

**WINDING RIVER CONSOLIDATED
Student/Parent/Guardian Handbook
2017-18**

**“Education is for improving the lives of others and for
leaving your community and world better than you found it.”
- Marian Wright Edelman**

September 5th, 2017

Dear WRC Families,

This handbook is intended to highlight for you information regarding the day to day life at WRC.

OPEN COMMUNICATION:

The formal education of your child should be a team effort using all of the resources of the home and school. Therefore, continuous communication between the home and the school is of vital importance. Families are encouraged to contact the school any time they have questions concerning their child’s progress. To supplement this type of two-way communication between the home and the school, three parent visitation dates have been set: one in September as a Parent Orientation Night, and two following the first and second term report cards. We hope that you will make every effort to attend all three.

Mrs. Cox and Ms. Glenn can also be contacted by a phone call, a note or an email:

coxbl@ccrsb.ca or glennc@ccrsb.ca

Please title your email FROM A WRC PARENT as sometimes outside emails go into our SPAM. Special dates including in-service days and other meetings will be advertised on our website, www.wrc.ccrsb.ca. Newsletters will be posted to our website on a monthly basis to keep parents/guardians informed of school activities and events. Notes and reminders will also be posted as the need arises.

Please remember to visit our website regularly.

STUDENT SUCCESS PLANNING – (SSP)

At WRC we have many wonderful aspects of our school to celebrate, but we also work on ways to improve our students’ level of success academically, socially and emotionally. Each year we focus on improvement in literacy, mathematics and social emotional well being.

EXCERPTS FROM THE EDUCATION ACT SECTION 24-26, 38-40, 64: which outline the duties of the following:

STUDENTS (24 (1))

It is the duty of a student to:

- (a) participate fully in learning
- (b) attend school regularly and punctually
- (c) contribute to an orderly and safe learning environment
- (d) respect the rights of others: and
- (e) comply with the discipline policies of the school and the school board.

PARENTS: (25 (1))

It is the duty of parents to:

- (a) support their children in achieving success
- (b) cause their children to attend school as required by the regulations
- (c) communicate regularly with their children's school
- (d) ensure the basic needs of their children are met, including ensuring that their children are well nourished and well-rested when they go to school; and
- (e) support their children's teachers in their efforts to provide an education for their children.

TEACHERS: (26(1))

It is the duty of a teacher in a public school to:

- (a) respect the rights of students
- (b) teach diligently the subjects and courses of study prescribed by the regulations that are assigned to the teacher by the school board
- (c) implement teaching strategies that foster a positive learning environment aimed at helping students achieve learning outcomes
- (d) encourage students in the pursuit of learning
- (e) monitor the effectiveness of the teaching strategies by analyzing outcomes achieved
- (f) acknowledge and, to the extent reasonable, accommodate differences in learning styles
- (g) participate in individual program planning and implement individual program plans, as required, for students with special needs
- (h) review regularly with students their learning expectations and progress
- (i) take all reasonable steps necessary to create and maintain an orderly and safe learning environment
- (j) maintain appropriate order and discipline in the school or room in the teacher's charge and report to the principal or other person in charge of the school the conduct of any student who is persistently defiant or disobedient
- (k) maintain an attitude of concern for the dignity and welfare of each student and encourage in each student an attitude of concern for the dignity and welfare of others and a respect for religion, morality, truth, justice, love of country, humanity, equality, industry, temperance and all other virtues
- (l) attend to the health, comfort and safety of the students

PRINCIPALS: (38):

- (1) The principal of a public school is the educational leader of the school and has overall responsibility for the school, including teachers and other staff

- (2) It is the duty of the principal to:
(e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment.

SUPERINTENDENTS: (39):

- (2) It is the duty of a superintendent to:
(g) maintain a safe, orderly and supportive learning environment in all schools in the school district or school region.

SUPPORT STAFF: (40):

- (1) It is the duty of a support staff member to:
(b) maintain an attitude of concern for the dignity and welfare of each student
(c) co-operate with the school board, superintendent, principal, teachers, students and other staff members to maintain an orderly, safe and supportive learning environment
(d) respect the rights of students.

GENERAL RESPONSIBILITIES AND POWERS OF SCHOOL BOARDS: (64):

- (2) A school board shall in accordance with this Act and the regulations
(f) promote its schools as safe, quality learning environments and as community resources
(r) establish a regional student discipline policy consistent with the Provincial discipline policy established by the Minister
(s) develop policies and implement programs consistent with the Minister's policies and guidelines respecting students who have been suspended for more than five days or expelled from school
(t) establish a policy for the protection of students and employees from harassment and abuse.

REPORT CARD TERMS/PARENT-TEACHER INTERVIEWS/ P.D:

There will be Parent Orientation "Open House" on Thursday, September 21st from 6:30-7:30pm. Families can visit and your child can be your guide. They can introduce you to their teacher(s) and share classroom routines.

First term reports go home in November. Parent- Teacher meetings will be conducted Thursday, November 29th from 6:00-8:00pm and on Friday, November 30th from 8:30-11:30am.

Second term reports go home in early April. Parent –Teacher meetings will be Thursday, April 19th from 6:00-8:00 pm and on Friday, April 20th from 8:30-11:30am.

Third term reports go home on Friday, June 29th.

STAFF DIRECTORY:

Principal	- Brenda Cox
Vice-Principal	- Christie Glenn
Administrative Assistant	- Kelly Dickie
Gr. Primary	- Christie Glenn

Gr. Primary	- Laura Oakley
Gr. One	- Heather Teasdale
Gr. One	- Shan King
Gr. Two	- Marilyn Raymond
Gr. Two	- Maureen Morin
Gr. Three	- Sonya Higgins
Gr. Three/Four	- Marisa Harvey
Gr. Four	- Shelley MacLeod
Gr. Five	- Kristen Dean/ Anna Graham Singer
Gr. Six	- Siobhan Small/ Christine Marshall
Gr. Six	- Courtney Hanham
Guidance	- Sharon Quinlan
Resource	- Gail Coldwell / Anna Graham Singer
Learning Disabilities	- Kylie Wellon Moulon
Early Literacy Support	- Glenda Anthony
Reading Recovery	- Glenda Anthony
Phys. Ed.	- Mark Grant
Music	- Sheila Miller
Core French (Gr 4-6)	- Patrick Carruthers/Amanda Rushton
Educational Assistants.	Betty Thibault Michelle Anthony Ceta Cleveland Katie LeBlanc Karen Moxsom

Speech Language Pathologist	Carolyn McNally
School Psychologist	Carlye Smith-Burke
Custodians	Rhonda Gross Rhonda Clarke
Cafeteria, Chartwells	Shelley Pineault
Noon Hour Student Monitors	Laurie Warford Erin Duffy/Gail Crouse Catherine Dehler Betty Thibault Karen Moxsom Katie LeBlanc Ceta Cleveland

Bus Drivers	Susan Walters Peter Huybers Joanne Landsburg Roger Cox Forrest Jollimore
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Ken Dillman

VIRTUES:

Our school practices the Virtues Program. The virtues of respect and responsibility are stressed daily with a particular focus on another virtue monthly. These will be identified in our monthly newsletters. The virtue for September is Respect.

WRC NEWS BROADCAST –

Our school produces an authentic news broadcast each month. It airs at 8:20am and we extend a warm welcome to our school community to come and view it with us. We will list the monthly date in our school newsletter and send an ALERT message.

HOMEWORK POLICY:

Homework helps to develop a responsible, self-disciplined person. Homework is extended learning; therefore, it is expected to be completed when assigned. Homework should be an extension or review of daily teaching. It should not include the introduction of new concepts. It is your responsibility to support your child by checking to see that homework is completed and by signing the communication agenda after homework is complete. If your child is frustrated by their homework assignment after a concerted effort, please have them cease working on the homework and write a note in your child's agenda that the effort was made but it was too difficult. Homework should not be something that upsets the child, parents or guardians. For students in Primary to Grade 3 homework should mainly consist of reading for enjoyment and practice. Homework for students in Grades 4-6 may vary from class to class but is still to be of significance and appropriate in duration.

Custody Documentation- If a student resides with someone other than their parent(s) we require legal documentation to verify the guardianship. This is for the benefit of all involved.

CLASS SCHEDULE/BELL TIMES:

Buses start arriving at 7:30am. Students are supervised in the foyer and gymnasium until 7:55am by supervisors. Students are not to be dropped off before 7:55am unless they arrive by bus. At 7:55am students proceed to their classroom to start their daily routine. If you are driving your child to school or if they are walking please have them at school at 8:00am. **PLEASE HAVE STUDENTS ARRIVE ON TIME.** Being late is disruptive to your child's learning and the learning of others.

7:55-8:15 - Registration/Routines of the day begin

8:15 - Daily Write Away / Instruction Begins

9:45- 10:00: - Recess for Grades P, P, 1(K), 5, 6, 6 (We have an upper end and lower end playground.)

10:00-10:15 - Recess for Grades 1(T), 2, 2, 3, ¾ and 4

11:15-1:00pm - Staggered Lunches
11:15-12:00pm Grades 5, 6 and 6
11:30-12:15pm Grades 2 and 2
11:45-12:30pm Grades 1 and 1
12:00-12:45pm Primary and Primary
12:15-1:00pm Grades 3, $\frac{3}{4}$ and 4

2:00 - Classes End
2:00-2:10 - Dismissal

Birthday Invitations:

We do not distribute birthday invitations at school unless it is a class party with all students invited. This is a policy at many elementary schools.

Staff Gifts:

Staff of WRC would like all students, parents and guardians to know that the greatest gift they can receive is ongoing support. It is suggested that in lieu of staff gifts families make a donation to the local Food Bank or a charity of their choice.

LUNCH PROGRAM:

Chartwells Food Limited is our food service provider under the direction of Shelley Pineault. They provide the children and staff with quality lunches. If you ever have a question about your child's lunch, do not hesitate to contact the school to talk with cafeteria staff. You may order lunch on a daily, weekly or monthly basis. You may also place your order on-line. There will be a monthly menu posted to our school website with the selections and prices. Lunch order forms can be filled out with child's name, grade and lunch selection along with the money in a plastic baggie or envelope.

Cheques are to be made payable to Chartwells. Any change will be returned in the envelope or baggie that day or the following day. Order forms can be requested as needed by just writing a note in your child's agenda. All food service providers must follow the Food and Nutrition Policy that the province has mandated. Chartwells aims to keep prices reasonable and food items appealing to the students and staff.

All students are encouraged to stay for lunch but if your child is to walk home, please send a note. Students have a 45-minute lunch period which includes eating and play time. The lunch program will begin on Monday, September 11th.

**Students have access to microwaves at lunch time to heat up a lunch they have brought from home. An adult will heat their lunch for them to prevent any injury to themselves or others. Please ensure that any lunch item you send to be heated has already been cooked, and just needs a quick heat. Please send food to be heated in a microwave safe container. We are not

able cook items such as Kraft Dinner Easy Mac or Mr. Noodle because of the time involved for heating and cooling.

PHYS. ED. MUSIC SCHEDULES:

Phys. Ed. classes will be held from Monday to Friday.

Music classes will be held on the following days: Monday, Tuesday and Wednesday.

Please note that each class attends music and physical education two-three times per week.

Your child's teacher will notify you of your child's schedule.

AFTER SCHOOL PROGRAMS:

Throughout the school year ALL students will be given an opportunity to participate in an after-school program. Information will be sent home as the opportunities arise. We are always looking for new ideas so if you have any please pass them along. We generally leave the younger students until spring as they are able to handle a longer day at that time.

REGULAR ATTENDANCE / STUDENT ABSENCES:

It is extremely important that students attend school on a regular basis. Although some homework can be sent home, valuable instructional time is lost when students are absent or repeatedly late and it is difficult for students to make up missed lessons. Attendance is very important to a successful education. Students should also arrive on time prepared for learning. Routines of the day start by 7:55am. When your child is late they are missing valuable class time and disrupting the learning of others.

It is extremely important for parents/guardians to phone the school whenever your child is absent. The Dept. of Education requires a daily attendance tally which is transmitted electronically directly to the Dept. of Ed. Please phone 902- 639-3199 and leave your child's name and reason for absence (illness, appointment, etc.). A reason for the absence **MUST** be entered into the database or it will automatically indicate an unexcused absence in the transmitted data. Therefore, it is very **IMPORTANT TO PHONE IN YOUR ABSENCE.** **As part of our Safe Arrival Program, the office will be calling the child's home if a call/note is not received to confirm their absence. This is done as a safety precaution for your child.**

Thank you for your cooperation.

Please Note: if your child is feeling ill in the morning, or has a fever, please keep them home from school. This is in the best interest of your child and others.

STUDENT SIGN IN/OUT PROCEDURE:

It is very important that if it is necessary to bring your child to school after 8:15 a.m. that you sign your child in at the office. If you are picking your child up before or at dismissal time it is also important that you sign your child out at the office. This safety feature helps us keep track of attendance. Regular walkers do not need to be signed out. If someone other than a parent/guardian is picking up your child(ren), permission must be received in written or verbal form from the parent/guardian before the child(ren) will be released into their care. Please note

that after 1:40pm guests will not be able to go to classrooms to pick up students but the students will be called to the front entrance.

VISITOR PASS:

PLEASE VISIT THE SECURITY WINDOW in the main entrance upon your arrival to check in and receive your Visitor's Pass to wear throughout the building. This will signify to all staff and students that you have checked in at the office. It is very important that we follow this security procedure to ensure the safety of your children.

EMERGENCY CODES:

Safety is a top priority at our school. Students and staff are aware of several emergency codes and the expectations for each.

Code Red - Evacuation of Building (i.e. fire drill) - practice of 10 per school year

Code Blue - Hold and Secure/Lockdown of School (intruder) - practice of 2 per school year

Code Black - Evacuation & Relocation (relocate to John Crawford Trail to await buses to pick up students and staff) – practice once per school year

Code Yellow - Medical Emergency

Code Orange - Additional Staff Assistance Required for an Emergency

DRESS CODE:

Gym attire is to be shorts and t-shirt and/or sweat pants. Shorts or skirts are to be of suitable length. Clothing not appropriate for school would be: short shorts, belly or midriff tops that show skin between the waistband and top, halter tops or very low cut tops. Pants that hang below the bottom showing undergarments and clothing with offensive language are not permitted.

Hats: Students are not permitted to wear hats in the classrooms. Indoor and outdoor footwear is required.

SCENTED PRODUCTS:

As a scent-free school, we ask you not to wear scented products in the school. Scented products contain chemicals which can cause serious difficulties for many people, especially those with allergies, asthma and environmental illness. Thank you for your thoughtfulness to others.

CELL PHONES/ IPODS etc :

Some students own cell phones, ipods etc and bring them to school. We ask that these items stay in zipped book bags, the teacher's desk, or in the office. These items are not to be used at school during instructional time. If it is necessary for a student to call home they may do so from the office phone with permission and supervision. Please note that students who bring these

items to school do so at their own risk. If a student misuses one of these devices the item will remain in the school office until it can be picked up by their parent/guardian.

FLUORIDE RINSE PROGRAM:

Our school is selected by the Dept. of Health as a school where a fluoride rinse program will benefit our student population. This is a weekly swish/rinse solution that the students take only with parental/guardian consent. Volunteers carry out the program under the direction of Mrs. Norma MacIntyre, our Dental Hygienist.

HEALTHY PROMOTING SCHOOLS:

At Winding River Consolidated, we promote healthy eating habits and active living. Proper nutrition helps your child(ren) be more successful at school. We make every effort to follow the Provincial Food & Nutrition Policy.

Breakfast Baskets – We have received funding from CCRSB and other private donations to fund this program; therefore, there is no charge to students. If on any day your child would like to select an item from the basket, they may certainly do so. Breakfast Baskets will be placed in each classroom three days a week (Tues-Thurs) and made available to all students between 7:55 – 8:20 a.m. They will contain such items as milk, juice, dry cereal, crackers, yogurt, cheese strings, fruit, etc. Students may bring a nutritious breakfast item from home as well to eat before classes start. No child shall ever be hungry at WRC.

Allergy Aware School:

Winding River Consolidated is a **PEANUT & NUT FREE** school. We have students who have extreme peanut and nut allergies. Students are asked not to bring any foods with peanuts, peanut or nut products in their lunches or snacks. This includes peanut butter, peanuts, candy with peanut, or even food with peanut oil, or other nuts. Your support in ensuring that all of our children enjoy a safe school environment is appreciated. **Peanut & nut allergies are usually severe and can be fatal.** A tiny amount of exposure to peanut & nut particles or residue can cause a peanut/nut allergy sufferer to experience strong reactions. Without medical treatment, the person can die within minutes.

Peanut-Free Snack Ideas: Choose foods from Canada's Food Guide to Healthy Eating. Remember that you need to check the labels of any prepackaged or prepared foods and any ingredients that you use in home-prepared foods.

STUDENT MEDICATION:

It is sometimes necessary for a child to take medication while he/she is in school. If this becomes necessary, we would ask parents to follow the procedure listed below:

1. The administration of oral medication may only occur when such medication has been prescribed by a physician and/or authorized in writing by the parent/guardian. The necessary forms are available at the school office.

2. Oral medication must be presented to the school administration in a container which carries a prescription label specifying the medication, the dosage, method of storage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.
3. Medication will be administered in a manner which allows for sensitivity and privacy and which encourages the pupil to take an appropriate level of responsibility for his/her medication. **All medication is distributed from the office and must be sent in an original prescription bottle for prescription medications.**
4. The injection of medication and procedures other than those mentioned above are to be administered by a person, other than a teacher, who is either a health professional or who has been trained to perform the procedure.

WRC LIBRARY:

Our library is a bright, open space with approximately 4500 books to date. It contains reading material for everyone – fiction, nonfiction, reference material and a professional section for teachers.

Library material should be returned in good condition. If a student returns damaged library material they may be requested to replace it. Lost books may also need to be replaced.

VOLUNTEERS AND SCHOOL TRIP CHAPERONES:

Parent volunteers who wish to volunteer in the school working with students on a regular basis **MUST** have the Criminal Records Check and Child Abuse Registry Forms completed to do so. It is also recommended that these forms be completed to accompany students on school trips. These forms are obtained from the school office. The forms are to be taken to the RCMP station for the Criminal Records Check and they are also usually able to notarize the Child Abuse Registry forms as well. After completion of these forms, **PLEASE RETURN THE FORMS DIRECTLY TO THE SCHOOL.** Do not take them to the School Board as the principal needs to sign the form and we also need to document them and add you to our list. Once you are on the approved list, you do not need to complete these forms each year. For a one time event you are not required to complete the paperwork, but it is encouraged.

SCHOOL TRIPS:

School trips require individual trip permission forms. Parents/Guardians who use their vehicle to transport students, must show proof of \$1 million PLPD liability. We tend to use buses to transport students to events. Signed permission slips must be returned to the school. Before a school trip, teachers send home a notice with a permission slip attached and often ask for volunteers to help chaperone on these trips. Teachers will then contact the volunteers.

SCHOOL BUSES:

School buses provide a very important service for parents/guardians and students. In order to ensure everyone's safety, students must conduct themselves in an orderly manner while riding on them. Parents/Guardians can assist by stressing the importance of proper conduct to your

child. Should bus behavior be a concern, you will be contacted. If behavior does not improve, further intervention, such as a suspension from the bus, could become necessary.

Students are required to return home on their regular bus unless the homeroom teacher receives a note from the parents/guardians to indicate otherwise. Notes will be written by teachers or office staff ONLY in emergencies. The teacher and office personnel will then sign and date the note – which will be given to the bus driver by the student. **Please call before 1:30pm if you need to change your child’s bus schedule. This is important as the phone could be busy and we may not be able to retrieve your message until after the buses have left as office staff are busy with dismissal between 1:55 pm and 2:10 pm.** A student must have a note to stay and wait for someone after school –this pertains to all grade levels. Please identify who will be picking your child up if it is someone other than parent(s)/guardian(s). **We will not release a child into the care of someone other than their parent/guardian without notification.**

Bus drivers have been instructed not to allow bus changes by students unless they receive a note from a parent/guardian or the office indicating what change is necessary. Our policy is “No Note, No Go”.

** If a child should get on the wrong bus, he/she will be returned by the driver to the school at the end of the bus run. Bus drivers will not let younger students off at their stop without an adult to receive them.

Walking /biking students will be dismissed after the last bus is leaving the bus loop. Students must wear bike helmets when biking to and from school. If a student arrives without a bike helmet we will ask them to contact home to have one delivered. If a helmet cannot be delivered the student’s bike will remain at school until it can be picked up and the student will go home on the bus (parents/guardians will be notified).

** **In the event of an early school closure, parents/guardians will be called as soon as possible by the school.** The school has a directory available to use in these situations where each family will be contacted by school personnel. If the /guardians cannot be reached, those students will remain at school under the principal’s care until arrangements can be made.

WINDING RIVER CONSOLIDATED HOME AND SCHOOL:

This organization focuses on raising funds that provide extra opportunities and materials for our students/ staff. Information is sent to parents throughout the year. Our Home and School is well supported and provides many extra benefits for our students/staff. Executive members are parents: Michelle Harbers, Lindsay Verboom and Monique Anthony.

SCHOOL ADVISORY COUNCIL:

The Council consists of principal – Brenda Cox, vice principal – Christie Glenn, teacher- TBD, support staff – TBD, parent representatives – Chris McPhee, Karen MacPhee and Cindy White, community representatives – Kathy Newton, Judy Smith and Judy Stoddart. The School Advisory Council is a legally recognized body of representatives (mentioned above), who work together in an advisory capacity to increase the quality of education being provided by the school. The fundamental purpose of the school advisory council is to ensure that all students receive the best possible learning opportunities by engaging all partners in an ongoing process

of problem solving and shared decision making. The council helps the principal and staff to improve communication and to increase the involvement of parents and community members in the school. Councils are intended to focus on the learning needs of students. Parents and general public are welcome to attend our meetings as observers. If anyone wishes to make a presentation, it must be submitted in detailed written form one month prior to the setting of the agenda in order to be reviewed by the School Advisory Council.

We hope you have found the above information helpful. If you have any questions please do not hesitate to contact the school as we will be pleased to help you.
We are looking forward to a great year.

Brenda Cox, Principal

Christie Glenn, Vice Principal

"It is not what you do for your children, but what you have taught them to do for themselves, that will make them successful human beings."

-Ann Landers