

**LINWOOD SCHOOL  
PARENT/STUDENT HANDBOOK  
2021 – 2022**



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

## **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 engaged life-long learners who demonstrate compassion, cooperation, curiosity, and respect, and who take responsibility for their own behaviour and learning.

### **ADMINISTRATIVE INFORMATION**

#### School Board Office Administrators

Mr. M. Wake - Chief Superintendent

Mrs. J. Moffat - Assistant Superintendent

Board Office Number: 204-888-7951

Web Site: <https://www.sjasd.ca>

Last Name	First Name	Location
Aremu	Georgi	Linwood School
Beaudin	Samantha	Linwood School
Blake	Jonathan	Linwood School
Bonnefoy	Caslyn	Linwood School
Dowd	Eva	Linwood School
Harms	Colleen	Linwood School
Hyde	Donna	Linwood School
Isfeld-Jones	Kathy	Linwood School
Jensen	Tanya	Linwood School
Laube	Julie	Linwood School
Li	Alice	Linwood School
Macdonell	Colleen	Linwood School
Nie	Ken	Linwood School
Nuytten	Regine	Linwood School
Peterson	Nicole	Linwood School
Reid	Cherlyn	Linwood School
Rogala	Colleen	Linwood School
Smith	Kelly	Linwood School
Sokolic-Sahan	Laura	Linwood School
Stevenson	Amy	Linwood School
Tabios	Grace	Linwood School
Tran	Hieu	Linwood School
Turner	Kimberley	Linwood School
Vincent	Kyla	Linwood School
Wesselius	Darren	Linwood/Stevenson School
Williams-Taylor	Arlie	Linwood School
Wurch	Charisse	Linwood School
Young	Garrett	Linwood School
<b>Linwood: Clinical/Teacher Assignments 2021-2022</b>		
Mitchell	Charlene	ESS - Speech-Language Pathology
Jucknowski	Sarah	ESS - Psychology
Kerr	Jeff	ESS – Social Work
Desgagnes	Monica	ESS - Occupational Therapy
Ogloza/Wu	Jackie/Gabriel	ESS – Physical Therapist
Bowering	Nola	ESS - Deaf & Hard of Hearing
Montebruno	Rosana	ESS - Reading Clinician K-2
Khan	Heather	ESS – Reading Clinician 3-5
Wake	Kristy	ESS - Student Services Coordinator
Cross	Diana	Winnipeg Police Service – School Resource Officer

### Linwood School Hours

8:45 Outside supervision

8:55 Student entry

9:00 Attendance

9:05 Instruction begins

**Please see the link for your child's grade cohort fact sheet for specific lunch times.**

[K & Gr. 1 & Gr. 1/2](#)

[Gr. 2/3](#)

[Gr. 4/5](#)

3:40 Dismissal

Office Hours: 8:00 A.M. – 4:00 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, Instagram account, weekly Friday Notes from the Office messages sent to your email and Remind (text @linwoodr to 404-537-3899). Please be sure to check regularly for updates. Feel free to contact the school for support.

### 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 <https://bit.ly/3zCdGa4>. Parents/guardians will 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. Please see 'Important Dates' on the website and in the weekly Notes from the Office.

### 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 to stay informed about the latest curriculum changes and teaching strategies.

### Lunch Procedures

All students are eligible to stay at school in a supervised lunch program at no cost. Students will eat lunch in their classrooms along with their classroom peers. Lunch times are staggered this year to accommodate physical distancing in hallways and outside at lunch. **(For more information, please use the link on page 2 for your child(ren)'s cohort information sheet(s).)**

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 classrooms free from known allergens such as peanut butter.

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 helps 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.

### Parents and Visitors coming to the School

To ensure the safety of our students:

- After morning entry, only the front doors will be unlocked. Parents and visitors must self-scan for Covid symptoms before coming. If possible, please call the school before coming to ensure physical distancing is possible in the office and use the front door.
- **All parents and visitors must wear a mask and report to the school office upon arrival to sign in.**

## 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 school day.

To enhance our existing absence-checking procedure, we have a student absence reporting system called **SafeArrival**. This 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 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.

### Morning Entrance Procedure

Student supervision on the playground begins at 8:45 a.m. When the entry bell rings, students line up on the dots at the doors designated for their grade cohort 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. Students will be dismissed through their designated entry/exit doors to line up on their classroom dots. 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 (near the class number painted on the tarmac).

**Designated Entrance/Exit Doors are as Follows:**

**Front doors on Linwood Street:**

Kindergarten, Grade 1, and Grade 1/2 students

**Northwest “Boys” doors on Winchester Street:**

Grade 2/3 students

**Southwest “Girls” doors on Winchester Street:**

Grade 4/5 students

**(For more information, please use the link on page 2 for your child(ren)’s cohort information sheet(s).)**

Students on Playground Before and After School

**To safely comply with Public Health guidelines around physical distancing, students should not be on the school grounds prior to 8:45 a.m. or after 3:40 p.m.** 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 within 5 minutes of their lunch entry time **(For more information, please use the link on page 2 for your child(ren)’s cohort information sheet(s).)**

It is the responsibility of parents/guardians to make sure their child(ren) is/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 support.

Parking Lot

Please do not turn into or drive into the parking lot to drop off or pick up your children. This poses a serious safety concern for children. Guest parking is for guests utilizing the school for school business only 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/hold & secure, accidents, fire or explosion, tornadoes, storms, 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 tornadoes.

### Bicycles, Skateboards and Scooters

When bringing bicycles/scooters to school we ask that students lock them up in the bike cage. Skateboards should be stored in the office until the end of the day. The school does not assume responsibility for lost or stolen bicycles/scooters. For the safety of all, students are asked to dismount their bicycles, skateboards, or scooters 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 from Kindergarten through grade 5. The Guidance and Resource programs include classroom groups, individual counselling, 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  
Behavior Intervention Resource Teacher  
Occupational Therapist

### Evaluation

Report Cards are issued three times a year – November, March, and June. On the report card, the essential skills from curriculum areas are defined. A report card is a snapshot in time, which is supported by Parent-Student-Teacher Conferences. These conferences are

typically 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. Normally children are 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. Based on Covid-19 Public Health guidelines, conferences may or may not continue to take place in person this year. The office will send out more information to families prior to each of the conference dates.

### 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 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 allow them to participate in physical exercise and social interactions. **We have outdoor recess except during 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, cell phones, and other devices with cameras is prohibited at school. Devices being used by students for filming or photography will be confiscated and kept in the office for the remainder of the day and parents will be notified. Parents/visitors are also reminded not to take pictures of students at school, unless they attend

a public event.

Students who need to use a phone during the school day need to check with their teacher to get a phone pass to 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. Based on Covid-19 Public Health guidelines, parent council activities, including the initial AGM, will take place virtually until further notice.

### Volunteers and Parental Involvement

Based on Covid-19 Public Health guidelines, volunteer and parent entry into the school will be kept at a minimum until further notice.

In a more typical year, 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, support needs in our school in a variety of ways. 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.

### Catchment 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.

In 2021-2022 purchased bus seats will not be available.

**If a bussed child 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 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 length and coverage - garments with inappropriate slogans are not permitted.
- \* No hats indoors

#### Linwood Child Care Centre

The childcare 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

Co-curricular activities will be offered to students based on updated Covid-19 Public Health guidelines. In a typical year, the staff of Linwood School provides opportunities for students to take part in many clubs and co-curricular activities to further develop special skills or interests.

#### Student Accident Insurance

All students must have extended health care for ambulance and dental before they will be allowed to go on field trips outside of the perimeter. If you do not have an extended health care plan, please see the link from the Manitoba School Boards Association for more information. <https://manitobastudentinsurance.ca/>

#### 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 204-940-2397.

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.