

École Barrie Wilson Elementary School



300 Timothy Drive
Red Deer, AB, T4P 0L1
Attendance Line: 403-348-0050
Fax Line: 403-352-2311
Website: barriewilson.rdpsd.ab.ca

2016-2017 HANDBOOK

At École Barrie Wilson School we practice the

WILSON WAYS:

Be Respectful

Be Responsible

Be Resilient

MESSAGE FROM ADMINISTRATION

Welcome to École Barrie Wilson School! The ability to learn and grow in a new school is a unique and exciting opportunity for students, staff and parents. Barrie Wilson was known as a kind and caring educator who worked tirelessly in supporting the success of his students and staff. As the school is named in his honour, we look forward to promoting these same qualities in our daily work.

At École Barrie Wilson School, our priority is student growth and success. We are committed to working in partnership with students, families, staff and our entire school community to support our students in working hard in order to be the best that they can be. Our staff will work hard to honour the diversity and unique needs of the students in our school and will endeavour to differentiate instruction in such a way that all students can find success at school.

École Barrie Wilson is a state of the art school. Students and staff have access to wide variety of technology to support them in accessing a vast array of information to learn, create and share their knowledge. Our partnership with Red Deer Public Library gives our students and their family unique access to a broad range of information services right in our school building. This helps school staff in developing students who are engaged thinkers and ethical citizens in a 21st century society.

Parents play an important role in their child's education, at Barrie Wilson we will work with parents in supporting the success of their children at school. Please take a few minutes to read through this handbook carefully and please contact the school should you have any questions.

We look forward to working with you!

Mr. Chris Good, Principal

Mme Rhonda Eidem, Vice-Principal

Mrs. Sheila Engert, Vice-Principal

ABOUT MR. BARRIE WILSON

Barrie Wilson began his career in Red Deer Public Schools in 1969 when he was appointed Vice-Principal at Eastview Middle School. What followed was a career that spanned over thirty years and included stints in Administration at Eastview, G.H. Dawe and Central Middle School.

Throughout his career Mr. Wilson was known as a principal who worked tirelessly to support students in reaching their potential and who supported staff in helping students. He embodies the caring committed community that all schools strive to achieve. Under his leadership, school staff were able to create positive school cultures which fostered academic success for students. Mr. Wilson was a strong supporter of French language education and the district French Immersion program saw significant growth during his time as principal. His passion for second languages is one of the key reasons why our school is named in his honour.

During his teaching career Barrie Wilson served as a mentor and role model for many Red Deer Public staff. He continues to be a mentor to our students and staff through his regular visits to our school.

SCHOOL BACKGROUND & PROGRAMMING

École Barrie Wilson School opened its doors to students in East Red Deer on September 2, 2014. Barrie Wilson is a K-5 dual track school with both a French Immersion and a regular English program serving approximately 500 students.

Ecole Barrie Wilson is built on a foundation that supports students in working hard to fulfill their potential and to experience growth and success.

École Barrie Wilson School focuses on developing 21st century student competencies through a Project Based Learning (PBL) approach as outlined in *Inspiring Education*. The school is outfitted with new technology which students will be expected to access on a daily basis. Student growth and success will be supported by a Positive Behaviour & Intervention Supports (PBIS) framework in order to create a positive school culture.

ATTENDANCE

School attendance between the ages of 6 and 16 is compulsory according to provincial legislation. We encourage parents to ensure the regular and punctual attendance of their children in order that maximum achievement may be attained.

École Barrie Wilson School operates an absentee check program. If your child will be absent or late on a given day, please contact the school by note (when the absence is known in advance), or by telephone (403-348-0050). Parents can leave a voice mail message reporting their child's absence if the call is made before or after school hours. In the event that your child is absent or late and a note or phone call has not been received, the following procedures will commence and will continue until the child's location has been confirmed:

1. The home will be phoned,
2. The place of work and/or the cell phone of the parent/guardian will be phoned.

If a student must leave school early for a medical appointment or other reason, they are required to sign out at the office. If a parent is not present, we require a note or a phone call in order for us to allow the child to leave.

Occasionally parents will request that students stay in at recess or do not participate in Physical Education classes due to illness. It is our policy that barring exceptional circumstances or a note from your doctor, if a student is well enough to attend school, he or she is well enough to go outside for fresh air at recess and to get exercise during PE class.

EXTRA-CURRICULAR ACTIVITIES

École Barrie Wilson School believes that students benefit from participating in extra-curricular activities in their areas of interest. By engaging in these activities, children learn to work and play together and to develop additional skills. Extra-curricular activities also provide children with opportunities to simply "have fun", thus enhancing student interest in school and building school spirit.

A variety of activities is offered during the year and may change from year to year.

This may include:

- Choir
- Cross-country running, skating and skiing
- Drama club
- Team handball
- Basketball
- Scheduled intramurals for each grade
- Special activity days

Extra-curricular activities may vary according to the interest of students or expertise of staff. All extra-curricular activities are sponsored by staff on a voluntary basis. Parental support and help is most welcome and some programs are dependent on parental help. Please contact the school if you would like to help in any extra-curricular activity.

HOME AND SCHOOL COMMUNICATION

It is important that good communication between home and school exists at all times. This communication can be initiated by either the home or the school and can take a variety of forms. The most important location for information about the classroom and school events is your child's classroom website. It will be updated weekly with any homework, events or notifications. Some other forms of communication may include:

1. School Website <http://barriewilson.rdpsd.ab.ca>
2. Daily Agendas
3. Monthly school news update will be on the school website
4. Parent attendance at school assemblies, activities and special events
5. Parent volunteer activity in the school
6. Scheduled parent teacher conferences
7. École Barrie Wilson Parent Council

8. Notes or letters from teacher to parent or from parent to teacher.
9. Report cards
10. Remind 101

Teachers will advise parents as to which forms of communication will be used in their class. Please feel welcome to contact teachers or the administration about questions you might have.

IDLE FREE

In partnership with The City of Red Deer and LaFarge, École Barrie Wilson School became an Idle Free School in September, 2014.

Being Idle Free means all drivers, with the exception of emergency vehicles are asked to turn their engines off when parked at the school. Vehicle exhaust can affect an individual's health particularly if their respiratory system is already compromised with a condition such as asthma.

Children are particularly vulnerable to air pollution because they breathe faster than adults and inhale more air per pound of body weight. You can help improve the air quality around our school by, "Turning Your Key and Being Idle Free". Thank you for your cooperation on this important health issue.

ILLNESS/MEDICATIONS

Generally, we will not allow students to remain inside the school or miss P.E. class because they are sick. We feel that if a child is well enough to be at school, they are well enough to spend this short amount of time outside and to participate in P.E. class.

Parents should be aware that the school is not allowed to administer medications to students. If your child requires medication to be administered during school hours, please contact the school so that we can ensure proper procedures are being followed.

Non-Prescription: School staff must **not** administer non-prescription medications such as Aspirin, Tylenol or cough medicine. These are not available at school.

Prescription: School staff may **not** administer prescription medications unless they have agreed to be of assistance and have been given appropriate instruction or training by a qualified person

which may include the parent. **Authorization must** be provided in writing from the parent and physician to the principal (Regulation 4.04.02 R.D.P.S.D. #104). It is a teacher's right to accept or not accept the responsibility to administer medicines. Parents are responsible for making appropriate arrangements for giving of medications. All prescription medications must be in the original container, labeled, and stored.

INJURIES (Minor)

Minor injuries such as cuts and scratches will be attended to by the school. If there is any question as to the nature of illness or injury, we will attempt to contact parents.

HOMEWORK

Most parents, teachers and educational researchers agree that the "*homework habit*" contributes to school success, especially at more advanced levels. At EBWS we believe that most evenings and weekends should be devoted to time with family, however some "homework" which at the elementary will primarily consist of reading and extra math practice will be assigned. Homework is practice to increase speed, mastery, and maintenance of skills. Reading is the single most important activity you can do to improve your child's school success. Reading should be the activity for the majority of homework time. Homework can be beneficial if the following steps are taken:

- Communicate with your child's teacher about expectations.
- Encourage your child to share by saying "Tell me about something you did today."
- Provide a quiet place to work.
- Establish a consistent time each evening.
- Provide your child with positive feedback

FEES

At EBWS we endeavour not to charge incidental fees, but occasionally fees will be charged for items that are not covered by the school budget. Examples would include field trips, special programs (swim program), bussing costs and lunch

LUNCH FEES

Our school provides a supervised lunch program as a service to parents in grades 1-5. Lunch program fees collected cover the costs of the noon hour supervision and additional equipment.

If your child stays at school for lunch, he/she must be registered and fees are due at the beginning of the school year.

Fees are as follows:

\$15.00/month per child. Must be paid upon registration. We will accept post dated cheques.

If you are interested in being a supervisor please inquire at the office regarding this paid position.

LUNCHROOM PROCEDURES & EXPECTATIONS

School lunch care is a suitable option for many children. Some children, however, do need a break from the crowds, the noise, and the formality of an institution. These children often express their need by persistently engaging in disruptive and attention-seeking behavior. If your child has difficulty observing the behavior expectations at noon hour, please consider an alternative care arrangement before the situation escalates to suspension of privileges. The solution then focuses on responding to a need in a positive way rather than punishing the child.

The expectations for behavior are designed to ensure a safe and orderly environment so that students and staff have a restful lunch break in preparation for a productive afternoon. Please review the expectations and procedures with your child to help accomplish this goal.

We will have a staggered lunch recess at EBWS. Grade 4 & 5 students will have outdoor recess from 12:25-12:46. They will come in to eat from 12:46-1:08. Grades 1-3 will eat first and go outside at 12:39.

1. Students are to clean up their eating area.
2. Students are to cooperate with the lunchroom supervisor and to follow the WILSON WAYS.

3. Students who stay for lunch are not to leave the school grounds without written permission from a parent and permission from the school administration.

Occasionally a student experiences some difficulty in choosing appropriate behavior. The following steps will usually occur:

1. The student will be reminded of the expectations for behavior. The lunch supervisor and student will agree to an action plan. The incident will be reported to the lunch care coordinator.
2. If inappropriate behavior continues or recurs frequently, parents will be notified. A form letter may be sent home or notification may occur with a telephone call from the lunch supervisor. Parents are invited to respond by calling 343-8958. Please speak to the lunch care coordinator.
3. If inappropriate behavior continues or escalates, the child will receive a one week suspension from the lunch program. Parents will be notified.
4. In extreme cases, a withdrawal of lunch privileges for the remainder of the year may be deemed necessary.

PARENT-TEACHER CONFERENCES

The Red Deer Public School District prescribes four reporting periods per school term. These reporting dates are as follows:

First Conference – October 6, 2016

First Report Card – December 6, 2016

Second Conference – December 8, 2016

Second Report Card – March 21, 2017

Third Conference – March 23, 2017

Final Report – June 29, 2017

Teacher Conferences are conducted at the end of the first reporting period in place of a written report card. At the end of the second, third and fourth period, a written report will be issued. A conference may be requested by parents or teachers. Conference times are usually 10-15 minutes.

PARENT VOLUNTEERS

We welcome and encourage all parents to volunteer in the classrooms, on fieldtrips or at school events. Students and teachers will all benefit from your participation!

It is the policy of Red Deer Public School District that all people who work or volunteer in our district must have completed a criminal record check. The paperwork is available at the office.

When you volunteer, you will be required to sign in at the office where you will receive a visitor pass. This way students and teachers will be able to easily identify you as a person they can rely on. Also, in the event of an emergency, we need to know who is in our school.

POSITIVE BEHAVIOURAL INTERVENTIONS AND SUPPORTS

PBIS is a school-based problem-solving model. The PBIS system focuses on the creation and maintenance of a school climate that is most conducive to student achievement. As part of the PBIS framework, school-based teams create, implement and evaluate student support systems that address academic and behavioural issues at school-wide, targeted (group) and intensive (individual) levels. All of the student support systems implemented using the PBIS system are data driven, both, in terms of problem-identification and evaluation of interventions utilized.

The PBIS system consists of five basic elements;

Define - Behavioural expectations are clearly stated and posted, using a student behavior Matrix throughout the building so as to encourage a common language and clarity of communication in the school community. At Barrie Wilson we use the “Wilson Ways” to teach students about positive behaviour choices.

Teach – Behavioral expectations are formally taught during our Monday morning B lessons. The lesson topics are selected by the school-wide (Tier I) teams based upon review of school discipline data.

Remind – Tangible acknowledgments (i.e. Wilson Woods Cards) are used to focus staff and student attention upon positive student behaviors.

Reinforce – Positive student behaviors, individual, class/team and school-wide, are celebrated on a regular basis.

Re-Teach – Inappropriate student behavior is addressed via discussion/review of school behavioral expectations. This data is then collected and utilized by school teams for problem-solving around school behavior/climate issues that require additional supports.

The goal of school discipline is to encourage self-discipline and foster responsible attitudes of good citizenship. We expect children to use problem solving skills and display “common sense”. Children should enjoy school, work hard on their studies, and contribute to a safe and caring environment

Consequences: All children need guidance from adults to choose appropriate behaviour. Even though clear expectations, direct teaching and positive reinforcement are provided, there is a need for consequences from time to time when a child exhibits inappropriate behaviours.

The following have been identified as inappropriate behaviours:

- physical aggression- including play fighting,
- verbal aggression- including taunting, racial slurs, threats, profanity, abusive gestures,
- defiance of authority,
- willful damage to, or theft of property,
- persistent disregard for general expectations for student conduct including continuously disruptive behaviour in class,
- behaviour which interferes with others’ right to be treated with respect.

There are a series of consequences which may apply if a student exhibits inappropriate behaviour. Consequences for minor infractions include detention, time-out, restriction of privileges or community service. Major offences may result in a meeting with parents and/or an in-school suspension. Out of school suspensions are rare but may be needed in the event of a very serious offence or multiple in-school suspensions.

Parents: Parents are important members of the team in helping children learn appropriate behaviour. Therefore, communication with parents is critical- by phone, note sent home, or a meeting at the

school. This allows parents the opportunity to discuss the behaviour issues with their children.

Expectations for Behaviour on the Bus

Students are expected to continue to follow the Wilson Ways on the school bus. The following list of appropriate behaviours while riding the bus:

1. Obey the driver.
2. Stay seated with your back against the back of the seat. Stay seated until the bus has completely stopped. Sit in your assigned seat.
3. Always keep the aisle clear. Sports equipment, back packs, lunch kits and books should be held on your lap or placed at your feet.
4. Keep everything inside the bus. Only air goes in and out the windows.
5. Save food and drinks for after the bus ride.
6. Walk behind the bus if you must cross the street to load or unload the bus. Never walk in front of the bus.
7. Stay back from the sides, wheels, and bumpers of the bus. Keep out of reaching or touching distance.
8. Report any problems to the driver.

SCHOOL HOURS

8:58 a.m.	Entry Bell
9:00 a.m.	Classes Begin
10:40 - 10:55 a.m.	Recess
12:25- 1:08 p.m.	Lunch
1:08-1:20 p.m.	Dear Time
3:25 p.m.	Dismissal

KINDERGARTEN

9:00-11:42 a.m.	Morning Class
12:43 – 3:25 p.m.	Afternoon Class

NO SCHOOL FOR STUDENTS DAYS

September 5	Labour Day
September 16	Staff Learning Day
October 6	P/T Conferences
October 7	Staff Learning Day
October 10	Thanksgiving Day
November 9	Staff Learning Day
November 10	Fall Break
November 11	Remembrance Day
December 8	P/T Conferences
December 9	Staff Learning Day
December 23	1 Hour Early Dismissal
December 24-January 6	Christmas Break
January 20	Staff Learning Day
February 17	Staff Learning Day
February 20	Family Day
February 21 & 22	Winter Break
February 23 & 24	Convention
March 23	P/T Conferences
March 24	Staff Learning Day
March 27 – March 31	Spring Break
April 13	Staff Learning Day

April 14

April 17

May 19

May 22

June 9

June 29

Good Friday

Easter Monday

Staff Learning Day

Victoria Day

Staff Learning Day

**Last Day for Student
(Dismiss 1 hr early)**

NOTE: There may be an early dismissal or non-attendance day during the year in addition to the days noted above. Parents will be informed well in advance through the newsletter and monthly calendar.

SCHOOL AGE CARE

If your child needs care before or after school, on staff meeting days, and on non-instructional days, please call 347-7973 to reserve space in school age care. This service is coordinated through the Red Deer Child Care Society. Subsidized fees are available. Please make arrangements for child care if your child must arrive prior to 8:45 a.m. or remain after school past 3:25 p.m.

STUDENT CLOTHING

Shoes - In order to maintain the cleanliness of the school, we ask that students have one pair of shoes for indoors only. Runners are quite suitable and can also be used for gym. For hygiene and safety reasons, we ask that children wear shoes at all times in the building. In the event of an emergency evacuation, children will not have time to stop and put on shoes.

Gym Clothing - Children are expected to wear runners for physical education. Grade 4 and 5 children are requested to wear appropriate gym apparel (shorts & t-shirts).

Outdoor Clothing - Please ensure that your child is dressed appropriately for playing outdoors for 15 minutes during recess and 30 minutes over lunch hour. On most winter days, students

will be expected to spend their recesses and noon hours outside. Warm clothing, such as hats, mitts and boots, for winter and other unseasonably cold days is essential. Also, please ensure your child has proper rain gear for rainy days

Dress Code- The intent of the Dress Policy is that students dress in a manner that demonstrates self-respect and respect for others. We expect students to understand that similar to a work place, there is a distinction between casual clothing for wearing at home and appropriate clothing for school.

Clothing that is offensive to others or which contains words, slogans or pictures that are not in keeping with positive values for young children at school is not permitted. Children will be asked to change, cover up or put the shirt on inside out if the shirt is deemed unacceptable by school staff. We ask that students please refrain from wearing make up at school and from wearing head ware, except of religious significance, inside the school.

Parents are urged to ensure that children's names are placed on ALL items of clothing.

TECHNOLOGY

At École Barrie Wilson School, we believe that technology can be a powerful tool to enhance learning, enabling students to obtain information and to collaborate with others. The use of twenty first century technology not only supports curricular outcomes but provides students with exciting learning opportunities. Students in our school will have regular access to a variety of technologies. We will expect students to follow the WILSON WAYS and use all technology tools in a responsible manner as indicated by school staff.

Students are welcome to bring their own devices to school. These items should be clearly marked with the child's name so they can be identified easily. The BYOD policy is meant to support classroom learning only and as such there will be a strict zero tolerance policy for using these devices for entertainment or to play non-educational games during class time and especially at recess. If parents do decide to allow their children to bring a device to school they MUST sign and return the school digital citizenship contract. The school will not be responsible for these items if they are damaged, lost or stolen.

VALUABLES

Parental discretion is advised in determining the types of valuables students bring to school from home. Items of considerable sentimental or monetary value should be kept at home. The school lacks facilities to secure valuables. The school is not responsible when personal items go missing.

WEATHER

Recess for elementary students is a time to provide a break from regular school routines and a chance to get some exercise and fresh air. Parents should ensure that their child is dressed warmly in order for them to spend time outside every day. However, students are kept indoors when temperatures are colder than -20° Celsius, inclusive of wind chill. Please ensure that your child is dressed for the weather we are experiencing; this includes: coats, hats, mittens, scarves, boots and ski pants.

In the case of severe weather conditions the practice of the Red Deer Public School District is to keep the schools open, if at all possible. In this way, we are able to meet our responsibility to provide access to education, to provide a safe haven for children during severe weather conditions, and to meet the needs of parents who wish/need to send their children to school. As a result, it is extremely rare for the schools to be closed. With this in mind, parents/guardians always have the right to keep their children at home when severe weather conditions occur.

In the Red Deer Public School District, buses will operate as long as the roads are passable and the bus contractor feels that the buses can be operated safely. If buses will not be operating on a particular day, announcements will be made on local media outlets and will be posted on the District website. If buses are operating, they will run as close to schedule as possible, but delays may occur and should be expected.