



PARENT / STUDENT HANDBOOK

2023/2024

At CDW, we are a living legacy of Constable Daniel Woodall's values of safety, diversity, community and belonging. Our staff, students and parents work together to support curious, compassionate and confident learners who engage in meaningful service to others.

We Lead with Kind hearts, Fierce minds, and Brave Spirits.



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, please email constabledanielwoodall@epsb.ca 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 merge multiple students to one account, even if they are at different schools. Email the office if you need help setting up any of these features.

SchoolZone is our **MAIN FORM** of communication as a school. Please make sure you can access your parent account and check it regularly.

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 School Events, Parent Council Events, Birdhouse Shirt Days, Field Trips and more.

Const Daniel Woodall SchoolZone Calendar							Print Week Month Agenda	
Today ◀ ▶ November 2023								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
29	30	31	Nov 1	2	3	4		
	Gr 2 Field Trip (In School)	Halloween!!!	M11 & M13 - Field Trip		Birdhouse Shirt Day! M02 & M06 - Field Trip			
5	6	7	8	9	10	11		
	M03 - Field Trip	6:30pm Parent Council/Socie	Fun Lunch	Teacher's Day in Lieu	Board Approved Non-Instrn	Remembrance Day		
12	13	14	15	16	17	18		
	Board Approved Non-Instrn	Professional Development	M13 & M16 - In School Fie		M01 & M04 - Field Trip M11 & M15 - In School Fie			
19	20	21	22	23	24	25		
Deadline to Order Fun Lun	Scholastic Book Fair			Fun Lunch				
26	27	28	29	30	Dec 1	2		

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.

**COMMUNICATION**

Constable Daniel Woodall School welcomes open communication with parents. Please contact the teacher or the school 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, Google Classroom, 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.

DAILY ANNOUNCEMENTS

Having opportunities for connection between home and school plays a huge role in the success of our students. Announcements are one of the ways we achieve this connection and develop a relationship between home and school. We invite you to view our announcements each day to learn about the messaging, activities, and celebrations your child is experiencing. These daily announcements can be found on SchoolZone under the 'School Resources' tab.

GENERAL INFORMATION

IMPORTANT DATES FOR 2023/2024

Labour Day	September 4th
First Instructional Day	September 5th
PD Day	September 25th
National Day for Truth & Reconciliation	September 30th
Thanksgiving	October 9th
PD Day	October 20th
Teachers Day in Lieu & Non Instructional Day	November 9th & 10th
Remembrance Day	November 11th
Non-Instructional Day & PD Day	November 13th & 14th
Winter Break	December 25th - January 5th
PD Day	January 31st
Family Day	February 19th
PD Day	February 20th
Teachers' Convention	February 29th & March 1st
PD Day	March 11th
Spring Break	March 25th - 29th
Good Friday & Easter Monday	March 29th - April 1st
PD Day	April 26th
Victoria Day, Day in Lieu & Non Instructional Day	May 20th - May 22nd
PD Day	June 21st
Last Instructional Day	June 26th (Wednesday)

ATTENDANCE & ABSENCES

Regular attendance is a key factor in being successful at school. We expect students to attend school and arrive on time.

To ensure student safety, please notify us if your child will be absent from school. You can either report via SchoolZone, call 780-944-2829 and **leave a message** on the absence line with your child's name and reason for absence OR email constabledanielwoodall@epsb.ca. The office will also notify the teacher.

FAMILY 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.

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**. Please notify the school when you would like to pick up your child by calling 780-944-2829 **ten minutes before you arrive**. Since we are responsible for the safety and security of all students, it is critical that the office personnel know who is picking up your child when they are leaving early.

COLD WEATHER POLICY

When it is colder than -22C, or raining very hard, regular recess period will be held indoors. Students will be given an in-school break and will be dismissed at the regular time. As per Division guidelines, recess will be outdoors. 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 method of payment for all school fees (including field trips) is through School Zone (our online system). Please call the school office if you need assistance with your account. Fees that are unpaid by families are absorbed into the school budget and impacts other budget opportunities at school.

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 cooperation and connection 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).

The first Friday of every month is Birdhouse Shirt Day (unless there is a holiday)! See SchoolZone for all the dates. Students are encouraged to wear their own t-shirts in their birdhouse color, or they may purchase a special Woodall Wings birdhouse t-shirt by emailing constabledanielwoodall@epsb.ca. 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!

BIRTHDAY CELEBRATIONS

All students will receive a birthday pencil and have a visit with Me Moncrieff. If parents wish to send a small birthday snack, please contact your child's teacher. We strongly encourage individually wrapped snacks. If your child doesn't celebrate birthdays, please let their teacher know.

CELEBRATING STUDENTS

Being a part of a school community is more than just academics. It is a place where students have the opportunity to see themselves as they are in a safe, accepting and caring environment.

Throughout the year, each student will be recognized for who they are; how they show up in this world. Student celebration cards will be written by the teacher with a comment made by Ms. Moncrieff. With Ms. Moncrieff, students will call their important adult to share the celebration. This is a wonderful way for our students, your child, to see what we see in them.

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: 3:35pm - 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.

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 "Insufficient Evidence to Assess" on the progress report.**

LOST AND FOUND

Students are responsible for their personal property. We request that all items of clothing as well as boots and inside shoes be identified with the student's name (laundry marker, Mabels Labels etc.) PLEASE ENCOURAGE STUDENTS TO KEEP VALUABLES, money and technology at home. We cannot be responsible for these items at school.

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

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

FOOTWEAR

Suitable footwear should be worn depending on weather conditions. All students will remove OUTSIDE FOOTWEAR as they enter the school. 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 (September 5, 2023 - December 8, 2023)

Term Two (December 9, 2023 - March 22, 2024)

Term Three (March 23, 2024 - June 26, 2024)

For further information regarding student assessment, please refer to our "Guide to Student Assessment, Achievement and Growth 2023/24 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 document 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".

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.

For an interactive "walk through" of our traffic plan, please check out our website under the tab "Traffic Flow"





NO PARKING	<ul style="list-style-type: none"> Do not park along curbs. Park only in visitor stalls or where permitted on Windermere Road. Do not park in Staff Parking. Staff pay for their own parking stalls at the school.
VISITOR PARKING	<ul style="list-style-type: none"> For parents that must enter the school, please use visitor parking, or park where permitted on Windermere Road.
TRAFFIC FLOW	<ul style="list-style-type: none"> Do not stop to let children in and out of your vehicle except in Hug & Go. Do not block traffic. Obey traffic signs and do not drive against traffic.
HUG & GO	<ul style="list-style-type: none"> Do not leave your vehicle unattended in the Hug & Go lanes. The driver MUST be present in the vehicle. Please move to the furthest spot in the Hug & Go lanes, to allow room behind you. This will keep traffic flowing. If the Hug & Go lanes are full when you arrive, you MUST either loop around or find somewhere else to park.