

R. J. Waugh School

www.rjw.bpsd.mb.ca

Beautiful Plains School Division

*I dreamed I stood in a studio
And watched the sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.*

*One was a teacher...the tools that were used
Were books, music and art.
The other a parent, worked with guiding hand,
And a gentle, loving heart.*

*Day after day, the teacher worked
With touch that was deft and sure...
While the parent standing at the side
Polished and smoothed it o'er.*

*And when at last their task was done,
They were proud of what they wrought.
For the things they had molded into the child
Could neither be sold nor bought.*

*And each agreed they would have failed
If each had worked alone.
For behind the parent stood the school
And behind the teacher, the home.*

Author Unknown



**Parent & Student
HANDBOOK
2009—2010**

Welcome to R. J. Waugh School 2009—2010

Mission Statement

The parents/guardians, students and staff of R. J. Waugh School will work together to promote a safe and positive learning environment.

Educational Philosophy

- Each child has the right to be recognized and treated as an individual.
- Education is a cooperative effort. When parents and the school team work cooperatively learning takes place in a positive environment.
- Evaluation is continuous and takes a variety of forms.
- High standards of academic performance and social behavior will foster the development of self-confident and productive members of our school and community.

CODE OF CONDUCT FOR R. J. WAUGH SCHOOL:

For the Student:

- Attend school regularly. Be on time, bring all required supplies and completed homework. When finished for the day, leave the school grounds promptly.
- Show common courtesy and respect to all; defiance of authority, abusive language and aggressive behavior are unacceptable at all times.
- Behave respectfully to all regardless of race, religion, gender, or age.
- Dress appropriately for classes and activities.
- Respect school property and the property of others.
- Follow this code of conduct and any code which the school may have.
- Make the most of the time in school: strive for academic excellence through classroom participation.

For the Staff:

- Provide the programs and services prescribed by the Beautiful Plains School Division and the Department of Education.
- Establish a positive learning environment.
- Evaluate students' achievement, and explain the evaluation procedures to be used.
- Keep students, parents/guardians and administration informed about student progress, attendance and behavior.
- Show common courtesy and respect to all; defiance of authority, abusive language and aggressive behavior are unacceptable at all times.
- Treat students and other staff members fairly and consistently.
- Dress appropriately for the working environment.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behavior.
- Respect confidential information about students and staff.

For the Parent/Guardian:

- Make sure your children attend classes regularly, arrive at school on time, and do their homework.
- Attend school events, support the school and stay in contact with school staff.
- Help your children develop positive attitudes towards school and respect the staff and school property.

- Show common courtesy and respect to all; abusive language and aggressive behavior are unacceptable at all times.
- Treat all individuals respectfully regardless of race, religion, gender, or age.
- Encourage the peaceful resolution of conflict. Discourage violent or aggressive behavior to solve a problem.
- Should there be a concern, try to solve it with your child's teacher. If unresolved contact the principal. If the problem remains, then contact the superintendent. If the concern is not resolved at this level, then contact the Board of Trustees.
- Talk about the Code of Conduct with your children, and what it means.

Respect..... Cooperation..... Success..... Communication.....

DISCIPLINE POLICY

Everyone at R. J. Waugh School has the right to a safe learning environment. Each person has the responsibility to act in a way that helps to make this school a safe and positive place to work and learn.

We believe in implementing logical and consistent consequences. Students must learn that they are responsible for their behaviour, their choices, and the impact they have on others. Opportunities must be provided for students to become responsible and caring members of the school community.

SCHOOL RULES

Keep hands and feet to yourself.

Be polite.

Take care of our school.

Do your best.

BEHAVIOR EXPECTATIONS

At R. J. Waugh School everyone will:

- Be at school every day, on time and prepared to work
- Speak and act politely and respectfully towards each other.
- Move in and about the school in a safe, cooperative, and orderly manner.
- Respect individual and school property.
- Make all reasonable efforts to resolve conflict through discussion.
- Comply with school Code of Conduct.

UNACCEPTABLE BEHAVIORS

Unacceptable behaviors are those that interfere with our school goals. They include all aspects of bullying.

Physical aggression: pushing, grabbing, punching, hitting, pinching, spitting, tripping, etc.

Social alienation: gossiping, embarrassing others, ethnic slurs, excluding from group, etc.

Verbal Aggression: Mocking, put downs, swearing at others, teasing, etc.

Intimidation: Threatening others to do something, threatening with a weapon, playing a dirty trick, etc.

Sexual Harassment: remarks, gestures, or actions of a sexual nature.

Definition of terms

Infraction: any inappropriate behavior that does not follow the guidelines of the classroom or school community.

Consequence: a fair and logical action that addresses the inappropriate behavior.

PROCEDURE

1. Infractions requiring adult intervention will be recorded. The homeroom teacher will receive a copy of the behavior form.
2. For **minor** infractions, it is the responsibility of the "adult in charge" (teacher, administrator, E. A., volunteer, etc.) to intervene. Incident forms are to be completed, and consequences assigned.
3. For **major** infractions, an administrator will be involved in the process. Parent(s) will be notified.
4. Each incident will be treated on its own merit. One or more of the consequences may occur.

Minor Infractions

Name calling; *includes put-downs, teasing, etc.
Going off school grounds without permission
Inappropriate hallway or assembly behavior
Disrespectful behavior *not following school/classroom rules
Others

Consequences

Verbal reminder/counseling
Student removed from situation or activity
Student placed in "Time Out" zone to observe appropriate behaviors
School community service
Recess or noon hour detention
Confiscation of property
Phone call home and/or note in agenda
Parent(s) notified
Others

Major Infractions

Fighting
Behavior that compromises safety of others and/or self
Disrespectful behavior
Vandalism
Theft/Extortion
Swearing
Threats
Any 3 minor infractions
Others

Consequences (Not necessarily assigned in the order listed)

Administrative involvement
Child phones home
School community service
Parents informed via phone call or letter
Detentions after school, at recess or lunch
Loss of privileges
Meeting with student, parent, teacher and administrator
In-school suspension
Out-of-school suspension
Documentation in file
Police involvement if needed
Others

***Consequences may also include the following:

- Note of apology
- Written reflection about incident
- Project work

GENERAL RULES OF THE PLAYGROUND

Students are expected to respect and listen to playground supervisors.
Students are expected to respect the rights of others, for example: keeping hands and feet to themselves, sharing equipment, taking turns, being good sports.
Students must use appropriate language. Swearing, teasing and put downs will not be tolerated.
Play fighting is not allowed.
Students must be respectful of the property of others. They are not to play around or near the bicycle racks or parked vehicles.
Play in designated areas only.
Sports equipment and tag games are prohibited on the play structures.
Balls are not to be thrown against the buildings.
Students are not to eat food outside.
Large toys, expensive toys, toy guns, toy weapons or jackknives are not allowed in school on or the playground.
Sunflower seeds are not allowed in the school or on the playground.
Dogs are prohibited on school grounds during school hours.

DRESS CODE

Provocative clothing such as tops that reveal the midriff, spaghetti straps, halter tops, spandex, short shorts, etc. is deemed inappropriate for school.

Clothing with obscene slogans or inappropriate sayings is not appropriate for the school setting.

Students must wear appropriate indoor footwear, preferably running shoes, to protect their feet. Students require protective outdoor footwear for all seasons. Ex. Warm boots in winter, full shoe in summer.

Caps, hats, hoods and bandannas are not to be worn in the school building during school hours.

Failure to comply with dress code will result in the child being sent home to change.

TECHNOLOGY

Computers in schools have been established for educational purposes. Network storage areas will be treated as student lockers. Teachers may review files to ensure users are using the system responsibly.

The Internet is a powerful tool that must be used wisely. To obtain Internet access, all students must obtain parental/guardian permission. The teachers will review acceptable and unacceptable use of the Internet with their students.

STUDENT ASSESSMENT

In grades K to 3, students are assessed on the work that they do on a daily basis. A wide variety of assessment tools are used to assess a student's ability level. Running records, one-on-one interviews, observations and tests are just some of the assessment tools the teacher may use.

In Grade 4, students are assessed using a wider variety of assessment tools. Daily work, project work and unit tests are a few examples. The weighting of each assignment will be determined by the teacher and explained to the student.

A written report of your child's progress will be sent home in November, March and June.

Parent/Teacher conferences will be arranged for November and March, and whenever a teacher or parent feels it is necessary. Student portfolios will be shared at conference times.

Please do not hesitate to contact your child's teacher if you have any concerns.

VISION AND HEARING SCREENING

During the first few months, all students in Kindergarten, grades 1 & 3 will have their vision screened. New students to our school and students referred by teachers will also have their vision screened.

Kindergarten, grade 1 and new students will have their hearing screened. You will be informed if we have any concerns regarding your child. If you are notified of concerns, please proceed with any follow-up as soon as possible.

MEDICATION POLICY

Non-prescription drugs are considered to be medication and will not be administered by school staff.

Short term prescribed medication will only be administered with written authorization/directions from a parent.

If a child is required to take prescribed medication during school hours for longer than two weeks authorization must be given in written form. Medication will not be administered prior to the appropriate forms being completed. Forms are kept on file in the office.

DAILY SCHEDULES AND ROUTINES

Classes start at 9:00 a.m. School buses arrive at school about 8:45 a.m. Town students are asked not to arrive earlier than 8:45 a.m. as no students will be allowed into the classrooms before this time.

We encourage parents to contact the school before 9:00 a.m. to inform us if their child will be absent. The school secretary is on duty at 8:30 a.m.

At recess, all students are expected to go outside and to be dressed appropriately for the weather. When it is necessary for students to stay inside they are to remain in their own classrooms, and must adhere to the behavior code. Students wishing to use the washroom should do so on their way outside.

When the bell rings, students are expected to come into the school promptly in an orderly manner.

Morning recess is from 10:20 a.m. to 10:35 a.m.

Afternoon recess is from 2:03 p.m. to 2:18 p.m.

Wet footwear is to be removed and left on the boot racks to dry. It is not to be worn into the classrooms.

Lunch break is from 11:50 to 12:45.

Students eating lunch at school should use the washroom immediately after the 11:50 a.m. bell. Students are to eat in their own rooms and are to remain in their rooms until the 12:10 p.m. bell. Students are allowed to finish their lunch after the bell before going outside, if they do so in a reasonable time.

Students are reminded that it is a privilege to eat lunch at school and good behavior is expected. Town students are encouraged to go home for lunch. The privilege of eating lunch at school can be removed at any time if a student is being disruptive.

Students are not allowed to leave the school grounds any time during the school day unless they are picked up by a parent or guardian. The exception to this rule would be town students who go home for lunch.

Students in K and grade 1 are not to ride bicycles to school.

Students are under the supervision of the school on their way to and from school and are accountable to the school for their behavior during this time. Town students are expected to obey the crossing guards, cross streets only at designated crosswalks, and obey bicycle safety rules.

Dismissal for bus students is 3:30. Town students are not dismissed until the buses have left the loading zone. Students will not be dismissed early unless a parent or guardian picks them up at their classroom and the classroom teacher is contacted.

MILK PROGRAM

The following items are available for students to purchase for 75 cents.

Milk: white & chocolate
Fruit juice
Cheese & crackers

These items are ordered in the morning and delivered to classrooms at 11:50.

ALLERGY ALERT

We have students in our school who are allergic to specific foods. We ask for all parents to be considerate of the health needs of these children when packing lunches and snacks. Peanuts, peanut products and tree nuts are items that are not to be sent to school.

BUS PASSES

Bus passes are required for any student who rides a bus other than their regular bus. Bus passes are also required for bus students who are on their regular bus, but getting off at a different stop. Parental requests for bus passes can be made in writing or by phone. Requests must be received well in advance of bus departure.

PARENTS IN THE SCHOOL

If you are in the school during school hours to deliver items to your child or pick your child up, please check at the office first. We will call your child to the office or deliver the items for you. It is very distracting to teachers and students to have interruptions during teaching time.

LIBRARY

Students are allowed to check out books from the school library. At the discretion of the home-room teacher, students may return and exchange books prior to their scheduled library class. Students are responsible for the books they sign out. If the book gets lost or damaged, they will be charged accordingly.

STORM DAYS

When weather conditions are questionable CKLQ and CKX, Star 94 and KX96 will broadcast morning notices regarding bus cancellations and/or school closures. You may also check the Beautiful Plains School Division web site for current information www.bpsd.mb.ca

RESTRICTED VISITORS

Due to an increasing number of allergies, we ask that students do not bring pets to school for projects or for show and tell. Pictures and models are welcome.

LICE CHECKS

R. J. Waugh has a nit-free policy. This means that we will not permit a student to return to school unless he/she is free of all nits and lice. If a student is suspected of having lice/nits, the student will be sent home with the appropriate treatment directions. Referrals may be made to Public Health.

COMMUNICATING WITH PARENTS/COMMUNITY

A monthly newsletter will be sent home with the youngest member of your family. The newsletters are generally sent home during the last week of the month. You may also access the school newsletter by visiting our school web site www.rjw.bpsd.mb.ca

We are fortunate to have a Volunteer Coordinator who helps us round up helpers for special events and projects. Mrs. Jen Penner may be calling on you! If you are willing to volunteer on a regular basis you can also contact your child's teacher directly to make suitable arrangements.

Our local newspaper often takes note of special guests and events

that come up throughout the year. You can also check out our local Access TV channel for a monthly school report.

Students in grades 3 & 4 have daily agendas or planners that are an excellent communication tool. Ask your child about how his or her teacher plans to keep in touch with you.

Many of us rely on the telephone as a source of communication. While we do our best to forward phone messages, we ask that you make after school plans for your children before they leave in the morning. This saves you and your child much stress, and helps us focus on delivering education and not messages. Notes written to the classroom teacher are very helpful.

Student phone privileges are restricted to emergency use only.

If you wish to communicate with your child's teacher, we can deliver messages and the teacher will respond when they are available.

SPECIAL PROGRAMS

R. J. Waugh has a long tradition of incorporating special activities to enhance social and academic experiences of all students. Through the support of parents, community and staff members, we are able to offer a wide range of these activities as a valuable part of our school program.

The following activities have been offered in the past:

Spring Town Clean Up	Environmental Projects
I Love to Read Month	School Skating
Seasonal Activities (Halloween etc.)	Swimming
Bowling	Milk Prize Draws
Gr. 4 Sportsplex swimming	Hot Dog Sales
Fire safety presentations	Library Club
Christmas concert	School Pictures
Recycling Club	Choir Program
Field trips	Spring training
K-3 Sports Day	Gr. 4 Track & Field
Monthly Assemblies	Artists-in-the-School
Visits to local Museum & Library	Jump Rope for Heart
Spring Picnic	CSI—Creative Students Incorporated

BEAUTIFUL PLAINS SCHOOL DIVISION Phone 476-2387

Superintendent	Ray Derksen
Secretary-Treasurer	Gord Olmstead
Coordinator, Student Services	Melanie Burnett
Speech/Language Pathologist	Jennifer Donais
Transportation Supervisor	Terry Bates

TURSTEEES

John Douglas	Ward 2	Richard Manns	Ward 1
Garth Hunter	Ward 2	Bonnie Snezyk	Ward 2
Ray Kulbacki	Ward 2	Debbie Rae	Ward 1
Sharon Beihn	Ward 1		

R. J. WAUGH STAFF LIST –2009/10

Allen, Ken	Kirkpatrick, Natasha
Bjarnason, Rob	Klassen, Maria
Danyliuk, Susana	McDonald, Bev
Duguay, Bruce	McEntee, Janet
Farquhar, Sue	McEwen, Denise
Fisher, Lorraine	Orchard, Karen
Friesen, Dixie	Sallows, Jackie
Halcro, Kim	Salt, Lori
Harder, Debbie	Suggitt, Connie
Johnstone, Joanne	Switzer, Kevin
Kennedy, Janet	Wells, Myrna

PARENT ADVISOR COUNCIL

Chairperson	Jen Penner	834-2305
Past Chair	Kim Steele	834-2348
Vice Chair		
Secretary	Debbie Steen	834-2118
Treasurer	Dari Meyers	834-2036
Volunteer Coordinator	Jen Penner	834-2305