



# Wetaskiwin Outreach

Wetaskiwin Outreach Student Handbook  
4705-47 Avenue (CB McMurdo Center)  
Wetaskiwin, Alberta T9A 0J6

Wetaskiwin Regional Public Schools  
2024-2025

## Table of Contents

<b>Welcome to Wetaskiwin Outreach</b>	<b>2</b>
Mission	2
Vision	2
Values	2
Goals	2
School Hours	2
Treaty Six	3
Bell Schedule	3
Courses Offered 2024-2025	4
<b>How does Wetaskiwin Outreach work?</b>	<b>4</b>
<b>Attendance &amp; Transportation</b>	<b>5</b>
<b>Programming</b>	<b>6</b>
<b>Code of Conduct</b>	<b>6</b>
<b>Student's Role and Responsibilities</b>	<b>7</b>
<b>Communication</b>	<b>7</b>
Cell Phones	7
<b>PowerSchool</b>	<b>8</b>
<b>Missing or Incomplete Student Work</b>	<b>8</b>
<b>Division Belief and School-Based Rewrite/Reassessment Policy</b>	<b>9</b>
<b>Academic Integrity</b>	<b>8</b>
<b>Zeros</b>	<b>9</b>
<b>Plagiarism</b>	<b>10</b>
<b>Course Books and Materials</b>	<b>10</b>
<b>Does Wetaskiwin Outreach have Report Cards?</b>	<b>10</b>
<b>Technology Access/ Student Email</b>	<b>11</b>
<b>2024-2025 Contacts</b>	<b>12</b>
<b>Appendix</b>	<b>13</b>

# Welcome to Wetaskiwin Outreach

## Mission

Together, we will support, empower, and engage students on their own learning path.

## Vision

Together we will remove barriers so our students will learn and find success.

## Values

Staff work in collaboration to establish a partnership with students and families to support meaningful schooling and academic experiences for students.

## Goals

- Partner with students and families to co-create a personalized education plan
- Increase student confidence and motivation for learning
- Support students in engaging in course content at an individualized pace and pathway
- Provide students with meaningful education and schooling experiences
- Improve student achievement in academic subjects and completion of diploma requirements
- Improve student self-discipline and independence in learning
- Improve student learning strategies
- Provide one-on-one assistance to students in a positive learning environment
- Provide flexible program options for students (Alberta Education, 2009, p. 14)

## School Hours

Monday-Friday      8:30 AM - 3:15 PM

## Treaty Six

We acknowledge that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene, and Nakota Sioux and Anishinaabe. We acknowledge all the many Indigenous Nations, Métis, and Inuit whose footsteps have marked these lands for time immemorial. We respect the Treaties that were made on these territories, we acknowledge the harms

and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

<b>WO Daily Schedule</b>
<b>Morning Supervision/Meetings 8:20-8:30</b>
Morning Welcome 8:30-8:45 (15 min)
Period 1 8:45-9:45 (60 min)
Break 9:45-9:50 (5 min)
Period 2 9:50-10:50 (60 min)
Advisory 10:50-11:15 (25 min)
Break 11:15-11:20 (5 min)
Period 3 11:20-12:20 (60 min)
<b>Lunch 12:20-1:10 (50 min)</b>
Period 4 1:10-2:10 (60 min)
Break 2:10-2:15 (5 min)
Period 5 2:16-3:15 (60 min)
<b>Course Creation/Meetings 3:15-3:45 (30 min)</b>

## Courses Offered 2024-2025

<b>Core Courses</b> <ul style="list-style-type: none"><li>• English 10-1, 10-2, 20-1, 20-2, 30-1, 30-2</li><li>• Social Studies 10-1, 10-2, 10-4, 20-1, 20-2, 20-4, 30-1, 30-2</li><li>• Science 10, 14, 20, 24, 30</li><li>• Math 10-3, 10-4, 20-4, 20-3</li><li>• Biology 20, 30</li><li>• Phys Ed Active Living 10</li><li>• Career and Life Management</li><li>• Knowledge and Employability Curriculum</li></ul>	<b>CTS Courses</b> <ul style="list-style-type: none"><li>• Art</li><li>• Business</li><li>• Law</li><li>• Sociology</li><li>• Psychology</li><li>• Work Experience</li></ul>
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## Center for Learning

<b>Core Courses</b> <ul style="list-style-type: none"><li>• English 10-1, 20-1, 30-1</li><li>• Social Studies 10-1, 20-1, 30-1,</li><li>• Physics 20, 30</li><li>• Chemistry, Biology 20, 30</li><li>• Math 10-C, 20-1, 30-1</li></ul>
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The Center for Learning provides live classes during a scheduled time for students. A computer and headset are required. High schools (WO, PLRS, BM, WCHS) are responsible for registration through the center as well as providing student support and supervision.

## How does Wetaskiwin Outreach work?

- Students collaborate with the administration to build their program from Alberta Education-approved courses and set their own long and short-term goals to complete the requirements for a high school diploma.

- Students work independently, with full access to teacher support in a self-directed, welcoming environment.
- Wetaskiwin Outreach works towards accommodating students who require flexible hours and individualized programming.
- Programs at Wetaskiwin Outreach follow the Alberta Education curriculum and Alberta Education high school credits are awarded upon course completion.

## **Attendance & Transportation**

Attendance at Wetaskiwin Outreach is determined during intake meetings in the form of an Educational Plan. Students are recommended to attend Outreach for instructional support as research demonstrates student attendance supports student academic success. Students will sign in and out using a Chromebook at the front office to track when students are in the building. This includes students who are dropping off work. The student's Educational Plan is a working document and can be adjusted in collaboration between home and school.

Transportation regulations have recently changed, please sign onto School Engage to fill out a transportation form.

## **Programming**

Instruction at Wetaskiwin Outreach is delivered through a variety of methods including small group instruction, one-on-one instruction, and online instruction.

Wetaskiwin Outreach Programs provide the teacher with opportunities for using flexible approaches with individual students:

- Assign a staff member as an advisor for each student in the program.
- Design a program based on each student's areas of interest, by taking them on tours of businesses and job areas in which they have expressed interest and by designing courses and/or modifying CTS courses to fit the student's interests and abilities.
- Provide access to technology.
- Provide a relaxed attitude toward student attire and learning situations (e.g., allowing students to do work while listening to music with headphones).
- Provide flexible timelines for students who are dealing with emotional and social needs.

## Code of Conduct

When questionable behaviours are noted, an attempt will always be made to implement logical consequences and restorative justice practices that encourage and maintain the dignity of every student (as per the STUDENT CODE OF CONDUCT). Teachers use effective teaching strategies, using a trauma-informed and mental health lens, when meeting with students and considering their unique learning needs. Teachers use appropriate classroom management skills to minimize off-task behaviour. Where required, staff will notify parents and implement strategies to address concerns or inappropriate behaviours. A school-wide positive behaviour approach effectively promotes a safe, accepting and predictable environment for learning and teaching.

To achieve this, students are called upon to know, respect and comply with the guidelines as set out in the Alberta School Act, Section 12:

A student shall conduct himself or herself to reasonably comply with the following code of conduct:

- Be diligent in pursuing their studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorized by the Board to provide education programs and other services;
- Comply with the rules of the school;
- Account to the student's teachers for the student's conduct;
- Respect the rights of others.

### [STUDENT CODE OF CONDUCT](#)

#### **Student's Role and Responsibilities**

- Benefits from learning experiences by engaging with teachers and course materials
- Completes assignments to the best of their ability
- Attends school according to their pre-determined individual plan •
- Promotes a positive learning environment within the school
- Recognizes and supports learning as a life-long process
- Develops the skills to be an advocate for themselves

- Students will check their WRPS emails and Google Classrooms numerous times each week. (CTM meeting feedback)
- Respond to teacher emails promptly regarding coursework and academic progress (CTM meeting feedback)
- Review Powerschool regularly for feedback and assignment updates (CTM meeting feedback)

### **In relation to others, students will:**

- Respect self and others and strive for understanding
- Interact in a considerate manner with both staff and other students
- Appreciate our diverse and inclusive community
- Respect the rights of all individuals including personal safety and dignity
- Respect public, school and personal property

## **Communication**

- Recognizes that effective communication creates a healthy school environment and accepts that listening is as important as speaking in a respectful manner with staff, students and the school community
- As a unique educational environment at Outreach, it is essential that students regularly check in with their teachers both in person and through email. This promotes academic success, provides opportunities for feedback and builds positive relationships. (CTM meeting feedback)

## **Cell Phones**

- Cell Phone Policy / AP - [Ministerial Order](#)
- Wetaskiwin Regional School Division Strives To Create Optimal and Powerful Learning Environments For the Success Of All Students And As Such Classrooms Will Be Distraction Free.
- “To safeguard student mental health and reduce distractions, personal mobile devices will no longer be permitted during class time and access to social media sites will be restricted”



- What Are The Benefits of Device-Free Classrooms?

Benefits include:

- Increased self-control and ability to focus
  - Improved ability to self-regulate.
  - Reduced symptoms of depression and anxiety.
  - More in-person time with friends, peers and mentors helps improve their mood.
- Students are not permitted to have/use cell phones in instructional areas at outreach.
  - Students will still have access to their phones on breaks to check or to send messages.

## CELL PHONES and ELECTRONIC DEVICES

### **Additional Information (Substance and Controlled Substance Use)**

No vaping, smoking, chewing, drugs or alcohol in or on school property. Students using or in possession of these products on school premises will face product confiscation, suspension, and RCMP being contacted which may lead to an expulsion hearing.

### **Weapons**

Students found to be in *possession of a weapon/replica weapon* or threaten to be in possession of a weapon will be suspended from school. A review of the education program at Wetaskiwin Outreach School will be initiated which may lead to an expulsion hearing.

### **PowerSchool**

PowerSchool is the student information system used by the Wetaskiwin Regional Public Schools. Students are responsible for obtaining their login to access the status of their

courses. Parents are provided with a login to access payment portals and student marks.

## **Missing or Incomplete Student Work**

Incomplete work will be recorded in the PowerSchool Gradebook as incomplete, late or missing. When the student has missing or incomplete work, they will meet with the teacher to discuss a plan and support to complete the work.

Continued concerns regarding work completion and submission may lead to communication with parents/guardians. A meeting with the principal and possible withdrawal from the course.

## **Division Belief and School-Based Rewrite/Reassessment Policy**

WRPS believes that students should have the opportunity to improve their academic performance. These opportunities and adaptations will be provided through each school's process.

[Wetaskiwin Outreach REDO POLICY/GUIDELINES](#)

## **Academic Integrity**

All students are expected to conduct themselves with academic integrity. Students who will:

- be diligent in their studies,
- properly reference work developed by others that they use in assignments and
- display respect for others and themselves

These are some characteristics, but not inclusive, of a student showing academic integrity.

## **Zeros**

Assessment of students utilizing zeros is not a true reflection of student learning. WRPS discourages the utilization of zeros in assessment but recognizes that they might need to be used as a part of the evaluation process. WRPS is committed to working towards consensus with all stakeholders on how and when zeros will be used in the Gradebook.

## **Plagiarism**

Students are expected to exercise academic honesty and acknowledge the input of

peers, parents, and secondary sources (print and internet resources). To submit work that is not completely your own is **plagiarism**. Where appropriate in the course, sources must be properly cited using a citation creator such as EasyBib or Citation Machine.

**Consequences for plagiarism may include being assigned a zero for the assignment/exam and/or a referral to the administration.**

Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- The work submitted by the student was done by someone else but is presented as the student's work.
- Parts of the work are taken from another source without reference to the original author.
- The whole work is taken from another source without reference to the original author.
- The student submits work in one course that has also been submitted in another course without prior agreement of the instructor(s) involved.
- The student uses AI Assisted tools and submits the response as their own creation (CTM meeting feedback)

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, honesty requires that such references be explicitly and clearly noted.

## **Course Books and Materials**

The school will provide students with novels and textbooks. Students losing or abusing books will be charged fair replacement value.

## **Does Wetaskiwin Outreach have Report Cards?**

A summary report can be found on PowerSchool or MyPass.Alberta.ca. There are no formal reporting periods with a printed report card. Student marks and progress are inputted continuously throughout the school year. PowerSchool is live and student/parent/guardian can sign in to access current student progress.

## **Technology Access/Student Email**

When a student registers with Wetaskiwin Regional Public Schools, they are provided with a student login/email address and password. This will enable students to access teacher Google Classrooms and any online learning at Wetaskiwin Outreach.

Student emails are to be used for school-related purposes and not as a personal contact outside of school.

Students will have access to a Chromebook onsite at Wetaskiwin Outreach at teacher discretion.

## **Indigenous Support Worker**

### **Rochelle Minde**

- Foster positive relationships with students and families.
- Active and engaged school support team member focused on advocacy and supporting student success.
- Facilitate and organize relevant cultural information and opportunities to support a sense of belonging and connectedness for students.

## **Family School Liaison Worker**

### **Kalea Gougoulas**

- Personal / Social / Emotional Interventions
- An active included member of each school's school support team advocating for vulnerable and marginalized students and families.
- Crisis response: VTRA's, Suicide Risk Assessments, RCMP collaboration.
- Support in developing solution-focused strategies.
- Navigate, connect and refer to community-based services to support student and family needs.

## **Success Coach**

### **Dawn Werner**

The purpose of the off-campus programming opportunities is to familiarize students with the world of work and provide students with opportunities for career exploration. This happens on and off campus.

### Key Strategies in WRPS

- CTF Programming in Jr High
- CTS Programming in Sr. High
- Registered Apprentice Program
- Work Experience
- Green Certificate
- Dual Credit
- Career Exploration
- Career Coaching Careers

## 2024-2025 Contacts

Principal/Inclusion Coach	Melissa Humby ( <a href="mailto:melissa.humby@wrps11.ca">melissa.humby@wrps11.ca</a> )
Admin. Assistant	Deborah Hill ( <a href="mailto:deborah.hill@wrps11.ca">deborah.hill@wrps11.ca</a> )
Family School Liaison (FSLW)	Kalea Gougoulas ( <a href="mailto:kalea.gougoulas@wrps11.ca">kalea.gougoulas@wrps11.ca</a> )
Indigenous Support Worker (ISW)	Rochelle Minde ( <a href="mailto:rochelle.minde@wrps11.ca">rochelle.minde@wrps11.ca</a> )
Success Coach	Dawn Werner ( <a href="mailto:dawn.werner@wrps11.ca">dawn.werner@wrps11.ca</a> )

## Teachers

Randy Bailer (English/Fine Arts)	( <a href="mailto:randy.bailer@wrps11.ca">randy.bailer@wrps11.ca</a> )
Adrienne Braithwaite (Social)	( <a href="mailto:adrienne.braithwaite@wrps11.ca">adrienne.braithwaite@wrps11.ca</a> )
Teddi Littlechild (Active Living/Math/Science)	( <a href="mailto:teddi.littlechild@wrps11.ca">teddi.littlechild@wrps11.ca</a> )
Madelyn Rymer (Science/ Math)	( <a href="mailto:madelyn.rymer@wrps11.ca">madelyn.rymer@wrps11.ca</a> )
Lisa Scott (CALM 20, Work Experience, Psych)	( <a href="mailto:lisa.scott@wrps11.ca">lisa.scott@wrps11.ca</a> )
Manpreet Sandu (CASA Classroom)	( <a href="mailto:manpreet.sandu@wrps11.ca">manpreet.sandu@wrps11.ca</a> )
Jessica Revell (Junior High Alternative Program)	( <a href="mailto:jessica.revell@wrps11.ca">jessica.revell@wrps11.ca</a> )

## Appendix

## 2024-2025 REGULAR Learning Calendar

August 2024					September 2024					October 2024					November 2024									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
			1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
19	20	21	22	23	23	24	25	26	27	28	29	30	31											
26	27	28	29	30	30																			

  

December 2024					January 2025					February 2025					March 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			2	3	1	2	3			3	4	5	6	7	8	9	10	11	12
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21	22	23	24	25	26
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28	29	30	31		
27	28	29	30	31	27	28	29	30	31										

  

April 2025					May 2025					June 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	1	2				2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30				

  

LEGEND				
	Instructional Day			
	PLC Days			
	Organizational Day			
	Schools Closed			
	Teachers Conv			

### IMPORTANT DATES

August 27-30	Organizational Days
<b>September 2</b>	<b>Labour Day</b>
<b>September 3</b>	<b>First day of Classes</b>
<b>September 30</b>	<b>National day for TRC</b>
October 11	PLC Day
<b>October 14</b>	<b>Thanksgiving</b>
<b>November 11</b>	<b>Remembrance Day</b>
<b>November 12-15</b>	<b>November Break</b>
December 6th	PLC Day
<b>Dec 23 - Jan 3</b>	<b>Christmas Break</b>
January 31	PLC Day
<b>February 3</b>	<b>Semester 2 Starts</b>
February 6-7	Teachers' Convention
<b>February 17</b>	<b>Family Day</b>
March 14	PLC Day
<b>March 24-28</b>	<b>Spring Break</b>
April 17	PLC Day
<b>April 18</b>	<b>Good Friday</b>
<b>April 21</b>	<b>Easter Monday</b>
May 16	PLC Day
<b>May 19</b>	<b>Victoria Day</b>
<b>June 26</b>	<b>Last Day of Classes</b>
June 27	Organizational Day



TERM DATES			
Semester 1: September 3 - January 30	Semester 2: February 3 - June 26		
Quarter 1: September 3 - November 6	Quarter 3: February 3 - April 16		
Quarter 2: November 7 - January 30	Quarter 4: April 22 - June 26		

DAYS OF SCHOOL OPERATION			
Total Instructional Day	179	Instructional	Staff Only
Total Non Instructional Days	13	Semester 1	7
Total Operational Days	192	Semester 2	6

For Calendar Definitions & Guidelines see: [AP-130 Learning Calendar](#)

# ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

EARN AT LEAST 100 CREDITS BY TAKING REQUIRED COURSES, PLUS OTHER COURSES THAT INTEREST YOU AND HELP YOU ACHIEVE YOUR GOALS.

## REQUIRED COURSES:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 20-1 or 20-2 or 20-3
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20\*
- Physical Education 10
- Career and Life Management (CALM)

## EARN 10 CREDITS, IN ANY COMBINATION, FROM:

- Career and Technology Studies (CTS)
- Fine arts
- Second languages
- Physical Education 20 and/or 30
- Registered Apprenticeship Program (RAP) courses
- Knowledge and Employability courses
- Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability; and

## EARN 10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO ENGLISH AND SOCIAL STUDIES), IN ANY COMBINATION, FROM:

- 30-level mathematics, science, fine arts, second languages, CTS, or physical education
- 30-level locally developed course (learn more about these course options through your high school)
- 30-level Work Experience
- 30-level Registered Apprenticeship Program (RAP)
- 30-level Knowledge and Employability courses
- Advanced level (3000 series) in CTS courses
- 30-level Green Certificate Specialization courses
- Special Projects 30

\*The science requirement may also be met with a 10-credit combination of Science 14 and Science 10.



# School Emergency Program

A Guide for Parents/ Guardians

**Schools are one of the safest places in our communities. Nonetheless, an emergency can strike anywhere, and at any time.**

During an emergency, our first priority is the safety of our students and staff. In order to provide an effective response to any school emergency WRPS, in partnership with the Hour Zero protocols utilized by emergency response agencies throughout North America, has developed an Emergency Response Plan.

Since a school emergency could require the involvement of numerous agencies, the plan works in conjunction with other local emergency plans. WRPS's plans do not replace the authority of law enforcement, fire or EMS – staff members work in full co-operation with these agencies. The plans created for individual schools and the Division, are reviewed both annually and after an emergency.

Along with the on-site emergency response team at each school, there is also a Division-based emergency response team that provides support and aid to schools at the time of an emergency.

Staff is trained on emergency protocols, and drills are practiced at each school; drills prepare students and staff to act quickly, and they help minimize confusion and fear during a real emergency.

This guide defines the emergency functional protocols in hopes of answering parent/guardian questions. I hope you find this guide helpful and informative. We appreciate your support and assistance in its continued safety efforts.

Sincerely,

Melissa Humby  
Principal  
Wetaskiwin Outreach

## KEEPING SAFE AT SCHOOL

When a school is faced with an emergency, the Incident Commander (usually the principal) will assess the situation and implement the appropriate emergency protocol. The emergency protocols are listed below.

<b>Lock-Down</b>	Lock-Down is used when there is a threat or potential threat of violence to students and/or staff <b>INSIDE</b> the school. During a Lock-Down, all doors within the school are locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one is permitted in or out of any area once it has been locked. <b>Only law enforcement is permitted access to the building during a Lock-Down. No one is allowed in or out of a locked room, under any circumstance, until the Incident Commander issues the "All-Clear". Doors will be unlocked by the Incident Commander and/or police.</b>
<b>Hold and Secure</b>	Hold and Secure is used when there is a threat or potential threat of violence to students and/or staff <b>OUTSIDE</b> the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. Movement is permitted inside the school, and inside activities can continue. <b>No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.</b>
<b>Shelter-in-Place</b>	Shelter-in-Place is used when there is <b>NO THREAT OF VIOLENCE</b> but directing and controlling movement inside the school is prudent. A Shelter-in-Place maybe be called for any of the following reasons: an environmental emergency, severe weather, student, or staff requiring first aid/medical/focused attention. During a Shelter-in-Place, students and staff retreat to classrooms/safe zones to seek shelter or simply clear the hallways, allowing for both privacy of a student requiring attention and unrestricted access for emergency responders. This protocol may or may not include having students or staff who are outdoors come back into the school. Doors are not locked during this protocol. <b>Students will not be released or dismissed until the situation has been resolved.</b>
<b>Evacuation</b>	Evacuation is used when there is possible danger <b>INSIDE</b> the school, ( <b>no threat of violence</b> ) and it is safer to be outside the school than inside eg: fire, gas leak. This may mean only going outside and away from the building until it is safe to re-enter the school; in other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.
<b>Dismissal</b>	If necessary, a <b>Controlled Student Release Procedure</b> will be used to release students to an authorized emergency contact.

[cb@wrps11.ca](mailto:cb@wrps11.ca)

780 352 3655







# School Emergency Program

A Guide for Parents/ Guardians

## WHEN AN EMERGENCY OCCURS

Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews' and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Please do not go to the school to pick up your child unless requested to do so.**

**If you arrive at the school in the midst of an emergency,** please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

**Please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.** Parents are asked not to call the school or their child's cell phone during an emergency.

- Phone systems need to remain available for handling the actual emergency.
- Overloading the system may mean the school cannot communicate with first responders.
- Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.

## KEEPING INFORMED DURING AN EMERGENCY

### Crisis Notification Network

Parents will be alerted to emergency situations via our *SchoolMessenger* notification system. **In order to receive these notifications, please ensure your contact information is up-to-date.**

## CONTROLLED STUDENT RELEASE PROCEDURE

We recognize that when an emergency occurs parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen. However, to ensure every child's safety and the safety of staff, specific procedures have been established for releasing students.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. However, please understand the process will still take some time; we ask for your patience when you arrive at the Parent-Child Reunion Area.

## Controlled Student Release Procedure

1. **A Parent-Child Reunion Area will be established.** When appropriate, parents will be notified of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
2. **Students will only be released to an individual designated as legal guardian or emergency contact** on the student's Emergency Form, which is completed at time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an authorized Emergency Contact — there will be no exceptions.
3. **Valid identification is required to pick up your child.** This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
4. **You will be required to sign for the release of your child.** This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Please do not just take your child from the school or evacuation center without signing for his/her release.
5. **Once you have been reunited with your child, please leave the area immediately.** This is for your own safety and that of your child.
6. **If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Area** until alternate arrangements can be made. Your child will be supervised at all times.

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