

# **STUDENT/PARENT HANDBOOK 2019 - 2020**



**Saskatchewan Rivers Public School Division #119**  
**W.J. BEREZOWSKY PUBLIC SCHOOL**  
**PRINCIPAL – MR. DWAYNE TOURNIER**  
**VICE-PRINCIPAL – MRS. MARTI WHITE**

566 McIntosh Drive  
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***“Every Child Matters”***

## INTRODUCTION AND WELCOME

W.J. Berezowsky Public School has a long history of tremendous community support through the efforts of the families involved in the education of our students, your children. This handbook comes to you in that spirit of community: working together for the common good of life's most valuable resource.

This handbook is an attempt to provide students and families with information about the school. You are encouraged to keep it at home to use as a reference throughout the year. We have tried to outline what we need to make our school a safe and memorable experience while supporting the attainment of high academic standards. Anything you can do to support the intent of this handbook validates the expectations of WJB's learning community.

We trust that you will keep in close touch with us so that together we can continue to develop and build on the strengths and gifts of each person.

Have a wonderful year! ☺

Mr. Dwayne Tournier, Principal

## SCHOOL HOURS

The school day is from 8:35 – 11:45 p.m. & 12:30 - 3:00 p.m. **Since the playground is not supervised until 8:20 a.m. and 12:05 p.m., we ask that children not come to school until 8:20 a.m.** This is an important consideration especially during rainy or cold weather.



Please remind your child to stay on the playground once they arrive at school, and to leave the playground areas and go directly home AFTER school. We have staff do a "walk about" but there is no playground supervision at 3:00 p.m. Thank you for your support.

## SCHOOL PHILOSOPHY

The teachers within our school believe the following as their principle guidelines in regards to presentation of program material and student-teacher relationships:

- Parents, community and school provide the best support for students when working cooperatively.
- Hard work, self-discipline and a positive attitude are attributes that contribute to a successful school year.
- Each child needs to learn at their own rate according to his/her unique abilities.
- A sense of value and purpose in each student contributes to the growth of the individual as well as the school community.

## **I. ACADEMIC PROGRAMS AND INSTRUCTION**

### **1. REGULAR PROGRAMS**

All public schools follow the Ministry of Education course guidelines which define seven basic subject areas: English Language Arts; Mathematics; Social Studies; Science; Arts Education; Physical Education and Health Education.

The Adaptive Dimension is a foundation of Core Curriculum that enables teachers to respond to the learning needs of students. In order to assist students to achieve the objectives of the course, teachers may make changes and adjustments to three variables of the course or area of study:

- **Curriculum** - variations to content including themes, topics, and resources: assessment of curriculum concepts and skills; student evaluation
- **Instruction** - instructional strategies and methods; pacing; timing of instruction
- **Learning environment** - classroom climate; student groupings; support services; physical setting

However, these adjustments do not include changes to the Foundational Objectives. This means that although the themes, topics and resources along with instruction and assignments may be changed, the basic concepts, processes and learning outcomes remain the same.

### **2. EDUCATIONAL SUPPORT**

The Educational Support Teacher works closely with classroom teachers, school administration and parents to provide a wide variety of programs, instructional approaches and learning strategies to meet the needs of the students in the classroom.

WJB's Educational Support Teacher, Mrs. Huddlestone, provides support to the classroom teacher and students in various ways. These may include "direct" assistance involving assessment of a student, working in the classroom with a small group or providing pull-out assistance to work on specific skills. She also provides "indirect" service through collaborative planning, provision of materials and referrals to other services or agencies such as Speech, Language and Hearing; Student Support Services Consultants; Educational Psychologist; School Social Worker, Occupational Therapy; Special Class Placement; Mental Health & Social Services.

Communication with teachers, parents, students, school administration and support personnel is essential to facilitate a team approach to best meet the needs of all students.

### **3. DIFFERENTIATED PROGRAMS**

When students are unable to find success, the classroom program will be differentiated to meet their specific needs, the decision may be made to create changes or adjust expectations regarding the Foundational Objectives. This is generally done with support from the Educational Support Teacher and/or assigned Educational Associates although the program itself may continue to be carried out in the regular classroom. Parents are always informed of our concerns and permission is needed for any differentiated programming.

### **4. ACADEMIC REPORTING AND STUDENT AGENDAS**

With regular communication to families, we are striving to be a “no surprise” school. Through scheduled interviews twice a year and informal communication via notes, home and school notebooks and phone calls, staff will keep you posted on your child’s progress. Please call your child’s teacher if you have concerns.

As well, **Student Agendas** have been purchased for all students in Grades K through 8. They will be used to provide a consistent avenue of communication between home and school as well as a visible organizer for developing positive habits for homework and studying. Please encourage the use of this tool and provide support by signing your child’s agenda daily.

The school year is broken into 3 terms for reporting purposes. **November, March, and June** and report cards will cover those time frames.

Students and parents should examine report cards carefully and consider what might be needed to bring improvement or how to continue the high quality.

### **5. PARENT-TEACHER INTERVIEWS**

Interviews with parents will be arranged after the November and March report cards have gone home. Please attend if possible! Teachers are also willing to arrange an interview at any time throughout the year if parents wish or a need is indicated.

### **6. SCHOOL SOCIAL WORKER: Ms. Wright**

The School Social Worker’s role is to support schools by working with students who may be experiencing social, behavioral, or emotional challenges. This involves the opportunity to work confidentially with both students and families, individually or in group settings.

WJB's School Social Worker, Ms. Wright, works one to one with students by providing support, counseling, skill development, and information. This includes anger management, expressing feelings, managing stress, and conflict resolution. She has the ability to assist students with self-esteem, healthy lifestyles, communication skills, social skills, and coping skills.

Ms. Wright can act as a resource person for families by providing information about workshops, programs, and services. She can offer knowledge on parenting, housing, health, budgeting, daycare, recreation, stress, self-esteem, eating disorders, depression, separation, divorce, addictions, abuse, and grief.

The School Social Worker can support parents and students by making referrals to community agencies. This can include connecting families with services such as the Prince Albert Mental Health Services, the Food Bank, Smart Families Food Co-op, Addictions Services, Family Futures, PA Safe Shelter for Women, and PA Housing Authority.

## 7. PHYSICAL EDUCATION PROGRAM



Welcome back WJB students. I hope you all had a restful and fun summer holiday. Gym classes will be starting right away and I am looking forward to another exciting year in the gym. This year, as in other years, students will be required to achieve various outcomes defined by our provincial curriculum in a variety of ways including exciting fitness activities, game skills such as volleyball or basketball skills, in-class discussions, power-point presentations, quizzes, fitness plans and other activities that emphasize the development of cardiovascular and muscular endurance, muscular strength, flexibility and health related concepts.

Most classes will consist of ten to fifteen minutes of activities that address overall fitness as mentioned previously and a main lesson focus which includes a skill, game or movement concept related activity. However, students will be expected at various times during the year to meet in a classroom setting to address important health or physical concepts as set out by the provincial curriculum.

Students will all be required to come to gym class prepared to participate. Students will **need proper footwear to wear**. Running in socks or bare feet leads to accidents in the gym and an inability to perform activities satisfactorily. As always, safety in the gym with students moving at higher speeds and moving in different directions, is of paramount importance. In addition, students in higher grades are strongly encouraged to bring a change of clothes for gym so that they can compete and perform activities optimally and comfortably. As well, all students are expected to participate in all activities. If for any reason a student is unable to take part during phys-ed class, a note from home or a phone call to the school **is required** stating the reason. The WJB phys-ed motto during gym class is: **Be prepared, play hard, play fair, play safe and show respect to all.**

## 8. BAND

The East Flat Band Program is compulsory for Grades 5 & 6 students and non-compulsory for Grades 7 & 8 students at W.J. Berezowsky Public School. Students have the opportunity to explore and become exposed to instrumental music. W.J.B. & P.M. make up the East Flat Beginner, Intermediate and Senior bands. It is hoped that once a student becomes part of the East Flat Band program, a commitment has been made to stay with the program until the student leaves the school. This commitment is just as important from the parents as well as the students. Without parental support, the program could not be successful.



## 9. LIBRARY

W.J. Berezowsky Public School Library consists of over 10,000 books, magazines and other related materials which the students are encouraged to use. Each class has a scheduled library period every week. During this period, students sign out two books for a one week loan. **Books damaged or lost are paid for by the student.**



The library is a great place to learn and students are free to use the facility for additional research and reading.

## 10. EXTRA CURRICULAR ACTIVITIES

W.J. Berezowsky Public School provides a rich variety of extracurricular activities aimed primarily at the Grades 5, 6, 7 & 8 students. Because the programs are dependent upon voluntary supervision and the expertise of a particular staff member, the type of activity offered varies somewhat from year to year.

## 11. VIDEOS

Any teacher using videos in the classroom for educational purposes, notifies the office. On inclement weather days a (general) video may be shown in our library by our noon hour supervisors. If a teacher wishes to use a video with a PG rating or higher, they will notify the parents.

## 12. ASSEMBLIES

Our school has many assemblies throughout the year to celebrate our academic and extra-curricular successes for all students. By celebrating success, we hope to encourage self-motivated student learning and pride in self and school.

## 13. SCHOOL PHOTOS

Our school photographer is Life Touch. They will be here in the fall for school photos.

## 14. LUNCH PROGRAM

Lunch supervisors are on duty during the noon hour for students who bring their lunch to school. Healthy choice items can be purchased after the 11:45 noon bell at the canteen. \$5 or \$10 punch cards can be bought at canteen or office.

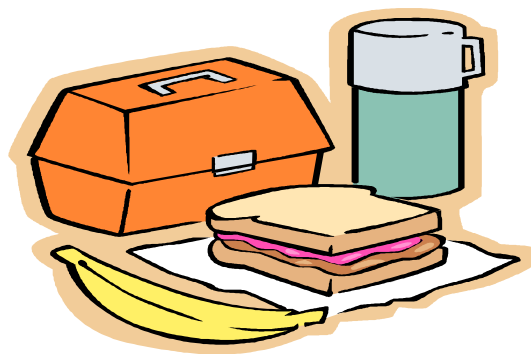
These rules apply for students staying for lunch:

- Students from K – 8 eat lunch in their own desks.
- At 12:05, students will put all garbage in proper garbage cans and clean the surrounding areas.
- Students will be dismissed by the lunch supervisors and go directly outside at 12:05.
- **If students stay for lunch, they must remain on school property for supervision.**
- Any behaviour problems or clean-up problems will be directed to Mr. Tournier or Mrs. White who will make parent contact.
- There are no microwaves available at the school as of 2019.

**Eating lunch at WJB is a privilege which can be lost.**

Staff will assume that students who are not staying at school for lunch have parental permission to leave. If there is a change to your child's lunch routine, a note in the agenda or phone call assists us in knowing that your child is safe.

**\*Students who do go home for lunch, should leave the school grounds directly and not return until bell time.**







## Canteen Price List

<b>Pizza (TJ's Pizza)</b>	<b>\$2.50</b>
<b>Day Old Pizza from TJ's</b>	<b>\$1.00</b>
<b>Chicken Nuggets (x5) (Wednesdays)</b>	<b>\$2.00</b>
<b>Chicken Strips (3) (Fridays)</b>	<b>\$2.00</b>
<b>Chicken Wraps (Mon., Tues., Wed.)</b>	<b>\$2.00</b>
<b>Caesar Salad</b>	<b>\$1.00</b>
<b>Cheese Strings</b>	<b>\$0.50</b>
<b>Yogurt Tubes</b>	<b>\$0.75</b>
<b>Yogurt Parfait</b>	<b>\$1.00</b>
<b>Cheese &amp; Crackers</b>	<b>\$0.50</b>
<b>Granola Bar</b>	<b>\$0.75</b>
<b>Cookie (Thursday &amp; Friday)</b>	<b>\$0.50</b>
<b>Fruit of the Week</b>	<b>\$0.50</b>
<b>Fruit Cups (Fresh)</b>	<b>\$1.00</b>
<b>Juice Box</b>	<b>\$1.00</b>
<b>Water (Flavoured &amp; Plain)</b>	<b>\$1.00</b>
<b>Milk (Chocolate)</b>	<b>\$0.50</b>
<b>Caesar Salad</b>	<b>\$1.00</b>
<b>Box of Raisins</b>	<b>\$0.25</b>
<b>Nibs</b>	<b>\$0.25</b>
<b>Cheese &amp; Crackers</b>	<b>\$0.50</b>
<b>Granola Bar</b>	<b>\$0.75</b>
<b>Welch's Fruit Snack</b>	<b>\$1.00</b>
<b>Corn Nuts (Orig. Jalapeno, BBQ, Chilli)</b>	<b>\$1.00</b>
<b>Pringles (Orig. Sour Cream &amp; Onion, BBQ)</b>	<b>\$1.50</b>
<b>Oreo Cookies</b>	<b>\$1.50</b>
<b>Crispers (BBQ, S&amp;V, All Dressed)</b>	<b>\$1.50</b>
<b>Halls</b>	<b>\$1.00</b>





## **15. SPECIAL THINGS TO WATCH FOR DURING THE YEAR:**

Assemblies	Newsletters	Meet the Staff
Kindergarten Orientation	Water Park Outings	Band Concerts
Play day	T-Shirt Sales	Author/ Entertainer Visits
Book Fair	Christmas Concert	Literacy Fun Night
Family Dances	Outdoor Ed Trips	Family Fun Night
Extra-Curricular Activities	Pancake Breakfast or Continental	Craft & Bake Sale

## **16. ZONES OF REGULATION**

WJB follows the philosophy of Zones of Regulation. This is a belief that all children can manage their emotions and be ready to learn and problem solve if strategies are provided and taught to them. These strategies are useful now as children, but also when they are adults.

## **17. AFTER- SCHOOL PROGRAM**

The program runs Mondays through Thursdays from 3:00- 4:15 p.m. The sessions have been designed to support students' education and personal growth by developing skills and talents through activities they might otherwise not have access to, as well as providing a snack and a safe place to be while waiting for families to return home at the end of the day.

Students sign up for a variety of learning experiences which in the past have included cooking and crafts, computer classes, gym activities, board games, Improv, Hip Hop dancing and more! Parents/Guardians are responsible to make arrangements to pick their children up at the end of the program.

More information will be sent out during the first week of school. This program is made possible by Community Initiatives Fund CIF.

If you have a talent or skill you would like to share with the students, please contact Mrs. Wawro or Ms. Chasse-Carey.

## **18. SNACK PROGRAM**

We are so fortunate to once again be able to provide a nutritious snack to all students at WJB. This is made possible through canteen monies, grants and donations. Agencies that support our snack and/or emergency lunch programs are:

1. Feeding Our Future Program – Lake Country Co-op, Lakeland Ford, Lakeland Hyundai and Broda Group.
2. CIF Grant – The grant money enables our school to have Nutrition and After School Co-ordinators.

## **II. STUDENT HEALTH AND SAFETY**

W.J. Berezowsky Public School staff will do everything possible to set up our school facility and programs in a manner that will minimize the possibility of student accidents. Student co-operation is essential. If at any time, parents/students have a suggestion that might improve our school's safety, please contact the school administration. We welcome your input.

### **1. NUT ALERT/ SCENT ALERT**

We have a number of students with an allergy to nuts. We are a Nut Free school. **We ask that families make every effort to ensure that their children bring only food items to school that are free of nuts.** In the event that a student does bring an item with nuts, they will be given an alternative snack/sandwich from our canteen.

We are also trying to be a scent-free school, again due to severe allergies. Students should leave colognes, body spray and perfumes at home.



### **2. EMERGENCY DRILLS**

Emergency drills (Fire and Lock Down) will be held 4 times during the year. It is advised that students make a habit of wearing indoor footwear in the event that these drills occur during inclement weather.

### **3. FIRST AID AND ACCIDENTS**

Any student who suffers an injury at school, should report the incident to their teacher or supervisor.



The school will provide treatment supplies such as band-aids and/or antiseptic for minor scrapes and bruises through the office.

Serious injuries will be reported to the office. The school will attempt to contact the parents to make arrangements for transporting the student home or to a doctor. An ambulance will be called if the injury warrants this type of care. For this reason, the school must have the student's hospitalization number, as well as contact phone numbers for parents or caregivers. **Please ensure that you pick up the Accident or Dental Claim form required for your child's physician or dentist to complete.** These can also be found in the **Parent** section on the SRPSD website <http://www.srsd119.ca>.

## **4. INSURANCE**

All children at W.J. Berezowsky Public School are insured on a 24 hour basis on any regular day or while taking part in a school -sponsored activity. Schedule of Benefits and any other questions you have can be answered by contacting Industrial-Alliance Pacific-Life Insurance Company at 1-800-556-7411 or email: [student@iapkidsplus.com](mailto:student@iapkidsplus.com)

## **5. HEALTH AND WELLNESS:**

Please keep sick children at home, especially if they have a fever. While we strive for excellent school attendance, students who arrive at school with an untreated illness or issue that may affect their classmates such as Conjunctivitis (pink eye), flu, etc., will be sent home after contacting their parents.

If you are unsure when to keep your child home from school, WJB's Public Health Nurse, is an excellent resource for parents regarding communicable and infectious diseases. The Public Health Office is located on the 2nd Floor in the McIntosh Mall. (306-765-6521).

The basic school program consists of immunization, vision and hearing screening, health appraisals and the follow-up of health concerns as referred by teachers.

Good infection prevention measures to follow:

- Wash your hands often and thoroughly in warm, soapy water or use hand sanitizer.
- Cough and sneeze in your arm, not your hand.
- Keep common surfaces and items clean and disinfected.
- Stay home if you're sick, unless directed to seek medical care.

## **LICE**

In order to keep our students healthy and to prevent spreading, any child with live lice will be sent home that day. They may return once they have been treated. The key to controlling lice is to treat the hair, comb out often and disinfect everything in the home.

## **6. CROSS-WALK**

Children are reminded regularly on the safe use of x-walks on their way to and from school. They do become careless and it is important that you help us remind your child about road safety.

## 7. PARENT PARKING

For safety reasons, we ask parents to park on McIntosh Drive when picking up their children.

***\*PLEASE DO NOT ENTER THE STAFF PARKING LOT*** as there is too much traffic for drivers to be aware of little people, and all parking spaces are designated for staff.

## III. POLICIES

The policies of WJ Berezowsky align with those of the Saskatchewan Rivers Public School Division which can be viewed at <<http://www.srsd119.ca/boardpolicies.html>>.

School and division policies are supported by the Saskatchewan Education Act <<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E0-2.pdf>>.

## 1. ATTENDANCE AND PHONE-IN POLICY

Regular punctual attendance is **very** important for school success. Attending on a daily basis helps to ensure your child is prepared and settled for the day –

- regular attendance reduces anxiety because children know what to expect and they know the routines
- regular attendance encourages children to stay academically at par with their classmates
- regular attendance allows children to develop better friendships

Missing only 10% of school can have a very negative impact on learning to read and attending school daily encourages a healthier self-esteem.

- A. If your child does not arrive at school, and you have not notified the school through a note or phone call (306-763-7404), you will be contacted by our Safe Arrival System.

Students with an unexplained absence of more than 3 days may have a staff member visit their home.

If a parent wishes his/her child to stay in during recess due to illness, the student must present a note to the teacher from the parent stating the reason. If a note cannot be supplied, please phone the school at 306-763-7404.

## **2. MEDICATION POLICY**

It is not the practice for teachers to administer medication to students. In the event that your child requires **prescription** medicine to be taken while at school, please inform the Principal in order to make arrangements for safe storage and to establish a procedure for the dispensing of these medicines to your child. A form signed by the child's doctor is required.

If your child requires **non-prescription** medication while at school (such as Tylenol, etc.), send only the amount required for that day and notify the child's teacher.

## **3. WJB FEE - \$15.00**

All children, from K through Grade 8 pay a fee of \$15.00. This money is used to help offset some of the cost for guest speakers, drama productions and guest performers.

When making payment to the school for fees or other expenses, please send cash or a cheque payable to W.J. Berezowsky Public School.

## **4. FUNDRAISING**

The students of W.J. Berezowsky, either on a classroom basis, division level, or on a school-wide basis, occasionally conduct fundraising activities. The monies raised are used to fund all of our outdoor activities and purchase some "extras" for our students and school for that school year. At the school level, we will attempt to keep fundraising limited to one or two projects per year. Thank you for your continued support.

## **5. SCHOOL FACILITIES USAGE BY OUTSIDE GROUPS**

All equipment at school must remain at school where it can be available for use by the students and teachers. Any request to use school facilities must go Mr. Tournier, the school Principal. Rental groups must bring their own equipment as well as observe school holidays and forgo use of the facilities on those days.

## **6. BULLYING BEHAVIOURS**

At W.J. Berezowsky Public School, we take bullying behaviors very seriously. Please take the time to read and discuss this serious issue with your child or children. If bullying behaviors are reported the following steps will be taken: 1. A clear message will be provided to the child that bullying will not be tolerated. 2. Administration will listen to all involved, investigate, and support. 3. An appropriate course of action will be taken for the student involved with the bullying behaviors. The action plan will be based upon the frequency of the behaviors and the severity of each incident.

### **What Is The Definition of Bullying?**

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Usually, bullying happens over and over. Bullying is:

- o Punching, shoving, and other acts that hurt people physically
- o Spreading bad rumors about people
- o Keeping certain people out of a "group"
- o Racial bullying
- o Teasing people in a mean way
- o Getting certain people to "gang up" on others
- o Being threatened or being forced to do things by students who bully
- o Having money or other things taken or damaged by students who bully

Bullying also can happen online or electronically. Cyberbullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- o Sending mean text, email, or instant messages
- o Posting nasty pictures or messages about others in blogs or on Web sites
- o Using someone else's user name to spread rumors or lies about someone

### **In General:**

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength

### **Why Do Kids Bully?**

There are all kinds of reasons why young people bully others, either occasionally or often. Do any of these sound familiar?

- o Students who bully have strong needs for power and (negative) dominance
  - o Students who bully find satisfaction in causing injury and suffering to other students
  - o Students who bully are often rewarded in some way for their behavior with material or psychological rewards.
  - o Because they see others doing it
  - o Because it's what you do if you want to hang out with the right crowd
  - o Because it makes them feel, stronger, smarter, or better than the person their bullying
  - o Because it's one of the best ways to keep others from bullying them.
- (excerpt take from edutopia.com)

## **IV. EXPECTATIONS FOR STUDENTS:**

### **1. DUTIES OUTLINED IN THE EDUCATION ACT**

Some of the major duties of students as outlined by the Saskatchewan Education Act are:

- To attend school regularly and punctually.
- To be diligent in his/her studies.
- To conform to the rules of the school.
- To meet standards of cleanliness, tidiness.
- To co-operate fully with all school staff.



### **2. HOMEWORK**

Students may have some homework assignments which need to be completed. In general, any homework will be the result of not having finished the classroom work in school time. Students should organize their books, papers, pens and other equipment needed for their homework at the end of the day. A quick check of what was done in school today will help prevent "I forgot to take it home!" Children may be sent home for forgotten homework assignments but home will be contacted to ensure that someone is home. Sometimes, parents or teachers will implement a "homework contract" to be sure homework is completed and clear home/school communication is taking place.

### **3. STUDENT SELF-DISCIPLINE**

Students are expected to conduct themselves in a reasonable and responsible manner. Respect for others is the key to good behaviour. We emphasise the 3 R's – respect, responsibility, and restitution. All students should act with common sense and common courtesy.

Parents will be contacted if their child is experiencing behaviour problems at school. Most day-to-day issues or discipline matters will be handled directly by the teacher(s) in charge. Discipline measures will be directed at having students work towards responsible self-discipline. These may include debriefing, empathy training and time-out for personal reflection. Serious offences will involve the school administrative team and senior administration of the Saskatchewan Rivers Public School Division.

### **4. ACADEMIC AND/OR BEHAVIOR INTERVENTIONS AND CONTRACTS**

Students may occasionally require an Academic Contract or a Behavioural Contract that outlines expectations and supports available specific to their needs. Parental support is again, part of this tool.



## 5. APPROPRIATE DRESS FOR SCHOOL

Dress code can best be described as appropriate for a work day at school and should be respectful of staff and students. **This includes no rude, offensive or violent words and pictures on clothing, no bandanas or what may appear to be gang-related symbols.** Unless it is unusually cold, children are expected to play outside before school and during recess and should, therefore, be dressed for the weather which includes appropriate footwear. Jackets, coats and hats are not to be worn in class. Clothing should be marked so that if it becomes misplaced it can be identified and returned. Muddy or wet footwear must be left on the boot rack. Non-marking gym runners are a good choice for inside footwear. Short-shorts, bathing suits and bare feet are not considered appropriate nor safe for a work day at school. Students with inappropriate clothing will be sent home to re-dress. Thank you for your support.

## 6. SUNFLOWER SEEDS

Children are not allowed sunflower seeds, as these items create caretaking headaches.

## 7. SMOKING

As of August 15, 2010 the Government of Saskatchewan banned all tobacco use on school grounds. This applies to both smoked and smokeless tobacco, but will not apply to the sacred or ceremonial use of tobacco. Students found smoking will be suspended. Lighters, cigarettes and other smoking items will be taken from students and not returned.



## 8. BIKES / SCOOTERS / SKATEBOARDS / ROLLERBLADES

Children bringing bicycles to school must lock them in the bike racks. Each child must have his/her own bike lock. For safety reasons, bikes, etc. cannot be ridden on school property or in the walkways between 8:30 a.m. and 4:00 p.m. on school days. Skateboards should be brought through the front doors for safe keeping at the office during school hours. Students who deliberately disregard these rules, will have these items revoked for a period of time.



## 9. COMMUNICATION VIA NEWSLETTER AND WEB PAGE

A Newsletter will be sent out monthly to inform you of up-coming events, school closures, special activities etc. It is helpful to keep the newsletter handy and refer to it during the month. The newsletter and this handbook will also be available on our Internet home page <http://www.srsd119.ca/schools/wjb.html#>.

## 10. TELEPHONE USE



The telephone is for school business use and indiscriminate use by students is not permitted. Students should go home after school before visiting a friend's home; or make arrangements prior to school or at lunch periods. Where contact with home regarding school matters is concerned, students will be permitted telephone use after gaining teacher permission.

Parents needing to contact their children during the school day should call at recess or lunch breaks or leave a message with the secretary.

### **HOW PARENTS CAN SUPPORT THEIR CHILDREN**

- Attendance is number one.
- Believe in and support your child and highlight the things s/he does well.
- Support the intention of the school's programs, policies and expectations.
- Sign student agendas daily and homework letters as they appear.
- Provide a home environment that encourages your child to read and learn.
- Support and monitor homework assignments.
- Discuss with your child the learning that has occurred that day.
- Encourage your child to visit the public library.
- Review relevant news and local issues with your child and discuss how they affect our lives.
- Model as well as teach your child to respect self, others and the environment
- Remind your child of the purpose of discipline in the classroom, especially self-discipline.
- Help your child appreciate and enjoy the excitement in learning and the thrill of an inquiring mind.
- Keep ill, infectious or contagious children home until they are well enough to attend, and contact the school for missed assignments.
- Discuss the details and intent of this handbook with your child to ensure that your family supports a safe and productive school environment.
- Keep in contact with your child's teacher. Let your child's teacher know of concerns you may have. If you need further assistance, call either Mr. Tournier or Mrs. White as often as needed. The proper channels and chain of command should ensure that issues will be addressed.

## **ADDITIONAL INFORMATION AND COMMITTEES**

### **WJB's PUBLIC SCHOOL COMMUNITY COUNCIL**

We have an active School Community Council that works along with the school administrative staff to provide a valuable liaison between the school and the community. The council lends tremendous support to the school by assisting with special projects when the need and interest warrants. The president of our School Community Council is Darliss Vogelgesang and she can be contacted through the school secretary.

### **W.J.B. STAFF LIST 2019-2020**

Mr. D. Tournier	Principal
Mrs. M. White	Vice-Principal
Ms. A. Haughn	Secretary
Mrs. N. Keller	Pre-Kindergarten (students M-Th)
Ms. L. Lavoie	Kindergarten
Ms. L. Wintringham	Grade 1
Mrs. M. Winsor	Grade 1 (a.m.)
Mrs. Martens	Grade 2
Mrs. H. Bradbury	Grade 3
Mrs. M. Wilie	Grade 4
Ms. B. Cournoyer	Grade 5
Mrs. C. Penner-Henry	Grade 6
Ms. K. Deschambeault	Grade 7
Mr. D. Gobeil	Grade 8
Mr. G. Smith	Phys- Ed
Ms. A. Timm	Band/Music
Mrs. B. Meyers	Educational Associate
Mrs. K. Wawro	Educational Associate
Mrs. J. Peterson	Educational Associate
Mrs. T. Cooper	Educational Associate
Ms. L. Chasse-Carey	Educational Associate (1/2 EA & 1/2Pre-K)
Ms. L. Shaw	Educational Associate (a.m.'s)
Mrs. K. Olson	Educational Associate (Pre-K)
Ms. N. Netmaker	Educational Associate
Ms. J. Smith-Biggins	Educational Associate
Ms. M. Harrison	Educational Associate (Pre-K)
Mrs. S. Wright	School Social Worker
Mrs. B. Michalchuk	Speech & Language Pathologist
Mrs. C. Penner-Henry	Dream Catcher Coach (.3)
Mrs. J. Huddlestone	Ed Support Teacher
Mrs. D. Vickers	Librarian
Mr. K. Fusick/Mr. B. Zuk	Custodians
Mrs. N. Franc	Dream Broker Co-ordinator
Ms. A. Woodcock	Mentor
Mrs. J. Morey	Nutrition Co-ordinator

## **The Hub (Inter-Ministerial Collaborative Support)**

The Division supports inter-ministerial collaborative support to better meet the needs of students and/ or their families deemed to be at risk and in need of extra supports. The Hub consists of members from the education system, the police service, social services, and mental health. Children are referred to the Hub by the principal and the school will engage in cooperation with Hub interventions. The referral to Hub would be made only after all school interventions have been exhausted.

## **Transportation**

### **Bussing**

Bussing is available for students attending school in their home attendance area. Students from grade 1-8, living further than 400 metres from their designated school, have the opportunity to be bussed to school. Prekindergarten and kindergarten children living further than 200 metres from their designated school have the opportunity to be bussed. Parents need to register their children for transportation on line at <http://www.srsd119.ca/>.

### **Private Vehicles (according to Administrative Procedures 558)**

The use of private vehicles for transporting students for extra- curricular events should occur only if:

1. The primary insurance on a private vehicle has a liability insurance coverage of \$2,000,000.00.
2. All drivers transporting students in private vehicles shall provide the Principal with a copy of a valid driver's license and has filled in and signed the driver authorization form.
3. The number of persons transported in any one private vehicle may not exceed the number of seatbelts provided.
4. A parent consent form signed by parents must be obtained for each student to be transported by private motor vehicles.

These procedures have been adopted to ensure the safety of our students. We encourage and appreciate all parent involvement and offers of assistance. We hope the new procedures will not discourage offers of assistance and support.

## **Electronics**

### **Ipods, Game Boys, etc**

These items are not encouraged at school as they often go missing or may be stolen. The school is not liable for any lost or stolen electronic devices.

### **Cellphones**

Students often bring their cellphones to school as they feel it is the best way to stay in touch with their friends and family. This is not an issue if the cellphones stay in their backpacks. Students are not allowed to use their cellphones during the school day unless they have received special permission by their classroom teacher or the administration. If a student is using their cellphone in the school without special permission their cellphone will be taken to the principal's office until the end of the day. If this happens repeatedly, parents will be asked to come in to pick up the cellphone.

