

Making a difference for children!



Enrichir la vie des enfants!

***4401 – 52 Avenue
Innisfail, AB T4G 1A7***

Phone: 227-3292 Fax: 227-6006

Call Safe: 227-3294

www.johnwilsonschool.ca

Principal: Ms. Angela Warke

Vice Principal: Mrs. Georgie Perigny

**École John Wilson Elementary is an English and French Immersion
Pre-Kindergarten to Grade 4 school focusing on
academic and developmental success for all children.**

Welcome to École John Wilson Elementary

We would like to welcome you and your family to our school family.

Our school community, *École John Wilson Elementary*, is committed to the whole development of each child; intellectually, socially, emotionally and physically. As the first stage in your child's learning journey, we believe that it is critically important to focus on developing a learner's base literacy and numeracy skills; allowing them to achieve their full potential now and through their entire K to 12 educational journey. Our programming focuses strongly on these two areas, while surrounding learners with rich fine arts experiences in music and art, strong teaching of values and social skills and a focus on health and daily physical fitness. It is our commitment to create the powerful learning experiences that will form strong bases of literacy and numeracy skill for all learners.

For the families of our school community, we ask you to become our partners in providing the best education to meet the needs of your child. First, we ask you to become familiar with who we are. This handbook will familiarize you with our school's operation and is the first in a series of communications we will have with you. We believe that clear and consistent communication between school and home is critical to fully meeting the needs of your child. Please use our communication in the form of our school website, phone calls, visits to the school, digital newsletters, notices and student agendas to keep in touch with the daily school life of your child. Most of all, we want you to contact us or drop in for a visit any time you have a question or concern we can help with.

Together, we will best serve our students at *École John Wilson Elementary School!*

Respectfully,

Angela Warke and Georgie Perigny

ÉJWES Principal and Vice Principal

École John Wilson Elementary School Values

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Enrichir la vie des enfants!

Our BIG 5



- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Truthful and Trustworthy**
- 4. Be Cooperative**
- 5. Be Caring**

School Bell Times

Please Note: Students should be arriving at school in time to line up in their designated area for call in at 8:30am. Our supervision does not begin until 8:20am. Thank-you for your support with this!

8:30 – 8:35	Call in		12:33 – 12:53	Lunch Recess
8:40 – 10:19	Morning classes		12:53 – 1:59	Afternoon classes
10:19 – 10:34	Recess		1:59– 2:09	Nutrition/Guided Movement
10:34 – 12:13	Morning classes		2:09– 3:05	Afternoon classes
12:13 – 12:33	Lunch		3:05	Dismissal

2020-2021 School/Other Fees

Grade	Fees
Pre-Kindergarten	No School Fee for eligible students
Kindergarten	No School Fee
Grade 1 to 4	No School Fee
Agendas	\$6.00
Swimming	\$33.00

Swim Lesson Fees

Access to swim lessons at Innisfail Aquatic Center is provided, within the school day, for our Grade 1-4 classes. The fees for the swim lessons are **\$33.00**. An information letter with your child's swim dates and times will be sent home in advance of the first lesson to help you prepare. We will begin to collect swim fees/paperwork a few weeks before the start date of the scheduled lessons. Please note that the swim lesson fee can be paid either online or at the office. All students enrolled in swim lessons must have these fees paid in full prior to the lessons start date. Thank-you ☺

Agenda Fees

The school provides agendas for daily communication between home and school. The cost of the agenda is **\$6.00**. This is payable online or at the office. Thank-you ☺

Visitors

Visitors must enter the building through the **main entrance** to the school. All other entrances are kept locked while students are in class. We welcome visitors, but ask that they **sign in** at the office. This is one of the many ways we ensure our students are safe.

Call Safe

Another way we help ensure the safety of children is through our call safe program. Please phone one of our call safe numbers (227-3292 or 227-3294) when your child is going to be late or absent. The lines are available 24 hours a day to take your messages. In the event that your child does not arrive at school, and we have not received a message, you will be contacted.

Student Conduct

École John Wilson strives to be a safe and secure environment for all children. We all make mistakes from time to time and we deserve a chance to correct behavior within this environment. Correcting student behaviors at ÉJWES is based on a problem-solving model. We believe that effective discipline must involve the opportunity for student reflection and learning in order to achieve true changes in a student's behavior. When improvement of a child's behaviors is required, we believe it is vital that staff and parents work closely together to support the child to achieve these improvements based on plans and supports integrated with school and home.

Reporting Policy

At École John Wilson Elementary School, student assessment is an integral part of teaching and learning. Teachers, students and parents all take part in the evaluation process. Teachers use a variety of strategies including portfolios, interviews, progress reports, and student-led conferences to demonstrate to parents the growth of their child over the year. Your child's teacher will outline the assessment strategies he or she will be using and the specific reporting periods for the year. Evidence of student achievement is consistently displayed in our classrooms and hallways.

Student Recognition

We believe that accomplishments and appropriate behavior are worth celebrating. In-class recognition is given to students on a regular basis in addition to our school-wide recognition programs:

- Teachers recognize students at our Celebration Assemblies with an École John Wilson *Seal of Approval* certificate along with a special pencil and pin.
- Students are recognized at our Celebration Assemblies for demonstrating our *BIG 5* school values. Students receive a certificate and a *BIG 5* wristband.
- We also recognize *Readers of the Month* recipients at our assemblies. Students receive a book for these efforts.
- *Superkid tickets* are awarded to students who display positive behavior in school. The tickets can be redeemed for prizes at the Superkid Store. Tickets can be traded for fancy pencils, erasers, balls, books and other popular items.

Family School Wellness

The Family School Wellness program is a confidential, voluntary, preventative service offered through the school to children and their families. The program provides:

- Preventative education programming to students that reflect the identified needs
- Direct support services to families and children facing social, emotional or family challenges
- Referrals to appropriate agencies in the community if needed

We recognize that a child's academic achievement and well being are often affected by difficulties related to peers, family and self. The Family School Wellness Program aims to support a child in working through these areas to achieve an overall sense of well-being in their lives. This is often in the form of either one on one, or small group sessions on a variety of issues within school hours. Any member of the community can refer a child to the program; however consent from the guardian is required. If you have any questions, you can contact the Family School Wellness Worker at 227-3292.

Before & After School Care

This program is a private business operating within École John Wilson Elementary School. For more information on the *Innisfail School-Age Program*, please call Tammy Miller at 403-227-4467.

Medication

We cannot give children medication of any kind without written consent from a parent or guardian along with follow up documentation issued by a medical practitioner or pharmacist. If your child requires any medication to be administered at school, please stop at our office and complete the required Administering Medication Permission Form and provide the documentation in advance. We will require information regarding the type of medication, dosage and method of administration, duration of treatment and action to be taken in the event of suspected adverse reaction.

School Newsletters, Website and Facebook Page

A school newsletter is created each month and sent to families via e-mail. **To receive these to your inbox, please sign up by entering your email information in the subscription section under the Newsletter tab on our school website.** They are also available directly on our school website along with other helpful information such as monthly event calendars. Please join our Facebook Page as well!

www.johnwilsonschool.ca

<https://www.facebook.com/johnwilsonelementaryschool/>

Lost and Found

The lost and found is located in our entrance areas of the school. The lost and found is emptied just prior to Christmas, Easter and summer breaks. The contents are displayed on our trolley racks for students and parents to view and claim belongings. Small items such as jewelry are kept in the office. Any items not claimed are donated to charity. Please mark your child's name on all of their belongings. We cannot be responsible for lost items.

Volunteers

Volunteers are an important link with our community and play a vital role in our school. They assist teachers by working with students in many areas of learning. Volunteers help out in the classroom, with field trips and planned activities. The whole school benefits from volunteer help with lunch days and participation in School Council meetings.

Please note that we require a Criminal Record Check (including the Vulnerable Sector Check) and a Child Intervention Check to be submitted prior to volunteering in the school. Please contact the school office for more information on this.

We love our volunteers! If you would like to volunteer at the school, please talk to your child's teacher or phone the school office at 227-3292.

École John Wilson School Council

The School Council is a means by which parents and members of the community can be involved in key decisions about the education of students. Being a part of the School Council also provides opportunities to become a school volunteer and connect with other parents via the various activities offered throughout the year. The council works hand in hand with school administration to ensure our school is the best that it can be. École John Wilson School Council meets on the third Tuesday of each month in our staff room beginning at 6:00pm. You can find more information about École John Wilson School Council on our school website.

School Council Mission Statement

To develop and support effective communication and harmony among parents, teachers, and the community for the education of our children in a safe and secure environment.

School Council Vision Statement

Our School Council is a caring progressive facilitator of learners that welcomes change and cooperates with the community to educate and prepare our children with the skills that they will need to make a positive contribution to society.



Technology Responsible Use Terms and Conditions

For the Use of Computers, Internet, Gmail, G Suite, Personal Devices and Internet Applications

Technology provides students with unique and powerful ways to enhance their learning. Chinook's Edge School Division supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer students access to computer networks so that they can use Division supplied technology or bring in their own personal devices to school. It is one of the technology goals of Chinook's Edge School Division to ensure that student's interactions with the use of technology contribute positively to the learning environment both at school and in the community. Negative use of technology that degrades or defames members of our communities, or the Division, is unacceptable. Chinook's Edge School Division also recognizes that students have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Responsible Use Terms and Conditions Document.

Access to the Chinook's Edge School Division network is a privilege not a right. The use of technology whether owned by the Division or devices supplied by the student entails personal responsibility. It is expected that students will comply with Division standards, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, school, and Division. Failure to comply with such terms and conditions may result in permanent or temporary loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive student information, may or may not be located on property of the school Division. In some cases, data will not be stored on Canadian servers. Therefore, students should not expect that files and communication are private. Network Administrators may review files and communications to maintain system integrity and to ensure responsible use. Chinook's Edge also has a private and secure system for sensitive school records which will be managed by Division Technology Services Staff.

Definitions

- **Network** refers to wired and wireless technology networks including school networks, cellular networks, commercial, community or home based wireless networks accessible to students on property.
- **Student / staff owned (supplied) mobile devices** refers to cellular phones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, notebooks, tablets and netbooks as well as portable storage devices.

Terms and Conditions

Students/ staff will use technology in a responsible manner by:

- Using technology for legal and appropriate activities and by abiding by the copyright laws.
- Using technology in ways, which treat others and themselves with respect and follow school policies and behavior standards of the school and Chinook's Edge School Division.
- Using the equipment and network in a positive manner so that it does not disturb the system performance and does not breach security standards.
- Respecting the rights of others by obtaining consent from the individual and a school staff member before photographing individual's pictures, publishing, sending or displaying private or personal information.
- Only using their own account and electronic data unless they are granted sharing permission by other users.
- Using bandwidth, file storage, and printers responsibly for educational purposes.
- Keeping their own personal data secure such as addresses, telephone numbers, age, school, last names etc.
- By realizing that data is not always private and that their data could be stored on other servers throughout the world (Gmail, G Suite, and other web applications).
- Realizing that Chinook's Edge School Division will monitor, flag and review inappropriate use of technology as deemed necessary.
- Reporting security or network problems to a teacher, administrator, or system administrator.
- Having the site Administrator install any needed software on Division owned technology.

Use of Personal Devices in Schools - Students / staff understand that:

- A student/staff-owned device which is registered at the school may have a client application placed on the device. This will allow the student to have more bandwidth privileges and educational access than non-registered students. It will also allow the user's activities through the school's network to be traced back to the student, if there is any reason to believe that the privilege is being abused. School Administration and Division Technology staff may search the student's memory device if they feel school rules have been violated which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students/staff need to connect to the school's network and NOT to the networks of the neighbors surrounding the school.
- If students/staff choose to use a device that is not registered, they are responsible for making sure that the virus protection is up-to-date. Students/staff will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the school guest network.
- Students will use the student owned device in class only with the teacher's expressed permission.
- Students/staff understand the security, care and maintenance of their device is their sole responsibility. They will securely store and charge their device when not in use.
- Students will not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, netbook, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member, and those they are recording.

Use of Public Internet Tools

- Technology provides an abundance of opportunities for students/staff to use interactive tools and sites on public websites that benefit learning, communication and social interaction. The Division does not control these public sites and does not manage the information posted by their users; therefore, does not accept responsibility for their content. Personal information could be used for commercial purposes and information stored there could be lost. Users need to ensure that they protect their personal information.
- Students/staff may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s).
- From time to time teachers may recommend and use public interactive sites that to the best of their knowledge are legitimate and safe. As the site is "public" and the teacher (School and Division) is not in control of it, students and parents must use their discretion when using, accessing information, storing, and displaying student's work on the site.

Security and Supervision

- The Division does provide content filtering controls for student access to the Internet using the Division's network as well as reasonable adult supervision, but at times inappropriate, objectionable and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent Division technology security and supervision.
- Students using mobile and cellular devices on networks other than the Division's network are subject to the rights and responsibilities outlined in this document and are accountable for their use.

Student Email

All Chinook's Edge students are given a Gmail and Educational G Suite account. The information being stored by this web tool as well as others might not reside on Canadian servers. Students must use email, web tools and the Internet while at school according to the terms and conditions outlined in this Responsible Use document.

All students, parents and staff are provided with this Responsible Use Terms and Conditions Document in student agendas or handbooks and in all staff handbooks. All users understand that the use of this electronic information resource is for educational purposes. They recognize the Division has initiated reasonable safeguards to filter and monitor inappropriate materials. They understand that while the Division has also taken steps to restrict user access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. Any user who does not abide by the rules of appropriate use understands that consequences will be instated. Users will not hold Chinook's Edge School Division responsible for materials they acquire on the Internet. Users are required to read the Technology Use Document at the start of each school year (or upon enrolling in Chinook's Edge) and adhere to all requirements in the document. Staff is required to read the document upon commencing employment with Chinook's Edge School Division and adhere to all requirements in the document.

Updated: 2019 November