

**LINWOOD SCHOOL
PARENT/STUDENT HANDBOOK
2019 – 2020**



**266 Linwood Street
Winnipeg, MB R3J 2C6
Telephone: (204) 889-9356
Fax: (204) 885-2234
Principal: Mr. R. Miller**

Linwood School Mission Statement

The mission of Linwood School, with the support of the community, is to provide a safe and caring environment in which students become accountable, life long learners who demonstrate respect and cooperation, and take responsibility for their own behavior and learning.

ADMINISTRATIVE INFORMATION

School Board Office Administrators

Mr. B. Lough Chief Superintendent
Ms. D. Cost Assistant Superintendent, Program And Curriculum

Mr. M. Wake Assistant Superintendent, Administration
Board Office Number: 204-888-7951
Web Site: <https://www.sjasd.ca>

Linwood School Hours

8:45 Outside supervision	12:45 Outside supervision
8:55 Student entry	12:50 Student entry / attendance
9:00 Attendance	12:55 Instruction begins
9:05 Instruction begins	2:10-2:25 Recess
10:20-10:35 Recess	3:40 Dismissal
11:50 Lunch Dismissal	

Office Hours: 8:15 A.M. – 4:15 P.M.

Communication/School News

Linwood School strives for open communication with families. In our ongoing effort to keep parents informed, we use our website and Remind. Please be sure to check the pages regularly for updates. Feel free to contact the school for support at any time.

Medication at School

At times, students may require medication during school hours. School personnel cannot administer any medication without authorization from the prescribing physician and the written consent of parents. If your child requires medication at school, you may obtain the required paperwork by contacting the office or you may print off the forms from our website at <http://www.sjad.ca/school/linwood> Take the forms with you when you visit your child's doctor so that he/she can sign it. Return the completed forms to school with the medication.

Early Dismissal

Students will be dismissed early at 3:10 p.m. on designated early dismissal dates, usually on the first and third Tuesday of each month, due to staff meetings and staff professional development meetings. Please see the "Important Dates" tab on the blog for the full listing.

Inservice and Administration Days

The Department of Education allocates 10 days of the school year to be used for in-service and administration. During these days teachers are involved with parent/teacher conferences, curriculum meetings and workshops in order to stay informed about the latest curriculum changes and teaching strategies.

Lunch Procedures

It is the policy of the St. James-Assiniboia School Division that students should go home for lunch unless this is not feasible for reasons of distance, severe weather or health concerns.

All students are eligible to stay at school in a supervised lunch program at no cost.

Students are required to supply their own lunch and necessary lunch supplies (utensils, napkins, etc.). There are no microwaves; please send a thermos if you prefer a warm lunch for your child. Please help us keep our lunch room free from known allergens.

Students must follow lunchroom guidelines. Students who do not follow Lunch Program rules/expectations are subject to disciplinary action, including suspension of privileges.

STUDENT SECURITY AND SAFETY

Thank you for helping to establish positive routines with your children. Arriving on time, lining up outside with classmates, and reinforcing classroom /school expectations help to provide a safe, structured learning environment.

Thank you very much for your assistance in maintaining a safe, productive atmosphere by following the procedures listed below at Linwood School.

Visitors to the School

To ensure the safety of our students:

- After morning entry, only the front doors will be unlocked. Visitors must use the front door.
- **All** visitors must report to the school office upon arrival.
- Classroom volunteers/visitors will receive a "Visitor" pass after signing in at the office.

ATTENDANCE PROCEDURES

At the St. James-Assiniboia School Division, one of our greatest priorities is ensuring that all our students arrive safely at school each and every school day.

To enhance our existing absence-checking procedure, we are introducing a new, student absence reporting system called **SafeArrival**. This new system will reduce the time it takes to verify student attendance, make it easy for you to report your child's absence and easier for staff to respond to unexplained student absences.

With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). **The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.**
2. Use the **SafeArrival** website, <https://go.schoolmessenger.ca>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-844-434-8116** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

Please report absences in advance using SafeArrival instead of sending notes or calling/emailing the school.

If you have children attending other schools, please continue to report absences using the existing procedures for those schools. Thank you for your patience and cooperation as we implement this new system.

Morning Entrance Procedure

Student supervision on the playground begins at 8:45 a.m. When the entry bell rings, students line up at the doors designated with their room number and duty staff will supervise entry. In severe weather, students are supervised indoors.

End of Day Dismissal Procedure

The end of the day is always a very busy time. Important end of the day routines are being completed. Students will be dismissed through their designated entry/exit doors. Parents/caregivers who pick up students after school will need to arrange a meeting place outside of the school. Many families use the same spot as morning drop-off (such as the class number painted on the tarmac).

Designated Entrance/Exit Doors are as Follows:

Front doors on Linwood: Kindergarten students, Patrols, Bus Students

Northwest "Boys" doors on Winchester: Rooms 1, 4, 6, 18

Southwest "Girls" doors on Winchester: Rooms 8, 10, 15, 16

Students on Playground Before and After School

Please be reminded that students should not be on the school grounds prior to 8:45 a.m. or after 3:40 p.m. without parental supervision. We do not have staff supervising the playground before 8:45 a.m. or after school. Please plan your child's departure from home so that he/she arrives on the playground close to 8:45 and 12:45.

It is the responsibility of parents/guardians to make sure their child(ren) are under adult supervision before and after school. For the safety of all, please make the necessary arrangements to ensure your child is not left unsupervised.

Allergy Alert

Some students in our school have life-threatening allergies to nuts and nut products. We also have a student with a life-threatening allergy to kiwi and products containing kiwi. We ask for your help by not sending kiwi or any products containing nuts or the warning "may contain nuts" to school. We thank you for your cooperation.

Parking Lot

Please refrain from driving into the parking lot to drop off or pick up your children. This poses a serious concern for the safety of you children. Guest parking is for guests utilizing the school for school business and is located along the north side of the parking lot facing Bruce Avenue.

Patrols

Grade 5 students at Linwood School have the opportunity to be patrols. They are responsible for patrolling at the corner of Linwood and Bruce as well as Winchester and Bruce. In extreme weather conditions, when the buses from the division are not running, the patrols do not go on duty.

Emergency Preparedness Plan

Formalized plans for emergencies are reviewed annually with staff and students. These include procedures dealing with lock downs, accidents, fire or explosion, tornadoes, storms, weapon or bomb threat, chemical spill, failure of services or other such emergencies.

Fire Drills

Periodic fire drills are held to ensure the safe evacuation of the building should the need arise. In the event that we are required to evacuate the building for an extended period, all students and staff will report to the Deer Lodge Community Club.

School Lockdown

School lockdown procedures are in place as a response to immediate danger in and around the vicinity of the school. Periodic lockdown practices are held to ensure that students and staff are familiar with the procedures should an event occur.

Tornado Shelter

School procedures are in place to cover the threat of tornados.

Bicycles, Skateboards and Scooters

When bringing bicycles to school we ask that students lock them up in the bike cage. The school does not assume responsibility for lost or stolen bicycles.

For the safety of all, students are asked to dismount their bicycles, skateboards and scooters and walk before entering the school grounds.

OTHER IMPORTANT INFORMATION

Resource & Guidance /Counselling

Resource teachers and the school counselors work cooperatively with classroom teachers in a team approach to plan and provide programming for student academic, social, emotional and behavioural success.

Resource and Guidance programs are available to help students in Kindergarten through grade 5. The Guidance and Resource programs include classroom groups, individual counseling, and small group sessions. These specialized teachers are available for consultation with parents, students, and teachers whenever necessary.

Educational Support Services (E.S.S.)

Educational Support Services consist of the following services available on a referral basis:

School Psychologist

Social Worker

Speech and Language Clinician

Physiotherapist

Psychiatrist

Behavior Intervention Resource Teacher

Evaluation

Report Cards are issued three times a year – November, March and June. On the report card, the essential skills from the curriculum are defined. A report card is a snapshot in time which also needs to be supported by Parent-Student-Teacher Conferences. These conferences are scheduled during the November and March reporting periods. This is a critical part of the partnership between home and school and an integral part of your child's learning. Every child is encouraged to attend the conference with their parents. Work samples and portfolios are

shared at this time. However, parents are reminded and encouraged to contact their child's teacher at any time during the school year if any questions or concerns develop.

Pupil Files

The Public Schools Act requires every School Board to establish a pupil file for each pupil enrolled in a Manitoba school.

The pupil file is an ongoing official record of a pupil's educational progress from Kindergarten – Senior 4. A pupil file includes the entire collection of repository of information/documentation compiled or obtained by the staff of a school relating to the education of the pupil which is stored in written, photographic, electronic, or any other form, and is held in the school, school board office or other office under the jurisdiction of the school board.

Each parent (custodial and non-custodial), legal guardian or age of majority pupil has the right to information contained in school or divisional files unless there is a court order forbidding the right to access. When the pupil reaches the age of majority, consent of the student is required to allow parents to access the pupil file. Where parents are separated or divorced, both parents have the right to receive information or reports on their child, unless the court orders otherwise. [Divorce Act Section 16(5), The Family Maintenance Act Section 39(4)].

Recess

The purpose of recess is to give students a break from academic concentration and participate in some physical exercise. We have outdoor recess except for days of extreme weather conditions. This means we go outside rain or shine. Please ensure that your child is dressed appropriately for the day.

All students who are well enough to be at school are expected to go outdoors at recess.

PLEASE NOTE THAT STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS AT RECESS OR DURING THE NOON HOUR IF THEY ARE PART OF THE LUNCH PROGRAM.

Cellphones/ iPods/Personal Electronic Devices and other Personal Items

Students are asked to leave all valued items at home. This includes toys, games and other personal property such as cell phones or personal electronic devices (ipods, MP3 players, etc.) **Students are not permitted to use personal electronic devices at school.** Students who bring these items will be asked to leave them in their backpacks. In accordance with school division policy IJNCD, the school does not assume responsibility for lost, stolen or damaged items.

Due to privacy issues, the use of cameras, or cell phones and iPods with cameras, is prohibited at school. Devices being used for filming or photography will be confiscated and kept in the office for the remainder of the day and parents will be notified.

Students who need to use the phone during the school day are able to get a phone pass from their teacher and use the phone in the office.

Parent Council

Linwood School has an active Parent Council which works cooperatively with the school in the best educational interests of the children. The Council organizes fundraising events, co-hosts special activities within the school, and holds meetings of interest to all parents. We encourage you to become active with this group. Meetings are held on the first Tuesday of each month at 6:30 P.M. However, the first meeting of the year is the Annual General Meeting to be held on **Tuesday, September 10, 2019 at 6:00 PM**. Meeting minutes can be accessed on the school website at <https://www.sjasd.ca/school/linwood/>

Volunteers and Parental Involvement

Volunteers are required in many areas during the school year. Parental involvement can be a rewarding experience for you, your child, and, indeed, for the school. Our volunteers, who range from parents, grandparents, adult siblings, and a range of community members, perform a wide variety of good deeds in our school. Many parents who work during the day like to contribute by participating in fundraising or other Parent Council activities that include tasks that are done from home but help immensely with the events at school. It is an ongoing goal of Linwood School to enhance the role of parents and community as educational partners in the school.

Bussing

Students who live over 1.6 km from school are provided with bus transportation to and from school. If you are unsure of bussing eligibility, please call the school at 204-889-9356.

If your bussed student will not be riding the bus home on a given day, parents must inform the office before 3:30 PM so that he/she can be removed from the bus roster.

Unscheduled Bus Cancellations

In the event of an unscheduled bus cancellation, an announcement will be broadcast on radio station CJOB, CBC or other stations. The central divisional office will also send out an automated message to families.

School Dress

Students are expected to dress in a manner conducive to promoting an academic learning environment. The school is their place of business and standards must be in place that are suitable for all students Kindergarten through Grade 5.

The guidelines at Linwood School are as follows:

- * Students are encouraged to dress neatly and appropriately.
- * Proper footwear is a must at all times - students are not allowed to walk around in stocking or bare feet. Children should have a pair of runners which they can leave at school.
- * We request that all removable clothing be clearly labelled with the student's name.
- * Students are encouraged to dress for the weather.
- * Please help your child to dress appropriately for their day at school and be mindful of clothing lengths, and coverage - garments with inappropriate slogans are not permitted.
- * No hats indoors

Linwood Child Care Centre

The child care centre is a provincially subsidized day care. Hours of operation are 7:00 a.m. – 6:00 p.m. Please contact their office at 204-832-6540 for further information.

Co-Curricular Activities

The staff of Linwood School provides opportunities for students to take part in many club and co-curricular activities to further develop special activities or interests.

Student Accident Insurance

The Reliable Life Plan has been endorsed by the Manitoba Association of School Trustees. An envelope explaining coverage and costs is sent home with each child in the first week of school. All students must have extended health care for ambulance and dental before they will be allowed to go on field trips beyond the perimeter.

Public Health Nurse

If you wish to contact the public health nurse assigned to the school on any of the communicable diseases listed below, you may do so at 204-940-3650. Their location is at 2015 Portage Avenue.

Measles (red or German) Mumps

Chicken Pox Diphtheria

Whooping Cough Fifth's

Mononucleosis Hepatitis

Hand, Foot & Mouth Head lice

Strep throat Impetigo

Ringworm, scabies Dysentery

Please notify the school immediately at 204-889-9356 if your child is absent from school with any of these diseases.