

# Student/Parent Handbook 2018- 2019



**WOODBIDGE FARMS**  
*elementary*

A  
**Leader in Me™**  
School

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# WOODBIDGE FARMS SCHOOL

## THIS IS A PLACE FOR TEACHING AND LEARNING

### **OUR VISION:**

Woodbridge Farms School will be a respectful, cooperative community of learners.

### **STUDENT MOTTO:**

Be Safe, Show Respect, Work Hard, Finish Strong, Be You!

### **OUR MISSION:**

Our mission is to inspire the citizens of Woodbridge Farms School to create a learning community of support, engagement and respect.

### **GOALS:**

To develop respect for self, others, and their community.

To develop responsibility in students.

To encourage excellence in students' academic achievement - results, for all!

To promote goal setting, flexibility, social skills, teamwork, conflict resolution skills, decision-making, problem solving, independence, and other important life skills.

To nurture acceptance and appreciation of diversity.

To insure that school is a safe place for students to learn and play.

To nurture the development of self-esteem and self-worth.

To actively involve our students in the operation of their school and develop a sense of school pride.

To develop loyalty to the school and nurture individual commitment to contribute positively to its reputation.

Character education is our overall goal. We will continue to focus on The Leader in Me (Covey's Seven Habits) to develop **Respect and Responsibility**. These will be given great emphasis in the school throughout class lessons, assemblies, and in the discipline policy. When the students learn to show respect and take responsibility, they achieve maximum results.

## Message from the Staff

Welcome to a Most Welcoming Place!

Woodbridge Farms is a place where people work collaboratively to develop their own as well as each other's potential. In this place, emphasis is placed on a safe, orderly and inviting environment. Messages that are transmitted promote human relations and personal regard.

An attitude of trust and optimism is promoted and in evidence. Rules are simple, reasonable and enforceable. Supervision is low key and people are encouraged to make significant choices in their lives. Consequences, when necessary, involve the loss of privileges rather than self-esteem.

We believe that forging a partnership with the home is essential, if we are to maximize student development: intellectually, emotionally, socially, creatively and physically. As educators we are committed to providing a quality educational experience in a safe and caring environment, in which all students can learn and experience success.

Woodbridge is a place where people are filled with hope and a positive outlook on life. A sense of humour and enthusiasm pervades the atmosphere. Together we celebrate accomplishments and provide support during those more difficult times, which everyone has to face. It is a place where the goals are aligned with the wider scope of human needs, and policies reflect sensitivity and caring of the people in it.

We want to express our appreciation in advance for all the ways in which school families team up with staff and students to ensure all WBF students have a positive elementary school experience. Whether you support your own child in homework, volunteer in the classroom, are active in the School Council, the Parents' Association, or assist with fundraising, it contributes to the school atmosphere. Many thanks.



## **Message from WBF School Council & Parents' Association**

A big welcome to all students, staff and parents/guardians for this 2018-2019 school year.

We look forward to an exciting and fun-filled year. Woodbridge Farms has a wonderful school community with many talents to share.

As a parent/guardian you are automatically a member of the School Council and Parents' Association. We invite you to explore the many volunteer opportunities available to make your child's school experience memorable and exciting. Hot lunches, school dances, and Wee Wonderland are all made possible because of our parent volunteers.

Whether you have an hour, a day, or only a few minutes, your time is appreciated. Contact a member of the School Council or Parents' Association to see how you can get involved.

### **School Council Executive 2018-19:**

Chair: Tara Lamabe  
Vice Chair: Julie Ballhorn  
Secretary: Lori Lehman

### **Parents Association:**

President: Tara Lamabe  
Vice President: Jodi Craik  
Secretary: Lori Lehman  
Treasurer: Julie Ballhorn

## **WBF Parents' Association Services**

### **History of the Woodbridge Farms Parents' Association**

The Woodbridge Farms Parents' Association was formed by a group of parents in the fall of 1980 to assist the school in programs that were not provided by the system, then "Strathcona County", now "Elk Island Public Schools". In May of 1981, the group became a registered society in order to qualify for government grants toward projects. Since 1980 several projects and programs have been developed. These include the building of the Creative Playgrounds and Out-of-School Care Program and the purchase of items for the school, as listed below.

The Parents' Association also organizes and funds several functions at the school for the children and parents of the community, including the Family Dance, Wee Wonderland and Hot Lunch Days. With the profits from the various functions and fundraisers, the Association has purchased several important items for the students and the school.

Woodbridge Farms School Council provides parents with an opportunity to discuss issues and provide advice to the staff on matters pertaining to the school, as well as to provide input to the school board. Parental involvement is vital to the continued success of the Council/Association and the school. Parents are encouraged to support the Parents' Association by volunteering for at least one event during the year. Please let us know if you are able to assist us during the current school year.

### **Past Contributions of the WBF Parents' Association**

Creative playgrounds  
Ukuleles  
Computer software  
Computers & printer  
Teacher computers  
Crosswalk  
Cultural performances  
Laminator  
Sports equipment

Portable classroom fans  
Video camera  
Digital cameras  
Trees around school  
School Dances  
Document cameras  
Artist in Residence  
Sound System  
Calculators

Handbells  
Picture frames for Art Gallery  
Canadian flags for classrooms  
Booklet coiler  
Lunchroom chairs  
Library funds

## **Out-of-School Care Program**

This program is operated by the Boys and Girls Club of Strathcona County. Please phone 780-416-1500 for information about registering for this program.



**Boys & Girls Club  
of Strathcona County**

## Role of Volunteers in the Classroom

Volunteers form an integral part of the successful operation of our school. We encourage you to inform us of any special skills that you may have and would be willing to share. Tasks vary from working with individual children, to assisting with computerized instruction, to preparing materials at school or home. We also require volunteer supervisors for field trips and special events.

It is most important that volunteers, as well as staff, respect the privacy of students and families. Therefore, all Elk Island Public School parents are asked to sign a confidentiality form as well as a declaration that they do not have a criminal record or child welfare record. Your cooperation is appreciated as we endeavor to ensure the safety and respect for privacy for all our students and their families.

*When you enter the building, please sign in at the main office and obtain a visitor's badge.*

Volunteer time is valued. Most importantly, it provides a better education for students, our number one priority. Secondly, it shows public support for education and the particular school. Last, but certainly not least, your volunteer time models for students your commitment to volunteer service in the community. As part of our character education, we promote service to others. You are a great example!



## Staff List 2018-2019

### Teachers

Mr. Andy Cunningham	Principal
Mrs. Teri Pearn	Assistant Principal/Grade Two
Ms. Stephanie MacNutt	Counsellor
Mrs. Stacy Siminick	ECS
Mrs. Emily Anderson	Grade One
Ms. Dana Boucher	Grade One
Ms. Heather Squair	Grade Two
Mrs. Laura Sundell	Grade Two
Mrs. Bailey deWynter	Grade Three
Ms. Amanda Grendowicz	Grade Three
Ms. Sheri Zarowny	Grade Three/Four
Ms. Lynne Nadema	Grade Four
Mrs. Sheryl Dermott	Grade Four/Five
Ms. Donna Jossy	Grade Five
Mr. Garth Baker	Grade Six
Ms. Antonia Triska	Grade Six
Mrs. Anita Sisson	FMNI/LLI/ESL
Mrs. Marie Berg	Communication Skills Program
Mrs. Christina Ganert	Elementary Transition Program
Mrs. Lynette Newton	Music

### Support Staff

Mrs. Francie Davies	School Secretary
Mrs. Karlie Wells	Accounts Secretary
Mrs. Candace Sargeant	Library Technician
Mrs. Judy Andrekson	Educational Assistant
Mrs. Sarita D'Lima	Educational Assistant
Mrs. Debbie Fleck	Educational Assistant
Ms. Melissa Gillam	Educational Assistant
Mrs. Pam McIntyre	Educational Assistant
Mrs. Corie Plant	Educational Assistant
Mrs. Jane Reaney	Educational Assistant
Mrs. Mona Sawatzky	Educational Assistant
Mrs. Vicki Tannahill	Educational Assistant
Mrs. Leanne Tiessen	Educational Assistant

MEET THE  
**STAFF**



## Bell Schedule 2018-2019

Regular Days		Early Dismissal Days (1st Wednesday)	
First Bell	8:34	First Bell	8:34
Homeroom	8:39	Homeroom	8:39
Class Starts	8:42	Class Starts	8:42
Recess	10:15	Recess	10:15
Warning Bell	10:27	Warning Bell	10:28
Class Resumes	10:30	Class Resumes	10:30
Noon Recess	12:00	Noon Recess	12:00
Return from Recess Bell	12:22	Return from Recess Bell	12:26
Lunch Eating	12:25	Lunch Eating	12:28
Cleanup	12:49	Cleanup	12:54
Class Resumes	12:51	Classes Resume	12:56
Break Begins	2:08	Dismissal	2:13
Break Ends	2:13		
Dismissal	3:13		

### Arrival/Departure:

**Arrival:** Students may arrive at school after 8:20 a.m. each morning. They must remain outside until 8:34 when the first bell rings. Please ensure students are dressed properly for the weather.

**Departure:** Students are dismissed at 3:13 p.m. (2:13 on early out days) and must head directly home, to out of school care or to their bus.

# School Behaviour Plan

Í 6 Y'GUZYŽG\ ck 'FYgdYWŽK cf\_ '< UFXž: ]b]g\ 'Gfcb[ ž6 Y'Mci Í '  
~ Woodbridge Farms Student Motto

At Woodbridge Farms Elementary School we strive for the development of the whole child, preparing each child to be a well-balanced citizen with an inquiring mind and a healthy body. The development of the whole person involves the acquisition of knowledge and skills, the development of personality and character and the desire to continue to learn for oneself, even after the completion of formal schooling.

Our **GWcc`6 Y Uj Jci f'D'Ub** for students also applies to:

- Travel to and from school
- Extracurricular activities
- Students representing Woodbridge Farms Elementary School during field trips
- Out-of-school behaviour that may prejudice the good order and management of our school, i.e. Cyberbullying.

## School Beliefs about Behaviour and Learning

At Woodbridge Farms Elementary School, in order to operate effectively and serve the needs of all in our school community, we accept and understand that appropriate behaviours must be enacted. We believe that each person should be treated fairly and that students, staff and parents have **f]] \ lg** which will be recognized. Directly relating to these rights are **fYgdcbg]V] ]h]Yg** that must be practiced by all members of the school community. These rights and responsibilities are set out in our **Behaviour Plan**. Reasonable and appropriate **VcbgYei YbWg** will occur when these rights are infringed or these **fYgdcbg]V] ]h]Yg** are not accepted.

We believe that quality learning takes place in a safe, supportive and disciplined environment that respects the following rights and responsibilities:

- The rights of all students to learn
- The responsibility of teachers to teach
- The rights of all to be safe

WBF is also a **Leader in Me** school and therefore we reinforce living by the 'seven habits'. Students, staff and parents demonstrate positive behaviours by respecting the following **expectations and responsibilities**:

## 5 Step Problem Solving Process:

1. Ignore
2. Walk Away
3. Ask the person to stop
4. Tell Someone (supervisor, your teacher)
5. Go to the Office

### **School Rules/Expectations:**

*Í 6 YgUZžg\ ck fYgdYWžk cf\_ \ UfXžžb]g\ 'g\fc b[ žVY'MCI °Í´*

- ~ Be on time, prepared and ready to work.
- ~ NBC - Keep your hands, feet and body to yourself.
- ~ Show respect by being polite and cooperative.
- ~ Take care of everyone's property.
- ~ Work and play safely and responsibly in and out of the school.

### **Playground Slide Rules:**

*Í Gbck žgh]W\_g'UbX'gUbX'ghUmicb'Ĥ Y[ fci bX'Í´*

- ~ One person at a time, feet first.
- ~ Slide sitting down.
- ~ No climbing up or on slides.
- ~ Do not block slides.

### **Playground Swing Expectations:**

- ~ Swing in same direction.
- ~ No jumping out of swing.
- ~ One person at a time.
- ~ While waiting, stand far enough away to avoid being kicked. Do not walk close to swings.

### **Student Responsibilities**

Students can demonstrate that they are following the code of conduct through the following school expectations:

- ~ Students are to be in class ready for attendance at 8:42 a.m. and at 12:51 p.m. with books and materials ready for class.
- ~ Students are expected to be listening quietly during attendance and announcements.
- ~ Students are expected to be listening when instruction is given, and working when time is allotted for student assignments.
- ~ Students from Grade One to Six are expected to be responsible for completion of assignments and to use their student agendas to keep track of assignments, tests dates, marks and goals.
- ~ All students are to eat in designated rooms and not in any other part of the school. Gum chewing is decided on a classroom by classroom basis.
- ~ Students will treat all supervisors with courtesy and respect at all times.
- ~ All students are to stay on the school grounds during the morning and afternoon recesses. Only students going home for lunch are to leave the school grounds at lunch recess.
- ~ Students will refrain from running and inappropriate behavior in the hallways during breaks or between classes; this will not be tolerated.
- ~ Students will not throw snowballs.
- ~ Students will use appropriate language at all times.

- ~ Students should not physically intervene with other students at any time. If there is a problem between students, an adult should be contacted.
- ~ Students are to let staff or administration know if they have concerns.
- o *Ghi XYblg'UfYX]gVti fU[ YX'Zca 'Vf]b[ ]b[ 'Yl dYbgjj Y'Yei ]da Ybiftl\ cbYgž \ UbX!\ YX'[ Ua YgžYHW'hc'gW cc`"*

### **Staff Responsibilities**

Staff is responsible for establishing a positive school climate in which structure, support, respect and encouragement is provided to assist the student both in understanding the importance of education, and in developing positive character virtues. This is a climate in which staff works with students so that:

- ~ Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation
- ~ There is a feeling of mutual respect among staff, students and parents
- ~ Students are provided encouragement and positive support for appropriate behavior
- ~ Ongoing communication exists between staff and parents to involve all stakeholders in the education of students

### **Parent Responsibilities**

Parents have a responsibility to ensure that their children are ready to learn, and to help them make good academic progress by:

- ~ Establishing a positive learning atmosphere in the home
- ~ Supporting the staff in carrying out school policies and procedures, and assisting children to understand, respect and follow school rules
- ~ Attending meetings with the school staff when parental involvement is necessary to assist a student such as Student/Parent/Teacher conferences
- ~ Keeping the staff apprised of necessary emergency contact phone numbers so that parents may be reached when needed
- ~ Maintaining communication with staff regarding learning and/or behavioural issues
- ~ Discussing concerns directly with the classroom teacher at a convenient time so as to avoid classroom interruptions
  - ~ Should the concern not be resolved, a parent is welcome to bring the issue to the attention of the administration by making an appointment through the office
- ~ Follow EIPS *Welcoming, Caring, Respectful, and Safe Learning and Working Environments* Policy

### **Discipline Policy**

The purpose of our School Discipline Policy is to encourage appropriate student behavior and to maintain a positive, safe and caring learning environment. The three primary principles of our discipline policy are:

- ~ Students have the right to learn without interference from others in a safe environment.

- ~ Students are responsible for their own behaviour.
- ~ Students will be treated as individuals and consequences will be specific to the individual student.

Inappropriate behaviour will be categorized into major and minor offenses. Distinct strategies will be implemented to address each behaviour category. Teachers, in consultation with the principal, will categorize the exhibited behaviour as minor or major, if it is not described below.

**Minor Offenses:** this category of behaviour may include, but is not limited to, interrupting the teacher, noise making, running in the hallway, and disrupting other students. If students exhibit any of the above mentioned behaviours, they will:

- ~ be warned that continuation of inappropriate behaviour will result in being removed from the situation
- ~ if inappropriate behaviour continues student will be removed from the situation
- ~ after being removed from the situation, if the behaviour continues, the student may be sent to the office and may be required to complete a form, e.g. “think paper”; parents may be contacted

**Major Offenses:** this category of behaviour may include physical aggression, harassment, vandalism, swearing and defiance. If students exhibit any of the above mentioned behaviours, they will:

- ~ be immediately removed from the situation and sent to the office to complete appropriate form
- ~ parents will be notified
- ~ students may receive any of the following consequences: detention, loss of recess(es), in school suspension, out of school suspension and referral to the school board for further disciplinary action

### **Consideration of Individual Circumstances**

To ensure alignment with the School Behaviour Plan when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times. Woodbridge Farms Elementary School considers the individual circumstances of students when applying support and consequences by:

- ~ Promoting a teaching/learning environment which is responsive to the diverse needs of its students.
- ~ Establishing procedures for applying fair, equitable and non-violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- ~ Recognizing and taking into account student’s age, cultural background and their emotional state.
- ~ Recognizing the rights of all students to:
  - ~ Express their opinions in an appropriate manner and at the appropriate time

- ~ Work and learn in a safe environment, regardless of their age, gender, cultural background, socioeconomic situation and specific circumstances

## EIPS - School Bus Transportation Rules for Student Conduct

### **; YbYfU'FYI`Ujcbg**

Only the driver, students and authorized personnel may ride the bus. Students are expected to be at their designated boarding locations on time.

### **HfUbgdcfUjcb`6 Y Uj Jci f`9I dYWUjcbg:**

Directions, as given by the driver, must be followed.

- ~ Students must sit in an assigned seat and remain seated while the bus is in motion.
- ~ All objects and parts of the body must be kept inside the bus.
- ~ Quiet conversation is permitted on the bus. There must be absolute silence at railway crossings.
- ~ Disruptive or destructive behaviour such as pushing, spitting, fighting, use of profane language, or the throwing of objects, or acts of vandalism are prohibited.
- ~ Open beverage containers, and eating (includes gum chewing) are not permitted during regular bus runs. Medical exemptions may be made.
- ~ The use of tobacco or other smoking materials is prohibited.
- ~ Students will not be permitted on buses if conveying, using, or under the influence of alcohol or other controlled substances.
- ~ The possession, use, or conveyance of potentially dangerous items is prohibited.

### **7cbgYei YbWYg`E`A Jbcf`CZYbWYg`**

#### Step 1

Verbal warning to the student. Bus driver records the incident.

#### Step 2

Written warning to the student. Bus driver completes the misconduct report and the driver (or Student Transportation, if deemed advisable) notifies the parent by phone. Copies of the misconduct form are distributed (1 copy to student/parents, 2 copies to the principal, who will forward one to the Director of Student Transportation).

#### Step 3

Written warning. Bus driver records the incident, completes the misconduct report, reviews the details of the incident with the principal/designate and notifies Student Transportation. Principal/designate discusses the situation with the student and parents. The next steps in the discipline process are outlined to the student and parents. A meeting is arranged, if deemed necessary by the principal/designate or requested by the parents. Copies of the misconduct form are distributed as above.



#### Step 4

One (1) to five (5) day suspension. Bus driver completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal/designate discusses the situation with the student and decides if a meeting with the driver is necessary. Principal/designate notifies the parents of the bus suspension and arranges for a meeting, if deemed necessary, with the parents, and bus driver prior to the student being reinstated from suspension. Student and parents are notified that further misconduct will result in suspension with referral to the Board. Principal notifies the Director of Student Transportation by telephone regarding reinstatement date. Student Transportation Director advises the driver(s) by telephone regarding the suspension. Copies of the misconduct form are distributed as above.

#### Step 5

Suspension with referral to the Board. Upon receipt of the student misconduct form and after discussion with both the driver and student and after consultation with the Director of Student Transportation and Supervisor of Behaviour Improvement, the principal/designate shall follow the procedures outlined in Board Policy IGC, Suspension or Expulsion of Students, Part II, ie. Suspension with Referral to the Board of Trustees.

NOTE: For major offences the discipline process will begin at STEP 4 listed above.

#### ***A U'cf 'CZYbWg***

- ~ Refusal to follow the directions of the driver/staff member.
- ~ Use of improper, profane or abusive language or gestures.
- ~ Engaging in, but not limited to, fighting, harassment, intimidation, verbal or physical abuse of other students or staff.
- ~ Use of tobacco or other smoking materials
- ~ Engaging in wilful destruction of property or acts of vandalism.
- ~ Engaging in any dangerous or unsafe behaviour.
- ~ Alcohol and/or controlled substance possession and/or use.

#### ***7 cbgYei YbWg!'A U'cf 'CZYbWg'***

At the recommendation of the driver and at the discretion of the principal/designate, the discipline steps may be repeated. The seriousness or frequency of a rule violation may warrant omission of some steps.

NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.

# Student Safety

## **Absenteeism / Lateness**

Children are expected to attend school regularly and be on time. For safety purposes, a parent/guardian is asked to phone the school if the child is to be absent or late, preferably before 8:20 a.m. You may leave your message on the answering machine at your convenience or by emailing [WBFAttendance@eips.ca](mailto:WBFAttendance@eips.ca) directly or through the contact form on our website. If no message/call is received, the school secretary will attempt to contact the parent/guardian to ensure that the child is safe by 9:00 a.m.

Supervision on the playground is provided from 8:25 a.m. until the busses leave. **For their safety, children are not to be on the playground before 8:25 a.m.** For insurance reasons, all children must go home after school and only return to the school grounds to play after checking in at home or with the after-school caregiver. At noon, those children who go home for lunch are asked not to return to the school until 12:45 p.m. As well, students must report home directly after school and not be back on school grounds before 3:45 p.m. If students must remain at school until after this time, they should be registered with the Out of School Care program.

## **Illnesses and Accidents**

If a child becomes ill at school, the parents will be contacted to take the child home. If the parents are unavailable, the school will phone the emergency contact person. If neither the parents, nor the emergency contact can be reached, the child will remain in the school infirmary until contact can be made. If the illness appears to be severe, the principal or designate will make a decision as to whether medical attention is required.

Accidents are to be reported to the office. In most instances, the secretarial staff is able to handle these situations. If the incident is serious, parents are notified. If the school is unable to make contact, the child will be taken to the appropriate emergency facility (hospital/clinic), as required.

## **Exterior Doors**

In keeping with Elk Island Public Schools mandate to provide a safe learning environment for children, and in consultation with the School Council, it was agreed that the school will keep exterior doors locked. The main entrance by the office will remain unlocked for access to the building. Please check in at the office when you arrive in the building so we can identify all visitors in the school.

## **Administration of Medicine to Students**

If a student needs a prescribed medicine administered during the school day, the **parent must complete a personal medication package** (available from the office or school website) requesting such service and giving full instructions on the procedure to be followed by the principal, or designate.



Students are not to self-administer medication at school due to the possible dangers it poses to other students.

### **Medic Alert File**

A Medical Alert file is kept for staff by the office. It contains the names of students who have medical conditions, allergies, asthma and others. The conditions and advice/treatment procedures are recorded. Please notify the office if you become aware of any illnesses or allergies, which your child has, that may require staff intervention.



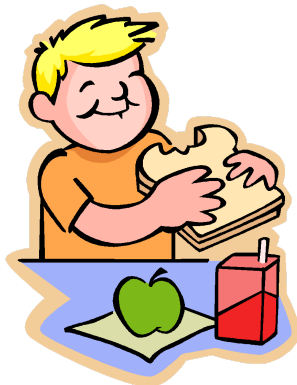
### **Field Trips**

Students will have an opportunity to extend and enrich their studies by participating in field trips. Permission and information outlining specific details will be sent home well in advance of each trip. If your child will not be participating in a trip, please notify the teacher on the form.

Transportation is generally by bus, although on occasion students will walk. When it is deemed necessary to use private vehicles, the following conditions shall apply:

- a) The driver must carry at least two million dollars Third Party Auto Liability coverage. Forms are to be completed prior to driving students are available at the office.
- b) Parents must be informed of the mode of transportation to be used for the field trip. A signed statement by the parent acknowledging the type of transportation and the name of the parent(s) driving must be returned to the teacher prior to the field trip giving informed consent for your child's transportation.

### **Lunch Time**



Supervision is provided for students staying for lunch on a user-pay basis. This program is operated by the school. It is deemed a privilege to eat lunch at school and therefore students are expected to understand and follow the lunch room rules/expectations. We call these "Restaurant Rules".

**Students are expected to follow the directions of the noon-hour supervisors at all times.**

Woodbridge Farms is **an allergy aware school**. When preparing your child's lunch (or treats for the class) please take any precautions you can to ensure our students are safe. Possible allergies may be latex, wheat, peanuts, fruit etc.

## **Student Dress Code**

Students are expected to dress in a neat and respectful manner both for school and weather conditions. Clothing should be in good taste which includes: T-Shirts and pants that cover the midriff, and shirts with appropriate sayings or logos. Students who wear hats are asked to remove them when they enter the building, except for special events or theme days. If a staff determine that a student is dressed inappropriately, they will have a conversation with the student, and possibly discuss with parents as well. Students will be asked to find more suitable clothing.

Students are required to wear footwear at all times. This is necessary to promote good hygiene and to be prepared in case of any emergency evacuation of the school which could occur at any time. Please provide both indoor and outdoor footwear. Students require inside (running) shoes that will not mark the floor (some black soles are a problem) for their gym classes.

Outdoor shoes or boots are to be removed in the entryway and placed on the shelves in the assigned boot rooms.

## **Use of Cell Phones/Personal Owned Devices**

Personal devices are permitted at school, but are brought at student's own risk. We strongly recommend that students leave devices at home or stored in their lockers/backpacks at all times. At the discretion of the classroom teacher, students are permitted to use their personal devices as a learning tool. Communication to parents must be done with the permission of the teacher using school telephones. All emergency calls must be done through the school office.

## **Use of Bicycles/Scooters/In-Line Skates/Skateboards**

Children are permitted to ride their bicycles, skateboards or scooters to and from school. Parents are encouraged to discuss and stress safety rules with their children. Helmets are mandatory for riding bicycles. Students riding bicycles, skateboards or scooters to school are asked to dismount once on the school property and walk them to the bike racks. Likewise, they should walk these items off the school grounds before riding home.



While at school, bicycles and scooters are to remain locked in the bike racks and are not to be ridden on the playground at recesses or noon hours. Skateboards should be stored in students' lockers, not in classrooms. Students are not permitted to play on or near the bike racks. We ask that students not ride their bikes across the grass of the schoolyard, for student safety reasons.

The school is not responsible for the safety of bicycles, skateboards and scooters brought on school property. It is important that all bikes and scooters are locked while in the bike racks. In-line skates or wheeled shoes may not be worn on the school yards or in the school on school days.

## Emergency Preparedness and Response



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

The division and school emergency plan uses well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will greatly 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, lock down, duck-cover-hold, hit the floor, on alert, and stay put 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.

<p><b>Evacuation</b></p>	<p>An evacuation requires all students and staff to leave the school and go to an alternate 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 an evacuation centre. Parents would be informed of the alternate location via the school's crisis notification network.</p>
<p><b>Shelter-in-Place</b></p>	<p>During a Shelter-in-Place students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school.</p> <p>Generally Shelter-in-Place is used during an environmental emergency such as severe storms or chemical spills affecting air quality. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.</p>

<b>Lock-Down</b>	Lock-downs are used in response to acts or potential threats of violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents 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.

For more information on the division and school emergency preparedness plan visit the division website at <http://www.eips.ca/parents/emergency-preparedness> or contact the school principal.

## Curriculum and Program Information

Alberta Education sets the curriculum for students. They have produced and updated curriculum brochures for parents for students in grades one through nine. Visit the website at <https://www.learnalberta.ca/content/mychildslearning/> .