



Onoway Elementary School

2025-2026 Handbook

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onowayelementary.ca



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Welcome to Onoway Elementary School - Touching Tomorrow Today

Philosophy

At Onoway Elementary School, we follow the Alberta Program of Studies for Kindergarten through Grade Seven. We are dedicated to creating a respectful, safe, and welcoming environment that fosters positive relationships. Our students learn in inclusive settings using effective, research-based strategies and technologies. They tackle current problems and envision the future while developing competencies through subject-area content. These skills are essential for navigating their educational and life journeys. Our teachers collaborate throughout the year to ensure top-quality education.

Our Vision

Together we inspire a love of learning in each child's journey; opening the door to endless possibilities.

Our Mission

At Onoway Elementary School, we foster personal excellence, pursue academic success and develop good citizenship in a caring environment.

Our Motto

Touching Tomorrow Today

Attendance

School attendance is a critical component for success. Students are expected to be here every day and to be on time unless they have an appointment or illness. If a student is going to be absent, please contact the school by email at oes@ngps.ca. A link is available on our website at www.onowayelementary.ca. Parents may also call our office at (780)967-5209 *In your message please include your child's full name, teacher's name and the reason for their absence. If we do not hear from a parent/guardian, our automated system will generate contact with parents to confirm the absence. This process helps to ensure children are safe.

In accordance with the Education Act, prolonged or chronic absenteeism negatively impacts a student's learning potential. Should this be a concern for your student, parents will receive written notification and request for a meeting with administration, parents, teachers and student(s) may be arranged to discuss the absences and possible solutions. Should absenteeism continue to prove to be a concern, a referral by the Principal to the Office of Student Attendance and Re-engagement or an Attendance Officer.

ACCEPTABLE USE OF TECHNOLOGY & Personal Mobile Devices

We aim to ensure a safe, welcoming, and inclusive environment that protects the rights of others while providing appropriate educational use of technology.

In an era where connectivity is at our fingertips, we, as parents and educators, must guide our children in the responsible and balanced use of this tool. We recognize the positive aspects of technology, including the convenience and educational opportunities it provides. However, we also acknowledge the potential challenges of inappropriate cell phone use.

As we strive to create a conducive learning environment, we expect all students to use cell phones responsibly in school. Establishing clear guidelines for cell phone use is essential. Northern Gateway Public Schools recognizes technology's important role in today's educational context. At Onoway Elementary School, our policy on personal electronic devices (such as cell phones) reflects the NGPS

Administrative Procedures 640, 695, and 650 on digital citizenship, social media and personal electronic devices.

We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using school-owned technology (software, hardware, Internet) or their electronic devices. The Technology Use Agreement was signed on the registration form and will be reviewed with students at the start of the school year. The Digital Citizenship and Technology Use agreement is posted on the school website.

All students are provided with NGPS-owned Chromebooks. Using the Google platform, students can access their documents, presentations, and school-assigned Gmail accounts anywhere, anytime, on any device. When a teacher determines an educational purpose for personally owned devices (cell phone, iPod, etc.), these items may be used in the classroom as directed by the teacher. Otherwise, personally owned devices will be stored in the classroom pocket chart or bin behind the teacher's desk.

Cell phones and personal electronic devices are **prohibited** during non-instructional time, outside recess, and in **non-supervised** areas. The use of social media is not permitted at school or any school-sponsored events as per the Ministerial Order. Parents and guardians are encouraged to exercise judgment in whether a student should bring an item to school that they consider valuable. Other key aspects of responsible digital citizenship to consider are:

1. Promote Healthy Habits: Emphasize the importance of balance in their lives.
2. Encourage outdoor activities, reading, and other hobbies that promote overall well-being. Students must understand the value of unplugging from their devices and engaging in real-world experiences.
3. Educate on Online Etiquette and Safety: Remind students about the importance of responsible online behaviour, including the potential consequences of inappropriate content and interactions. Reinforce respecting others' privacy and reporting any concerns about online activities.
4. Encourage Communication: Maintain open lines of communication with your child regarding their online experiences. Create an environment where they feel comfortable discussing any concerns or issues they may encounter, fostering a sense of trust and support.

ALLERGIES

Parents are to inform the school if their child has a severe allergy requiring an EPI pen. In the case of a severe food allergy, a ban will be placed on the food item in the classroom. The teacher will send home a letter with the classmates informing all parents of the ban. Every attempt is made to provide an allergen-free environment, where students are allergic to specific substances.

ARRIVAL & DEPARTURE FROM SCHOOL

To ensure student safety and well-being, students should arrive no earlier than 8:40 AM, minimizing wait times before classes begin. Teacher supervision starts at 8:40 AM. Students are to wait outside the south entrance, or in the south boot room during inclement weather, until the first bell.

Students will be informed of their designated entrance and exit doors. Students arriving after the 8:57 AM bell must use the front entrance and report to the main office for attendance, as all other exterior doors are locked during class time for safety. All students are expected to remove their outdoor footwear upon entering the building. Dismissal is at 3:25 PM, and town students should go directly home unless participating in an extracurricular activity, as supervision is not provided outside of school hours.

ASSEMBLIES

Assemblies and special events are held throughout the year. Families are welcome to attend. Notification of any assembly or event will be communicated through the school website, social media and/or email. We look forward to hosting events that provide families and community to share in our school's celebrations.

ASSESSMENT & REPORTING

Northern Gateway Public Schools believes that reliable assessment is gathered to improve student learning; and to show what students have learned relative to cross-curricular competencies and curricular outcomes.

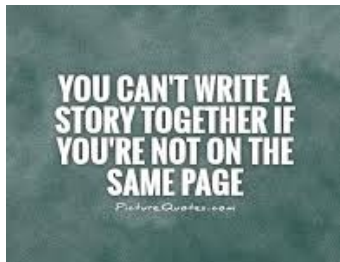
The primary purpose of *assessment* is to gather information about student progress to improve teaching and learning.

The primary purpose of *reporting* is to provide students and parents with an accurate evaluation of student performance in relation to the curricular outcomes

The basic principles guiding Northern Gateway Public Schools assessment procedures are as follows.

- Assessment for learning shall form the basis for effective instruction. Each part of the process should be a positive experience for students and promote growth. Practices should be carried out in such a way that they support continuous learning and development, and should be congruent with current research-based principles.
- Assessment shall include clear communication among parents, students, and teachers of standards, criteria, and student achievement of curricular outcomes.
- Student involvement in assessment for learning is essential.
- All assessments shall be based on curricular outcomes.

Outcomes-based reporting is when student learning is assessed and understood against an outcome, and communicated using an achievement indicator. Outcomes-based reporting provides clear descriptions of how well your child demonstrates the key skills, knowledge and attitudes identified in each course. The outcomes describe what your child is expected to know and be able to do according to the Alberta Education Program of Studies. Alberta Education publishes resources for parents that further describe what your child is expected to know and be able to do in each grade: [My Child's Learning: A Parent's Resource](https://www.learnalberta.ca/content/mychildslearning/). (https://www.learnalberta.ca/content/mychildslearning/)



OES teachers use a digital mark book called PowerTeacher Pro, which is part of our PowerSchool tools used in Northern Gateway Public Schools. PowerTeacher Pro and the Parent Portal allow parents and guardians to access their child's progress at any time. Formal progress reports will be provided at the end of each term. The Student Parent Teacher Interview provides an opportunity to discuss the intellectual, physical, social and emotional development of your child. Conferences are twice a year and strive to develop mutually agreed-upon learning goals that can be implemented both at home and school to encourage improved student success. We continue to connect with families through phone calls, meetings, email, Class Dojo app, and our school website. All of these various ways provide the

opportunity for continued connections and ongoing feedback.

BUS REGULATIONS FOR STUDENTS

Make sure you and your children are familiar with the rules set out by the Board of Education.



1. Students must obey the driver promptly.
2. Students are to sit properly in their assigned seats while the bus is in motion.
3. Bus drivers may allow eating food on the bus.
4. Students shall not operate equipment or engage in any noisy activity that may distract the driver.
5. Students loading or unloading in rural areas who live on the opposite side of the road must cross in FRONT of the bus and at least ten paces ahead. Students must cross under the instruction and direction of the driver.
6. In urban areas, students should cross only at intersections or pedestrian crosswalks. Bus stops shall be arranged in a place close to safe pedestrian crossover areas.
7. Parents shall ensure their children are suitably dressed for current weather conditions (proper footwear, outerwear, headgear and mitts).
Students who are unsuitably dressed will be reported to the Principal.
8. Students must be on time. The bus driver shall not be required to wait if students are not at, or near, the bus stop at the scheduled time.
9. Students shall proceed promptly to their buses after school dismissal. Students who are constantly late and delay the bus shall be reported to the Principal or designated supervisor.
10. Students who miss their homeward bus are to report to the supervisor.
11. Outside of ordinary conversation, classroom conduct is to be observed on the bus.
12. Students shall not throw waste paper or other rubbish on the floor of the bus or out the window.
13. The following activities are prohibited:
 - unnecessary conversation with the driver
 - extending any part of the body out of the windows
 - possession and/or consumption of alcoholic beverages/narcotics
 - profane language
14. Students are responsible for any damage caused by them on the bus.
15. Students who repeatedly violate school bus regulations will be reported to the Assistant Principal and the Director of Transportation. Major offenses will be reported immediately. The Principal or designate may suspend a child from riding the school bus for violation of any regulation(s) in compliance with the Education Act.
16. A bus driver reports student infractions using a behavior form. A copy of this behavior report is given to the assistant principal, Transportation Department, parent/guardian and a copy also remains with the driver.
17. Visit www.ngps.ca to view our complete Administrative Procedure 810: Safety and Code of Conduct on Buses

BUS ZONE

Vehicles are not permitted in the bus zone from 8:30-9:00 am and from 3:00-3:45 pm. During these times, parents can unload or pick up students using the drop-off loop located at the southeast entrance to the school. The staff parking lot is not conducive for student drop off and we ask all parents to

respectfully refrain from using it in this manner.

CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important that the school has up-to-date information regarding home and emergency contacts. In the event of an emergency or student illness, the school must be able to contact the parents. Should you have a change of residence, home/cell or work number, the school needs to be notified immediately.

Mental Health and Wellness

At Onoway Elementary School, we recognize the importance of providing a continuum of supports and services to help all of our students be successful. We work closely with the Counseling services that are available in the community through Mental Health in Onoway as well as through NGPS contracted psychological services. **The CREW** (Creating Resiliency and Enhancing Wellness) provides OES with a full-time Success Coach and focuses on promotion, prevention and early intervention services across the mental health continuum through collaborative networks with schools, communities and health providers. We work closely with NGPS Wellness initiative and have two staff members working with the NGPS Wellness committee. They provide support, information, training and build capacity for all staff.

DRESS CODE

Onoway Elementary School believes students, staff, and community members should be dressed in a manner conducive to learning and respectful of community standards. We expect students to understand that, similar to the workplace, there is a distinction between casual clothing for wearing at home and appropriate clothing for school. Clothing worn to school should be suitable for the occasion and the weather. Hats are allowed to be worn indoors but must be removed when playing O Canada. Apparel with inappropriate messages is not acceptable for the learning environment and could result in disciplinary action on an individual, ongoing basis, where parents will be notified. For example, but not limited to, apparel:

- deemed offensive by staff
- advertising or promoting vulgarity, drugs or alcohol
- apparel exposing undergarments.

FEES

Please ensure that any payments for fees are paid as per established deadlines. Your prompt attention to payment for these fees is greatly appreciated. Fees can be paid online through School Cash. This can be accessed through our website at www.onowayelementary.ca or at www.npgs.schoolcashonline.com . Using School Cash gives the option to pay by e-check (right from your bank account) or by credit card. If at any time the payment of fees is an issue, please contact the Principal.

FIELD TRIPS

Field trips are among the most memorable of school experiences. They enhance the curriculum, and research indicates that field trips make it possible for children to have firsthand experiences, thus extending classroom learning. Students are expected to adhere to the school's behavioral expectations. Parents will be notified of all field trips prior to their occurrence. This notification will indicate the purpose, the curricular



components addressed, the cost and other requirements for the field trip.

Parents are required to submit the consent form and associated fees to the school prior to the field trip, otherwise, students will not be permitted to attend. No child will be refused the right to participate in field trip experiences due to a lack of funds as long as this situation is brought to the attention of the teacher or principal who will work with the family in finding a mutually agreed-upon solution. If a student is not able to participate in a field trip due to any other reason, they will be accommodated in other classes. Whenever possible, a portion of the annual School Council fundraiser will be used to subsidize field trips.

HEAD LICE & OTHER COMMUNICABLE ILLNESSES

To help maintain a healthy and caring school community, Northern Gateway Public Schools follows established procedures regarding communicable diseases and head lice as per the guidance of Alberta Health Services. Head lice, while not a health hazard or indicator of uncleanliness, are managed promptly: families will be notified if lice are found, and guidance and treatment resources provided. Students are not excluded from school but are expected to begin treatment immediately. The division's protocols emphasize cooperation between home and school—ensuring timely identification, respectful communication, and support for families. For more details on treating head lice or other communicable illnesses, please refer to division procedure AP 708 and AP 710.

JUICE BAR

OES students serve at the Juice Bar under staff supervision. The Juice Bar is intended to provide snack foods, which can supplement lunches brought from home. Children should never bring large amounts of money to school. Should it be necessary to send money exceeding \$5, we request that parents notify the teacher. If the teacher has not been notified, he/she may call home prior to allowing a student to spend any bill larger than five dollars. Teachers are not responsible for money that is lost.

INCLEMENT WEATHER POLICY

Inclement weather and/or hazardous road conditions may necessitate suspension of school bus service. School buses shall operate on all school instructional days to convey pupils to and from schools except where inclement weather and/or hazardous road conditions constitute a significant hazard to the safety of school bus students.

Temperature Requirements

The Director of Transportation may suspend school bus service on days when the actual temperature and wind chill is colder than -40. Factors such as road conditions and/or visibility will also be considered.

Procedure During Day

Whenever a bus driver determines that hazardous road or climatic conditions arise during the course of a school day, s/he shall obtain approval from the Director of Transportation and will phone the school with an approximate time to pick up students on his/her bus. The Principal shall release such students when requested by the bus driver. The bus driver shall make every effort to ensure students are not dropped off if no one is home to supervise. Parents are to arrange alternate drop-off locations on the same bus route in the event of school closures during the day. Parents are to inform bus drivers and the Principal of the drop-off location.

Notification

Announcements concerning the non-operation of buses will be made using bus fan-outs or Remind App, social media (Facebook, website), our email and phone messaging system called Synervoice as



well as radio (CFCW, CISN, CBC, CHED and XM105).

Indoor Recess Procedures

If the weather is below -25C including the windchill factored in, at the principal's discretion, an indoor recess will be called. Although AP750 is intended to ensure the safety of our students in inclement weather, our school also offers a sign up club called Polar Bear Club where students with appropriate attire can participate in outdoor recess between the temperatures of -25C to -35C with parental consent. Should this be of interest to your child, please see the following permission form for more details: <https://www.onowayelementary.ca/for-parents/oes-polar-bear-club>

Instructional Support Plans

The ISP is an Instructional Support Plan developed to meet the needs of students who require specialized learning supports in order to demonstrate the outcomes of the programs of study.

After the student's needs have been assessed, a team including the classroom teacher, inclusive education facilitator, parents, and other service providers (when necessary), develops the ISP. This plan is ongoing and can be modified or adapted throughout the academic year to best serve the student's learning needs.

INJURIES

For injuries or accidents, first aid will be administered as needed, and an attempt will be made to notify the parent(s) if the situation warrants. When a parent or guardian cannot be reached, and the injury is serious, the principal or designate will accompany the student to the nearest clinic or hospital. If necessary, an ambulance will be called (at the expense of the child's parent/guardian) to transport an injured child to the hospital. Every effort will be made to contact the parent first. A member of the school staff will accompany the student and stay with the child until a parent has arrived. For minor injuries, such as bumps and scratches, first aid is administered at school and no contact is made with the parents. It is important that we always have your current phone number(s) and that all parents provide an alternative phone number or contact person.



LEARNING AND BEHAVIOUR EXPECTATIONS

(Please read the section below and discuss with your child)

Through respect for ourselves and others, we are committed to creating a safe, caring and welcoming school which fosters positive relationships within our learning environment. At Onoway Elementary School, we believe it is important that we all become a part of a healthy and supportive community. If a member of our school community harms another member, they must learn to take responsibility for their actions and strive to repair the harm. This enables everyone to learn from mistakes and then move forward positively.

A. Our Beliefs

We believe that children do well when they have the necessary tools readily available to them. It is important for children to understand that it is not what we do to or for them that makes a difference, but rather, it is what we do with them that allows all students to be successful. Children perform better when they know what is expected of them. Children need clear, consistent expectations and structure to develop responsibility for their own behavior and learning.



- We believe all students have the right to learn in a safe, positive environment.
- We believe that the above can be accomplished by establishing a strong relationship with the home and providing the child with a welcoming, caring, safe environment in which to learn.
- We expect students to behave in an appropriate manner that does not interfere with the rights of others.

EXPECTATIONS

Our expectations of students are derived directly from [Section 31 of the Education Act](#) and [NGPS AP 350](#).

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

31. Student responsibilities: A student, as a partner in education, has the responsibility to

- attend school regularly and punctually
- be ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- respects the rights of others in the school,
- refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- cooperate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community.

32. Parent responsibilities: A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- act as the primary guide and decision-maker with respect to the child's education,
- take an active role in the child's educational success, including assisting the child in complying with section 31,
- ensure that the child attends school regularly,
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe environment,
- co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- engage in the child's school community.

196 Teachers:

- (1) A teacher while providing instruction or supervision must
 - provide instruction competently to students;
 - teach the courses and programs of study that are prescribed, approved or authorized pursuant to this Act;
 - promote goals and standards applicable to the provision of education adopted or approved pursuant to this Act;
 - encourage and foster learning in students;
 - regularly assess students and periodically report the results of the assessments to the students, the students' parents and the board;
 - maintain, under the direction of the principal, order and discipline among students while they are in school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board

As OES staff members, we will do the following:

- Teach in a manner that respects the dignity and rights of all persons without prejudice.

- Treat students with dignity and respect and be considerate of their circumstances.
- Determine educational needs, implement instructional programs and report the progress of students.
- Supervise and direct any activities delegated to non-certified personnel.
- Respect the confidentiality of information received about a student in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is not in the best interest of the student.
- Assist students in developing the skills required to take responsibility for their own learning and behavior.

B. Disciplinary Procedures & Restoring Relationships

Following NGPS [Administrative Procedure 350](#), we support our students in demonstrating acceptable behaviors. Our goal is to help students become positive, productive citizens within and outside our school community. When an inappropriate choice results in a consequence, it is important that the student understands why the resulting action is being taken and how the student can make the situation "right". It is important for students to understand discipline is a learning experience to exercise being accountable and responsible for our actions and the steps necessary to repair relationships.

Administration and staff may:

- problem-solve with all parties involved with the goal of repairing the harm and restoring the relationship(s)
- make alternate learning arrangements for the student(s) involved for a period of time.
- require restitution for property damage to the school or individuals.
- make referrals to other professionals such as social workers, police officers, the Alberta Attendance Board, child welfare workers, or other agencies.
- suspend a student from class or from attending the school.

LEARNING COMMONS LIBRARY

Our Learning Commons facilitator supports ongoing project-based learning, inquiry, collaboration and interdisciplinary learning both in real-time and online. We have an extensive collection of books and resources that are accessible during the day.

Learning Commons' patrons are to check out all items they borrow and are responsible for returning them on time and in good condition. There is a replacement fee for any lost or damaged books.

LOCKERS

Lockers are the property of Northern Gateway Public Schools. Locks are disallowed. Teachers have access to student lockers at all times.

LOST AND FOUND

Lost and Found items are currently being shared via photos and sent to teachers' emails to have students identify the items. Unclaimed articles are donated to the local Thrift Shop at the end of each term. A slideshow of Lost & Found items can also be viewed on our website.

MEDICATION

Medication shall not be distributed to any student by a staff member. In exceptional circumstances, prescription medication may be administered by the Principal or designated as per the instructions on

the medical forms filled out by parents/guardians. It is the responsibility of the parent to provide sufficient reason, in writing, for special consideration. Written instructions signed by both the parent and physician shall be required as outlined in [NGPS Administrative Procedure 714](#) with an accompanying medical care plan.

MICROWAVE USE

It is up to the classroom teacher to determine if microwaves are available and when they can be used.

MONEY

The school collects money from time to time for various purposes (field trips, special events, fundraising, etc.). Payment may be made by cash, cheque (payable to Onoway Elementary School) or using "School Cash Online." Please use an envelope, clearly marked with the child's name, classroom name and what the money is for and hand it in directly to the office. Students are discouraged from bringing other monies to school, as it may be easily lost.

"O CANADA" AND MORNING ANNOUNCEMENTS

We start each week with the sharing of "O Canada" as well as the Treaty 6 Acknowledgment. We express our appreciation to students, staff, parents and guests who stop whatever they are doing and stand when they hear "O Canada" playing over the intercom. Each morning, school announcements are shared via Google Meets. These are important school practices that contribute to a consistent routine and reflective start to the day. Upon completion of the daily announcements, our teachers and students immediately begin to engage in teaching and learning.

SAFETY DRILLS AND SECURITY ALERTS - Hour Zero



Student safety is of utmost importance at Onoway Elementary School. The following procedures have been put into place to ensure the safety and security of all who are in our building:

- All school doors will remain locked throughout the day. Entrances are opened at recess so students can access the building to use the washroom.
- During supervision, staff wear reflective vests to identify themselves as school personnel to our students.
- Students who arrive late must ring the doorbell at our east entrance, and report to the school office.
- Any students who are to be excused from school prior to regular dismissal time (e.g., doctor, dentist appointments, etc.) will be met by their parent/guardian at our east entrance. Students are required to use the sign-out book located in the office. No student will be allowed to leave school early or at lunch without a note or call from a parent/guardian.

Security procedures are designed to keep the school population safe, calm and organized while the situation is being investigated and resolved. In security situations, we work with relevant authorities and communicate with parents and other stakeholders as needed. In accordance with the division's Hour Zero - Emergency Response Plan, OES conducts both emergency evacuation (fire) drills and three security alert drills each year. Communications to clarify these procedures will be shared with our stakeholders throughout the year. If you have any questions about our Emergency Response Plan or school security alerts, please don't hesitate to contact the school administration.

Safe Play and Playground Expectations

SCHOOL COUNCIL

Our School Council is a group of parents, administration, staff, and community members who work together to promote the effectiveness of the entire school community and thereby enhance student learning. Our school council facilitates cooperation among all those who have an

interest in the programs and policies of the local school. School Councils provide advice and consultation to the administration regarding educational issues across all programs. The principal and school board will continue to be responsible for the day-to-day operation of the school. They also have the ultimate responsibility of ensuring that decisions are in the best educational interest of the students in the school and the district. The names and contact information for members of the Council are available on our website along with dates of meetings, agendas and minutes to stay informed. Onoway Parents Educational Fundraising Association is a separate non-profit society that organizes opportunities to fundraise for supporting different events, activities or resources for the school to improve student learning and wellbeing. Currently, our efforts are to raise funds for a playground structure for the south side of the school.



SCHOOL PATROL PROGRAM



The Patrol program is instituted under the auspices of the AMA. With a staff supervisor, Grade 5-7 students patrol the High School crosswalk except in severe weather conditions. Students work in pairs on a rotational basis. The purpose of the program is to ensure children cross safely at the intersection.

School Patrol Crossing Expectations

- Cross only at the corners
- Watch for long, safe gaps in traffic.
- Be on the lookout for turning cars.
- Walk, never run across the street.
- Look all ways before crossing.

SCHOOL SUPPLY LISTS

Please refer to our website: www.onowayelementary.ca for K-7 Supply Lists.

SCHOOL WEBSITE

Our website is an ever-growing resource for students, parents and staff. You will find the calendar of school events, blogs, event reminders, bus updates and much more on the website. Our website address is www.onowayelementary.ca

SIGN OUT

- Parents must notify the office before taking their child out of the school. The office will call the child down to the office and wait until the parent arrives. Parents can



ring the doorbell to indicate that they have arrived and we will send the child out to meet you at the front doors.

- Any other person designated by a parent to pick up a student from the school must have a written statement from the child's parent or the parent may notify the school by telephone or email.
- Town students going home for lunch must have prior parental written permission and adequate supervision. All students must be signed out at the office before leaving the school for lunch and signed in upon their return.
- When adults are entering the building, you must use the main doors. All doors remain locked for the day for security purposes. There is a doorbell at the front door and our office staff will let people in. You must sign in if you are going to be in the building due to OH&S requirements.

STUDENT LEADERSHIP AND EXTRA-CURRICULAR INVOLVEMENT

We value student involvement in our school and encourage students to participate as much as possible in school activities. Involvement provides opportunities for students to accept and demonstrate responsibility. These opportunities are organized by staff volunteering their time. Extracurricular opportunities provide students with enriched educational experiences to enhance learning and build upon our students' varying interests.

Student participation ELIGIBILITY:

- A student must maintain a satisfactory work effort in all courses to be eligible to play on any team. This includes attending classes and completing assignments
- Students must be in attendance on the day of the game or event to participate. A parent or guardian who communicates with the school *may* excuse an athlete for the absence.

Please note that students who are not meeting behavioral or academic expectations in class or on the playground may be suspended from playing or attending the event until the problem is resolved. This may include out-of-school suspensions, in-school suspensions, fighting, and/or property damage.

STUDENT RECOGNITION

OES believes all children can achieve and be successful. We recognize each child has unique abilities and strengths, which may impact their rate of learning. We want students to reflect on their learning and achievements to be responsible citizens of our OES community.

Students are recognized if they have been

demonstrating the values of the 7 Sacred Teachings: Humility, Courage, Wisdom, Respect, Honesty, Truth and Love.

Celebrating Student Success



Year-End Awards

Five special awards are presented in June.

- **Patrol Team of the Year** (Grade 5-7) The Patroller of the Year award recognizes a patroller team for demonstrating exceptional responsibility, leadership and dedication to the AMA School Patrol Program.
- **Erna Bontus-Miller Award** (Grade 6) Erna Bontus Miller was the principal of Onoway Elementary School from 1969 until 1986. Upon her retirement, she instituted this award to recognize the student in grade 6 who demonstrated academic excellence as well as model behavior and citizenship throughout the year. The Grade 6 teachers select the recipient of this

award. The recipient will be presented with a certificate, \$100 cheque (provided by Ms. Bontus or the school in her honor), a personal plaque and their name will be engraved on the school annual.

- **Service Award** (Grade 7) One \$100 Service Award honors a Grade 7 student who exemplifies, through his/her words and actions, a commitment to the rights and responsibilities of citizenship as well as community service. Students complete an application form that is forwarded to a committee of the School Council. The committee selects one recipient annually.
- **Slemko Award** (Grade 7) One \$500 RESP is awarded annually to a Grade 7 student. The successful recipient is a 'deserving' student as determined by a selection committee consisting of the principal and grade 7 teachers.
- **Terry Fox Award** Because of the option to donate online, we now celebrate how much we were able to contribute as a school.

STUDENT VOLUNTEER PROGRAM

To help students become responsible citizens and value contributing to their community, students in grades K-7 are provided volunteer opportunities within the school. Grade-level teachers oversee the scheduling and completion of volunteer duties for their grades.

TELEPHONE

The office phone is used for business purposes. Teachers will approve students to use the classroom phone if deemed necessary. Phone calls and text messages to and from personal cell phones at school are not permitted. If you need to contact your child, please call the office and we will convey the message. All student-owned personal mobile devices are to be stored in lockers, turned off or on airplane mode for the duration of the school day.

TRANSPORTATION

If you are not sure of your bus route, please contact the Transportation Dept. at 1-888-785-3396 to arrange for bus service. The bus driver will inform you of pickup and drop-off times. Our website www.onowavelementary.ca displays bus status for on-time, late and cancelled buses.

VOLUNTEERS AND VISITORS

In keeping with Board policy, volunteers must complete the [Volunteer Service Confidentiality Form](#) and provide the school with an updated Criminal Record Check every two years.

Onoway Elementary School values the contributions of our parent group and parent volunteers. Together, we work to promote the well-being and effectiveness of our students and programs. We value any contribution you can make.



