

FOUR WINDS PUBLIC SCHOOL



545 Grandin Drive, Morinville, AB T8R 2R3
Phone: 825-349-0021
Email: FWPS@sturgeon.ab.ca
www.fourwindsschool.ca

Principal: Dan Requa (drequa@sturgeon.ab.ca)

VP: Gidget Bouchard (gidget.bouchard@sturgeon.ab.ca)

2023-2024

Grade 5-9 Student Handbook

Bell Schedule

NOTE: The school office is open from **7:45am - 3:15pm** on school days and most operational days. Please note that there is no supervision until 8:10am. Students and parents arriving early are asked to stay outside until the first bell at 8:10am. The front door will open at **8:10am and lock at 3:00pm**.

Daily Schedule Grade 5-9		
8:10am		Busses Arrive/Doors Open
8:15	8:25	Home Room (Attendance)
8:25	9:25	Block 1
9:27	10:27	Block 2
10:27	10:42	Recess
10:42	11:42	Block 3
11:42	12:02	Lunch Recess
12:02	12:22	Lunch Eating
12:22	12:42	DEAR
12:42	1:42	Block 4
1:44	2:44	Block 5
2:44	2:54	Dismissal/Busses Depart

Our School

Four Winds Public School will offer English and French Immersion programming for students in grades 5 to 9. "Four" represents four seasons and four elements on the medicine wheel, and "Winds" represents four directions of the world. The school includes studios for dance and drama instruction, in addition to classroom pods for robotics and technology. Four Winds also offers STEAM, Performing Arts and Sport for Life Academies. Several large indoor garage doors reinforce the open plan theme, intended to help foster expansive learning. Teachers and students are able to free flow, so they can use the open space as well as the classrooms. Designed to connect students with nature, additional features of the school include an outdoor classroom, a learning garden, and an amphitheatre.

Some of these spaces are named to honour individuals who were lifelong advocates in education, including the Donna Hunter Learning Commons, the Thelma Chalifoux Learning Garden and the Audri Kowalyk Science Labs.

FOUR WINDS PUBLIC SCHOOL

MISSION:

CONNECT ★ IGNITE ★ RISE
WE ARE FIREBIRDS

VISION:

**WHERE STUDENTS CONNECT TO CREATE
COMMUNITY, IGNITE THEIR PASSION TO
EXPLORE, AND RISE TO EXCELLENCE**

KINDNESS & COMPASSION

A culture of kindness and care for one another.

INCLUSION

A place you can be yourself.

RELATIONSHIPS

Building caring, respectful relationships creates a foundation for a community to thrive.

CONTRIBUTION

Fostering resilience, empathy, and respect through students being active members of our community.

ENVIRONMENTAL STEWARDSHIP

We walk gently on mother earth.

ENGAGEMENT

Exemplary teaching and learning happens here.
We are all mathematicians, scientists, authors, and artists.

OUR VALUES

The Nest

The Nest is an integrated, school-based wellness and mental health centre at Four Winds Public School. The team consists of the school counsellor, school and behavioural support leads and has a partnership with AHS mental health therapists. The goal of the Nest is to provide students with the support and strategies they will require to maintain their physical and mental well-being.

Website, Newsletter & Classroom Bulletin Boards

Our website is updated regularly and includes parent portal access and handbooks. Our site has our school [newsletter](#), calendars, current year supply list, a link to school council and much more school related information. Please check it out www.fourwindsschool.ca.

For classroom specific information regarding current outcomes, teacher contact information and upcoming class activities, please head to our classroom [bulletin boards](#).

2023-2024 School Year Calendar

AUGUST 2023

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

SEPTEMBER 2023

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OCTOBER 2023

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NOVEMBER 2023

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DECEMBER 2023

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31						

JANUARY 2024

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FEBRUARY 2024

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MARCH 2024

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APRIL 2024

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MAY 2024

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JUNE 2024

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JULY 2024

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2023-2024

**Final
September 28, 2022**

School Offices Open - NO CLASSES	August 21 - 25
Division/School PD/Collaboration; Staff Meeting	August 28
Division/School PD/Collaboration; Staff Meeting	August 29
Operational Non-Instructional (K-12) - No Classes	August 30
Classes Begin	August 31
Labour Day - No Classes	September 4
Thanksgiving Day - No Classes	October 9
Division/School PD/Collaboration; Staff Meeting	October 10
Fall Break	November 4 - 9
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Classes Resume	November 13
Division/School PD/Collaboration; Staff Meeting	December 4
Christmas Break	Dec. 23 - Jan 7
Classes Resume	January 8
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes - Semester Two	February 1
Teachers' Convention - No Classes	February 8 - 9
Family Day - No Classes	February 19
Division/School PD/Collaboration; Staff Meeting	March 11
In Lieu of Parent/Teacher Interviews - No Classes	March 22
Spring Break	March 23 - 28
Good Friday - No Classes	March 29
Easter Monday - No Classes	April 1
Classes Resume	April 2
Division/School PD/Collaboration; Staff Meeting	April 29
Division/School PD/Collaboration; Staff Meeting	May 17
Victoria Day - No Classes	May 20
Division/School PD/Collaboration; Staff Meeting	June 3
Last Day of Classes	June 27
Operational Non-Instructional (K-12) - No Classes	June 28
Summer Vacation Begins	June 29



Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8
Phone: (780) 939-4341
Fax: (780) 939-5520

- Operational Day - No Classes
- Operational Day - Day In Lieu - No Classes
- Non-Operational Day - No Classes
- Division/School P D/Collaboration; Staff Meeting - No Classes

Four Winds Public School Student Conduct Policy (makes reference to Section 31 of the Education Act)

Four Winds Public School students shall be provided with a learning environment that is free from harassment, abuse and discrimination of any kind. They will be treated with fairness, dignity and respect by staff and other students. Students, while in school or participating in school sponsored activities, are expected to behave in an appropriate manner that does not interfere with the rights and privileges of other students. Both home and school must share the responsibility for acceptable student behavior. When a staff member calls or sends a note home it is very important that the parent response is, "What can I do to help improve my child's behavior?" The school is a location where there is a joint effort to learn, relate and grow. Our quality of success in educating all the children is determined by parent support and student acceptance of his/her own responsibility.

The school conduct policy and expectations will be shared with students at the beginning of the school year and revisited throughout the year. Parents/Guardians will be directed to the school website.

Four Winds Public School students are expected to:

- Attend school regularly and punctually
- Show respect for fellow students, teachers and visitors
- Show respect for school and other individual's property
- Work to the best of their abilities
- Use respectful language
- Be accountable for their conduct
- Wear appropriate clothing respectful of the school setting and weather conditions
- Utilize technology appropriately for the school setting
- Be vape, tobacco, alcohol and drug free

Student Responsibilities

- Follow the school rules and expectations
- Complete work to the best of their ability
- Follow direction in class and do assigned work
- Attend school and classes regularly and on time with appropriate materials
- Attempt to sort out peer problems in a polite manner
- Seek staff assistance if unable to solve own problems
- Demonstrate responsibility

Parent / Guardian Responsibilities

Parents/Guardians play a vital role in their child's education. No one has more influence in shaping attitudes and establishing the importance of school for children than parents/guardians. Here are a few suggestions for parents in order to help their child instill positive attitudes towards schoolwork and develop good work habits as the year progresses.

- See that your child comes to school prepared to do their best (this involves sufficient rest, nutritious food, appropriate dress and school supplies etc.).
- Ensure that your child attends school regularly and on time. Keep the office informed of any absences or late arrivals.
- Will either call, send a note or sign my child in or out of the school at the office if your child is late or leave during the school day prior to the end of the day to ensure your child's safety.
- Support your child's completion of school assignments (homework or in class) and help your child schedule a time to do homework, showing that it is an important priority and that you value its worth.

- Support the school staff in helping your child improve behavior by supporting the school's response to your child.
- Keep in touch with the classroom teacher to ensure that progress is occurring, both academically and behaviorally.
- Parents/guardians may request interviews to assist your child in changing problem behaviors.
- When children have persistent behavioral problems the parent(s)/guardian will seek appropriate assistance such as: medical assessment, Family Resource Centre, Family School Liaison workers, psychologist or other appropriate sources.
- Remember that a hug, a smile or praise can help your child. Be encouraging and supportive and success for your child will be evident.

Staff Responsibilities

- Reinforce good behavior
- Assist students who seek help to solve problems (eg: conflict resolution)
- When problems occur, a warning is issued, the problem stated and suggestions given on how to improve if needed. Consequences may be assigned.
- Staff deals with minor misbehavior and reports to the homeroom teacher who records this misbehavior.
- The homeroom teacher contacts the parents for support in correcting misbehavior.
- Repeated misbehavior by individual students is referred to administration or counseling for support.
- Be encouraging and supportive.

Administrative Responsibilities

- Deal with repeated minor offences or major offences.
- Repeated offences may require parent meeting with Administration (Vice Principal or Principal) and if helpful, with the classroom teacher or other appropriate staff member.
- Consequences will be assigned which may be study time, reflection time, removal from the classroom, or community service at the school (eg: working in younger classrooms, snow removal, cleaning).
- Severe consequences may involve parental involvement, suspension (in school or out of school) and or expulsion. Upon return from a suspension a meeting may be held between the school staff and the student.
- If a student persists with behavior problems the administration may ask the parents to seek outside help or refer the student for special programming.

Minor offences may include but is not limited to;

- Breaking school rules and expectations
- Disrespectful language
- Inappropriate toys/items at school
- Disrespectful behavior
- Inappropriate dress
- If clothing is deemed inappropriate at staff discretion, a student may be asked to change, cover up or wear school provided clothing.
- Disrespectful/unsafe playground behavior

Major offences may include but is not limited to;

- Repeated minor offences
- Disrespect or defiance towards staff
- Use or being under the influence of alcohol, drugs, vape, or tobacco on school property or at school events
- Willful damage of property
- Stealing

- Bringing weapons to school or materials which could be used as such
- Intentional physical injury
- Harassment – physical, verbal, sexual, face to face or online/cyber
- Consequences to be determined by child's history, age, and nature of offence

School Standards

Technology and Cell Phones

- For safety, privacy and maintaining a proper learning environment, the use of cellphones and personal listening devices are **not allowed**. This extends to the use of cell phones, personal cameras, iPods, and any text message devices. If any phone is seen or heard in class, the student will be asked to take their phone to the office.
- Delivered phones will be returned to students at the end of the day in the first and second instances. Should there be a third occurrence, a call will be made home requiring a parent/guardian to collect the student's phone.
- Students are still able to use their phones prior to school, during morning recess, during lunch, and after school. The restriction is in place at all other times including transition from class to class. There will be instances where the teacher deems it valuable to use a personal device and may allow temporary use during class times for strictly educational purposes. If you need to contact your child, please contact the office.
- **The school will not be held responsible for any personal electronic communication devices if lost or damaged.**
- Ultimately, school is a microcosm of wider society. Just as most workplaces have mobile phone policies in place to ensure minimal distractions during work hours, so it is in the classroom.
- All students will have access to a locker. It is recommended that students bring their own locks to keep valuables in. In addition, each classroom has a cell phone holder available for students as another option for storing their device during class.

School Attire

Four Winds Public School strives to help students become productive citizens at school, high school and/or post-secondary schooling or the workforce. As a result, students are expected to dress with modesty and appropriately for the school/work setting and weather conditions.

- Images and text are suitable for children and are respectful of others
- Clothing covers body and under garments
- Clothing allows children to participate in cold, wet, windy, and warm weather
- Both indoor and outdoor shoes

All school staff are empowered to address situations of inappropriate dress. Students may be asked to cover up, turn shirts inside out, or wear school provided clothing if it is deemed their clothing is inappropriate. The school hosts theme days and students are expected to still be considerate when choosing their clothing.

Suitable footwear should be worn according to weather conditions. All students are asked to remove outdoor footwear and place them in the racks provided. Indoor shoes are to be worn at all times while in the building. Non-marking running shoes are required in the gym.

Attendance

Success at school is increased through regular, punctual attendance. However, we realize that there may be times when appointments necessitate the student's absence during school times or when illness or unforeseen events occur. During these times we ask that students either have a note explaining their absence(s) or that parents/guardians contact the school by telephone (825-349-0021) or email fwps@sturgeon.ab.ca. The school absentee phone check will be utilized if parents

have not excused their child(ren). Parents are reminded that a sign-in/out register in the office must be completed when students arrive late or leave the school during regular school hours. Students are not allowed to leave the school grounds during instructional hours except with a parent or with parental consent or Jr. High students during lunch hour. For the safety of our students, pick up by others is allowed only if a parent/guardian contacts the school office. Also, if your child typically takes the bus home and they will be getting picked up, then contact the school office before 2:20 pm. This includes field trips and after school events. Teachers will stay in regular contact with families to communicate any attendance concerns. Chronic absenteeism is considered 10% or more absence. When students miss more than 20% of school, they are at risk for negative academic outcomes and we may contact the attendance board and problem solve with families. If needed a community conversation will be scheduled with all involved individuals or community organizations.

Junior High Lunch Open Campus

Junior High students have the option of leaving the school grounds for lunch. When students leave school property, we cannot provide supervision for them. Students going off-campus for lunch are still subject to school rules and expectations as lunch falls within regular school hours. Students may leave for lunch and must return for attendance at the beginning of DEAR. We expect our students to demonstrate respectful behaviour at all times whether at school or in the community. Your support, helping us maintain student safety at school, and in the community, is appreciated.

Absenteeism

If a student misses a class, it is their responsibility to do the following:

- Find out what work was missed
- Complete the missed work
- Hand in the missed work to be marked
- If a lab or an assignment is missed, it is the student’s responsibility to make it up
- Missed tests or quizzes will be written on return to the class after an absence. Extenuating circumstances need to be communicated to the instructor

Emergency Procedures

Four Winds Public School follows the protocols and guidelines set out by Hour Zero. These will be practiced throughout the school year. It is a priority of FWPS to make sure our students are safe at all times. Some of the common language we will be using:

ALL CLEAR	Used to advise when incident is brought to a closure
ON-ALERT	Used with additional instruction to advise of a possible emergency
LOCK-DOWN	Used for the threat of violent incidents
HOLD AND SECURE	Used when security threat or criminal activity is outside and/or unrelated to school
SHELTER IN PLACE	Used to direct and control movement inside the school - no threat of violence
DROP-COVER-HOLD	Used during incidents related to potential structural damage or falling/flying debris, ie. severe weather

Parent Portal (Powerschool)

The [parent portal](#) is where you are able to view your child’s progress, attendance, pay school fees, fill out school forms, and confirm student registration (for returning students only). It also gives access to teacher emails. Each parent is able to have their own account if necessary.

Healthy Eating

As a school we try to promote healthy eating and an active lifestyle. We encourage parents and students to pack snacks that are nutritious and will give them the energy they need to get through the day. We ask that students **do not bring energy drinks**. Students are encouraged to use refillable water bottles during class.

If your child/family requires support with healthy eating, please contact the school counsellor.

Bicycles/Scooters/Skateboards/Rollerblades

The school assumes no responsibility for lost or damaged bicycles, scooters, skateboards or rollerblades. If students take their bicycle to school, they are to be placed in the bicycle racks and must be locked. For safety reasons bicycles, scooters, skateboards, and rollerblades are to be parked as soon as possible once students are on school grounds and not to be used until the end of the day. Everyone is asked to walk their bicycles etc. on school grounds due to pedestrian traffic during pick up and drop off times. Morinville bylaw states that anyone under the age of 18 must be wearing a helmet when operating a bicycle. No person shall operate a wheeled apparatus in a reckless manner on a sidewalk which in the opinion of a peace officer would be seen as causing a risk to other pedestrians. (Bicycle, Skateboards, scooters, etc.).

Lost and Found/Personal Property

The school is not responsible for the personal property of students. We request that items of clothing be identified with the child's name. Lost articles are placed in the "lost and found" boxes throughout the school. Throughout the year, unclaimed items will be donated to a charity. Parents and families will be notified prior and be given an opportunity to claim any items.

Allergies

Parents whose child(ren) have severe allergies are asked to inform the office staff and homeroom teacher of any such allergies and the treatment required. Medical forms must be completed. The handling and storage of the Epi Pens will be addressed on a case by case basis depending on age of child. Please be advised that we are not a nut free school, however some individual classrooms may choose to be nut free.

Volunteers

Four Winds Public School values the many volunteers that help us with day to day activities and special events. Please contact your child's homeroom teacher or school administration for information on opportunities. We ask that volunteers provide the school with a current criminal record check yearly that includes the vulnerability section. A letter is available to take to the local RCMP station so they may waive the associated costs as it indicates you want to volunteer at the school.

Assessment Philosophy

Four Winds Public School believes that all students should have the opportunity to be successful. Assessment and evaluation should be consistent with a student's abilities and programs and therefore allows for individual flexibility in demonstrating knowledge and skills. Teachers will use a variety of summative and formative assessments to communicate student progress. These can be found on our website under "Our School-Documents". Parents can access their child's mark via Parent Portal. Please contact the school for log-on information 825-349-0021 or the website for more detailed information regarding our assessment policy.

Inclement Weather Policy

Students will not be required to go outside during school days where the wind-chill temperature is -25 Celsius and/or high wind chill conditions. If an inside recess is called, Jr. High students will not be allowed to sign out for lunch or Office staff reserve the right to not allow students to sign out due to inclement weather. Students are expected to dress appropriately

and to go outside for recess breaks. Students may remain inside for scheduled activities, at the request of staff or have a note from their parent because of health reasons.

School board policy states that schools shall remain open even if bus service has been suspended due to weather conditions. Parents who bring their children to school on days when school bus services are suspended will be responsible for picking up their children at dismissal time. As well if weather conditions dictate, a bus contractor may bring students home early without prior notification. Parents should arrange a safe alternative for your child if this happens and there is not normally someone at home.

Announcements regarding suspension of transportation services are made on the Sturgeon Public School Transportation website at www.sturgeontransport.ca.

Communication Flow Chart

We believe the best way to resolve a concern is to deal with it at the most direct level. Please see our [divisional flow chart](#) for effective communication.

SCHOOL SERVICES

Counselling

Four Winds Public School has a school counselor and an Indigenous School Counselor who provides short term individual and group counseling.

Bussing

Students riding the bus to and from school or during school sponsored events are asked to follow some general guidelines. School buses are viewed as an extension of the school and school expectations apply to the bus too.

- Only students registered as passengers may ride on their assigned bus and will require a bus pass (provided by the transportation).
- Students may be denied permission to ride a bus if not properly clothed or not in possession of adequate clothing during cold weather
- Disruptive and/or destructive behavior is prohibited
- Larger items may not be allowed on the bus. Please refer to the Division website for more information as per the Traffic Safety Act. <http://www.sturgeon.ab.ca/Transportation.php>
- Other bus rules also apply as provided by drivers at the beginning of each school year

First Aid

First-aid is given to any child with an injury at school. If the injury is minor, first aid is administered and no contact made with the home. If the injury is of greater concern, the child's parents/guardians are contacted by telephone. It is very important that the school have emergency numbers plus necessary medical information. In severe cases, the school will contact an ambulance for assistance. Therefore, it is important to have an Alberta Health Care number for each child in attendance at our school.

Medication

According to Administrative Practice (AP - Student - 915) Administering Medication and Medical Treatment to Students - the school cannot administer medication unless the following procedures are followed:

Students with Medical conditions: The parents shall: Inform the Principal of their child's need for medication or medical treatment by school staff during school hours or extra- curricular activities, and provide signed permission forms to have

designated staff administer medication and/or carry out other medical procedures. Students are not to have prescribed medication in their lunch kits.

Useful Links

Please note the following websites which will be of interest to you as parents:

- Our school's website: <http://www.fourwindsschool.ca/>
- FWPS Parent Portal: <https://pschool.sturgeon.ab.ca/public>. Please use assigned Individual ID and passwords.
- Our Four Winds Weekly Memo can be found here: <https://sites.google.com/edu.sturgeon.ab.ca/firebirdweekly/home>
- The Alberta Education website: <https://archive.education.alberta.ca/parents.aspx> this will give you access to curriculum handbooks or summaries for each grade level, information on resources and homework help.
- Learn Alberta is the homework help area sponsored by Alberta Education. It can be accessed at <http://www.learnalberta.ca>. At this website you may sign in either as a guest, or you may use the following User ID: LA57 Password: 2149

SCHOOL Programs and ACTIVITIES

School Fees

There are fees for options, Field Trips, Academies and Extra Curricular activities. Fees will be applied and can be paid through the parent portal (PowerSchool). Families who experience financial difficulties are expected to make arrangements with the school Principal for alternative payment plans.

French Immersion

French Immersion is a highly successful approach to second-language learning. It is an effective way for your child to become fluent in a second language while achieving all of the objectives of the regular school program. It is designed specifically for children whose first language is not French. It is open to all children of the appropriate age. We use a gentle approach to develop the child's language, and there is no expectation that parents understand or speak French at home. Learning another language can help your child to: improve listening skills, increase cognitive abilities, create a more flexible thinker, enhance communications skills in their first language, improve overall school performance, and gain many other proven benefits!

STEAM, Performing Arts, and Sports For Life Academies

A detailed description and cost can be found on our website at www.fourwindsschool.ca.

K & E Grade 8 & 9 (Knowledge & Employability)

Knowledge and Employability courses work to challenge each student, but also reflect an emphasis on a combination of things such as basic concepts, work habits, study skills, time management, and organization skills. The Knowledge and Employability classroom includes a smaller class size where there is more one-on-one interaction. The class allows students to work at their learning pace.

School Council and the Parent Fundraising Association

Parents are encouraged to join our School Council and/or Parent Fundraising Association. The School Council works with school administration and staff as a team to support education at Four Winds Public School. The Parent Fundraising

Association works at raising funds to enhance student experiences at the school and support school initiatives. Meetings are held on the second Thursday of every month at the school.

Intramurals

Intramurals may be offered to the students, usually during lunch hours. Students who might be reluctant to join school teams are encouraged to participate. The games vary from year to year. The focus is on mass participation with the emphasis placed on increasing our heart-rate and having fun.

Field Trips

Students will be involved in field trips during the course of the year. Parents will be notified as to the nature, time and cost of the trip. All field trips for students in grades 5-9 will be paid on a trip by trip basis. The field trip fees can be paid online through the parent portal, cheque or cash. Any off site field trips will require a field trip form to be signed by a parent/guardian.

Extra-Curricular and Athletics

Extra-curricular activities and athletics are offered to the students of Four Winds Public School allowing them to compete against other schools. Students are challenged to increase their level of skill. Students experience the concepts of team play, fair play, and intrinsic values associated with doing their best in individual events. These activities may include: Archery, Cross Country, Volleyball, Basketball, Badminton, Track and Field, Wrestling and Golf. An additional fee may be required to partake in these activities. A complete list of fees can be found on the website at: www.fourwindsschool.ca.