

PARENT/STUDENT HANDBOOK 2023-2024



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Mission

Inspiring Leadership Through Our Commitment to Excellence

Vision

“Students leaving W.A. Day School will live the 7 Habits of Highly Effective People; celebrating the private and public victories on their lifelong journey as leaders.”

Table of Contents

Values.....	2	Student Conduct/Discipline.....	6
7 Habits of Highly Effective People.....	2	School Policies.....	7
2023/2024 Calendar.....	3	Book Tracking pages.....	10
Bell Schedule.....	4		
Daily Schedule.....	4		
Student Attendance.....	4		
Noon Hour.....	4		
Student Messages.....	4		
Services and Programs.....	5		

Livingstone Range School Division #68
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This handbook at the front of your child's school agenda has been developed to provide parents and students with basic information about W.A. Day School. The agenda is intended to serve as a communication tool between home and school. We strive to keep families involved in their children's education. Strong relationships between home and school contribute to ensuring children are engaged and successful.

Mission

Inspiring Leadership Through Our Commitment to Excellence

VALUES

Love-Eagle: To feel true love is to know who we are as a person.

The Eagle teaches me to rise above to achieve my fullest potential by loving myself, my family, and my community. I will love the Earth and synergize with others to make our world a better place.

Respect-Buffalo: The essence of respect is to give.

The Buffalo teaches me to respect all life on earth, including people of all races, by seeking first to understand then to be understood. I will celebrate diversity.

Courage –Bear: Courage is listening to your heart and doing the right thing even when no one is looking.

The Bear teaches me to have the mental and moral strength to overcome fears that prevent me from being my true self. I will be proactive as I approach my life and learning with the same intensity that a mother bear demonstrates in protecting her cubs.

Honesty-Dog: Honesty is being true to your word.

The Dog teaches me to have integrity by being loyal and honest. I will speak from my heart and be true to my word. I will think win-win when I balance courage for getting what I need, with the consideration for what others need.

Wisdom – Beaver: Wisdom is using your gifts and talents to build a peaceful world.

The Beaver teaches me to be wise and use my gifts and talents for the benefit of others. I will synergize by sharing my gifts and talents with others to develop a peaceful and healthy community. I will always work towards the third alternative.

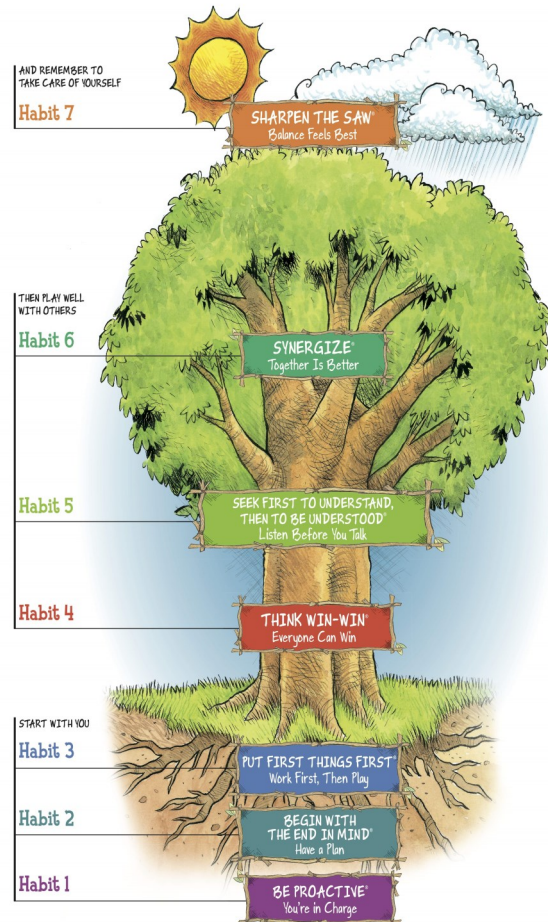
Humility – Wolf: Humility is considering others before our selves.

The wolf teaches me to be humble by recognizing that all beings are equal. I will seek first to understand then to be understood. I will be thankful for the gifts that I have received.

Truth – White Buffalo and the Sun: Truth is to know and understand true principles.

The White Buffalo and the Sun teach me to strive to find the truth in all things. I will align my thoughts, feelings and actions with true principles. I will live a balanced life and sharpen the saw so that I can be effective personally and within my community.

The 7 Habits® Tree



Habit 1: Be Proactive

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin With the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win

I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution. I make deposits in my Relationship Bank Accounts.

Habit 5: Seek First to Understand, Then to Be Understood

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems, because I know that by teaming with others, we can create better solutions than any one of us alone. I look for Third Alternatives.

Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising, and getting enough sleep. I learn in lots of places, not just at school. I spend time with family and friends. I take time to find meaningful ways to help people. I balance all four parts of myself.

W. A. Day Elementary School 2023 - 2024 Calendar

2023-2024 School Year

August 2023							September 2023							October 2023							November 2023						
Pupil - 0 Staff - 4							Pupil - 19 Staff - 20							Pupil - 20 Staff - 21							Pupil - 17 Staff - 21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	7							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

December 2023							January 2024							February 2024							March 2024						
Pupil - 16 Staff - 16							Pupil - 18 Staff - 18							Pupil - 16 Staff - 20							Pupil - 19 Staff - 20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1																					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						

April 2024							May 2024							June 2024							Livingstone Range						
Pupil - 16 Staff - 17							Pupil - 21 Staff - 22							Pupil - 18 Staff - 19							KODIAC DIVISION						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Semester						
														2	3	4	5	6	7	8	1						
7	8	9	10	11	12	13	5	6	7	8	9	10	11	9	10	11	12	13	14	15	2						
14	15	16	17	18	19	20	12	13	14	15	16	17	18	16	17	18	19	20	21	22	Total						
21	22	23	24	25	26	27	19	20	21	22	23	24	25	23	24	25	26	27	28	29	1						
28	29	30					26	27	28	29	30	31									1						

Division PD Days							Staff Planning Collab							Interschool Collab Day							Teacher Convention						
1							7							1							2						

Semester 2 begins January 31

BELL SCHEDULE

Dismissal times:

Monday through Thursday 3:25 p.m.

Friday 1:12 p.m.

DAILY SCHEDULE

Playground Supervision Begins @ 8:15 a.m.
School Doors Open @ 8:28a.m.

Monday through Thursday

8:25 warning bell
8:30 classes begin
10:00 recess
11:45 lunch recess
12:05 students eat in classrooms
12:20 classes begin
2:10 recess
3:25 dismissal

***** Friday *****

8:25 warning bell
8:30 classes begin
10:00 recess
11:45 lunch recess
12:00 snack break
1:12 early dismissal

STUDENT ATTENDANCE

The Division recognized the importance of students being in regular attendance at school. The primary responsibility for regular school attendance rests with the student and the parents/guardians. However, should attendance become irregular and there is concern that the educational program of a student in jeopardy, the school shall become involved in accordance with the procedures outlined in this *Administrative Procedure 330 Student Attendance*.

1. Students will attend school in accordance with Section 7 of the Education Act, and that students and parents/guardians have primary responsibility in the regard.
2. School Staff will enforce the student attendance policy.
3. Parents/guardians will, in accordance with their legal responsibility, enforce student attendance.

If a student's overall attendance falls below the 90% level, or if a student is inexcusably absent, the administration may initiate one or more of the following actions.

1. Conference with the student and/or parents/guardians
2. Adjust programs or schedules
3. Provide counselling from within or out side of the school setting.
4. Take whatever other action is deemed appropriate by the administration.

If there is no improvement in the regular attendance patterns, after attempts to resolve the problem have been carried out, the administration may initiate on the following actions.

1. Denial of school privileges
2. Consider alternative educational placements
3. Referral to attendance officer

If your child is going to be absent you are to contact the school by 9:00 a.m. If we are not notified by that time the school office will make a phone call to the parents or guardians. If your child arrives late, please stop by the office and sign him/her in. If you taking your child early you must stop the office and sign him/her out

NOON HOUR

Students typically have lunch in their classrooms. Before lunch, students may be dismissed to participate in activities including club activities, reading in the learning commons or playing outside. All activities during lunch time are supervised. Students who eat their lunch at the school are not allowed to leave the school unless a parent picks them up & completes the Sign-Out sheet at the office.

STUDENT MESSAGES

The office receives many telephone calls during the school day. Most of the calls are parents leaving messages for their children. **Parents are encouraged to call only if the message is urgent.** The office will call your child to the office at lunch or after school to give him/her the message. We do not like to interrupt a class by asking your child to come to the telephone as it is very disruptive to the other students in the class. Your child misses valuable information while he/she leaves the class for a telephone call, so please, if you must call, leave a message with the office.

SCHOOL NEWSLETTER /CALENDAR

W.A. Day School produces a monthly newsletter which includes current topics of interest to parents. On the last page of the newsletter is a calendar of events scheduled for the month. This newsletter will be posted on our website. If you do not have internet access, you can request a printed copy to be sent home with your child.

You can sign up to receive the newsletter via e-mail at
<http://www.waday.ca>

Twitter

https://www.twitter.com/waday_lrsd

STUDENT DROP OFF

Students will be welcomed into the schools at 8:25 am after lining up outside the school at their designated entrance area. Students and parents arriving later than this will need to enter through the front door and sign in. Due to security within our school community, all doors will be locked during the day. **To stop class disruptions, parents must proceed directly the office.**

Is it a big deal to be a few minutes late?		Is it a big deal to be a few minutes	
Student is only	That equals	Which is	& over 13 years of
10 minutes per day	50 minutes per	1 ½ weeks per year	½ year
20 minutes per day	1 hour 40 minutes	2 ½ weeks per year	Nearly 1 year
30 minutes per day	½ day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Nearly 2 ½ years

LATE ARRIVALS

On a daily basis we have several students who arrive late. If extenuating circumstances are the cause of your child being late, please let us know. If there is something we can do to help get your child to school it will be beneficial to not only your child, but to his or her classmates as well. The late arrival of a student has a negative effect on the entire classroom. When a student arrives late the teacher has to stop helping other students and then teach the student who arrived late what was already taught to the other students. It is a good life skill to teach our children to be punctual.

SERVICES AND PROGRAMS

LEARNING SUPPORT

At the W.A. Day School, we provide an inclusive learning environment. Our Learning Support Team, in collaboration with classroom teachers, will provide appropriate programming including modifications, accommodations, and support where necessary.

GUIDANCE AND COUNSELING SERVICES

The Family School Liaison Program is part of specialized services offered to students in the Livingstone Range School Division. The focus of the program is to support children and their families through challenges and to assist them in addressing concerns they may have. Their goal is to strengthen and stabilize school and family life, to prevent the breakdown of family, child and school relationships and to reduce psychological, social and emotional problems apparent in school-aged children. The School has a Family School Liaison Counsellor available to support all students. Referrals may originate from students, parents, teachers, or principals. A referral form is filled out, signed by the parent/legal guardian.

KINDERGARTEN

Children must be five years of age by December 31st in order to attend kindergarten. The Kindergarten Program is based on Alberta Education's Kindergarten Program Statement.

LEARNING COMMONS

A Learning Commons is an inclusive, flexible, learner-centered, physical and or virtual space for collaboration, inquiry, imagination and play to expand and deepen learning. The goal of the learning commons is to enable all students to be engaged thinkers and ethical citizens with an entrepreneurial spirit. The concept of a learning commons is a shift in thinking from a library as a physical space that is a repository of books, to an inclusive, flexible, learner-centered, physical and /or virtual space for collaboration, inquiry, imagination and play to expand and deepen learning. A Learning Commons is an agile and responsive learning and teaching environment available to individuals and groups to use for multiple, often simultaneous, purposes. It supports literacy, numeracy, competency development and student learning outcomes through access to and instruction in the effective use of print and digital resources. The Learning Commons approach functions best when learning experiences in the school community are coordinated to support student learning outcomes through collaborative planning, teaching and assessing

FIRST NATIONS, METIS AND INUIT (FNMI)

Our school strives to create and maintain an environment that is inclusive of First Nations, Metis, and Inuit cultures by weaving traditional ways of knowing with our curriculum, sharing classroom resources with teachers and inviting Elders to visit with students and share traditional knowledge. Students in our school will be provided with opportunities to learn about drumming and singing and play traditional games. We hope to continue our "Blackfoot word of the week" with our morning announcements. We value our relationships with the surrounding community, including both the Kainai and Piikani Nations, as well as other outside organizations. The First Nations, Metis and Inuit committee also provide expertise in traditions, history, culture, protocols and language. The committee plans special events surrounding important days like Orange Shirt Day and National Indigenous People's Day. Our collaborative team welcomes feedback and participation from all of our students and their families.

YOUNG PAINTED HORSE

"School is not just about academics, we need to educate the whole child"

At W.A. Day all of our programs have been designed and implemented with this belief in mind.

The Young Painted Horse program is one of our initiatives designed around teaching the whole child. Young Painted Horse members are offered the opportunity to have experiences outside of the classroom that they might never experience otherwise. Every child has the potential to grow up to be a leader, therefore if we can foster well rounded students by providing opportunities and experiences that spark interest and or supplement their passion: then self-confidence and increased potential will foster leadership abilities.

Membership in the YPH program is an earned privilege as are the activities we do. The students have to apply for the opportunity, and once they are accepted and put into groups, they must meet academic and behavioural expectations, as well as maintain a 95% attendance. If a student doesn't follow through with assignments or doesn't make an effort to keep up with school work then he/she will not be allowed to participate in the next activity. This does not mean that they are out of the program but it does give them a little time to reconsider their commitment to it.

The Leader in Me program gives the students a foundation to help ensure success. Every activity we do, whether it is a service project or a fun field trip has a purpose and is guided by the use of the 7 Habits. If a student is living the 7 Habits they should have no problem meeting their goals. We also use the 7 Traditional Teachings which are Blackfoot traditional values implemented by our school to teach core principles.

Once a student is a Young Painted Horse they are always a Young Painted Horse. They are expected to be a role model for other students, conduct themselves in a manner that is a positive reflection of the W.A. Day school.

CODE OF CONDUCT

LRSD is committed to establishing and maintaining high standards of conduct in the interest of maintaining safe, positive learning environments that are supported through clearly articulated positive behavior supports. We believe every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community. [Please see administrative Procedure 350 for more detail.](#)

W.A. Day School uses proactive strategies and win-win agreements to define, support and teach appropriate behaviors in order to create positive learning environments. Respect for self, respect for others, respect for property and respect for learning are W.A. Day's behavioural expectations.

Our approach to discipline/conflicts will be to:

- 1) determine if the students made a poor choice,
- 2) have students explain why their actions were inappropriate,
- 3) help the students solve the problems they have created with support.
- 4) leave the student's dignity intact.

A relaxed, yet controlled atmosphere in a school assists learning. The development of self-discipline and respect for others is encouraged and works for most of the students. Close cooperation and consultation between home and school occurs if serious discipline problems occur.

DISCIPLINE POLICY BEHAVIOUR EXPECTATIONS:

Students are encouraged to perceive themselves in a very positive way. Self-esteem, self-confidence, pride in one's school and work are expected. The best form of discipline is self-discipline. Students are expected to respect the rights of others. Students are expected to practice usual courtesy and good manners. Students must practice reasonable safety rules intended to keep themselves and others from injury

ACTION PLAN

Depending upon the severity of the misbehaviour, any one of the following actions will result:

Discussing - the expectations with the student and encouraging the student to meet those expectations.

Counselling - encourage the student to understand that his/her actions are not acceptable and ask the student to think of ways he/she can meet the school's behaviour expectations.

Communication - the parents will be telephoned and notified of the misbehaviour and asked to support the school to reinforce positive behaviour.

DISCIPLINARY ACTION

The loss of a privilege - eg. recess

In-School Suspension - The student is not allowed to attend class but is assigned the class work to be done in a study area. This consequence is automatic for students who equally participate in or encourage a fight.

Suspension - The student may be suspended for a period not exceeding five days, in accordance with the Education Act. The parents will be requested to bring their child to school and meet with one of the Administrators before allowing the student to return to class.

Expulsion - The parents are requested, in writing, to appear before the Discipline Committee of the Board of the Livingstone Range School Division.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPP)

The purpose of FOIPP is to ensure protection of each individual's privacy. Parents will receive a number of forms requesting signed consent on behalf of their children to participate in a number of activities and to allow for publication of students' names in a number of instances. When you receive the notices, please read them, choose your preferred response, sign the form and return it to the school office. While a number of requests appear redundant, please respond to each missive so the preferred interest of all parents and students can be addressed.

Thank you for your diligence in helping us incorporate the spirit and the letter of the FOIPP act.

SCHOOL POLICIES

MEDICAL

Administering Medications to Students

Each year, principals will make every effort to obtain up-to-date medical information about students. This information will be distributed to staff members (and substitute teachers) and will include information about symptoms, treatment, possible reactions, information about medication, where it is stored, and appropriate response. Medical treatment, including the administration of medication should be limited to medications that are required on a long-term basis. Written parental consent is required and all medication is to be in original container, with expiration noted. A signed statement from the child's physician is required, outlining medication schedule, dosage, duration and storage instructions. A record of medication administration or treatment will be kept, identifying the date, time and person administering medication or treatment. All medication will be kept in a secure location in the school. Students will be allowed to self-administer medication with adult monitoring if the physician has notified the school in writing that they deem the student is capable of self-administration. All medication will be returned to parents or safely disposed at the end of each year.

Anaphylaxis (severe Allergies)

LRSD will make every effort to minimize the risk of exposure to potentially life threatening allergens for students with severe allergies, without depriving them of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school. Because there is no way of ensuring that schools can provide a peanut-free or allergen-free environment, staff (including bus drivers) will be trained in procedures for responding to an anaphylactic emergency, including the use of an epinephrine auto-injection device like an Epi-Pen. Parents will notify the school and bus drivers about their child's allergy, have their doctor complete the Severe Allergy Alert form, sign the Authorization to Administer Medication form, provide the school with prescribed medication, and work with the school to develop an emergency medical plan. W.A. Day will ensure that all staff, substitute teachers and volunteers who work with food, are aware of students with severe allergies, provide professional development to all staff on the use of an EpiPen or other medications, work with the parents to develop an emergency medical plan and make them aware of Admin Proc 316. The school will store any injectors which are not in the child's possession in a secure, accessible location. All staff will be aware of where these are stored. The school will only use injectors provid-

Head Lice (Pediculosis)

LRSD recognizes the concerns associated with the transmission of head lice in schools. While the primary responsibility for preventing the spread of head lice rests with the parents, it is important the school, home and Public Health Authority work together in the detection and resolution of instances of head lice. Care will be taken to protect the individual student and family from undue invasion of privacy. When a student is identified with head lice at school, parents will be contacted immediately and information related to treatment will be sent home. Head to head contact with other students will be minimized. In order to contain the nuisance, it is strongly recommended treatment occurs before a student returns to school. A student may return to school once a parent or caregiver confirms that treatment instructions have been followed. The school may send home information to all parents outlining the facts and procedures in the treatment of head lice when cases have been identified. The Public Health Authority will be notified when there are ongoing concerns about particular cases not responding to treatment or parents not being compliant with the required treatment. If necessary, the principal may arrange a case consult with the family, Public Health Authority, Child and Family Services, and a representative from Central Office.

USE OF CELL PHONES AND ELECTRONIC DEVICES

W.A. Day School recognizes that inappropriate use of cell phones, camera cell phones, and other electronic devices can interfere with an individual's right to privacy, the student's right to a safe and caring environment, and the teaching and learning process. Therefore, the school will implement the following policy on site. This policy will apply to cell phone usage.

1. Students are prohibited from using cell phones during the school day. Should a student bring a cell phone to school, it must be turned off and left in the student's locker. Violation of this guideline will result in the confiscation of the cell phone.
2. Students are prohibited from the use of cameras and camera cell phones in washrooms and change rooms. Violation of this guideline will result in both disciplinary action and confiscation of the cell phone, and/or camera.
3. First time consequence will result in confiscation until the end of the school day.
4. A second offence will result in confiscation of the device until a parent retrieves it

CLOTHING STANDARDS

Students and staff are expected to wear socially acceptable attire to school. Staff members have the final say in determining if a student's dress is appropriate.

1. All clothing with slogans, advertising, and graphics is allowed except those with nudity, profanity, words or pictures that would be offensive, show graphic violence, or those promoting alcohol or drug use. .
 2. Clothing must be modest in regards to neckline, hemline, style and material. Please ensure that no cleavage or undergarments are clearly visible.
 3. Hats, toques and hoods must be removed in the school. .
- Clothing, styles or repair of clothing that in any way may present a safety concern is not acceptable.

If a student has clothing that does not meet the standard, they will be given the opportunity to change clothes, wear something over the top of the offending article of clothing or turn their shirt inside out.

Students will not be excused from school to return home to change during class.

HEALTHY CHOICES

Health and education are interdependent: healthy students are better learners, and better-educated individuals are healthier. Research has shown that comprehensive school health is an effective way to tap into that linkage, improving both health and educational outcomes and encouraging healthy behaviours that last a lifetime. In the classroom, comprehensive school health facilitates improved academic achievement and can lead to fewer behavioural problems. In the broader school environment, it helps students develop the skills they need to be physically and emotionally healthy for life.

What is Comprehensive School Health? Comprehensive School Health:

- Recognizes that healthy young people learn better and achieve more
- Understands that schools can directly influence students' health and behaviours
- Encourages healthy lifestyle choices, and promotes students' health and wellbeing
- Incorporates health into all aspects of school and learning
- Links health and education issues and systems
- Needs the participation and support of families and the community at large

Students are encouraged to bring healthy lunches, participate in our healthy breakfasts. Energy drinks are not allowed on school property

INCLEMENT WEATHER

Our school policy is that when the temperature or wind chill is colder than minus 20 Celsius, students will stay inside. However, if students are adequately dressed, they may be allowed outside for the shorter recesses. Please label all winter gear i.e. boots, coats, snow pants, mittens. Just a suggestion for snow pants is to put a piece of colored ribbon or yarn on the zipper tab

SCHOOL CLOSURE

The decision to close schools due to inclement weather lies solely with the Superintendent's office. The decision to close schools will take into consideration the following factors:

- a) local temperatures, including wind chill, that are colder than minus 40C as of 6:00 a.m.
- b) severely reduced visibility (0.2 km or less)
- c) a combination of weather and/or road conditions that make bus operations unsafe.
- d) the number of busses unable to run for a given school.

If the school has been closed due to inclement weather or other emergency reason, parents will be notified via automated phone-out/email system, the web site, and radio stations 95.5/107.

EMERGENCY PREPAREDNESS PLAN

The school has in place an emergency preparedness plan to coincide with the Town of Fort Macleod in the event of an emergency evacuation.

VOLUNTEERS

Volunteers enhance community relations, provide valuable assistance to the school staff and benefit students in a variety of ways. To help ensure the safety of our students, volunteers will need to complete and sign an LRSD Volunteer Registration Form annually and receive approval from the Principal.

We encourage all volunteers to submit a Police Information Check with Vulnerable Sector Check, but **if you will be working unsupervised with children or requested by principal it will be mandatory**. Should circumstances change after the completion of the Police Information Check with Vulnerable Sector Check volunteers must notify the school immediately.

The Pal Program is one example of how parents, grandparents and community members can make a difference in the lives of children. It is a community based, volunteer program that provides reading partners for students in our school. It is funded and organized through Project Read. Volunteers are trained prior to coming into the schools and are familiar with reading strategies to help students become better readers.

If you or someone you know would like to become a volunteer at the school please contact your child's teacher or the school office



VISION AND AUDITORY CARE

General vision and auditory assessments are completed by the Chinook Regional Health Authority. Specific concerns should be directed to your family doctor or specialist. Please notify the school of any problems that may interfere with your child's learning.

If a child has been fitted with glasses, please ensure that he/she wears them each day.



BICYCLES

Bike racks are located at the east and west sides of the school grounds. Students are urged to lock their bicycles.

Students are not permitted to ride their bicycles on the school grounds during the noon hour or at recesses.

Parents, please ensure that your child is aware of traffic rules and has the ability to operate his/her bike with safety and precaution.



FIELD TRIPS

At various times of the year, children may be taken on educational excursions by their teachers. Parents may be invited to participate and to assist in supervision. Parents may be requested to cover costs such as entry fees to events. Signed permission slips must be returned to the school.

Parents attending field trips must have submitted a current Criminal Record Check.

TRANSPORTING YOUR CHILD

When classes and grades go on field trips, parents who wish to transport their child must sign a transportation waiver prior to the event. These forms are available from your child's teacher or the school office.

The waiver states:

- That the student was offered school bus transportation and that it was declined;
- That the parent accepts responsibility for the student's transportation;
- That the parent does not or will not hold the School Board liable for any accident or injury that may occur during the transportation to/from the off-site activity;

That the parent understands that they will be responsible for their child and the child will be considered absent from school.



PARENT READING TIPS

- ✎ The **Reader** holds the book.
- ✎ **Sit close** enough so both partners can see the words.
- ✎ **Take turns** reading.
- ✎ Go back and **reread** if you don't understand.
- ✎ Turn and **talk**. (Tell your partner what happened. Both partners should talk).
- ✎ **Problem solve** with your partner. (If one partner doesn't want to read so much, the other partner can read more).
- ✎ If your **partner is stuck on a word**:
 - *Give your partner time to think (wait time).
 - *Go back and reread.
 - *Read past the tricky word and come back to it.
 - *Slide through it.
 - *Put in what makes sense.
 - *Sound it out with your partner.
 - *Cover part of a word and ask, "What does it say?"
 - *Look at the pictures.
 - *Ask, "Would you like me to help you?"
 - *Tell you partner what the word is.
- ***ENJOY READING!**

FAMILY LITERACY

Parents are strongly encouraged to establish a Home Reading Program and to become involved in their children's reading. Reading patterns parents establish at home directly influence a child's ability to do well at school. Along with parents, students are to record their at-home reading in the reading log in the front of this school Agenda.

On a daily basis we have several students who arrive late. If extenuating circumstances are the cause of your child being late, please let us know. If there is something we can do to help get your child to school it will be beneficial to not only your child, but to his or her classmates as well. The late arrival of a student has a negative effect on the entire classroom. When a student arrives late the teacher has to stop helping other students and then teach the student who arrived late what was already taught to the other students. It is a good life skill to teach our children to be punctual.

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