

Wildwood School Parent/Student Handbook



2024-2025

Phone Number: 780-325-3858

Address: Box 210 5311 - 47 st
Wildwood, Alberta TOE 2M0



Principal's Message

Wildwood School is an excellent place for students to learn and grow. Our Junior Kindergarten through Grade 6 programs challenge students to be the best versions of themselves in a safe and caring environment.

Our caring staff provide academic challenges and the support to overcome them, to all students by meeting students where they are at. They also provide a wide range of curricular, co-curricular and extracurricular opportunities.

Wildwood School is a community and we thank each and every one of you for your contributions and support.

Principal,
Alan Stoyles



School Description

Wildwood School serves students from Kindergarten through Grade 6 (plus the Wildwood Junior Kindergarten). We are proud of our rural status, comprising families from surrounding farms, acreages, and the hamlet of Wildwood itself. Our students, parents, community partners, Educational Assistants and teachers are a talented group having diverse talents, interests and backgrounds that, in their entirety, make for a dynamic learning community. Thank you for choosing Wildwood School.





Wildwood Staff

Office Staff		
Principal	Mr. Alan Stoyles	alanstoy@gypsd.ca
Administrative Assistant	Mrs. Shirley Vankosky	shirvank@gypsd.ca
Teachers		
Junior Kindergarten, Kindergarten, & Grade 1	Mrs. Jenna Robinson	jennrobi@gypsd.ca
Grade 2/3	Mr. Mark Ehnes	markehne@gypsd.ca
Grade 3/4	Mrs. Gayle Kowalchuk	gaylkowa@gypsd.ca
Grade 3/4 & Physical Education	Miss Sammie Weninger	sammweni@gypsd.ca
Grade 5/6	Ms. Lisl Gunderman	lislgund@gypsd.ca
Support Staff		
	Mrs. Sharon Fehr	
	Mrs. Erin Hicks	
	Ms. Chelsey Yakimchuk	
Learning Support Teacher(LST)	Miss Sammie Weninger	sammweni@gypsd.ca
Family School Liaison Counsellor (FSLC)	Miss Emma Graham	emmagrah@gypsd.ca



Bell Schedule

8:25 - 8:40 am	Entrance and Class Preparation
8:40 - 10:00 am	Classes (Blocks 1/2)
10:00 - 10:15 am	Morning Recess
10:15 - 11:35 am	Classes (Blocks 3/4)
11:35 - 11:50 am	Lunch (In Classrooms)
11:50 am - 12:20 pm	Lunch Recess
12:20 - 1:40 pm	Classes (Blocks 5/6)
1:40 - 1:55 pm	Afternoon Recess
1:55 - 3:25 pm	Classes (Blocks 7/8)
3:25 pm	Dismissal

Notice to our Community

The information contained within this handbook is subject to a variety of external laws and policies, most notably the Education Act and GYPSD Administrative Procedures (AP's). While every effort has been made to ensure compliance with these documents, they supersede our School Handbook in the event that any part of our handbook is in contravention. This may be the case for example, as AP's are amended and updated from time to time. Should any part of this handbook be found unenforceable, all other provisions remain in effect until the handbook can be updated.

Registration

To register a student at Wildwood School, parents must complete a Grande Yellowhead Public School Division online registration form. Proof of age documentation, such as a birth certificate, must be provided when registering a student for the first time. Visit Wildwood School under the quick links tab, online registration. Returning students will be sent a snap code in August. Bus students must also register through transportation. Visit School Bus Registration to register your student.



Student Conduct and Expectations

All students are expected to meet the following expectations to contribute to a positive learning environment for everyone.

Student Conduct

In accordance with section 31 of the Education Act which states that a student, as a partner in education, has the responsibility to:

- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue the student's education.
- Ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Respect the rights of others in the school.
- Refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means.
- Comply with the rules of the school and the policies of the Board.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Be accountable to the student's teachers and other school staff for the student's conduct.
- Positively contribute to the student's school and community.

Furthermore, students are expected to:

- Resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice.
- Use school and personal technology appropriately and ethically to ensure that they conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating and plagiarizing.

Dress Code

Students are expected to use good judgment in the choice of clothing worn at school which contributes to a welcoming, caring, respectful and safe learning environment in the school, that respects the diversity and fosters a sense of belonging to others in your school. A student's attire should provide adequate coverage of the body, and clothing that is associated with topics that do not contribute to a positive learning environment or which cause distress to students and staff is unacceptable. Students



wearing such attire will be asked by the school authorities to change into something more appropriate and further disciplinary action may be considered.

Electronic Devices

Students are not permitted to have a personal mobile device at any time during the day, this includes instructional time, recesses and lunch break. If students bring a device to school, they are to be kept in their lockers. Further detailed information can be found in GYPSD Administrative Procedure 145. Should parents or guardians need to contact their student throughout the day please contact the office directly, at 780-325-3858.

Progressive Discipline Program

Wildwood School operates under a progressive discipline program. This means that with each visit to the office for an offense, the consequences for the infraction may progressively be increased. Our discipline philosophy is meant to correct misbehaviour as well as provide support and guidance to the student. Students who frequently are sent to the office may lose the privilege of attending extra-curricular activities and field trips, including incentive and year-end activities.

Students and parents should be aware when disciplinary action is required, that the severity of a student's infraction will be a significant factor in determining what action is appropriate.

Lockers

All students at Wildwood School are assigned a locker for the school year. They are responsible for the condition of their locker and its contents. Students may lock their locker, combinations or extra key should be stored with the office. Should access to a locked locker be required as per AP 353, and the lock cannot be opened by other means the principal will authorize the removal of the lock and the principal will not be responsible for replacing the lock.

(Locks can be purchased from the office for \$10).

Additional School Information

Parent/Guardian Communication

Communication between school and parents/guardians is a cornerstone of a strong school community. In order to ensure this we ask you to ensure we have up to date phone numbers and email addresses.

Parents/Guardians can expect to receive information in the following ways; the Wildwood Weekly newsletter sent out by email and posted online, School Messenger,



email and by phone. Our school Facebook page is also updated frequently. If you have information that you would like put in the memo, or featured on our website, please contact the school.

Teachers may also provide information through a variety of means such as e-mail, websites, and classroom apps. Your student's teacher will provide you with this information in September.

Students requiring pickup

On occasion a child's illness, injury or behavioural incident may require them to be picked up from school. In that instance parents/guardians will be contacted via phone from the school office to pick up the child. If we are unable to contact the parent or guardian the student's emergency contact may be notified and requested to pick up the child.

Student Medication Policy

The primary responsibility for administering medication to students is the parent(s)/guardian(s) Arrangements can be made for administering medication. If a child has a chronic medical condition, parents must complete Form 316-01 in order for the school to administer the medication.

[MEDICAL CARE APPLICATION AND RELEASE FORM](#)
[ANAPHYLAXIS ALERT FORM](#)

School Calendar

The current school year calendar is available on the website. [GYPSED Calendar](#) In addition a year calendar is sent home with all students. Important upcoming dates can also be found in the school newsletter.

Absence Reporting

If your child is going to be absent or late, you are required to inform the school. This should be communicated to the school office by calling: 780-325-3858. This information is required to complete daily attendance records, and this is a crucial part of the process in ensuring all of our students are safe and accounted for at all times.

Closed Campus

Wildwood School operates under a closed campus policy. Students are to remain on campus for the entire school day including lunch recess. Students will only be released to a parent/guardian or emergency contact after being signed out through the office.



Public Entry Procedures

Wildwood School welcomes your participation in school and education related activities as we work to maintain the security of our students and building.

In keeping with GYPSD safety regulations all people entering the school must sign in in the following manner:

- All classroom visits, volunteering or teacher meetings must be scheduled and by appointment only.
- If you are visiting your child's classroom or a classroom hosted event or volunteering, please locate the visitor's binder in the office logging in your arrival and departure times.

For parents or community members volunteering, invited as guests, attending other events being hosted by Wildwood School or conducting school related business at the office, please ring the bell at the main door as Wildwood School doors will remain locked access at all times.

Drop Offs and walking

Students are asked not to arrive before 8:20 a.m. unless participating in organized activities, requested by a teacher, or special circumstances arise.

- Students walking to from the school need to make use of the crosswalk to cross the street to sidewalks that lead South, West and North
- Parents wishing to pick up their children at the end of the school day kindly wait in their vehicles or across the street on 54 Ave or in front of the Maintenance Shop. Do not park on the main road running past the school (47th Street).
- Parking in the loading zone could result in a ticket or being towed
- Should you require your child to be notified regarding your picking them up, the office would be happy to do that for you (780-325-3858).

Bus Students

Students on the bus are under the immediate supervision of the bus driver and are thus subject to the rules set by Grande Yellowhead Public School Division. Any infraction of these rules by a student will be documented on a School Bus Incident Report, and parents and school administration will be notified. Students who disobey bus rules may be required to make other arrangements for travel to school. Parents will be responsible for any damage incurred by the misconduct. Parents are also



responsible for ensuring that their child gets to and from school if they are suspended from the bus.

Parents of bus students must inform the bus driver and the school if the students are to change their usual pattern of travel on the bus i.e. riding only one way on certain occasions. Issues or inquiries regarding transportation can be directed to the transportation department at 780-723-4471.

In the case of inclement weather, the bus driver (or selected representatives) will contact parents of the children on their route, as per AP132. The Grande Yellowhead Public School Division website, www.gypsd.ca as well as our own site, <https://wildwoodschool.gypsd.ca/>, have BUS icons that will allow you to confirm whether your child's bus is running or late. Also downloading of the "Bus Status App" advises of bus notifications.

Inclement Weather

Indoor Recess typically occurs when the temperature with or without windchill drops to -20 degrees celsius. All students who do not have permission for 'Polar Bear Club' must remain inside, and any student that is not deemed adequately dressed will also be required to stay inside.(AP 160) Indoor Recesses can also occur for other reasons such as weather and outside circumstances at the discretion of staff.

Please be sure your child has adequate clothing for the weather and is prepared for changing weather conditions. If a student arrives at school dressed inadequately, the school will contact parents. Students need to be dressed appropriately for the weather. Once there is snow on the ground, elementary students will be required to wear snow pants, winter coat, mitts, toque, and winter boots. All students should always be dressed warm in the winter in case there is a fire or an emergency that leaves them standing outside

Field Trips

The majority of monies required to provide students with curriculum related field trips is funded with a user-pay approach and philosophy. Some fundraising may take place in the school to both reduce user costs and ensure that all students will be able to attend.

School Council

The purpose of the School Council is to advise the principal of the school and Board with respect to any matter concerning the relationship between the school and the home and the school community. School council actively supports student projects in the school, conducts information forums and advises the school's administration. It is an important link encouraging open communication among students, parents and



teachers. The majority of the School Council shall be parents of students attending Wildwood School, but may also include staff members, students, and members of the community. The council will meet throughout the school year and we encourage everyone to get involved.

Volunteers

Parents are always welcomed and encouraged! Any of the above committees, clubs and school activities require volunteers. If you have any time you are willing to spare, it is always appreciated. The more volunteers we have, the more extras we can offer the students. If you are interested in helping with any of the above, or have a new idea, please contact the school to receive the volunteer package for you to complete! All volunteer activities in the school are governed by GYPSD AP 490 - Volunteers.

STUDENT ASSESSMENT

Wildwood School's assessment practices are guided by GYPSD AP 360 - Student Evaluation, and will include both formative and summative assessment. Assessments are designed:

1. To give parents/guardians and students an accurate and informative picture of each student's progress.
2. To give students an incentive to persevere and grow academically as well as socially and emotionally.
3. To provide a variety of opportunities for students to demonstrate learning outcomes based on what they know and can do.