



**Pipestone School**  
LEARNING TO SUCCEED

RR # 2  
Millet AB  
T0C 1Z0

Phone: 780-387-4395

[www.pipestoneschool.ca](http://www.pipestoneschool.ca)

Principal: Mr. Kevin Gibson

*"Learning To Succeed"*

This planner belongs to: \_\_\_\_\_

*If found, please return to Pipestone School at the address above.*

- PRINCIPAL’S MESSAGE – We strive for a welcome, caring and safe learning environment at our small rural school. By embracing diversity and focusing on literacy, numeracy and wellness as our school priorities we meet the needs of our students and help them “Learn To Succeed”. Thank you for the trust you place in us and the honor and privilege of your child’s involvement in public education at our school.

- PIPESTONE SCHOOL’S MISSION STATEMENT:  
 “To provide each student with a safe, supportive learning environment where the school community creates the conditions for high student achievement”

**BELL SCHEDULE : Students driven to school should arrive by 8:20 AM**

8:22 - 8:27 a.m.	Arrival
8:27 – 9:15	O Canada/Lord’s Prayer - Period 1
9:15 – 9:55	Period 2
9:55 – 10:00	Snack
10:00 – 10:18	Recess
10:18 – 11:00	Period 3
11:00 – 11:40	Period 4
11:40 – 11:55	Lunch

11:55 – 12:25	Recess
12:25 - 12:35	<b>Drop Everything And Read</b>
12:35 – 1:15	Period 5
1:15 – 1:55	Period 6
1:55 – 2:00	Snack
2:00 - 2:14	Recess
2:14 – 2:55	Period 7
2:55 – 3:36	Period 8
3:40	Dismissal

**GENERAL SCHOOL INFORMATION**

Office telephone. . . . .780-387-4395      Website . . . . . [www.pipestoneschool.ca](http://www.pipestoneschool.ca)

**PIPESTONE SCHOOL STAFF**

Principal:            Mr. Kevin Gibson            [kevin.gibson@wrps11.ca](mailto:kevin.gibson@wrps11.ca)

**Teaching Staff:**

Mrs. Holtby                    [colleen.holtby@wrps11.ca](mailto:colleen.holtby@wrps11.ca)  
 Mrs. Benson                    [leonora.benson@wrps11.ca](mailto:leonora.benson@wrps11.ca)  
 Mrs. Angela Handbury      [angela.handbury@wrps11.ca](mailto:angela.handbury@wrps11.ca)  
 Mrs. Phillips                    [anjuli.phillips@wrps11.ca](mailto:anjuli.phillips@wrps11.ca)

**Support Staff**

Mrs. Harris                    Admin. Assistant [renee.harris@wrps11.ca](mailto:renee.harris@wrps11.ca)  
 Mrs. Schmidt                    Education Assistant  
 Miss Lisitza                    Education Assistant  
 Mrs. Cardinal                    Family School Liaison [alicia.cardinal@wrps11.ca](mailto:alicia.cardinal@wrps11.ca)  
 Mrs. Gougoulas                    Wellness Worker  
 Mrs. Huber                    Custodian

**SCHOOL PROGRAMS**

Pipestone School offers programs from kindergarten through grade six. In each grade, Alberta Education mandates the content taught. Information for parents is available at Alberta Education's web-site <https://www.learnalberta.ca/content/mychildslearning/>

#### ■ Kindergarten

Our Kindergarten is a full day program. It runs Tuesdays and Thursdays and some Fridays. Please see the calendar page on the school's website [pipestoneschool.ca](http://pipestoneschool.ca)  
*Pipestone School Calendars*

#### ■ PARENT PORTAL FOR STUDENT ACHIEVEMENT. REPORT CARDS AND INTERVIEWS

Our school district uses PowerSchool for student information which includes a parent portal for timely access to each child's achievement. This portal can be accessed through our school website. If you need your username and password for access, contact the school office. There are four reporting periods, Term One – September to November, Term Two – November to January, Term Three – February to April, and Term Four – April to June. Interviews, conferences or celebrations of learning take place at the end of Term One Two and Three. It is important that you attend or be in contact with your child's teacher for meaningful involvement in your child's progress. Feel free to contact your child's teacher at any time during the school year if you have a question or concern.

#### ■ HOMEWORK

Is meant to: help support the student's learning; reinforce what the student has learned in school; give the student more practice; support completion of class assigned work; prepare for upcoming learning and study habits in future years; include daily reading; support student learning in the event of necessary absence such as illness.

For more information on your child's assessment and reporting of achievement, please go to the *Menu* tab on our school website, click on *Plans and Reports* and then on *Pipestone School Assessment and Reporting Handbook*.

#### ■ TECHNOLOGY USE – CELL PHONES

In September, before any student can use our Chromebooks/computers or Wi-Fi connection the family must complete a Technology Use Form. This form outlines the rules and regulations for our student technology use at school. We stress the importance of these rules for the safety of our students and make no exceptions if they are not carefully and respectfully followed. Students who damage school devices are responsible for costs to replace or repair devices owned by the school. Our technology use also includes a strong focus on citizenship, not just as a digital citizen but as an all-around citizen of our classroom, school, community and our world. **Cell phones** are allowed at school but only for use in the classroom in support of learning activities and under the supervision of staff. Otherwise cell phones must be stored in lockers. Cell phones must be used in a respectful, appropriate manner that contribute to the learning of the student. Students must not take photos or videos unless there is prior agreement from teacher, admin and parents and must meet adhere to FOIP. Any misuse may lead to

consequences that may result in loss of online access or further disciplinary action: 1) On first offence the device is turned off and put in a secure place by the student; 2) on second offence the device is confiscated by staff member and placed in a secure place until end of class or school day (parent informed); 3) on third offence, device is confiscated and possible consequences may include suspension, cell-phone agreement between student/parent/teacher/admin, the student losing the privilege of having access to the phone thru their day for a time deemed reasonable by school admin with the device kept in a secure place at the office. Parent(s) will be consulted. Students who bring electronic devices to school do so at their own risk. The school accepts no responsibility for any replacement or repair.

#### ■ ■ SAFETY DRILLS AND EMERGENCY PREPAREDNESS

The safety of your child is our highest priority each day at our school. Each year, schools are required to have at least six fire drills. The drills are a progression of learning for our elementary students, especially the new students to kindergarten. We also have at least one Lockdown drill per year to be prepared for emergency security situations. There can be other drills, such as severe weather responses. Please take a moment to talk with your child(ren) about the necessity of their respectful participation in all of these safety drills.

#### ■ ■ ALLERGIES/ASTHMA

We have procedures in place to support moderate to severe allergy needs. We have school supplied child and adult epinephrine injection pens (EPI-pens) on site. It is imperative that parents let us know immediately if there are any changes to medical needs for their child, such as allergies or asthma.

#### ■ ■ ILLNESS OR INJURY

Please phone the school or use the online program to inform us if your child will be away from school for any reason, illness or otherwise. Normally, children who are too ill to go outside during recess are too ill to be at school and would recover more quickly at home. One thing the pandemic taught us is that higher expectations for students staying home with symptoms of illness makes our school environment healthier for everyone. If a student becomes ill or injured at school we do our best to contact parents. If parents can't be promptly contacted we will attempt to connect with the emergency contact that parents/guardians listed in registration info. Beyond that, the staff will act on behalf of the parents. Please make sure that your family contact information (phone and email) is complete and up to date. If your home, business, alternate phone number(s) or emergency contacts change, please inform the office promptly.

#### ■ ■ FAIR NOTICE (WRPS Superintendent Statement)

The safety of our children is the top priority for us all. As a school system, some of our staff have been involved in safety training for Violence, Threat/Risk Assessment. This involves school and district staff and may include our community partners - the police, Mental Health and Child and Family Authority. Together we have developed a plan for

responding to situations in which students may be posing a threat to themselves and/or others.

This is to inform you that we, as a school system, have a policy that requires principals to complete a "risk or threat assessment" in all cases of students making significant threats to harm themselves or others. The purpose of the assessment is to determine the level of risk the student poses, and how best to support high-risk students so that their behavior does not become hurtful or destructive. In all cases where staff know that a student has behaved in a threatening way please be assured that your principal will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please understand that policy is being followed and that the goal is safety, not punishment. This is intended to serve our community with fair notice that we, as a school community, will not accept "no response" to a serious threat or high-risk behavior. Our goal is to respond to all high-risk situations in a professional manner that provides for a healthy and caring learning environment.

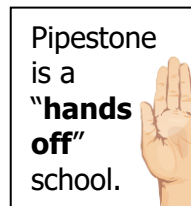
We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

#### ■ EXPECTATIONS FOR STUDENT BEHAVIOUR

Pipestone School is a community where people learn and grow together. We encourage behaviours that foster positive peer relations, in the classroom and on the playground. It is our intent to encourage a safe, caring and orderly learning environment for all children. In order to establish and maintain this atmosphere, everyone must show respect for themselves, their learning, others, and property.

Appropriate or acceptable conduct includes behaviour that:

- Fosters personal learning of self and others;
- Is respectful and maintains an orderly environment;
- Creates safe, welcoming, caring conditions;
- Fosters kindness, support and conflict resolution.



Inappropriate behaviours will be dealt with on an individual basis with a plan of action developed and consequences implemented as required. You may receive written information and/or a phone call and be requested to meet with school staff if there is a significant incident involving your child.

#### ■ WHAT DOES HANDS OFF MEAN?

Examples of following our school's Hands Off rule: students being respectful of space and belongings, students using appropriate touching in a tag game, students asking permission then giving an appropriate hug. Anytime there is unwanted contact or the threat of unwanted contact as judged by any student or staff member, that's a problem and it breaks our Hands Off rule. Examples of things that break our hands off rule

include but are not limited to: playing too rough, grabbing, kicking, punching, pushing or using any object to hit another person.

#### ■ STUDENT PLANNERS/AGENDAS

This agenda book is an important strategy in home-school communications. We hope that it helps in organizing your school-family life. Your school council has provided each student with this student planner to copy down homework and other important information. Parents are asked to check and initial their child's agenda each evening. We find the agendas are a very successful tool for students to use. In the younger grades the agendas are primarily used as a communication tool between school and home. In the older grades, students are responsible for writing in assignments and exams and scheduling their time appropriately.

#### ■ SCHOOL COMMUNICATIONS

There are several ways to foster best communication in support of your child's education. This planner/agenda is an excellent way to share day-to-day non-confidential information. It is a useful tool in setting your child's responsibility for planning, organizing and taking care of a personal planner/agenda. We also use telephone calls, email, text, the school website, Google Meet, or just good old fashioned stopping by in person at the office as ways to communicate. Please note that if you have any matter that needs time and team work, you are best to call and set up an appointment with the staff member(s) and start first with the staff member who is most directly involved in your need for communication.

From time to time we send items home from non-profit community groups promoting their activities and events. We do this as a service to our families. We leave it to families to make the best decision on whether to get involved or not. We also pass some items of notice on community events on to our parent groups such as the Pipestone Parents Facebook group. Please note that we do not administer and we are not responsible for any content on a Parent Group social media site.

#### ■ SCHOOL COUNCIL and FRIENDS OF PIPESTONE \$CHOOL (FOP\$)

We encourage parents to play an active role in School Council and FOP\$. The school council is made up of parents, and includes a teacher, and the principal. School council's purpose is to advise the principal and the WRPS Board respecting matters relating to the school. FOP\$ is our fundraising society and meetings are held right after school council meetings. The first meeting of this school year is in September or early October.

#### ■ OPENING EXERCISES

Pipestone School starts each day with O Canada and the recitation of the Lord's Prayer in each classroom. If you have any questions about our Opening Exercises please contact the principal or your child's teacher. Exemptions can be made but must be in writing to the principal.

## ■ FIELD TRIPS

Board Policy requires that each student have a signed permission form before any child is permitted to go on any field trip. Any child who does not have a completed permission form at school on the day of a field trip may be required to remain at the school.

## ■ SNACKS AND LUNCHES

We have regularly scheduled snack times in the morning and afternoon. We ask that all students have a healthy snack for the first snack of the day. Grade 3 to 6 students **MAY** have access to microwave ovens. **If** we have microwave ovens, there is limited time. Items must be tightly sealed for the journey to school, microwave safe, and take a minute or less to heat in a microwave. Students may buy milk or juice for their lunch by purchasing a card. During any of our snack/lunch times we use WRPS and Government of Alberta nutrition policies to help encourage healthiest choices to fuel your children through an active day at school.

## ■ HOT LUNCH PROGRAM

IF there is a lunch program, parent volunteers provide families with an opportunity to pre-purchase lunches for some days during the school year. Orders must be completed on time in order for volunteers to efficiently prepare meals and stay within budget. Late orders are not accepted.

## ■ OUTDOOR POLICY

Students will enjoy their day and perform better in class when their school day includes opportunities for activity. Our school follows an outdoor policy whereby students go outside for recess unless the weather is very inclement or there are other curricular or extra-curricular activities. Therefore, students must come to school dressed appropriately for the weather conditions. This also is a necessity for students who ride buses; to be best prepared in case the bus breaks down.

## ■ WRPS INCLEMENT WEATHER POLICY

Schools will not be closed in the event of inclement weather and bus cancellations. Parents are not required to send their children to school if, in their judgment, weather and/or road conditions are detrimental to the safety or well-being of their children. If an individual bus cancels, the bus operator will contact parents directly and advise them of the cancellation. Bus route cancellations will be posted on the Wetaskiwin Regional Public Schools' website [www.wrps11.ca](http://www.wrps11.ca) or the Pipestone School website [www.pipestoneschool.ca](http://www.pipestoneschool.ca) usually by 6:00 AM. The school division also has an APP, WRPS BUS STATUS, which parents may wish to download to be alerted directly for bus cancellations.

## ■ CHANGES IN REGULAR BUS ROUTINE

Changes to regular busing should be relayed through written notes; the student planners are ideal for this. We believe it is very important that good communication occurs regarding busing. In order for busing to go as smoothly as possible we ask that parents call the school (780-387-4395) and the driver **before 3:00 p.m.** to notify us of any bus

changes. This would include students being picked up. Your attention to this procedure is very much appreciated.

*\*\*Occasionally students insist that they are to stay after school to wait for their parents or that they are going to a friend's house or to a birthday party. Sometimes students are mistaken. As per WRPS administrative procedures, a student without parental notification may be sent home on their bus.*

#### ☒ LICE-CHECKERS

It is family responsibility to do regular lice-checks to prevent the spread of this nuisance. Our school assists with this by doing three regular lice-checks per year with volunteers and staff checking and educating students on lice prevention.

#### ☒ VOLUNTEERS

The value of volunteers is recognized by the WRPS Board and your school. WRPS has developed a volunteer policy to ensure that the schools of this division remain a safe and secure place for students to work and learn. Volunteers must respect and maintain confidentiality of all students and staff. This policy states that all volunteers working in the school in any capacity are required to complete a Volunteer Registration form and in some cases provide a criminal record check. For volunteering, you can offer services that fit your strengths and interests, then the teacher and/or principal, try to match up the school needs with what volunteers have to offer. \*\*All visitors and volunteers in our school must sign in and out at the office at every visit.

### **2022-23 Pipestone Kindergarten Calendar**

You can find this calendar on our school website.

The WRPS Modified School Year Calendar for 2022-23, which is for our grade one to six students, is available on our website or on the WRPS website.