

**2025-2026**

## **Grade 5-9 Student Handbook**



**Welcome to Four Winds!**  
**Home of the Firebirds**

Four Winds Public School offers 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 focuses on providing equitable education that promotes growth, innovation, and an inquiry-based approach to learning. Four Winds also offers Signature Programs: STEAM, Performing Arts and Sport for Life programming. The school includes studios for dance and drama instruction, classroom pods for robotics and technology, and open collaboration spaces for our Career and Technology Foundation options. 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 and a learning garden. These dynamic spaces create unique learning experiences to help our students CONNECT, IGNITE, AND RISE.

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.

We look forward to another exciting year of learning,

Gidget Bouchard  
Principal

Savanah Bosch  
Vice-Principal

Christina Dafoe  
Vice-Principal

### **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 outside supervision until 8:10am. Students arriving early are asked to stay outside until the first bell at 8:15am. The front door will open at 8:15am and lock at 3:00pm.

Daily Schedule Grade 5-9		
8:10am		Busses Arrive
8:15	8:30	Home Room (Attendance)
8:30	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	Core Support
12:42	1:42	Block 4
1:44	2:44	Block 5
2:44	2:54	Dismissal/Busses Depart

The school schedule has been updated to a 3 day rotation. Students rotate through three different days of classes, labeled something like Day 1, Day 2, and Day 3. These rotation days repeat continuously, regardless of the actual day of the week.

For example:

- Monday might be Day 1
- Tuesday = Day 2
- Wednesday = Day 3
- Thursday = Day 1 again, and so on.

If there's a holiday or school closure, the rotation just picks up where it left off—so no class gets skipped. The 3-day rotation schedule offers several key benefits for students and families. Most importantly, it creates a more balanced learning experience by spreading subjects evenly across the rotation, ensuring that no class is consistently missed due to holidays, professional development days, or school events.

# 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**

## OUR VALUES

### **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.

## The Nest & Early Bird Cafe

The Nest is an integrated, school-based wellness and mental health centre at Four Winds Public School. The team consists of the school counsellor, indigenous school counselor, behavioural support leads and nutrition coordinator. 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 Communication

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 our School Council and much more school related information. Please check it out [www.fourwinds.school.ca](http://www.fourwinds.school.ca).

Our homeroom teachers will be reaching out to families weekly to provide updates on the great work being done in the classrooms as well as informing parents or any upcoming engaging events.

AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
NOVEMBER 2025							DECEMBER 2025							JANUARY 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				
FEBRUARY 2026							MARCH 2026							APRIL 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7				1	2	3	4
1	2	3	4	5	6	7	8	9	10	11	12	13	14	5	6	7	8	9	10	11
8	9	10	11	12	13	14	15	16	17	18	19	20	21	12	13	14	15	16	17	18
15	16	17	18	19	20	21	22	23	24	25	26	27	28	19	20	21	22	23	24	25
22	23	24	25	26	27	28	29	30	31					26	27	28	29	30		
MAY 2026							JUNE 2026							JULY 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

## 2025-2026

**Final**

**March 20, 2024**

School Offices Open - NO CLASSES	August 18 - 22
Division/School PD/Collaboration; Staff Meeting	August 25
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 27
Classes Begin	August 28
Labour Day - No Classes	September 1
Division/School PD/Collaboration; Staff Meeting	September 15
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 13
Division/School PD/Collaboration; Staff Meeting	October 14
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Fall Break - No Classes	November 12-14
Classes Resume	November 17
Division/School PD/Collaboration; Staff Meeting	December 1
Christmas Break - No Classes	Dec. 20 - Jan 4
Classes Resume	January 5
Division/School PD/Collaboration; Staff Meeting	January 30
First Day of Classes - Semester Two	February 2
Teachers' Convention - No Classes	February 5 - 6
Family Day - No Classes	February 16
Division/School PD/Collaboration; Staff Meeting	March 09
In Lieu of Parent/Teacher Interviews - No Classes	March 20
Spring Break - No Classes	Mar 23 - Mar 27
Classes Resume	March 30
Good Friday - No Classes	April 3
Easter Monday - No Classes	April 6
Classes Resume	April 7
Division/School PD/Collaboration; Staff Meeting	May 15
Victoria Day - No Classes	May 18
Division/School PD/Collaboration; Staff Meeting	June 1
Last Day of Classes	June 26
Operational Non-Instructional (K-12) - No Classes	Jun 29 - Jun 30
Summer Vacation Begins	July 1



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 PD/Collaboration; Staff Meeting - No Classes

## **Four Winds Public School Student Conduct Policy**

The Student Handbook has been created in accordance and compliance with the current Education Act (2019), Safe and Caring School policy (section 33 of the Education Act), the Charter of Human Rights and Freedoms (1982), and Sturgeon Public Schools Board Policies. Sturgeon Public School Board believes in the importance of, and is committed to, establishing, and maintaining a welcoming, inclusive, equitable, safe, and healthy environment that respects diversity and fosters a sense of belonging. 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's 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 and with Sturgeon Public School policy
- Be vape, tobacco, alcohol and drug free
- Positively contribute to the school and community

### **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 and/or to report bullying behaviour
- 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.
- 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.
- The teacher deals with minor misbehavior and records this misbehavior.
- The 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, refer the student for special programming, or refer the student to the Alternative Learning Hub.

### **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, including hoods up covering the head and ears while inside the building
- Disrespectful/unsafe playground behavior

### **Major offences may include but is not limited to;**

- Repeated minor offences
- Disrespect or defiance towards all staff. Abusive behaviour toward staff will not be tolerated.
- Use, distribution, possession or being under the influence of alcohol, drugs, vape, or tobacco on school property or at school events
- Willful damage of property, including graffiti and tampering with security/safety devices
- Stealing
- Bringing weapons to school or materials which could be used as such
- Intentional physical injury to any person
- Harassment and injurious behaviour – physical, verbal, sexual, face to face or online/cyber
- Defiance of the cell phone and technology policy
- Criminal activity

Consequences to be determined by the child's history, age, and nature of offence.

### **Response to unacceptable behaviour engaged by the student**

When a student engages in unacceptable behaviour that is in violation of the Student Code of Conduct, responses, interventions, and consequences are progressive in nature and may include, but are not limited to:

- Temporary assignment of a student to an alternate, supervised area within the school
- Short term removal of privileges (such as recess, field trips, classroom activities)
- Interventions such as positive behaviour supports, contracts, and counselling
- Temporary assignment of a student to an alternate off-campus learning location
- Restorative practices, where appropriate and agreed upon by impacted staff and students
- Replacement or restitution for loss of or damage to property
- Suspension or expulsion from bus transportation
- In-school or out-of-school suspension
- Referral to the Attendance Board
- Recommendation for expulsion

### **Violent and Threat Risk Assessment**

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division. VTRA helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm. In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighbouring school jurisdictions, the RCMP, Alberta Health Services and other community agencies. We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.

## **School Standards**

### **Cell Phones and other personal electronic devices**

As per the Alberta government cell phone policy to minimize disruption in the classroom and Sturgeon Public Schools Administrative Policies regarding Responsible Use of Technology (AP 870), Four Winds is a cell phone free school from BELL TO BELL. Students and parents will be asked to read and sign the Use of Personal Device Agreement. The following points are highlighted standards and are not the complete agreement.

- Cell phone use is prohibited from bell to bell ( 8:15am - 2:44pm) and during extra-curricular teacher-led activities, as per Sturgeon Public Schools' partnership with Unplugged Canada. Exceptions will be made for students who need their cell phone as a health monitor. Parent/Guardian will be contacted to collect the student's phone for every incident.
- The school will not be held responsible for any personal electronic communication devices if lost or damaged.
- All students will have access to a locker. For the security of students' belongings, students must bring their own locks to keep their cellphones and other portable electronic devices in their locker. Should a student not have a lock for their locker, one will be provided to the student and the cost of the lock will be included in their school fees.

If it is necessary to reach your child during the day, please contact the front desk at 825-349-0021.

### **Appropriate Use of Technology**

Students and parents will be asked to read and sign the Technology Agreement. The following points are highlighted standards and are not the complete agreement.

- The use of Chromebooks and laptops in school is encouraged for the intent of educational purposes only.
- Students will not access any social media or peer-to-peer communication while connected to the school's network.
- Students will not use a device connected to the school network with the intent to access web-hosting services that allow music or video downloads.
- Any use of Artificial Intelligence as a tool will be to support learning and will be used responsibly and ethically to maintain Academic Integrity.

### **Backpacks**

- All students will have access to a locker. In order to minimize disruption in the classroom, all backpacks must be stored in the provided locker. Students are responsible for bringing their needed subject-based supplies to each class.
- Should a student not have a lock for their locker, one will be provided to the student and the cost of the lock will be included in their school fees.
- Exceptions will be made for students at parent request and approved by administration.

### **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 appropriately for the school/work setting and weather conditions.

- Images and text are suitable for children and are respectful of others
- Hats are permitted but hoods covering the head and ears cannot be worn inside the school
- Clothing covers undergarments
- 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 modify their clothing if it is deemed to be 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](mailto: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 2:40 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.

### **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

### **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 Four Winds School Conduct as lunch falls within regular school hours. Students may leave for lunch and must return on time for attendance at the beginning of Core Support. Repeated late arrivals can result in the suspension of this option for a student. 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.

### **Delivery Food Service**

To maintain a safe and orderly environment and minimize disruptions to the learning process, the use of food delivery services (e.g., Skip the Dish, Jump the Line, Uber Eats) by students during school hours is strictly prohibited.

- Students may not order or arrange for food to be delivered to the school at any time during the school day, including during lunch periods.
- Delivery drivers will not be permitted to access school grounds for the purpose of delivering food to students.
- Any food deliveries made for students will be declined at the front office, and the school will not be responsible for lost or undelivered items.

### **Lunch Supervisors**

Four Winds is a bustling Grades 5-9 middle school with 490 students, most of whom stay on-site for lunch. By including parent supervisors—valued members of our school community—we provide additional adult connections and create more opportunities for students to engage meaningfully during the school day.

### **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:

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

### **Use of Cameras in School**

Sturgeon Public Schools believes that in order for Division property and individuals on Division property to be safe and secure, the use of video surveillance systems ("cameras") is necessary (AP -610).

### **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 and meals that are nutritious and will give them the energy they need to get through the day. If your child/family requires support with healthy eating, please contact the school counsellor.

- Students are encouraged to use refillable water bottles during class.
- We ask that students *do not bring energy drinks*.
- Microwaves are provided for lunchtime use for students. Microwaves should not be accessed outside of the set times for lunchtime eating.
- Meal eating is reserved for during lunch time and not during class time.

### **Hallway passes**

In an effort to provide a safe learning environment at Four Winds, our school uses a Hallway Pass program during class times.

- Hall passes are provided for students who need to leave the classroom during instructional time.
- Hall passes are given on a one-to-one basis. Students are asked to write their name on the board when they are handed a pass. Students must return the pass after its use.
- Students must have the pass visible when walking through the halls to their destination.
- The first 10 minutes and last 10 minutes of class are reserved for instructional time and passes will not be handed out during those times.

### **Fire Ballots**

Four Winds has implemented a positive reinforcement program that uses a series of colour-coded Fire Ballots. Each ballot represents a value that we uphold in our school community.

- F = Friendly (Red) - Being courteous, kind, and welcoming to others
- I = Integrity (Orange) - Doing the right thing because it is the right thing to do.
- R = Respect (Yellow) - Respect yourself, others, and the school.
- E = Excellence (Blue) - Working to your full potential.

### **Bicycles/Scooters/Skateboards/Rollerblades**

The school assumes no responsibility for lost or damaged bicycles, scooters, skateboards or rollerblades. If students take their bicycle, skateboard, or scooter 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. To be mindful of allergies, Four Winds is an aerosol-free school and we ask that students refrain from bringing perfume, cologne, and body mists to school.

### **Volunteers**

Four Winds Public School values the many volunteers that help us with day to day activities and special events. Parents are encouraged to share their many skills and talents with us. Please contact your child's homeroom teacher or school administration for information on opportunities. In alignment with AP 315, all volunteers must complete the SPS Volunteer Guidelines and Confidentiality Agreement found in the Parent Portal. We ask that volunteers provide the school with a current criminal record check yearly. 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. Assignments are graded following an outcome-based reporting that aligns with the Alberta Learning Curriculum for each subject. Elementary students are graded on a rubric of 1-5 for summative assessments and final marks. Junior High students are graded according to percentages for final marks. Codes of Not graded (NG) and Not Handed In (NHI) are used and included in the final marks of Junior High students. Parents can access their child's mark via Parent Portal. Please contact the school for login information at 825-349-0021 or the website for more detailed information regarding our assessment policy.

### **Academic Awards and Recognition**

#### *Sturgeon Public Schools Book Awards (grades 5-9)*

Book awards are awarded in June to the most deserving student in each homeroom in grades 5 to 9. Selection of the recipients is made on the following criteria: a. individual development and b. contribution to the welfare and progress of the homeroom and school.

#### *Four Winds Awards*

In alignment with Sturgeon Public Schools Policy 905 and Administrative Procedure 860, Four Winds Public Schools recognizes and celebrates student achievement and growth as integral to fostering a supportive and high-performing learning environment. Our recognition of student achievement is divided in the two divisions:

#### *Elementary Awards*

Each month, our elementary students will be honored during a special Rise Up Assembly, where we celebrate those who truly embody what it means to be a Firebird. One student from each class will be recognized for demonstrating the core Firebird values of being Friendly, displaying Integrity, showing Respect, and striving toward Excellence. These students inspire their peers and help build a positive, supportive school community. Let's celebrate their achievements and encourage all our Firebirds to continue to Rise Up!

### Junior High Awards

An awards assembly will be held in June, to recognize the students in grades 7-9 who have exhibited academic achievement.

Principal's List: over 89.5% average in 4 core subjects (Math; Language Arts; Science; Social Studies), with completed curriculum outcomes and no marks lower than a 50% or an A-Acceptable in all other courses.

Honours: 79.5-89.4% average in 4 core subjects (Math; English Language Arts or French Language Arts; Science; Social Studies), with completed curriculum outcomes and no marks lower than a 50% or an A-Acceptable in all other courses.

Merit: 74.5-79.4% average in 4 core subjects (Math; English Language Arts or French Language Arts; Science; Social Studies), with completed curriculum outcomes and no marks lower than a 50% or an A-Acceptable in all other courses.

SPSD Academic Award: SPSPD provides an award to the student with the highest standing in core subjects at each grade level in Junior High and who has a passing mark in all other enrolled subjects.

Firebird Award: exemplifies what it means to be a Firebird at Four Winds by consistently showing respect, responsibility, and resilience in all they do. Their positive attitude and commitment to our school community make them a true role model for others. This is Four Winds's highest award.

Perseverance: recognizes a student who has shown unwavering determination and resilience in the face of challenges. Their commitment to pushing through obstacles and striving for personal growth is truly inspiring

Grade level: celebrates a student who has demonstrated exceptional achievement, leadership, and growth throughout the school year. Their consistent effort and positive impact have set a strong example for their peers

Athlete of the Year (Male and Female): recognizes a student who has demonstrated outstanding athletic ability, sportsmanship, and dedication across multiple sports. Their leadership, teamwork, and commitment to excellence have made a lasting impact on our school's athletic community

STEAM: recognizes a student who has shown outstanding dedication and leadership in the pursuit of STEAM excellence, innovation, critical thinking, and creativity

Performing Arts: honours exceptional talent, dedication, and creativity It recognizes the student who has made a significant impact through their artistic expression and contribution to the performing arts program.

Band: recognizes a band student who has demonstrated outstanding musical talent, dedication, and growth as both a performer and a team member. This honor celebrates their contributions to the ensemble and their commitment to excellence in the band program.

French Immersion: honours a student who has shown exceptional achievement and enthusiasm in learning the French language and culture. It recognizes their dedication to bilingualism and their active participation in the French Immersion community.

### 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](http://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 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 has 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.

## **SCHOOL Programs and ACTIVITIES**

### **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: Signature Programs**

A detailed description and cost of our Signature Programs can be found on our website at [www.fourwindsschool.ca](http://www.fourwindsschool.ca). The enrollment for these courses are on a first come first served basis until the maximum enrollment number is reached. After the maximum number, students are placed on a waitlist and should space be available, students will have the opportunity to join the course.

All fees must be paid in full or placed on a monthly payment plan prior to October 15th, 2025.

Failure to pay will result in removal from the program.

### **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.

### **ExtendED Grade 8 & 9**

ExtendED is an initiative designed to strengthen and extend student learning in literacy and numeracy through a focus on rigour, resilience, and deep thinking. ExtendEd aims to move beyond surface-level understanding in English Language Arts and Math by providing students with the opportunity to explore concepts in greater breadth and depth, building stronger connections across subjects, ideas, and real-world applications.

COMPASS program

### **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 monthly 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: Clubs and Athletics club sign ups**

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 participate in these activities. There will be a whole school sign-up day in September for students to become familiar with the club and the lead teacher. Students will be able to register for the club or activity that interests them for the school year.

### **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