



PARENT / STUDENT HANDBOOK

2019-2020

(Please retain this booklet for your reference)



EDMONTON PUBLIC SCHOOLS

STAY CONNECTED WITH US!

SCHOOLZONE - schoolzone.epsb.ca

SchoolZone is a secure website that provides parents and students with school and student information. In SchoolZone, you will find school news and newsletters, progress reports, attendance records, achievement results, access to Google apps, homework and links to resources. SchoolZone is available on any device connected to the internet. Once your child is registered to attend Constable Daniel Woodall School, you will receive a SchoolZone account making it easier for you to find out what's going on at school. If you have misplaced your account information or are having trouble logging in, come into the school office to get your password reset.

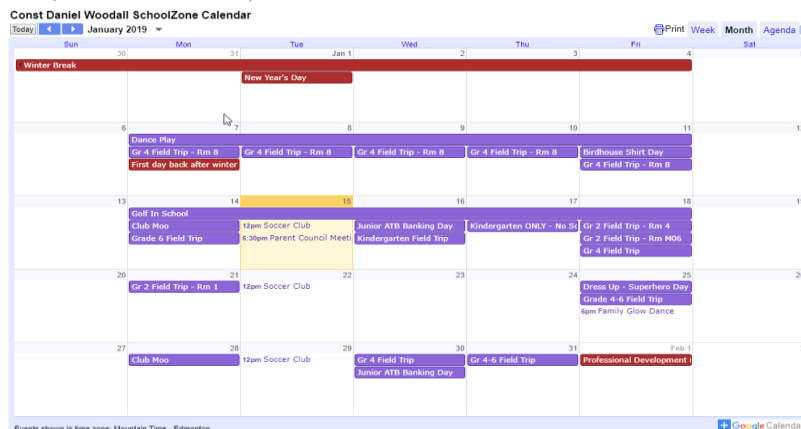
Updates are posted regularly on SchoolZone by our office staff and teachers. To ensure you don't miss a thing, you can set up automatic updates to email you every time information is posted (instead of you having to remember to check it). Also, it allows you to link multiple students to one account, even if they are at different schools. Come into the office if you need help setting up any of these

SchoolZone will be our MAIN FORM of communication this year, please make sure you can access your account!

features.

SCHOOLZONE CALENDAR

Keep updated with all events that are happening at the school by logging into SchoolZone and selecting "School Calendar". If you select "month view" you will see upcoming fieldtrips, Junior ATB Banking Days, Soccer Club Days, Moo Club Days, Parent Council Events, Birdhouse Shirt Days and more.



FACEBOOK - www.facebook.com/CDWoodallSchool/

"Like" our Facebook page and keep updated with upcoming events and school information. All posts will follow the district policies and FOIP (Freedom of Information and Privacy) guidelines.

SCHOOL HOURS

Monday, Tuesday, Wednesday & Friday

Grades 1-6

8:40am	Morning Arrival Bell
8:45am	Second Bell & Instruction Begins
10:30am - 10:45am	Recess
11:45am - 12:29pm	Lunch & Recess
12:29pm	Afternoon Arrival Bell
12:34pm	Second Bell & Instruction Begins
2:05pm - 2:20pm	Recess
3:30pm	Dismissal Bell

Kindergarten AM/PM

8:40am / 12:25pm	Arrival Bell
8:45am / 12:29pm	Second Bell & Instruction Begins
10:30am / 2:05pm	Recess
11:36am / 3:30pm	Dismissal

Thursday - Early Dismissal

Grades 1-6

8:40am	Morning Arrival Bell
8:45am	Second Bell & Instruction Begins
10:30am - 10:45am	Recess
11:45am - 12:29pm	Lunch & Recess
12:29pm	Afternoon Arrival Bell
12:34pm	Second Bell & Instruction Begins
2:09pm	Dismissal Bell

Kindergarten PM

12:25pm	Afternoon Arrival
12:29pm	Instruction Begins
2:09pm	Dismissal Bell

*AM Kindergarten hours do not change on Thursdays

GENERAL INFORMATION

IMPORTANT DATES FOR 2019/2020

First Instructional Day	Sept 3
PD Day	Sept 23
Thanksgiving	Oct 14
PD Day	Oct 25
Remembrance Day/Fall Recess	Nov 11-13
PD Day	Nov 29
Winter Break	Dec 21-Jan 5
Family Day	Feb 17
PD Day	Feb 18
Teacher's Convention	Feb 27 & 28
Spring Break	Mar 21-29
Good Friday/Easter Monday	Apr 10 & 13
Victoria Day/Teacher Day in Lieu	May 18-20
Last Instructional Day	June 26

ATTENDANCE & ABSENCES

Regular attendance is a key factor in being successful at school. To maximize learning and respect teacher time, we expect students to attend school and arrive **on time**.

Absence from class for any reason does not excuse the student from the responsibility of learning the material covered or from doing assignments given during the absence. Please either call (780-944-2829) and **leave a message** on the absence line OR email constabledanielwoodall@epsb.ca if your child will NOT be attending school that day. The office will then notify the teacher.

CONTACT INFORMATION

It is extremely important that you provide the school office with your current contact information (home address, email & current phone numbers) as well as emergency contact information.

TECHNOLOGY USE

All students will be required to sign a technology use agreement. When at school, all of the "Technology Use Policy" conditions apply to school and student-owned electronic devices.

LEAVING THE SCHOOL

Under **no circumstances** is a student to leave the school during class time without first obtaining permission from the **school office and signing out**. The student with a note from home for permission to leave the school will first show it to the teacher and then present it to the office staff for permission to leave. Since we are responsible for the safety and security of all students, it is critical that the office personnel know who is in the building at all times. Parents/Caregivers **MUST REPORT TO THE OFFICE** when picking up their child and sign the child out.

COLD WEATHER POLICY

When it is extremely cold, or raining very hard, regular recess period will be cancelled and held indoors. Students will still be given a short in-school break and dismissed at the regular time. We use the equivalent temperature of **-23C** (combined wind chill and temperature) or Principals discretion. Please ensure that your child is appropriately dressed for the weather so that they will be comfortable when they are outside. Remember hats and sunscreen on sunny days; rubber boots and raincoats on rainy days; mitts, warm coats, boots, snow pants, and hats on cold winter days.

SCHOOL FEES

The preferred method of payment for all school fees is through **School Zone (our online system)**. In the event that this is not possible, we invite you to come in to the office to pay fees using your debit and/or credit card, cheque (payable to **Constable Daniel Woodall School**) or with exact cash. When it is necessary to send cash or a cheque with your child, please label the envelope with your child's name, room number, name of the teacher, and what the payment is for (ie field trip, busing, lunchroom) on the front of the envelope.

LUNCH SUPERVISION & CARE

A lunch supervision service is provided for students who are bused to school (ie those students who pay a busing fee) and for those students who choose to stay at school that could otherwise go home. Additional staff are hired to carry out these duties and the fees charged to the parent cover these costs. For further information and the lunch supervision fee schedule, please contact the school office. There is also a "drop-in" daily program for emergency purposes.

UNUSUAL CIRCUMSTANCES

If our school population has to evacuate the building due to unusual circumstances, the students will be taken to the gymnasium at **St John XXIII Catholic School (365 Windermere Road)**. Regular school dismissal times will be followed. Bused students will be picked up at St John XXIII and all other students will be dismissed from there. Every effort will be made to contact parents/guardians who normally pick up their children from Constable Daniel Woodall School.

WOODALL WINGS "BIRDHOUSE GROUPS"

Each child and staff member from Kindergarten to Grade Six are placed on a "Woodall Wings" team. These teams are called "birdhouses" and promote interaction between all students within the school. Each birdhouse has a backyard bird name and colour to represent itself. The birds and colors chosen for these groups include the; Blue Jays (blue), Cedar Waxwings (yellow), Chickadees (teal), Hummingbirds (emerald green), Purple Martins (purple), Red Winged Blackbirds (red), Robins (orange), and Song Sparrows (lime green).

Birdhouse activities are held throughout the year. In addition to these special birdhouse events, every month there will be a birdhouse colour day. Students are encouraged to wear their birdhouse colour for these special days and are awarded points for their participation. Being part of a birdhouse team is a fun way for students to get to know other students and staff members and feel a sense of belonging, as well as earn points toward the prized year-end birdhouse trophy! Students can wear their own t-shirts in their birdhouse color, or they may purchase a special Woodall Wings birdhouse t-shirt in the office.

SUPERVISION OF STUDENTS

Supervision of students is provided by the staff before and after school as follows:

Before School: 8:25am - 8:45am

After School: 3:30pm - 3:45pm

We are not responsible for children on the school grounds before or after these times. Please do not have your child arrive at school before the listed times, especially in inclement weather. PLEASE NOTE: THE JAMES McCRIE DOUGLAS PARK WILL NOT BE SUPERVISED BY SCHOOL STAFF BEFORE OR AFTER SCHOOL HOURS.

Supervision of children as they move to and from school is a shared responsibility between home and school. If your child experiences any difficulties in this area, please contact the school so we can work with you to solve the problem.

BIRTHDAY CELEBRATIONS

We recognize the importance of celebrating our students as special people, along with supporting their health through implementing positive nutrition practices as well as safe guarding against possible allergic reactions or food restrictions. All students will be invited to the office by the principal for a birthday pencil and bookmark. Classroom teachers will also recognize each student and may ask for your participation.

<p>NO FOOD of any kind (including cupcakes, cake, donuts & ice cream) will be allowed. Any food items will be sent home.</p>

BIRTHDAY BOOKS

Parents are invited to choose a book to send to school wrapped as a gift in celebration of their child's birthday. The child will then get to open the book and it will be read to the class by the child or teacher. This book will then become a part of their classroom library of books. A label will be placed in the front cover of the book in celebration of the child's birthday. This way it can be enjoyed by all. Parents are encouraged to ask their child's teacher or our library staff for book suggestions.

VACATIONS DURING SCHOOL

When parents choose to take their child out of school for an extended vacation, the school considers the parent to be home schooling during this time. Teachers are not required to provide student work packages. **We do however recommend that parents have their child read daily and create a memory book of photos and writing they could share with their class when they return.** Please contact your child's teacher well in advance of your vacation so the teacher can advise you, as the parent, of what your child will be missing. **Evaluation of missed learning may indicate "Unable to Assess" on the progress report.**

LOST AND FOUND

Students are responsible for their personal property. We request that **ALL ITEMS OF CLOTHING AND SCHOOL SUPPLIES** be identified with the student's name (laundry marker, indelible felt pen, etc.) **Ensure boots, inside shoes and running shoes are labeled. PLEASE ENCOURAGE STUDENTS TO KEEP VALUABLES AT HOME.**

Found articles of clothing and footwear are placed in the lost and found boxes. Please check the boxes for missing articles. Items will be displayed periodically. Any remaining items will be donated to those that are less fortunate.

Found book bags, textbooks, notebooks, watches, rings, keys, glasses, and jewelry are to be turned into the office.

VALUABLES

Constable Daniel Woodall School is not responsible for lost or stolen items. **Please emphasize** to students the danger of leaving money, valuables or other personal articles in their desk or other places at the school.

7 HABITS/LEADER IN ME

Constable Daniel Woodall School is a 7 Habits/Leader in Me School. The Leader in Me teaches 21st century leadership and life skills to students. It also creates a culture of student empowerment based on the idea that every child can be a leader.

Woodall Leadership Team - each classroom from grades 4 through 6 chooses 2 students to become members of our leadership team. This team takes on leadership tasks such as hosting guests and assemblies, greeting visitors to our school and being involved in fun days.

COMMUNICATION

Constable Daniel Woodall School welcomes open communication with parents. Please contact the teacher or the administrative assistant to make arrangements should you wish to visit the school. Every effort will be made to keep parents informed through SchoolZone, the school website, Facebook, student agendas, bulletins, conferences, emails, phone calls and meetings. Parents are welcome to direct general questions about the school's policies, procedures, and programs to the principal, while specific concerns regarding students should first be directed to the student's teacher.

APPROPRIATE CLOTHING

Parents, please make sure that your child's clothing meets the following guidelines:

- Clothing which covers the chest, back and midriff (no spaghetti straps). Tops and shirts must come down to cover the top of pants, skirts, or shorts.
- All items designated as underwear are kept under cover (including when bending down). Slogans on all clothing are positive and appropriate for the school setting.
- Skirts and shorts are worn at a length no shorter than fingertip length with arms extended straight down at the sides.
- Hats, caps, or other headwear are to be worn outside only, unless worn for religious reasons.

FOOTWEAR

Suitable footwear should be worn relative to weather conditions. All students will remove OUTSIDE FOOTWEAR at the entrances. Students are to keep inside shoes in classrooms. A pair of white-soled runners for inside must be worn throughout the school building.

All parents and/or visitors are required to remove soiled footwear when entering the building.

ALLERGIES

Parents with a child who has allergies must ensure that the school office is informed at the time of registration so the necessary precautions can be taken.

It is important that parents teach their child what they can and cannot eat. **Please be aware that we are not able to provide an allergy free environment for your child.**

MEDICATION

School Board Policy requires a form to be signed by the administering doctor and the parent/guardian indicating the dispensing procedures of the prescription drug for a child in need of medication during school hours. The medication must be brought to the school BY THE PARENT/GUARDIAN in the original prescription bottle with the child's name on it. All medications will be stored in the office in a locked cupboard and administered in the office by assigned staff members only.

REPORTING STUDENT PROGRESS

There are three terms within the school year. Term One (Sept - Dec), Term Two (Jan - March) and Term Three (April - June). In each of these terms, Goal Setting Conferences will take place between the teacher and his/her students. During Term One a formal Student/Parent/Teacher Goal Setting Conference will take place, a formal Progress Report will be distributed, and a Celebration of Learning evening will be scheduled. In Term Two, Progress Reports and Goal Setting Reflections will be distributed and a scheduled Parent/Student/Teacher Conference will take place. In Term Three, Progress Reports and Goal Setting Reflections will be sent home with students on the last day of instruction.

If necessary, an additional one on one conference can be scheduled to discuss your child's learning needs and/or achievement.

For further information, please refer to our "Guide to Student Assessment, Achievement and Growth 2019/20 Grades K-6" document on our school website and in SchoolZone.

RESPECTFUL LEARNING AND WORKING ENVIRONMENTS

Edmonton Public Schools is committed to creating welcoming learning environments which foster understanding, respect, and responsible behavior among all members of the school community. We believe that a responsive, safe, caring and inclusive school environment is necessary for all students to learn and achieve high academic standards. As students learn by example, all members of our school community are expected to model respectful conduct, inclusive behavior and an understanding and appreciation of diversity.

STUDENT BEHAVIOR & CONDUCT

The Edmonton Public School Board supports the endeavors of staff, students, parents, and the community to ensure positive student behavior and conduct. The board also expects parents and students to recognize their responsibility in developing student self-discipline.

For further information please refer to our "Guide to Student Rights and Responsibilities 2019/20" on our school website and in SchoolZone.

ZONES OF REGULATION

The Zones of Regulation will assist students in learning to use strategies or tools to help them understand the connection between their emotions and behavioral choices. These four colored "Zones" (Blue - sad and tired; Green - calm and happy; Yellow - frustrated and anxious; Red - upset and angry) are categorized based on a person's state of alertness and emotions. It is important to know that it's fine for students to experience all of these emotions while they're at school. There is no *bad* zone, but it *is* important to learn and use strategies that would help students get to their "Green Zone".

EXPECTATIONS FOR STUDENT ACHIEVEMENT

Students will:

- Attend school regularly and punctually.
- Come to school every day prepared to work - not only with the proper materials but also with an attitude that fosters success and achievement.
- Follow school and district policies and regulations regarding behavior and conduct.
- Complete homework and assignments on time.
- Demonstrate pride in completed work by ensuring that all assignments are of high quality.
- Participate in activities to demonstrate learning and/or celebrate that learning has occurred.
- Demonstrate their highest levels of achievement.
- Exhibit respect for themselves and others as well as demonstrate self-discipline.
- Actively seek to acquire the skills, knowledge, and attitudes of successful citizens.
- Put forth their best effort at all times.
- Participate in all scheduled homework club and tutorial time when assigned.
- Ask for help when needed.

Parents / Guardians will:

- Ensure their child gets to school daily and on time.
- Provide the time and space for daily homework to be completed.
- Demonstrate support for school and district policies and regulations.
- Actively participate in communicating with staff; including reading newsletters and other information documents, attending conferences that focus on student learning and achievement.
- Contact teachers directly with any inquiries regarding student activities and assessments.
- Support children with communication shared in their agenda.

URSTRONG FRIENDOLOGY

URSTRONG Friendology is a whole-school strategy that empowers kids with friendship skills. Friendology enables staff and students to create and maintain a school culture that promotes positive mental health, wellbeing, and kindness.

R & R (REGULATION AND RESOLUTION)

Self-Regulation and Friendships

R & R time provides students with the opportunity to reflect on and resolve "self-regulation", "friendship fires" and/or behaviors that interfere with positive relationships between their peers and school staff. The resolution process will occur during non-instructional time such as recess and lunch hour. Parents will be notified for minor issues in student agendas, and contacted by an appointed staff member or the administration when the conflict is of a more serious or complex nature.

HEALTH AND WELLBEING

Edmonton Public Schools strives to maintain a supportive environment that develops the knowledge, skills, and attitudes necessary to enable individuals to make choices that foster emotional health, healthy eating, and active living.

- **As students learn by example, all members of the school community are expected to model respectful conduct, inclusive behavior, and an understanding and appreciation of diversity.**
- **We encourage everyone to eat healthy foods.**
- **All students participate in daily Physical Education.**
- **Recess is to be "active" time.**

HEALTHY EATING GUIDELINES

At Constable Daniel Woodall, we are creating a culture of healthy living. Eating healthy foods promotes your child's physical, mental, emotional and social development. By following Canada's Food Guide, you are helping your child to become healthy and strong. Please ***do not send pop, flavored drinks or other unhealthy foods such as chips, chocolate bars or candy to school.*** Water, fruits and vegetables are healthier alternatives that support your child's ability to learn, grow and experience success.

TRAFFIC & PARKING PLAN

It is important for everyone to know and adhere to our traffic plan. Please read this information and follow the procedures to maintain the highest level of safety for our students. Our biggest safety concern is traffic and parking!! All parents, students, caregivers, and staff, must follow the basic parking/drop-off zones indicated by signs around the school and adhere to city Bylaws to ensure all of our children's safety.

REMEMBER: SAFETY OVER CONVENIENCE

General Information:

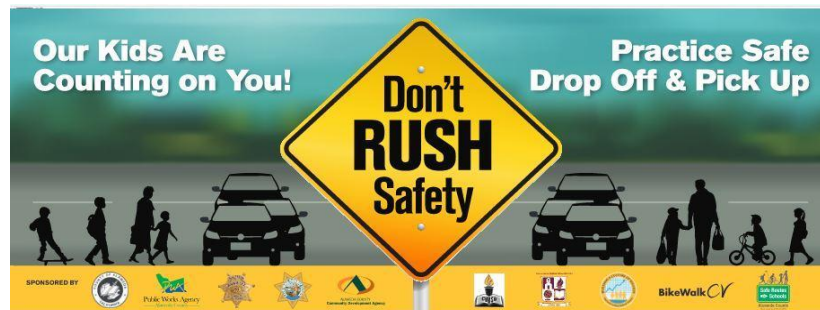
- ∂ Do not block the flow of traffic in and out of school property. Consider that buses need to enter the property, and potentially emergency vehicles.
- ∂ Staff pay for their own parking stalls at the school. Please **do not** park in Staff Parking (indicated in **Red** on the map) even if a stall is open. A staff member could have left for a moment and would like to return to their stall.

Exiting the School:

- ∂ If making a left turn to head southbound on Windermere Road, stay to the left, and if making a right turn to head northbound on Windermere Road, stay to the right.
- ∂ We encourage everyone exiting the school to turn right onto Windermere Road. Turning left creates a significant amount of traffic in the school parking lot when busy.

Tips:

- ∂ Families living in the community are strongly encouraged to walk, bike or carpool to school.
- ∂ Parents of students in Grades 4, 5, and 6 are strongly encouraged to drop their children off on Windermere Road and avoid entering the school parking lot and drive-through.
- ∂ Make a plan with your child for drop-off and pick-up. If you're picking them up in the Hug & Go lane, and you can't find a spot, they need to know that you'll loop around or meet them on the sidewalk.





**CONSTABLE
DANIEL
WOODALL
SCHOOL**

Superintendent of Schools: Darrel Robertson
Ward Trustee: Nathan Ip
Assistant Superintendent: Mike Suderman
Principal: Leona Gordey
Assistant Principal: Jade Eremenko
Admin Assistants: Danielle Pavelich & Candace Olstad

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