

WARREN
ELEMENTARY
SCHOOL
STUDENT HANDBOOK

2016-2017



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INTRODUCTION

The information found in this Student Handbook is intended to answer questions that you may have about Warren Elementary School. Enclosed is a brief summary of policies, programs, activities and services available at the school. This handbook is intended to provide both parents and students with an understanding of how our school operates.

SCHOOL PHILOSOPHY

Warren Elementary School develops responsible citizens by providing quality programs in a positive environment.

Respect is important at Warren Elementary School. Teachers along with their students will develop classroom rules and classroom Respect Agreements. The Respect Agreements are signed by the student, teacher and the Principal. Our Respect Agreements are used to help guide our students and staff when dealing with discipline issues.

Our Respect Agreements allow all students the best opportunity to learn in a safe and caring environment.

HALLWAYS AND GENERAL USE AREAS INSIDE THE BUILDING

1. Students are expected to move quietly and orderly throughout the building.
2. Students will respect others and the property of others.
3. Students are expected to be polite, kind and courteous.
4. Students are expected to be on time, be prepared, and do their best.
5. Students are expected to listen and follow instructions by any given adult placed in their charge.
e.g. teachers, E.A.'s, noon hour supervisors, parent volunteers.

STUDENT CODE OF CONDUCT FOR CLASSROOM BEHAVIOR

1. Students will respect others and the property of others.
2. Students will be prepared for all classes by having required materials and completed assignments done to the best of their ability.
3. Students are expected to adhere to homeroom rules and procedures as provided by the teacher.
4. Students must follow safety rules and demonstrate a safe and co-operative attitude in school.
5. Harassment – The Interlake School Division's student code of conduct will be followed.

WARREN ELEMENTARY SCHOOL DISCIPLINE POLICY CONSEQUENCES OF INAPPROPRIATE OR UNACCEPTABLE BEHAVIOR

Warren Elementary School is proud of the fact that our students are well behaved and cooperative and as a result we celebrate their behaviour and cooperation through many activities throughout the school year. Our RESPECT teams allow our school to work together to earn school wide celebrations that celebrate our safe and caring learning environment. Students who choose to act disrespectfully may miss out on parts of or the entire celebrations.

In order to keep our school a safe and positive environment for learning, consequences for inappropriate behaviours are necessary. The classroom teacher deals with the bulk of day-to-day classroom problems. Noon hour supervisors bring any serious concerns i.e.: fighting, swearing, etc., to the principal or on-call teacher. The principal is involved in serious behaviour problems. These events are documented for future reference. Consequences of future problems are outlined to the parents and students. Depending on the exact nature of the problem, some of the issues that arise may be dealt with by our school's guidance counsellor.

Detention: Students may be assigned a detention during school or at the end of day for class disruption, rudeness, incomplete assignments or any other reasonable cause. In detentions students may be asked to complete unfinished assignments or to work on a consequence related to their inappropriate behaviour (research bullying, making up rules for games etc). These detentions and other inappropriate or unacceptable behaviours will be documented in the office.

Late Arrivals: Being punctual is an important part of having a successful school year. If a student is going to be late please call the school to let us know. Students who arrive at school late may be asked to make up their missed time at nutrition break or after school if we have not been notified by a parent in advance.

Classroom Suspension A classroom teacher may suspend a student from their class for up to 2 days for inappropriate behaviours. Parents will be notified by the school if this occurs.

In-School Suspension:

In-school suspensions may be issued to students who act in a manner too serious for detention. Parents will be notified, by the principal or acting principal, when in-school suspensions are issued.

Out-of-School Suspension:

Students who engage in behaviours that are harmful to the welfare of the school or the welfare of other students (such as persistent disruption, smoking, fighting, etc.) may be suspended from school for a period of time (not to exceed 5 days). Such behaviours may include persistent disruptions, insubordination, smoking and/or fighting. In such situations, parents will be notified by the principal or acting principal.

The Superintendent's department has the right to suspend a student for a longer period of time. At the end of the suspension, the student's parents will be asked to bring their child back to school. At this time, the behaviour that will be expected from the student in the future will be discussed and agreed upon, together with the consequences for any future misbehaviour.

Restitution:

When a student causes *wilful* damage to property of the school or other people, he/she will be required to pay the cost of such damage. If a student's misbehaviour involves breaking any types of law, (e.g.: theft, assault, etc.) the principal may contact the R.C.M.P..

DISCIPLINE GUIDELINES

1. An incident file will be kept for each student in the office.. Each file will contain a record of behaviour/academic problems. Teachers and the principal will record these problems and keep them on file.
2. If the problem continues, there will be a conference with the student, teacher(s), parent or guardian, principal, guidance teacher and/or the school psychologist. From this point on an individual plan will be devised.
3. Creation of this plan may involve the school's guidance teacher and/or school psychologist.
4. The principal will immediately deal with any severe or violent act. Parents will be contacted immediately.
5. Teachers, teaching assistants or any other staff member on supervision will report any major problems with students to the *homeroom-teacher*. The problem will be written up, by the supervising staff member, and submitted to the office. Based on the student previous history, consequences for such problems will be given.
6. Records of discipline incidents, telephone conversations and emails will be in the student incident file in the office.
7. Conflict Managers report all conflicts that they deal with during recess (morning and afternoon) on their mediation reports immediately. The date of each incident is recorded on the class list records located in the binder in their classroom. After 3 incidents are recorded for a student, Mr. Blahut is contacted and or guidance teacher is informed.

SCHOOL PROCEDURES

ACCIDENT PROCEDURES

Any child who receives a minor scrape, cut, or bruise, will be attended to by our staff. A phone call home from the school may occur depending on the severity of the problem. Should a child receive a more serious injury, the following procedure is followed:

1. Parents, guardians, or the designated emergency contact person will be phoned. If possible they will transport their child to see the family doctor or to the hospital.
2. Should no one be available for the school to contact, we will transport the child to the nearest hospital for medical assistance.
3. Should we feel that an ambulance is required, one will be called. The Interlake School Division has insurance to cover the cost of ambulance fees.

MEDICATION - Prescribed medication may be administered at the school office with written authorization by the parent and if the medicine bottle carries the official label from the pharmacist. School staff is not permitted to administer non-prescription medication.

ATTENDANCE

1. Attendance is taken twice daily in the homerooms at 8:55 a.m. & 1:35 p.m.
2. Warren Collegiate informs the elementary school of any absences on Practical Arts Day and parents are contacted if the student's whereabouts are unknown.
4. Please call the school by 8:55 a.m. if your child is not to be at school for any reason.
5. Students who are late for class on a regular basis will be required to make up the missed time either at recess or after school. Parents will be notified of the date and time if after school hours are going to be used.
6. Poor attendance is noted by the teacher and reported to the Principal. The Principal then contacts the home for conferencing and may report such students to the I.S.D. truant officer.
7. Students who are not in attendance on the day of an afterschool event will not be allowed to participate in the event without their parent having previously discussed the absence with their teacher or the principal.

NOTES FROM HOME ARE REQUIRED FOR:

1. Cases of absenteeism.
2. Going to the store or post office.
3. Changing buses (phone calls to the school are acceptable in cases of emergency).
4. When someone other than parent/guardian is picking a student up.
5. Going uptown at noon.
6. Riding bikes from out of town.

Notes are to be dated and signed by a parent/guardian.

TELEPHONE CALLS

Students may use the phone with permission from a teacher and permission from the office has been granted. Students wishing to set up play dates are to do so the previous night from home.

CELL PHONES

Cell phones are not to be used during school time or on the school sponsored activities without prior permission. Students are to keep their cell phones off during the day. If a student is caught using a cell phone it will be taken away until the end of the day. Further infractions will result in the phone being kept at school for a week unless a parent/guardian picks up the device. Subsequent offences will lead to lengthier removals of the phone.

MP3 PLAYERS, IPOD'S ETC.

Any electronic devices brought to school are not the responsibility of the school. Students are allowed to use MP3 players on the **bus only**. If students are using these devices improperly they will be confiscated and kept under the same conditions as cell phones.

LUNCH

1. Students are required to be seated in their desks while eating lunch and remain there until 1:10. Students are expected to be outside (weather permitting), unless staff are supervising other activities.
2. Food and drinks will be consumed in the classroom only.
3. The drink machine is available only at nutrition breaks and at the end of the day.
4. Milk will be sold at our 2nd nutrition break.
5. Hot Lunch Days will be held throughout the year as scheduled in the newsletter.
6. Sunflower seeds are not allowed at school.
7. Gum chewing is not allowed at school.
8. Students, in grades 5 – 8, who wish to go uptown at noon require a signed note from their parent/guardian. These notes must be turned into the office. If parents/guardians so wish they may send a note for the whole year. Students are expected to leave at 12:50 immediately after dismissal. **Should students return before 1:35, they will be permitted back on school property but cannot enter the school (an exception being indoor recess or if required back by a teacher).** Once students have returned to the school property, they are not allowed to leave again.
9. Eating lunch at school for non-transported students is a privilege. If a non –transported student is consistently disruptive or disrespectful at noon hour they may be asked to eat their lunch at home for a designated period as determined by the principal.

WEATHER AND STORM POLICY

In the event of a storm, which may require that the school be closed, a procedure has been set up for the entire school division. Radio stations will announce Division-wide closing. If the school will not be open in the morning, these stations will announce "SCHOOL CLOSURE" at regular intervals beginning at 7:00 a.m.

CJOB - 680 AM, CKRC - 630 AM, CFRW-1290 AM, CKY - 58 AM
CFRY - 920 AM, CKIS - 97 FM, CITI - 92 FM, CFQX - 104 FM

Information regarding school closures can also be found on the Interlake School Division web site. The school has implemented a telephone tree in case of early closure. Parents will be contacted or arrangements made so that no student under 12 will be sent home alone.

PICKING UP OF CHILDREN

Students who do not use the bus at 3:18 must wait in a classroom until the buses have left. Parents picking up their children should report to the office at 3:18 and your child will be called down to the office.

Please do **NOT** use the bus loading parking lot.

BUS STUDENTS

Bus students will be required to board their regular bus at dismissal time unless the homeroom teacher is presented with a dated note signed by a parent or guardian requesting a change for that day. The bus driver should be informed of the change by note.

APPROPRIATE DRESS

THE INTERLAKE SCHOOL DIVISION'S DRESS CODE IS AS FOLLOWS:

Students are expected to dress appropriately. A neat and tidy appearance is required. In general, students should avoid extreme types of clothing. Students will not be allowed to wear any type of headgear in school (caps, hats, headbands etc.). Articles of clothing such as T-shirts with suggestive or vulgar pictures are not acceptable school attire. Students will be asked to change any clothing that is deemed inappropriate. If a student does not have appropriate clothing on hand, students will be given acceptable clothing by the office to change into.

BICYCLE RULES

While riding bicycles to and from school, students need to regard them as vehicles and ride down the right side of the road at all times in single file. Bicycles are not to be ridden in the schoolyard. Bicycles are to be placed on the bike racks provided and a bike lock should be used. Failure to comply with this regulation may result in loss of privilege of riding a bicycle to school. Students are encouraged to wear helmets while riding their bikes.

PLAYGROUND RULES

Students are required to be respectful towards others, staff and school property and follow instructions given by staff.

Playground and equipment areas are to be used safely and properly.

Rough or dangerous play will not be tolerated.

Students will play in appropriate areas within the boundaries of the playground as assigned.

Students must ask permission from supervising staff to leave the playground.

PROGRAMS

Warren Elementary School offers prescribed programs:

- E.L.A.
- Math
- Science
- Health
- Music
- Phys. Ed.
- Art
- French
- Life Skills

Computer Instruction is integrated into the various core subjects.

EVALUATION

Student progress is evaluated on a continuous basis in all subject areas. Methods of assessment include observation and recording of daily work samples (at regular intervals), tests, cumulative assessments (Grade 7 and 8), conferencing, participation, projects and oral presentations. Parents are encouraged to contact the subject teacher or homeroom teacher if they have questions or concerns.

REPORTING

Oral Reports: Interviews between parents and teachers are set for mid to late November for all students and are on an individual call in basis in March. Other individual meetings are set as needed by teachers or parents to discuss a child's progress.

Written Reports: Formal report cards are sent out three times a year – November, March and June.

A Portfolio evening is held in late April or early May.

ASSESSMENTS

Cumulative Assessments are written by Grade 7 and 8 in the following subjects:

- English Language Arts
- Math
- Science
- Social Studies
- Major tests will be written in the other subjects.

Assessment rules are as follows:

1. They will be written in their homeroom.
2. Students should have the necessary supplies such as: pencils, pens, erasers, rulers, geometry sets, etc.
3. **NO PAPERS WILL BE COLLECTED BEFORE THE FIRST HOUR.**
4. Students are to remain quiet and seated, as the supervising teacher will pick up papers.
5. If students are finished early and their paper has been collected, they may study for other subjects if the necessary books have been brought to school and are in their desks. Books related to the assessment being written are not allowed out during period for any reason.
6. Any student found cheating or causing a disturbance may receive a zero on the assessment.
7. Students who miss the assessment will write the day they return to school.
8. These assessments are worth 20% of a student's final mark.

COMPUTER LAB USE

All classes are scheduled into the computer lab. In the interest of maintaining a safe and well functioning computer lab, the following expectations will apply:

1. Students will log in each time they use a computer in the lab.
2. Consequences for tampering with the computers will result in a ½ day in-school suspension and removal from the lab for a week on the first occasion.
3. A second offence will result in a 2-day suspension from school and removal from the lab for the rest of the year.

EXTRA CURRICULAR PROGRAMS

Warren Elementary School staff runs extra curricular programs at noon and after school. Activities may include volleyball, basketball, badminton, skiing, concerts, sports days, school choirs, student council, cross country, track and field, student helper program, environment day, to name a few.

YEAR END CELEBRATIONS

The Warren Elementary School community believes in celebrating student effort, achievement and excellence (in all aspects of school life including academics, sports, arts, leadership and citizenship) throughout the year.

In-class activities, newsletters, pictures, assemblies and special days are just some of the possible avenues of acknowledging what our students have and/or hope to accomplish.

Our final celebration will be during the Grade 8 Farewell assembly, at which each class will have a display highlighting their activities.

SCHOOL SERVICES

RESOURCE PROGRAM: Our Resource teachers are support personnel who work closely with the classroom teachers and students. The emphasis of the Resource Program at Warren Elementary School is to provide support to students with exceptional needs and to their teachers so that these students may progress successfully within the mainstream of education. Notification will be made immediately if such a situation pertains to your child. The type of support will vary for each situation depending on the child's needs.

Such supports may include:

- discussion and sharing of ideas and material with the teacher and parent
- working in the classroom with the teacher
- providing programs, materials, and strategies to classroom teachers
- assessments
- short term tutoring (individual and small group work)
- co-ordination of other resources to service the child's/teachers'/ parents' needs
- co-ordinate and monitor Educational Assistants and parent volunteers.
- liaise with outside agencies and clinicians (school psychologist, speech and language pathologist, occupational & physiotherapist).

GUIDANCE COUNSELLING: The guidance counselor assists students in various aspects of their education such as: study skills, school orientation, individual and group counseling. The guidance counselor also acts as a liaison with students, teachers, parents and agencies outside the school. The services offered by the guidance department are there to meet student needs, whatever they may be. The counselor coordinates Conflict Managers (Gr. 5) and programs dealing with Bullying, Family Life and Personal Safety.

PUBLIC HEALTH NURSE: A Public Health nurse comes into the school as the need arises. The Public Health Nurse also shows films and discusses Human Development with students in Gr. 5 & 7 after obtaining parental permission. The Public Health Nurse can be reached at 467-4400. The Public Health Nurse also comes in throughout the year for the grade 4 Hep B. and grade 8 Vaccinations

LIBRARY: All classes have the use of the Library at least once per cycle. Library books will be on loan for one 6-day school cycle. Please remind your child to return their Library books on time.

LIBRARY POLICY ON LOST BOOKS: Lost library material will be billed to the student at replacement cost. Reimbursement is to be completed by the end of June each school year.

OTHER SUPPORT SERVICES: Social Services from the IRHA are available to assist in areas that fall outside the scope of the school's services. They may include child abuse, severe behavior disabilities, justice or others. Social Services may be contacted at 467-4420.