

**LINWOOD SCHOOL
PARENT/STUDENT
HANDBOOK
2023 – 2024**



**266 Linwood Street
Winnipeg, MB
R3J 2C6
Phone: (204) 889-9356
Fax: (204) 885-2234
Principal: Ms. R. Zajac**

Our Division and School Education Philosophy

St. James-Assiniboia School Division exists to provide meaningful educational opportunities for our community. St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.

Linwood School Mission Statement

The mission of Linwood School, in collaboration with the community, is to provide a safe and caring environment in which students become engaged life-long learners who work towards their potential to demonstrate compassion, cooperation, curiosity, and mutual respect as they become responsible citizens.

ADMINISTRATIVE INFORMATION

School Board Office

Board Office Number: 204-888-7951

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

School Staff

Last Name	First Name	Location
Adeuyi	Mary	Linwood School
Aremu	Georgi	Linwood School
Barretto	Simone	Linwood School
Beaudin	Samantha	Linwood School
Blake	Jonathan	Linwood School
Bonnefoy	Caslyn	Linwood School
Dowd	Eva	Linwood School
Dryburgh	Patrick	Linwood School
du Plessis	Ashton	Linwood School
Gafarr	Adebisi	Linwood School
Harms	Colleen	Linwood School
Isfeld-Jones	Kathy	Linwood School
Jensen	Tanya	Linwood School
Laube	Julie	Linwood School
Macdonell	Colleen	Linwood School
Manicio	Grace	Linwood School
McKay	Jamey	Linwood School
Musse	Noradin	Linwood School
Nie	Ken	Linwood School
Peterson	Nicole	Linwood School
Rose	Caitlin	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
Zajac	Robyn	Linwood School

Behaviour Management/Code of Conduct

Linwood School Code of Behaviour

PURPOSE

The purpose of our Code of Behaviour is to promote student self-discipline, responsibility, and cooperation to guide students' progress toward becoming effective, caring, and successful citizens in society. To achieve this goal, it is important that parents and teachers work as partners to model cooperation and consistency. It is expected that all students will strive to meet the following basic standards, and that parents and teachers will assist in meeting these standards.

PHILOSOPHY

It is the philosophy of Linwood School to make every effort possible to provide opportunities for children to achieve skills and attitudes for now and the future, according to their ability, interests, and initiative. Our preparation is directed toward developing responsible and creative citizens. We feel that it is vital, in our school, to promote positive behaviour while also providing appropriate consequences for misbehaviour when necessary.

METHOD

The "Three R's Approach"

The "Three R's of Logical Consequences" for inappropriate behaviour are both effective and deemed by the student, teacher, and parent to be fair.

They are:

1. Related
2. Respectful
3. Reasonable

If a student writes on the wall, they clean the wall. – **RELATED**

The student is dealt with firmly but with dignity. – **RESPECTFUL**

They do not have to wash the entire school. – **REASONABLE**

DIVISION CODE OF CONDUCT

The goal of The St. James-Assiniboia School Division is to provide a safe, secure, and caring learning environment, which fosters personal growth in students and prepares them to be responsible citizens. Students are expected to exhibit self-discipline and to be responsible for their behaviour. Responses to behaviours will consider both the circumstances and the needs of the students. The Division's Code of Conduct, JK-R is the framework to guide student conduct in the Division.

Schools in the Division shall administer such discipline as might be exercised by a kind, firm, and judicious parent. Discipline should always be administered with dignity, tact, and good judgment in order to promote and maintain student self-respect and self-discipline. Schools will provide reasonable accommodation for students who have exceptional learning needs that affect their behaviour, and when disciplining the student, take into consideration the student's ability to comply and the amount of support required.

The school should attempt to involve the home in student discipline and should strive to keep the partnership between the home and the school as courteous and respectful as possible.

Based on the Division's Code of Conduct, each school, in consultation with teachers, students, parents, and guardians is responsible to develop a school Code of Conduct as prescribed by the Public Schools Act (PSA). Schools must include in their Codes of Conduct a statement that cyber-bullying is unacceptable. Cyber-bullying means using the Internet or other information or communication technologies, such as e-mail messages or text messages sent by cell phones or pager to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm someone else. Both the Division's Code of Conduct and the school's Code of Conduct are to be distributed to students and parents at the beginning of each school year, or upon enrolling.

Linwood 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), Linwood School's goal is to provide a safe, secure, and caring learning environment, which fosters students' personal growth, self-respect, a sense of belonging, and prepares students to be responsible citizens.

Linwood 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 additional 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. Linwood 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. Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees.

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 Linwood 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.

Interventions and consequences may be applied as appropriate to the context, but they do not need to be applied in the order they appear in this document.

- Informal Discussion
- Parental Involvement
- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Police Notification
- Student Suspension
- Student Expulsion

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](#)

Linwood School Hours

8:45 Outside supervision

8:55 Student entry

9:00 Attendance

9:05 Instruction begins

11:50-12:50 Lunch

3:40 Dismissal

Office Hours: 8:00 A.M. – 4:00 P.M.

Designated Entrance/Exit Doors are as Follows:

Front doors on Linwood Street:

Kindergarten

Northwest (Parking Lot) doors on Winchester Street:

Rooms 1, 2, 4, 6, and 18

Southwest (Play Structure) doors on Winchester Street:

Rooms 8, 10, 15, and 16

Students on Playground Before and After School

Students should not be on the school grounds prior to 8:45 a.m. or after 3:40 p.m. without parent 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 they are on the playground after 8:45 and within 5 minutes of their lunch entry time if they go home for lunch.

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.

Morning Entrance Procedure

Student supervision on the playground begins at 8:45 a.m. When the entry bell rings, students line up at their designated spot for their classroom. Duty staff will supervise from 8:45-8:55 and for entry. In severe weather, students enter the school early and 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 near their classroom spot. Parents/caregivers who pick students up after school 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).

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.

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, monthly Notes from the Office messages sent to your email. 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 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 practices.

Lunch Procedures Policy

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.

Students are required to supply their own lunch and necessary lunch utensils (cutlery etc.). **There are no microwaves available;** please send a thermos if you prefer a warm lunch for your child. **Please help us keep our classrooms free from known allergens such a peanut butter.**

Families will receive a lunch form agreement to sign at the start of the year, which outlines lunchroom guidelines. Students who do not follow Lunch Program guidelines/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 all our students:

- To ensure everyone's safety, only the front doors will be unlocked after morning entry. If possible, please call the school before coming to ensure that the person you would like to speak with is available.

- **All visitors must come to the office first.**

- **Please do not walk onto the playground or field to chat with your child if you see them outside at recess or lunch.** Instead, come to the office and we will notify a supervisor outside who will send your child inside if you need to drop something off or communicate with your child.

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 **Safe Arrival**. 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 **Safe Arrival**, 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 School Messenger 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 **Safe Arrival** 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 **School Messenger 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 **Safe Arrival** toll-free number, website, or mobile app, you will NOT receive these notifications.

Please report absences in advance using Safe Arrival 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.

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 enter our parking lot to drop off or pick up your child(ren). 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/Hold and Secure

School lockdown/hold and secure 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 when 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, and 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. 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)].

Cellphones/ iPods/Personal Electronic Devices and other Personal Items

Students should leave all valued items at home. This includes toys, games, and other personal property such as cell phones or personal electronic devices (ipods, Apple watch, 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 or in the office. 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. Personal devices 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.

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 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.

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 they can be removed from the bus list.

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.

Bus Safety

A bus ridership program is conducted twice during the year for all students to familiarize them with the rules of safe conduct on busses during field trips or daily rides to and from school.

Bus Rules

The safety of our students while being transported to and from school is of the utmost importance. Bus ridership is a privilege. To allow the bus driver to concentrate on safely transporting our students, the following rules apply to students riding the bus.

1. Students must remain seated at all times while the bus is in motion.
2. Students must keep hands and belongings inside the windows at all times.
3. Students must keep the bus aisles clear.
4. Noise must be kept at a reasonable level so as not to distract the driver.
5. Appropriate language must be used.

Violation of these rules will result in the bus driver reporting the incident to the school. After a first violation, a student receives a warning. Parents will be contacted to discuss the incident. A second violation results in suspension from the bus for a one-week period. Parents will be contacted regarding the suspension and to discuss the incident. Further violations will result in longer suspensions up to one month. Termination of bus privileges is a last measure.

School Dress

Students are expected to dress in a manner conducive to promoting an academic learning environment. The school is their place of engagement and learning, much like a parent's place of business. As a result, 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 always a must - students are not allowed to walk around in stockings 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 Childcare Centre

The childcare centre is a provincially subsidized day care. Hours of operation are 7:00 a.m. – 6:00 p.m. The childcare centre is not affiliated with the school. If you have any questions, please contact their office at 204-832-6540 for further information.

Co-curricular Activities

During the year, 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.