

A decorative border of colored pencils surrounds the text. The top border consists of three pencils: brown, green, and red. The right border has a blue pencil at the top and a yellow pencil below it. The bottom border has three pencils: brown, yellow, and blue. The left border has four pencils: yellow, blue, red, and green. In the bottom right corner, there is a teal pencil holder containing several colored pencils.

**Crestview School**

**Parent Handbook**

**2023-2024**

# CRESTVIEW SCHOOL

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Crestview Homepage: <https://www.sjasd.ca/school/crestview>

## PARENT HANDBOOK 2023-2024



### **Welcome to Crestview School!**

We are a safe, nurturing, innovative learning community where all students are supported to learn and achieve at high levels.

*At Crestview School we believe in respect and safety to achieve social and academic growth.*

### **St. James Assiniboia School Division**

*We aim to provide a meaningful, safe and caring educational environment so that all students are prepared to be responsible citizens in a democratic society.*

*Our Values: Respect, Integrity, Responsibility, Consultation, Excellence*

## TIME GUIDE

|               |                            |
|---------------|----------------------------|
| 8:45          | Outside supervision begins |
| 8:55          | Student entry/Attendance   |
| 9:05          | Announcements              |
| 10:20 – 10:35 | Recess                     |
| 11:50         | Dismissal for Lunch        |
| 12:45         | Outside supervision begins |
| 12:50         | Student entry/Attendance   |
| 2:15 – 2:30   | Recess                     |
| 3:45          | Dismissal                  |

Promptness is an important life skill. Student entry is at 8:55 am and 12:50 pm. Please encourage respect for classmates and teachers by being on time.

## AN INTRODUCTION TO CRESTVIEW

Crestview School is 'home' to approximately 212 students from Kindergarten to Grade 5 and Crestview School Children' Centre. We acknowledge that we are on Treaty One Land, the traditional territory of the Anishinaabe, Ininiw and the Dakota and homeland of the Metis nation.

Crestview School is a welcoming and inclusive community. We work collaboratively to develop learning experiences for students that are engaging and meaningful. We focus on developing skills for critical thinking, communication, creativity, active citizenship, collaboration, inquiry and problem solving. We are innovative educators with a collective commitment to ensuring all students are realizing their learning goals and understanding themselves as lifelong learners.

The themes of sustainability and social justice are embedded in all learning at our school. Teachers plan effectively for developmental needs and incorporate play and discovery, cultural perspectives and worldviews. Technology is utilized as a tool to connect to the world and accelerate learning.

**Please check the [school website](http://www.sjasd.ca/school/crestview) regularly for school news and information.**

[www.sjasd.ca/school/crestview](http://www.sjasd.ca/school/crestview)

## VISITORS

All visitors to the school must prominently display a visitor identification guest pass. Visitor identification shall only be issued after the visitor has signed the log at the Sign-In desk outside our office.

## ATTENDANCE

Students are required to attend school every day it is in session unless prevented from doing so due to illness, dental or medical reasons.

## CALL BACK SERVICE

Parents must notify SafeArrival when a student is absent. Call **1-844-434-8116** or go to <https://go.schoolmessenger.ca>  
If the school has not been informed, parents will be contacted.

## APPOINTMENTS

Parents are encouraged to schedule doctor and dentist appointments outside of school hours whenever possible, or to arrange these appointments on in-service or administrative days. In cases where this is impossible and early dismissal is required, parents are asked to send a signed and dated note to the teacher stating the reason.

## CHANGE OF ADDRESS AND/OR PHONE NUMBER

In the event of address, email address or phone number changes during the year, new information must be submitted to the school office immediately. It is imperative that we can contact you or a designated individual in case of illness or emergencies related to your child. This also applies to the emergency contact person who is listed on your registration form.

## HEALTH INFORMATION

It is in the best interest of your child that the school be aware of any special medical or health problems he/she may have. This may

include problems with vision, hearing, diabetes, recent surgery, allergies, special medications, or anything that might limit the child at school. This information should be communicated to the school at any point during the school year. Where it is necessary that medication be administered at school, parents must complete the necessary forms, available at our school office.

## PATROLS

Crestview School patrols from Grade 5 help ensure the safety of all students. Street patrols are stationed at crosswalks and busy intersections to assist students when crossing the streets.

Patrol stations are at Morgan & Cavalier. An adult Crossing guard is on duty at Ness & Cavalier, during the following times.

8:40 - 8:55 am

11:50 - 12:00 pm

12:40 - 12:50 pm

3:45 - 4:00 pm\*\*

\*\*On the first and third Tuesday of each month, classes are dismissed at 3:08 pm and patrols will be on post at 3:08 – 3:23 pm.

## TRANSPORTATION

According to Board Policy, bussing is provided for eligible students that live in the school catchment 1.6 km or more away from Crestview School. Students are supervised by staff while getting on and off the bus at school. Students are expected to cooperate and are required to follow the rules of bus ridership, which include:

- Remain seated unless instructed otherwise by the driver.
- Do NOT touch or open windows.
- Refrain from making noises i.e. no shouting, screaming, etc.
- Be courteous to fellow passengers.
- Do NOT throw objects.
- Do NOT eat or drink.

If students do not follow the rules of bus ridership, bus privileges may be suspended.

## SNACKS & LUNCH

Crestview School strives to maintain a safe environment. Some students have severe allergies to nut products. We are NUT AWARE, and respectfully request that all parents refrain from sending peanut butter, or other items containing nuts to school. Although we cannot guarantee that products containing nuts will not enter our school, we are committed to minimizing the risk to our students as much as possible.

A paid milk program is available for families to purchase milk tickets. Students are encouraged to bring nutritional recess snacks to school.

***Supervision is provided for students who remain at school for lunch.*** Please notify your student's teacher if your child will be participating in the lunch program. ***Microwaves are not available.*** Students eat lunch in their classrooms.

**Daycare students eat lunch at their Daycare sites.**

### Lunch Room Expectations:

- Follow the directions given by all lunch supervisors.
- Remain seated while eating and be polite while eating.
- Speak at a reasonable volume.
- Play safely and respectfully on the school playground.

Staying at school for lunch is a privilege.

In the event of a lunch suspension, parents are responsible for making alternate arrangements for the supervision of their child over the affected lunch hour.

## FIELD TRIPS

The St. James-Assiniboia School Division recognizes the value of field trips and excursions in extending the educational experience of students and encouraging and maintaining their interest in school programs.

The School Board provides the Universal Student Accident Insurance program which ensures coverage for all students while at school, involved in school activities on or away from the school premises and while traveling to or from school or a school activity. This insurance does not, however, replace voluntary student accident insurance.

Parents must fill out a new medical form annually, which is kept on file for the school year. Parents must notify schools in writing of any changes to their child's medical information during the course of that year.

An informed consent/permission form for educational trips is sent home for each field trip and must be signed by a parent or guardian.

### **PARENT VOLUNTEERS**

Crestview School is proud of its volunteers and the assistance they provide for staff and students. Volunteers assist with a wide range of activities including library, reading, coaching, transportation and classroom assistance. If you are able to volunteer, please call the school at 204 885-7710. Criminal Record Check and Child Abuse Registry forms must be completed.

### **LOST AND FOUND**

Our Lost and Found area is located on the main level adjacent to the staircase. Parents and students are urged to visit this location when seeking misplaced clothing or supplies. Labels on items of clothing, including footwear, are encouraged. Smaller, more valuable items are turned into the office. Unclaimed articles are donated to a charity twice a year.

### **BICYCLES/SKATEBOARDS**

Bike racks are available, and students are advised to have locks on their bikes. The school assumes no responsibility for damage or loss. Due to safety concerns, skateboards are not allowed at school. Roller "shoes" and scooters are also not allowed at the school during school hours.

### **CELEBRATING OUR COMMUNITY: Assemblies and House Groups**

Crestview students have many unique ways to celebrate and share their learning. Periodically, we have whole school assemblies where classes of students may share important information related to themes and current events. Students enjoy the opportunity to prepare for an authentic audience and we all value the opportunity to come together as a community to learn and grow!

Each student at Crestview belongs to a 'House Group' comprised of a small group of students from each grade level. At least once a month, House Groups meet with the assigned adult to develop a deeper sense of school community and belonging with all ages of students. Activities that support the development of skills such as empathy, collaboration, and citizenship are planned for each session.

### **STAFF MEETINGS**

Staff meetings are held on the first and third Tuesday of each month beginning September 2022. Students will be dismissed at 3:08 pm on these days. Please check the school calendar to ensure proper arrangements are made for early dismissal on these dates.

### **INSERVICE/ ADMINISTRATION DAYS**

The Department of Education allocates 10 days of the school year for in-service and administration. During these days, teachers are involved with parent/teacher conferences, curriculum meetings and various workshops.

### **FIRE /LOCKDOWN/TORNADO DRILLS**

Protocols are in place and practices are held throughout the year to familiarize students with these procedures.

### **EMERGENCY SCHOOL CLOSING BUS CANCELLATION**

In the event of severely inclement weather, busses may be cancelled.

School buses will be cancelled if the wind chill is -45 or greater based on a reading taken by Environment Canada at 6:00 a.m. at The Forks. On cold weather mornings, please listen to CJOB-680 for any announcements regarding possible bus cancellations in our Division. The parents of transported students will receive an automated phone message in the event of a cancellation. Updates regarding bus cancellations will also be posted on our Division website at [www.sjasd.ca](http://www.sjasd.ca).

In case of school evacuation, students and staff will walk to Lakewood School.

### **STUDENT ASSESSMENT AND EVALUATION**

Students are assessed on a continuous basis throughout the school year. These practices include collecting learning evidence from:

- daily assignments, notebooks,
- performance tasks
- special projects
- cumulative tests and quizzes
- conversations and interviews with students
- Observations and anecdotal records of student work
- Student self-assessments

Other forms of assessment may be used to gather information on student learning.

The [Manitoba Report Card](#) is issued in November, April and June.

## **PARENT COUNCIL**

Crestview School maintains an active Parent Council who works cooperatively with the school in the best interests of the education of the children. The Council meets regularly. Parents are most welcome to become active members participating on the council. See the school website for the date and time of Parent Council Meetings.

## **CRESTVIEW STUDENT SERVICES**

Crestview is committed to fostering inclusion for all students.

*“Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued and safe.”*

The Public Schools Amendment Act, 2004.

The school counselor and resource teacher work collaboratively with classroom teachers and families to create learning environments and provide resources and services that are responsive to the lifelong learning, social and emotional needs of all students. Students requiring additional support to meet their academic, behavioral and social/emotional needs are assigned Case Managers. Case Managers monitor the students’ progress through evidence-based interventions, and coordinate communication among parents, teachers, and other community services.

## **EDUCATIONAL SUPPORT SERVICES**

Educational Support Services provides the

following clinical services:

- ✓ Psychologist
- ✓ Speech and Language Clinician
- ✓ Social Worker
- ✓ Physiotherapist
- ✓ Occupational Therapist

Students are referred to ESS by teachers and our school based support services team. ESS staff members consult and collaborate on services to students and work closely with teachers, principals and parents. The referral requires a parental signature.

## **CRESTVIEW SCHOOL HEALTHY LIVING POLICY**

Crestview School will work together in partnership with the community to provide a learning environment that promotes healthy living. Healthy living includes balancing good nutrition with physical activity. Crestview School will encourage and promote healthy food choices and physical activity.

Following are the Crestview School Guidelines for promoting a healthy active lifestyle:

- ✓ School staff, students, and parents are encouraged to bring food belonging to the four food groups of Canada’s Food Guide for class parties, recess snacks and lunches. It is recognized that schools need to be flexible for celebration days.
- ✓ Crestview School will continue to encourage students to live an “active” lifestyle, promoting physical fitness and activity. School staff members are encouraged to act as role models in order to promote a healthy active lifestyle.
- ✓ School staff and community members are encouraged to choose fundraising activities, rewards, and incentive programs, which do not compromise student’s healthy food choices.
- ✓ School community members are encouraged to make healthy options available for school events.
- ✓ The school will work to ensure that all staff members are made aware of food allergies and guidelines to support these students.

- ✓ Crestview School will encourage families to send lunches with packaging that is recyclable.
- ✓ Healthy snack bowls are provided to classrooms each day

## CRESTVIEW SCHOOL CODE OF CONDUCT

In alignment with the *Manitoba Education Provincial Code of Conduct* and the *St. James-Assiniboia School Division's Student Conduct policy (JK)*, Crestview School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

Crestview School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations, interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply and the amount of support required.

*Provincial Regulation: Appropriate Disciplinary Consequences in Schools* states that the principal has disciplinary authority:

- over the conduct of students while they are at school
- over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus
- to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another
- to determine which consequence is appropriate in a given situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a shared responsibility

that involves cooperation between the school and parents.

Crestview School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/communication

At Crestview School, our belief fits with that of Restitution theory. We believe that mistakes are opportunities to learn and our goal is to assist children to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

The content of this Code of Conduct is reflective of the following sources:

- St. James-Assiniboia School Division Policy JK
- Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences

See the Student Threat Assessment brochure [JICM\\_E\\_1](#) for threat assessment protocol and procedures.