



**École Barrie Wilson School  
Handbook**

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Red Deer, AB  
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403-348-0050

[School Website](#)  
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## MESSAGE FROM ADMINISTRATION

Welcome to École Barrie Wilson School. A new school year is upon us and we look forward to working with you and providing your child(ren) with a wide variety of engaging learning experiences.

This year at EBWS our main focuses will be numeracy, literacy and citizenship. Aligned with our school vision, we are committed to providing exemplary instruction, in a safe and caring environment. The staff endeavor to ensure that each child, every day, has a successful learning experience and that they contribute to the well-being of others.

We feel strongly that collaboration is a key part of the education process at our school. We look forward to developing an excellent working relationship with parents and other community stakeholders. Parents are invaluable partners in our learning community. We have an open door policy and encourage parents to become involved as parent volunteers and on our School Council. EBWS is a dual track school offering educational programs in English and in French Immersion. Our goal is to provide positive and challenging learning opportunities for students in each of the programs. We are committed to the development of our school's core values, "The Wilson Ways", of respect, responsibility, resilience, curiosity, collaboration and healthy living.

This handbook is designed to provide you with information about the policies and procedures of the school. Please feel free to call or visit should you require further information about our school. Join us as we venture forward together in making the 2024-2025 school year an excellent one.

Mme Diane Wade - *Principal*  
Ms. Ashley Phillips - *Vice Principal*  
Ms. Tiana Harker - *Vice Principal*

## OUR VISION

École Barrie Wilson School is committed to providing exemplary instruction, in a safe and caring environment. To meet the needs of its students, École Barrie Wilson School endeavours to ensure that every child, every day, has a successful learning experience and that they contribute to the well-being of others.

## OUR MISSION

At École Barrie Wilson School, we believe all children can be respectful, kind, proactive and resilient as they develop the highest standards of behavior and achievement.

### School Hours

- |              |                                       |
|--------------|---------------------------------------|
| <b>8:43</b>  | • Teachers on playground to supervise |
| <b>8:53</b>  | • Student entry bell                  |
| <b>10:30</b> | • Morning Recess                      |
| <b>10:45</b> | • Classes Resume                      |
| <b>11:55</b> | • Lunch                               |
| <b>12:15</b> | • Lunch Recess bell                   |
| <b>12:35</b> | • Student entry bell                  |
| <b>2:15</b>  | • Afternoon Recess                    |
| <b>2:30</b>  | • Classes Resume                      |
| <b>3:30</b>  | • Dismissal bell                      |

## AGENDAS

Students will bring home daily agendas each evening to keep parents informed of school activities and homework. This is an important communication tool between parents and school. Parents are requested to review and sign the agenda daily and students are expected to return them to school each morning.

## ABSENCES

If your child is going to be absent, we ask that you let us know by calling 403-348-0050. The school will attempt to contact you to let you know if your child has not arrived if you haven't already notified us of an absence.

## ASSEMBLIES

School assemblies are held each month and feature student performances and recognition. We believe that these functions are an excellent opportunity for students to receive acknowledgement for their efforts. Parents are invited and encouraged to attend whenever possible. Please check your school newsletter for dates and times.

## BEHAVIOUR EXPECTATIONS

We believe that setting expectations for behaviour increases children's success. Our behaviour policy involves both prevention (rules, routines, arrangements) and reaction (positive and negative consequences). The key, we believe, to a good behaviour policy in a school involves both types of actions. Our Student Behaviour Contract is found on page 8 of this handbook.

At École Barrie Wilson School we care about our students' social and emotional development, as well as their academic successes. Our staff is dedicated to helping students be respectful, kind, proactive and resilient. We believe that prevention is the key element and these expectations are taught to the students in direct lessons through Large Group Wellness and with constant, daily feedback. We reinforce the children's positive behaviour choices through the use of our "Wilson Woods" tickets which are awarded to children who demonstrate excellent examples of our core values. Half of each coupon goes home for further reinforcement from parents while the other half is used for draws at school. Positive behaviour choices are further recognized through Super Kid lunches.

## BEHAVIOUR EXPECTATIONS cont'd

**Consequences:** All children need guidance from adults to choose appropriate behaviour. Even though clear expectations, direct teaching and positive reinforcement are provided, there is a need for consequences from time to time when a child exhibits inappropriate behaviours.

The following have been identified as inappropriate behaviours:

- physical aggression- including play fighting,
- verbal aggression- including taunting, racial slurs, threats, profanity, abusive gestures,
- defiance of authority,
- willful damage to, or theft of property,
- persistent disregard for general expectations for student conduct including continuously disruptive behaviour in class,
- any other behaviour which interferes with others' right to be treated with respect.

There are a series of consequences which may apply if a student exhibits inappropriate behaviour. Consequences for minor infractions include detention, time-out, temporary restriction of privileges or community service. Major offences may result in a conduct form and/or an in-school suspension. Out of school suspensions are rare but may be needed in the event of a very serious offence or multiple in-school suspensions. Misbehavior

by individual students is tracked with tracking slips and students fill out a behaviour reflection form which is sent home in the agenda.

**Parents:** Parents are key members of the team in helping children learn appropriate behaviour. Therefore, communication with parents is critical- by phone, note sent home, or the conduct form sent home. This allows parents the opportunity to discuss the behaviour issues with their children.

## **BICYCLES, SKATE BOARDS AND IN LINE SKATES**

If a student rides a bicycle to school, he/she needs to have a lock to secure the bicycle in the bike racks. A bicycle helmet is mandatory. Upon arrival at school, students shall dismount from their bicycles, walk them across the crosswalks, and walk them directly to the racks. Students shall not return to the rack area until it is time to go home for lunch, or to go home after school. Similarly, if children are using skateboards and scooters, to travel to school, they are asked to walk these across the street and while on school property. Children may carry these to their classrooms for storage during the day provided there is adequate space in the classroom. Children **MUST** remove in-line skates at the school door and carry them to their classrooms for storage. Helmets should be worn for all “wheeled” transportation.

## **CLOTHING**

**Dress Code** - Clothing that is offensive to others or which contains words, slogans or pictures that are not in keeping with positive values for children at school is not permitted. Children will be asked to change, cover up or put the shirt on inside out if the shirt is deemed unacceptable. As a general rule, we ask that parents assist in keeping school a place of work/learning by sending children to school in appropriate clothing. Children are asked to respect certain social conventions where hats are not appropriate such as school assemblies and during the playing of O Canada.

**Clothing** - Children are expected to wear runners for physical education.

**Outdoor Clothing** - Please ensure that your child is dressed appropriately for playing outdoors at recess and noon. Warm clothing is needed in the winter and rain gear is needed in spring and fall. If children are well enough to attend school, they will be asked to go outside for recess.

**Shoes** - In order to maintain the cleanliness of the school, we ask that students have one pair of shoes for

indoors only. Runners are quite suitable and can also be used for gym. For hygiene and safety reasons, we ask that children wear shoes at all times in the building. In the event of an emergency evacuation, children will not have time to stop and put on shoes.

## **EMERGENCY PARENT CONTACT INFORMATION**

There are occasions when a parent or guardian needs to be contacted immediately. It is the parent’s responsibility to ensure that the school has current information regarding the following:

- correct name
- address, email and alternate phone number
- doctor’s name
- home phone number
- Alberta Health Care number
- work phone number
- allergies or other medical conditions

It is **important** that an alternate phone number be made available in the event that the school office is unable to locate either parent. Should a child require immediate medical attention, the school will have the child taken to the hospital, and parents will be notified as soon as possible. We thank you in advance for keeping the contact information.

## **Head Injuries**

Any child who has a head injury will be brought to the office. Parents will be contacted and will determine whether the child will remain in school or be taken for a medical examination. Head injuries are difficult to diagnose and because concussion is difficult to determine immediately, parents will be expected to check on their child if called about a head injury.

## **EXTRA-CURRICULAR SPORTS AND ACTIVITIES**

During the year, a variety of activities will be offered to students. Watch for information on these in the school newsletter. Examples of the types of activities available include: Choir, Basketball, Volleyball, Cross Country Ski, and Soccer. If you would like to be involved in helping out or offering a particular activity, please contact the school.

## **HOMEWORK**

At Barrie Wilson, we believe that homework demonstrates that both school and home are valuable learning environments. Most parents, teachers and educational researchers agree that the “homework habit” contributes to school success. Homework builds

good study habits and is a practice to increase speed, mastery and maintenance of skills. Reading is the single most important activity you can do to improve your child's school success. Reading should be the activity for the majority of homework time. Parents can help children extend or enrich their learning by:

- setting aside a regular time for homework
- providing a quiet place for study
- establishing a regular routine for homework
- giving support, encouragement, praise and assistance to their children's efforts
- learning as much as possible about the school program
- communicating closely with teachers
- making children accountable for completing assigned homework tasks

## STUDENT ILLNESS

If your child is ill, please remember to call the absence line at 403-348-0050. [CLICK HERE](#) to submit your child's absence.

We ask that you have your child remain away from school if they exhibit any of the following symptoms:

- A temperature over 100 degrees F, 38 degrees C
- Sore or discharging eyes or ears
- A respiratory infection with profuse nasal discharge
- Excessive coughing
- Exposure to or presence of any contagious diseases (measles, mumps, Strep throat, hand, foot and mouth disease, undiagnosed rashes, conjunctivitis, etc.)
- Vomiting
- Diarrhea
- Inability to participate in regular school programming

Please ensure your child is symptom free for 24 hours before sending them back to school. Thank you for your compliance with this important health matter.

Students exhibiting signs of illness at school will be moved to the school's sick room for isolation. Parents/guardians will be notified immediately and advised to pick up their child. If the parent is unable to pick up their child, they must designate an emergency contact.

## LEARNING ASSISTANCE TEAM

The Learning Assistance Team (LAT) at EBWS works to facilitate inclusive programming and success for all students. The members of the LAT work with teachers and Educational Assistants to ensure quality programming and wraparound services to students. The Learning Assistance Teacher assists with developing strategies for students with diverse learning needs in a variety of settings, as well as coordinating services, assessments and transitions.

## LUNCHROOM

The teachers supervise the students in their homerooms at lunch. Microwaves are not available. Students will have twenty minutes to eat their lunch and enjoy recess outside for the remaining thirty minutes of the lunch break.

## MESSAGES TO STUDENTS

We expect students to be aware of any special arrangements needed at noon or after school prior to leaving for school in the morning. We ask that you email the teacher to notify them if you are picking up your child during the school day. This will prevent classroom learning time from being interrupted in order to deliver messages during the day.

## NUT AWARE

Due to severe student allergies parents are asked to refrain from sending to school nuts, peanut butter and other products containing nuts.

## OUTDOOR RECESSES AND NOON

Students are expected to go outside for fresh air & exercise at recess and at noon. This helps the children to focus on learning during class time. Administrators and lunch program supervisors decide on a daily basis if it is too wet or cold to be outdoors. Students are kept indoors when temperatures are colder than -20° Celsius, inclusive of wind chill.

As a general rule, we believe that if children are well enough to come to school, they are expected to have an outdoor break with their classmates. Children who are too ill to go outside would be too ill to be at school. They do not learn well and provide a possible source of infection for other children. We encourage these students to stay home as they will probably recuperate more quickly. We ask that you make sure students have the required clothing and footwear to allow them to enjoy their time outside.

## PLAYGROUND SUPERVISION

Teachers supervise the playground for 15 minutes prior to the entry bell, and at recess. The playground remains a **school** playground until 3:30 unless parents are present. The children must go home and check in. Then, the parents are welcome to have the children return to the now **public playground**. **Children must go home and check in prior to playing on the playground after school.** Parents are asked to support this by refraining from telling their children just to stay on the playground after school. If you would like to discuss this "rule", please do not hesitate to call the school.

## **RECOGNITION**

We like to take advantage of opportunities to recognize excellence in school work, improvement, good conduct, athletic accomplishment, and other successes. Many of these are acknowledged formally, however, all students are encouraged to visit the office to share their special achievements (e.g. awards received outside of school time, a piece of work they are proud of etc.).

## **REPORT CARDS/CONFERENCES**

Student progress is reported formally to parents in December, March and June. Parent/Teacher/Student conferences will occur in October, December and March. The October conferences are "intake" meetings where parents share information about their children. All conferences are an important part of the reporting process. Please make every effort to attend a conference to receive detailed information on your child's progress. Parents should feel free to contact the teacher to discuss their child's progress during the year as needed.

## **SCHOOL COUNCIL (PARENT COUNCIL)**

Parents are encouraged to attend monthly School Council meetings to stay informed about school affairs and to provide input. Meetings last approximately an hour and a half and provide an excellent opportunity to meet other parents and to support your child's educational program. Information about School Council meetings is included in the newsletter. The School Council plays an important role in providing input into school policies and procedures including:

- school culture and climate
- child safety
- student expectations
- student recognition
- school enhancement

The Council also has a tremendous impact in creating a solid sense of parent community through the organization of many family fun activities.

## **SCHOOL NEWSLETTER**

The school newsletter is emailed to families at the beginning of every month. Please let the school know if you require a paper copy.

## **SCHOOL PATROLS**

Grade five students demonstrate leadership as members of the School Patrol team. Crosswalks are patrolled after school. Motorists who drive slowly and refrain from parking in the crosswalks help the patrols do their job of getting the students across the road safely.

## **STUDENT DROP-OFF (PARKING)**

If you drive your child to school please park along the front or side streets of the school. Consider parking across the field on Olsen Street if your child uses the back exits. For the safety of all children, please do not pull into the parking lot during the before and after school rush.

## **STUDENT LEADERSHIP**

At Barrie Wilson we believe that all older students should have opportunities for leadership that allow them to feel a sense of contribution to the life of the school. Some leadership opportunities include: School Patrols, Ever Active Team, Assembly MC's, Assembly Set-Up, Student Secretaries, and Tutoring. These service learning activities also develop in children a sense of the benefit of volunteering.

## **STUDENT PROPERTY/CONTRABAND**

Please label all clothing (boots, mitts, coats) and school supplies with the student's name. A Lost and Found box is located outside the gym doors. Parents are asked to check this regularly. Unclaimed items will be forwarded regularly to a charity. Watches, glasses and other valuables will be kept by the secretary in the office. Contraband items such as, but not limited to the following are not permitted at school: matches, lighters, tobacco products, laser pointers, weapons (knives, martial arts equipment, toy guns or any other guns), drug or alcohol paraphernalia, incendiary devices (fire crackers) or any other potentially dangerous (i.e. erasers with pins in them) or socially unacceptable items.

## **STUDENT SUPPORT ROOM**

A safe place for students to regulate, connect, and develop skills that support learning in the classroom depending on their needs at that specific time. This can be on a short or longer term basis.

## **SUPPLIES**

The school provides notebooks for students. All other supplies must be provided by the parents. Supply lists are available from the office or from the school website.

## **TECHNOLOGY USE**

Students are expected to use information and communication technology (e.g. computers) as an educational resource and in a responsible fashion. Students are subject to disciplinary action in the event of inappropriate or unacceptable use of information and communication technology.

Barrie Wilson staff would like to discourage children bringing technology to school. We believe that children need to be active and socialize at recess time. We also know from experience that teaching and learning are disrupted when these items appear in the classroom. Children (and parents) can be very upset if these expensive items are lost or stolen. In addition, photos taken by digital cameras or smart phones can, unfortunately, end up somewhere on the Internet. As a result, we ask your understanding and cooperation:

1. If parents allow technology to be brought to school, the school cannot be responsible if they are lost or stolen. Tech. items include video games, MP3 players, cell phones, tablets, etc.
2. Cell phones must stay in the child's backpack throughout the day if they are brought to school. If a child needs to phone a parent, they can use the office phone.
3. Technology must stay in backpacks during class time. A staff member may confiscate an item if it is causing a disruption in class time. We strongly encourage that they are NOT brought out at recess either.

## **TRANSFER & WITHDRAWAL OF STUDENTS**

Should a student move to another jurisdiction or different school in Red Deer, parents are asked to:

1. inform the homeroom teacher,
2. obtain completed transfer forms from the homeroom teacher or secretary, and return all textbooks and library books.

## **VOLUNTEERS**

We are pleased to have many parents join our “staff” as volunteers each year. If you would like to become more involved in our school program, please contact your child’s teacher or the office.