



Wes Hosford

Elementary School

Welcome to Wes Hosford School
and the
2016-2017 school year!

Wes Hosford School takes its name from one of the original settlers in the region, J.W. (Wes) Hosford who began farming in the district in 1919. He has been honoured by being named “Dairyman of the Century” and by being named to the Alberta Agriculture Hall of Fame. Mr. Hosford later became a school board member in Sherwood Park in the fall of 1955. His plaque there reads:

“An outstanding dairyman, Mr. Hosford has been recognized provincially and nationally for his work in livestock breeding. Beginning in 1919, he developed one of the finest purebred Holstein herds in the nation. From 1929 to 1960, he was active on the show circuit, exhibiting at the Pacific National Exposition in Vancouver, the Edmonton Exhibition and the Royal Winter Fair in Toronto.”

Vision

At Wes Hosford, we will be the change we want to see in the world.

Mission

Our mission is to provide an engaging atmosphere which facilitates and supports lifelong learning and wellness. In a safe environment, we will meet the diverse needs of students while modeling responsible citizenship for a global society.

School Philosophy

We believe that the students learn and grow best in a caring atmosphere in which students, parents and teachers communicate and work together towards the best education for the children. At Wes Hosford we believe:

- All students have a right to a successful and happy school experience in a school climate that is accepting and positive.
- The school can play a significant part in fostering positive self-esteem, developing self-confidence and providing opportunities for the greatest possible development of each student.
- All individuals should be encouraged to strive for excellence in their own way and students should be encouraged to participate actively in the life of the school and its community.
- Learning is an active and unique process and we need to provide a learning climate that recognizes the various learning styles of children.
- An ordered and structured environment needs to be provided so that learning is facilitated.
- Consultation and work with parents, community groups and other organizations in planning and carrying out education programs and in sharing facilities and resources, is beneficial for school and family success.

Agenda Books

Agenda books are required for Grade 1 to 6 students and may be purchased through the school for \$10.00. Students are expected to bring their agendas to class every day, and to write in homework, due dates of assignments, dates of tests and quizzes, and other school events.

Allergies

Please inform the school office and your child's teacher of any allergies that are considered dangerous to your child. In extreme cases where allergic reactions could be critical we ask parents of other students in the classroom to be considerate of the potential dangers and not to send a lunch that could cause problems (example: peanut butter).

Arrival at School

Outside supervision is provided at 8:20 a.m. Students will have entry into the school when the warning bell rings at 8:30 a.m. Prior to 8:30 a.m. students remain outside. On days with inclement weather, students will be permitted to come inside and wait in their classrooms until the bell rings.

Bell Schedule

<u>Grade 1 to 6</u>		<u>Kindergarten</u>	
8:30 a.m.	Entry Bell	8:35 a.m.	Morning Class Begins
8:30-8:37	Welcome		
8:37-9:09	Period 1		
9:09-9:41	Period 2		
9:41-10:13	Period 3		
10:13	Recess		
10:28-11:00	Period 4		
11:00-11:32	Period 5		
11:32-12:23	Lunch	11:43 a.m.	Class Dismissed
12:23-12:55	Period 6		
12:55-1:27	Period 7	12:39 p.m.	Afternoon Class Begins
1:27-1:59	Period 8		
1:59-2:14	Recess		
2:14-2:46	Period 9		
2:46-3:18	Period 10		
3:18 p.m.	Class Dismissed	3:18 p.m.	Class Dismissed

*On the first Wednesday of each month, students are dismissed at 2:18.

* No School for Kindergarten on the first Wednesday of each month.

Behaviour Expectations

Elk Island Public School Board is committed to providing a safe, caring, and violence-free environment that fosters and maintains respectful and responsible behaviours. All individuals within the Division have the right to work and learn in settings that promote equality of opportunity, dignity, and respect. At Wes Hosford School we believe that discipline is a responsibility to be shared by students, staff and parents, and that responsible behavior choices are best made when students take ownership of their own behaviours. Staff help guide students towards appropriate behavior choices. The right choices not only include what is best for an individual, but also what is best for the safety and learning environment of all students. The following expectations are reviewed with students on a regular basis:

Expectations for Student Behaviour

- Walk quietly in a single file on the right side of the hallway.
- Respect personal space of others; no inappropriate body contact.
- Play safely on the playground.
- Follow directions of supervisors.
- Recycle neatly and responsibly.
- Speak in quiet, inside voices.
- Keep your desk, the school, and the playground neat and tidy.
- Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment. Hats should not be worn indoors
- Electronic devices must be stored during the school day

Within these parameters we encourage students at Wes Hosford School to be mindful of two key rules: Be Safe and Show Respect. When there are problems, each situation shall be considered on an individual basis, with action taken dependent upon the intensity, frequency, duration and intent of the misbehavior. The school reserves the right to amend the procedures in the best interest of the student and the school. The age of the student will also be taken into consideration. Action taken will include logical consequences appropriate for the misbehavior. Administration may take action to discipline a student or students who admit to, or are found to be, parties to an offense. All incidents are investigated and reviewed by the teacher, in consultation with the administration, to ensure fairness and justice. Support from outside agencies such as Family and Community Services and the RCMP may be accessed as well. In accordance with the regulations outlined in the Freedom of Information and Privacy Act (FOIP), details regarding disciplinary action are only disclosed to the immediate student guardian and/or appropriate authorities when required.

Inclement Weather

Should inclement weather conditions occur, Elk Island Public Schools (EIPS) will advise parents of any bus cancellations using various communications tools including: automated-telephone messages, alerts posted on www.eips.ca and school websites, Twitter, local radio stations, and on Versatrans My Stop. Any morning bus cancellations will be posted on www.eips.ca by 6:30 a.m.

Decisions regarding bus cancellations are guided by EIPS administrative procedures, which says: School bus service may be suspended when Environment Canada reports a temperature of -40 C including wind chill factor, in one or more regions. School bus services may also be suspended or delayed due to adverse weather or road condition and on a region-by-region or route-by-route basis.

When school bus services are suspended, schools will remain open to students. EIPS believes parents have the right and responsibility to make choices for their children based on their beliefs and perceptions of safety during times of inclement weather. Parents must use discretion when sending children to school during inclement weather, even when buses are running and schools are open.

For more information, contact Student Transportation at 780-417-8151.

Communication

Communication between the home and school is imperative to the successful development of the child. In addition to ongoing communication between the teacher and parent the following communication methods are also available.

- Newsletter and Calendars: Monthly newsletter and calendar of events will be available on the school website (www.weshosford.ca) on the first Friday after Staff Meeting of each month. Please contact the school office if you require a paper copy.
- Parent/Teacher Interviews: Scheduled Parent/Teacher Interviews will be held twice a year, typically in November and March for all students and parents. These evenings are designed to share learning outcomes, set new goals and discuss strategies for increased student success. Other meetings may be arranged as required and may be initiated by school personnel or parents.
- School Council Meetings: School Council provides parents the opportunity to advise the principal and the school board respecting matters related to the school. Wes Hosford School Council meetings are held regularly to enhance communication between parents and school. Please check the website (www.weshosford.ca) to see when meetings are held.

Doors

At the beginning of the school day all students are requested to enter the school using their assigned door. This allows us to supervise all areas effectively and reduce congestion at any one entrance.

After 8:30, all doors will be locked for security purposes with the exception of the front door facing Granada Boulevard. All students, parents and visitors arriving after 8:30 should enter by the front door.

School Emergency Preparedness and Response



ELK ISLAND PUBLIC SCHOOLS (EIPS) FIRST PRIORITY DURING AN EMERGENCY is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan uses well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

During an emergency please do not come to the school to pick up your child unless requested to do so. Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews' and school personnel's effort to respond to the situation. During an emergency it is unlikely you will be able to reach the school by phone. We will however make every effort to contact you with further instructions through our crisis notification network, social media, EIPS website and our Community Hotline 780417-8122.

Evacuation	Evacuation requires all students and staff to leave the school and go to a designated location. In some cases this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation centre. Parents would be informed of the alternate location via the school's crisis notification network.
On Alert	On- Alert gives staff and students a "heads up" of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an "All-Clear" is called.
Shelter-in-Place	During a Shelter-in-Place students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school's emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.
Hold and Secure	Hold and Secure is used if there is a security risk outside or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an "ALL-Clear" is called.

Lock-Down	Lockdown is used when there is a security threat inside the building. During a lock-down, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.
Controlled Release or Dismissal	Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a Parent-Child Reunion Area will be set up and parents will be required to follow specific procedures to pick up their child.

For more information on the division and school emergency preparedness plan visit the division website at www.eips.ca or contact the school principal.

Field Trips

Field trips are curriculum focused and enrich the educational and social learning of the classroom. We encourage all students to attend field trips as they would a regular school day. Parents will be informed of the cost of the field trip prior to the activity as they are paid for on an individual basis. If financial hardships are a problem, please contact the school for our support, rather than having your child miss out on these special opportunities.

As field trips are designed to augment specific learning, students may only attend trips with their own classes. Other students, including younger siblings are not allowed to be part of a school field trip. Please note that the cost of field trips includes busing and admittance fees and admittance fees are calculated based on all students attending.

For student safety and legal reasons, schools are expected to use school buses rather than private vehicles for student transportation to and from field trips, unless there are valid reasons for use of private vehicles. Parents who choose not to use School Board provided transportation for their child must sign a waiver and release form prior to the field trip. There are forms that must be signed by any volunteer driver who drives other students than their own

Skateboards, Scooters and In-Line Skates

Students who bring skateboards, scooters and in-line skates to school will be expected to keep them in the hallway with their back packs as we do not have storage space for them in classrooms. For safety reasons, students will not be allowed to use them in school or on the playground at recess or noon hour. Students assume full responsibility for skateboards, scooters and in-line skates that are brought to school.

Lost and Found

The lost and found is located outside the office along the south wall. We encourage parents to look through the lost and found when they are in the school. Items will be laid out on display twice a year for easier viewing and any items remaining at the end of each term will be sent to a local charity.

Lunchroom Supervision

Wes Hosford School provides a supervised noon hour program. Students are supervised in their classrooms while they eat lunch and then to go outside for a supervised recess break. All students who stay for lunch are expected to pay lunchroom fees in order to stay for lunch. The fees pay for the wages of noon hour supervisors.

During the lunch hour students will follow "Restaurant Rules" which can be described as courteous, quiet behaviour which would be followed by a family in a restaurant. Students are expected to sit in their desks and to be respectful to each other and to the noon hour supervisors. Students who are unable to behave appropriately during the noon hour may be asked to find alternate arrangements for lunch.

Please note that students will not be allowed to leave the school grounds during the lunch hour to purchase lunch unless they are accompanied by an adult who has signed them out at the office.

Parking

A limited number of parking spots are available for visitors in the west parking lot. Please do not park or stop in the staff assigned parking spots.

School buses drop off and pick up children in the west parking lot before school, at noon and after school. To allow for safe loading and unloading of students please do not pass the school buses in the parking lot.

The extension of the Glen Allen Recreation Centre parking lot is close to the east entrance of Wes Hosford School. Please use this area as an alternate location for picking up and dropping off students. Parent volunteers can also use the Glen Allen Recreation Centre during the day for parking. The safety of our students is our first concern. Your consideration in parking or stopping in appropriate locations is greatly appreciated.

Recycling

Wes Hosford School's recycling program aims to promote healthy, responsible practices to encourage positive stewardship attitudes towards our school, community and planet. Students, staff and visitors can practice the habits of recycling by:

- Placing milk containers, juice boxes and other recyclable drink containers in classroom recycle bins. These containers are collected by the school and taken to recycle depots.
- Paper and plastics are collected in a large blue recycle bin and available in every classroom. The bins are emptied on a daily basis and recycled by the County of Strathcona .

New report cards for Wes Hosford School Elementary students in 2016–2017

Wes Hosford School is pleased to announce we will implement Elk Island Public Schools' (EIPS) new elementary report cards in the 2016–2017 school year. Developed by EIPS, the report cards are designed to enrich achievement reporting for students in grades 1 to 6 and enhance the quality of education within EIPS by building strong partnerships among students, teachers, and parents.

In 2014, EIPS established a Communicating Student Learning committee, made up of parents, teachers, administrators, trustees, and central office staff. Using feedback from close to 1,000 parents and 400 principals and teachers, the committee has developed an innovative reporting system focused on student achievement in academic outcomes and learner attributes.

Teachers will continue to assess all areas of the current programs of studies. However, what will change is the way student learning is reported. Using a five-point numeric scoring scale, teachers will indicate student achievement in clear, parent-friendly categories in each subject. The current EPAL scale will no longer be used. Additionally, the reports card allow teachers the opportunity to report personalized information about each student in relation to learner attributes, areas of strength, areas for growth, and next steps.

The new report card have been piloted in 11 schools this year and will be rolling out to all remaining elementary schools, including ours, for the 2016–2017 school year.

Wes Hosford School is excited about its new method of communicating student learning—it's innovative, inclusive, and based on what stakeholders have indicated they want to see in a reporting system.

Student Safety

- **Absenteeism/Child Safe Program:** Teachers are required to keep precise attendance records for each student. If your child will be away from school, please inform the school administrative assistants by telephone. As a safety measure, parents of all kindergarten to grade six students are telephoned if students are absent without explanation.
- **Student Sign-In/Sign-Out:** Students are requested to come to the office if they arrive late to school either in the morning or the afternoon. Students sign their name on a sign-in sheet, located on the bulletin board immediately inside the office, with the time of their arrival. Adults are available to help younger children with this process. Parents are requested to sign-out their children in the same manner if they pick their child up before the end of the school day. Students who have parental permission to leave school early are also required to sign-out in the office.
- **Supervision:** Adult supervision begins outside at 8:20 a.m. by the play park, the bus zone and on the north side of the school. Additional supervision is provided at both recess breaks and noon hour. Students will recognize supervisors as they wear brightly coloured safety vests.

- Student Pick-Up and Drop-Off: When driving your child to school, please drop them off at the west end of the Glen Allan Recreation Centre. This provides your child a short walk along the walkway to the school. Do not park in the bus lane or drop your child off at the front of the school. RCMP officers and by-law officers have been known to stop by the school on occasion to monitor this situation. Finally, please do not drop-off or pick-up your child in front of the doors in the staff parking lot. Vehicles stopping there create a hazard for other drivers and students. If you do choose to drive into the parking lot, please proceed to the north end where you will see a student drop off zone.
- Student First Aid: Staff take all reasonable precautions to prevent accidents occurring to children under our care. If a child is injured, a common sense approach is used by staff. A number of alternatives are available to staff. We may:
 - Provide first aid.
 - Communicate with parents. Sick or injured students will be sent home only after consultation with the parents or guardians.
 - Take the student to a medical clinic or the nearest hospital if required and if a parent/guardian cannot be reached.
 - Call an ambulance if the situation appears more serious.

Telephone Use, Cell Phones and Other Technology

A telephone is available in the office for students to use if they need to contact their parents. If parents need to get in touch with their child during the day, they should call the school office at 780-464-1711 and office staff will relay the message.

In this age of cell phones, we understand the importance of making sure our students are safe on their way to and from school, and while at school. For this reason, students will be allowed to use their cell phones prior to the start of school and also after they have been dismissed for the day in order to contact parents. If a student needs to use the phone for emergency purposes they will absolutely be permitted to do so. Electronic devices must be stored during the school day, and cannot be used unless under the direct supervision of a staff member. We encourage students to keep electronic devices at home. Even with our best efforts items are often lost, damaged or stolen. Should a student wish to bring them to school despite the school's warning, they assume full responsibility for the device. We appreciate your support in the age of new technology use.