call to parents
- Conference with student and parent
- Assigned duties (e.g. playground clean-up)
- Referral to “Think tank”
- Referral to School Administration
- Time-out
- Recess detention
- After School detention
- Class Suspension
- In-school Suspension
- Out-of-School Suspension
- Referral to Superintendent

School discipline records are maintained in the office and the *Think Tank*. Phone calls will be made to parents and/or letters will be sent home when discipline is deemed a concern, or when a student has a suspension. Two-way communication between parents and teachers is effective in dealing with discipline matters before they become problematic.

Any student who acts out towards a staff member with physical aggression, violence or threats will receive an automatic suspension:

- First time offence - one day in school suspension.
- Second time offence - three day in school suspension
- Third time offence - one day out of school suspension
- Fourth time offence - three day out of school suspension and a meeting with school administration before the student can return to class.

Students who have difficulty controlling their behaviour, verbally or physically, will be given the opportunity to go to the Safe Zone for a time out and regain control. After 10 minutes, if the student is not able to regain control and return to the classroom, the parents will be contacted to come and get the student. A further discussion will occur between school administration and the inclusive Education Facilitator to outline a behaviour plan if this type of situation occurs again. Inappropriate behaviour will not be tolerated as it interferes with the learning environment of all other students.

When dealing with issues and conflicts at school, the staff encourages students to use their WITS.

W- Walk away

I – Ignore

T – Talk it out

S – Seek help

\*Students are asked not to be bystanders and to encourage other students who are in conflict to seek help. They are however not encouraged to use any physical actions to defuse a situation.

When students seek help from a staff member, many different actions occur. First, the staff member will listen to the student and gather necessary information. Once the information is gathered, the student will be sent either inside to get a drink or go to the washroom or be encouraged to go back and play. The staff member will then call upon the student who has been accused of behaving inappropriately. Information will be gathered from this individual as well. If any clarification is needed, both students will be called upon for further questioning. Once all information is gathered, a determination of consequences will be made. Students who are at fault will be given their consequence individually. Discussions about consequences amongst students involved will not happen. Each student or issue will be dealt with individually.

When students come home and discuss their situation, please encourage them to seek help from a supervisor. We cannot help if we do not know what happened. However, it is also important for parents to correct students when they say that the supervisors do nothing to help them. It will not be made public to other students or parents as to the consequence of the offending student. Both students and parents need to trust that the staff is dealing with all situations that are brought to their attention.

Any concerns regarding a situation need to be directed to the classroom teacher. Administration will direct parents back to the teachers whenever possible as they have the details. If parents do not agree with the consequence or sequence of events, they may contact the school administration only after the classroom teacher has been contacted. It is essential to understand that even students with the best of intentions can get caught up in situations and make inappropriate choices. All students are treated equally and consequences are given to all students who have made poor choices.

The school is responsible for students from 8:30 am until they get home from school. We encourage the students to walk straight home and be sure to use EAGLE behaviour. If problems occur on the way home, then parents will be required to come to the school at 3:15 pm to pick up their child or meet them at the bus stop.

Incidents of inappropriate behaviours that take place in the evening or on weekends are not subject to school consequence. These actions need to be taken care of by the parents. Parents are encouraged to share incidents with the classroom teacher if they believe that the same behaviours could potentially occur at school.

## **Student Evaluation**

### **Student Progress**

At Central School, we follow consistent practices at all grade levels when assessing student progress. There has been a shift away from three reporting terms per school year. We are continuously monitoring student achievement progress and we feel that it is essential that parents have access to this current information. All schools within Northern Gateway Public Schools are now using Powerschool to communicate student progress to parents. Every parent will receive a letter with login information.

Once logged in, parents can look at their child’s achievement in each core subject area. Comments will accompany some but not all assignments. Teachers are asked to communicate regularly with parents regarding their child’s progress. Please contact the classroom teacher if there are any questions.

### **Grading System for Grades 3-5:**

The grading scale is as follows:

Excelling	Meeting	Approaching	Not Yet
<p>I know this well.</p> <p>I am mastering this.</p> <p>I can teach this to someone else.</p> <p>I can do this independently in new situations.</p>	<p>I know this fairly well.</p> <p>I can do this independently in routine and practiced situations.</p>	<p>I am learning this.</p> <p>I can do this sometimes, but at times I require support.</p> <p>I am working toward independence with this outcome.</p>	<p>I cannot do this yet.</p>

Teachers have spent Professional Learning Community time preparing exemplars and work samples for the different achievement levels in order to provide parents with a clearer understanding of criteria and expectations. Students are always made aware of the assignment criteria and know what they have to do to be successful in completing assignments. Assessment for Learning and Assessment of Learning activities are all incorporated into daily lessons. Students are given many different opportunities to demonstrate their understanding and obtain descriptive feedback on their performance or assignment.

### **Awards**

Students are recognized for their Citizenship and Work Habits in November, March and June. The criteria for these awards can be found in the homeroom of Powerschool. Teachers take into account all information when deciding who has demonstrated a consistent effort on the skills.

Year end awards will involve Winit Certificates. Winit Certificates include embossed stickers that recognize a number of commendable characteristics that are placed on personalized certificates. Staff will carefully choose Winit stickers that represent the qualities that each student has demonstrated and activities they have been involved in throughout the year. Academic Excellence in Language Arts and Math will also be recognized on these certificates with a Winit sticker. There will be a minimum of three, and a maximum of six stickers chosen for each student.

**NOTE:**

**Whitecourt Central School is a school that embraces ideas and change. As the education system evolves and the students require more guidance and support, we will be there. We ask that if anyone ever has any concerns or questions, to please come to school and speak with us. The only way that changes are going to occur and the students are going to be as successful as possible, is if the educators and parents work together.**

*We sincerely hope that you and your children have a great year at  
Whitecourt Central School, as we:*

*“Move Forward – Reach Upward”*