

BRANT-ARGYLE SCHOOL



**PARENT / STUDENT
HANDBOOK
2016-2017**

“Small school, big dreams”

Brant-Argyle School – Year at a Glance 2016 – 2017

September 6 & 7	PD Days – No School
September 8	First day of classes (Grades K-8)
September 15	Open House and BBQ 4:00 pm -6:00 pm
September 16	Terry Fox Run 2:00 pm
September 21	Early Dismissal
September 25	Argyle Fall Supper
October 4	Picture Day (AM)
October 6	X-Country (Teulon)
October 7	PD Day – No School
October 10	Thanksgiving Day – No School
October 19	Early Dismissal
October 20	Progress Conversations 4:30-6:30
October 21	S.A.G.E. (PD) – No School
October 28	Pumpkin Party
October 31	Halloween Howler 2:00 pm
November 10	Remembrance Day Service (11:30 am)
November 11	Remembrance Day – No School
November 16	Early Dismissal
November 21	PD Day – No School
December 2	Reports Sent Home
December 14-15	Rummage Sale
December 20	Christmas Concert and Lantern Walk (6:00 pm)
December 21	Round Robin Craft Day
December 22	Last Day of School before Christmas Break (Christmas Brunch)
January	Artist in Residence (Randy Guest, Filmmaker)
January 9	First Day back after Christmas Break
January 18	Early Dismissal
February 3	PD Day – No School
February 15	Dance 1:00 / Early Dismissal
February 16	Progress Conversations 4:30 pm – 6:30 pm
February 20	Louis Riel Day – No School
March 6	PD Day – No School
March	7-8 Ski Trip Dates TBA
March 15	Early Dismissal
March 17	Reports go Home
March 20 – 24	School Spirit Week
March 24	Last Day of School before Spring Break
April 3	First Day back After Spring Break
April 14	Good Friday – No School
April 19	Early Dismissal
April 24	PD Day – No School
April 27	Student Showcase / Volunteer Appreciation 4:00 pm – 6:00 pm
May 5	Town Cleanup 11:00 am – 2:00 pm
May 8	PD Day – No School
May 12	Spring Tea 1:00 pm – 3:00 pm
May 17	Early Dismissal
May 22	Victoria Day – No School
May 23-26	7-8 ELA Assessments
May 31	7-8 I.S. Assessment
June 6	Divisional Track and Field Day (Rain Date – June 8)
June 13-15	7-8 Math Assessments
June 27	Last Day for 7-8
June 28	Water Day
June 29	Celebration of Learning 10:30am Family BBQ to follow
June 30	PD Day – No School



INTERLAKE SCHOOL DIVISION
192 - 2nd Ave. N.
Stonewall, Manitoba
ROC 2Z0

SUPERINTENDENT / CEO: Christine Penner

ASSISTANT SUPERINTENDENT: Margaret Ward

STUDENT SERVICES ADMINISTRATOR: Michelle Proctor

SECRETARY TREASURER: Al Leiman

OPERATIONS SUPERVISOR: Jarret Thiessen

SAFETY OFFICER: Paul Oliver

EDUCATIONAL SUPPORT SERVICES:

Program Support Curriculum:	Tyler Moran
Program Support Technology:	Jim Saj
IT Manager:	Robert Hume
Computer Technician:	Dana Dailey
Computer Technician:	Michael Tervoort
Network Administrator:	Jesse Krahn
Computer Data Systems Technician:	Ryan Cockrem
Psychologist:	Carol Gieni
Speech Language Pathologist:	Tara Romanyszyn

BOARD OF TRUSTEES:

Ward 1	John Hueging
Ward 2	Cindy Brad
Ward 3	Sally Cook / Alan Campbell
Ward 4	Darci Loemer*

*Brant-Argyle

Ward 5	Sharon Baker
Ward 6	Fran Frederickson
	David Harcus

BRANT-ARGYLE STAFF LISTING 2016-2017

PRINCIPAL – Ms S. Hadfield

HOMEROOM TEACHERS

Ms. S. Loewen - Kindergarten and Grade One
Mrs. K. Friesen – Grade Two and Grade Three
Mr. J. McTavish – Grades Four - Six
Mr. R. Gillies – Grades Six – Eight

RESOURCE and GUIDANCE

Ms. J. Timmerman

SECRETARY

Mrs. T. Baldwin

CUSTODIAN

Mr. B. Banman

EDUCATION ASSISTANTS

Ms. S. Nault
Mrs. M. Schott

LIBRARY TECHNICIAN

Mrs. B. Beyko (works from Balmoral School)

BUS DRIVERS

Mr. Darwin Fleury
Mrs. Debbie Hinds

TEACHING ASSIGNMENTS

Ms. S. Hadfield

Administration Visual Arts (4-8) Science (K-6)

Mr. R. Gillies

Integrated Subjects: Science/Social Studies/Language Arts (6-8) Physical Education (6-8)
Choir (K-6) Outdoor Education (2-3)

Mrs. K. Friesen

Early years Program (2-3) French (2-8)

Mrs. S. Loewen

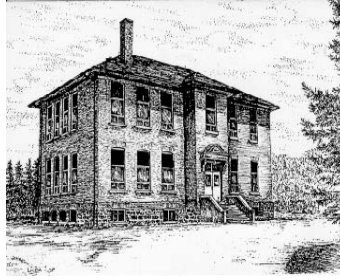
Early Years Program (k-1) Drama/Music (k-8)

Mr. J. McTavish

Integrated Subjects: ELA/Social Studies (4-6) Physical Education (4-6) Math (4-8)

Brant-Argyle Timetable

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:20-8:35	Busses Arrive/ Morning Recess					
8:35-8:50	School Wide Trail Walk					
8:50-8:55	Transition/ Attendance					
8:55-9:00	Assembly					
9:00-9:50						
9:50-10:40						
10:40-11:25	AM Nutrition (20 Minutes) 6-8 Daily Phys. Ed Initiative (25 Minutes)					
11:25-12:15						
12:15-1:05						
1:05-2:00	PM Nutrition (20 Minutes) Outdoor Recess (35 Minutes)					
2:00-2:50						
2:50-3:40						
3:40-3:50	Transition/ Agenda Completion/ Reading Initiative					
3:55-4:00	Bus Departure/ Town Dismissal					



Our Beliefs

We believe that students can learn to manage their own behaviour. Mistakes are an opportunity for learning and growth. **Restitution** creates a balance that allows students to fix their mistakes in order to be strengthened from the experience.

Restitution is a process by which our students learn self-discipline. *Restitution is owning up to a mistake and finding a way to fix it.* It is based on the opinion that people are internally motivated. The goals are always related to how we feel about, and see ourselves. **Restitution focuses first on the person.** We then ask the person to self-assess their behavior and how their behaviour affects our community.

The Seven Grandfather Teachings

The Seven Teachings are shared, valued and practiced by many Indigenous peoples. Each of the seven teachings is related to, and depends on, the other teachings. (Teachings interpreted by David Courchene, Anishnabe Nation, Eagle Clan, Turtle Lodge, "Seven Sacred Teachings").

Humility Think of others before yourself and understand that we are but a small part of the whole.

Honesty Be honest with yourself and others. Speak from your heart and be true to your word. Accept yourself for who you are so you can accept others for who they are.

Respect Respect all life on earth, respect Elders and people of all races. Learn respect and learn balance.

Courage Listen to your heart, it takes courage to do what is right. With courage you can transform fears that might prevent you from living a good life.

Wisdom To live your life based on your unique gift is to live wisely. Observe your life and the lives of others. By watching and listening you can learn everything you need to know. Knowledge can be learned. Wisdom must be lived.

Truth Truth is to know all these teachings. The journey of life is as important as the destination.

Love Always act in love. You cannot love another until you first learn to love yourself. You must live the other six Teachings before you can love. Love is the key to life.

The Seven Grandfather teachings can guide our behaviors, actions, interactions, activities, decision making, conflict resolution, overcoming of barriers, and how to move forward in a good way.

Brant-Argyle Beliefs and Bottom Lines (and how they are related to the Seven Grandfather Teachings):

Brant-Argyle Beliefs TRUTH

We are a safe and caring community of learners. BRAVERY

We are mindful in our words and in our actions. WISDOM,
HONESTY

We value ourselves, others, and the environment. LOVE

We can fix, and learn from, our mistakes. RESPECT
HUMILITY

Bottom Lines

The following bottom line behaviours threaten our beliefs and cause harm to our school community. We will not tolerate:

Violence or harassment (physical, emotional, verbal) on school grounds and online.

Willful damage to property or the environment.

The use or possession of weapons or harmful substances.

Range of Consequences When Bottom Line Behaviors Happen:

Since the classroom teacher handles most student misbehaviours, the classroom teacher speaks with the student about his / her behaviour. The teacher has at his / her disposal several classroom strategies that may be used to acquire and maintain positive acceptable student behaviour. These strategies include in no specific order, and are not limited to, the following consequences:

- restitution process with principal and student support team
- removal of privileges
- phone calls home / parental contact
- completing behaviour recording sheet
- mediation – involved parties come up with solution
- behavioural intervention plan
- student services involvement

The School Planning Process

Brant-Argyle School communicates with parents in person, through positive home contacts (to stay in touch with the families that are not at our school regularly), via the school newsletter, and through social media such as twitter and class blogs. Monthly, we meet with our active BAACSL (Brant-Argyle Advisory Council of School Leaders). During an open house in September and Student Showcase evening in April, we asked parents for written feedback or wishes for our school.

Questions to take us into the 2016-2017 school year include:

How can we include and engage parents in the planning process in a meaningful way? How do we collect meaningful and mindful input from our community and turn this into attainable goals? How do we look at the data we collect to plan and drive programming? How can we be sure academic needs are being met or challenged while providing play based and inquiry learning?

Mindfulness

Mindfulness helps us recognize what is going on at the present moment. It allows us to be fully present in order to enjoy the wonders of life and work at our optimal level. With ideas and support from the book *Planting Seeds: Practicing Mindfulness with Children* by Thich Nhat Hanh (among other valuable resources) we practice mindfulness to develop attention, understanding, body awareness, and communication skills.

Harmony Agreements

On the first week of school, all classes will discuss the qualities of a safe and caring learning environment. Each class will democratically develop a set of “We Statements” (such as, *We work quietly. We are kind.*). The statements that are agreed upon as the most important for each group will become their class Harmony Agreement. The agreements will be posted and sent home with each student.



SCHOOL PROGRAMS

As soon as you enter Brant-Argyle School, you will notice that nature and natural materials are weaved into the learning experience. Our multilevel program encourages collaboration, communication, and exploration through the use of materials such as plants, stones, wood, and clay. Natural objects are found throughout hands-on centers, meeting places, and in children's artwork. When students are not indoors, they are exploring and learning on the beautiful Prime Meridian Trail, in the forest, or in the gardens. Taking the classroom outside in this way supports creativity, imaginative play, and problem solving.

"Passion is lifted from the earth by the muddy hands of the young. It travels along grass-stained sleeves to the heart." -Rich Louv

These nurturing, natural spaces meet the diverse needs of all learners and consider the whole child: the social, emotional, and intellectual development. Connections are made in a meaningful way and build a strong base for future learning.

FULL DAY KINDERGARTEN – AN OVERVIEW

In the early years the school curriculum provides the opportunity for children to acquire fundamental skills essential for their continuing education and the knowledge and attitudes necessary for self-development and participation in the wider society. Learning, however, cannot exist apart from the environment created for it. An environment that recognizes the rights and needs of others and stresses trust and respect for the individual enables the child to grow in self-confidence, self-discipline, self-direction, cooperation, independence, and responsibility.

A major responsibility of the school, therefore, is the development and maintenance of a learning environment that fosters the child's creativity, motivation, and confidence, as reflected in the child's increasing ability to:

1. Cooperate responsibly with peers and adults
2. Demonstrate independence while respecting the rights and feeling of others
3. Accept errors as a natural part of the learning process
4. Demonstrate self-discipline in relationships and in the performance of tasks
5. Derive a feeling of accomplishment and satisfaction from the school experience
6. Search for and recognize beauty and value in humans
7. Demonstrate an acceptance and understanding of bodily changes
8. Cope responsibly and comfortably with change

The learning strategies and activities selected should seek to:

1. Diversify the activities of the child to provide for development from all points of view – intellectual, emotional, social, physical, and moral
2. Encourage each child to view learning as a process of discovery
3. Use real experience of simulations to build and extend the child's experience
4. Relate activities to the learning goals of the student
5. Encourage an integration of learning goals

The Kindergarten Full Day Multilevel Program enables early learners to quickly adjust to routines, giving students additional confidence at school. The classroom activities focus on various themes throughout the year.

SCHOOL AGE PROGRAMS

LITERACY IN THE EARLY YEARS

Language Arts provides children with experiences that develop language. The environment stimulates interest in language and books and seeks to expand the child's experiences to increase vocabulary and concepts. The program develops basic cognitive, perceptual and physical competencies necessary for reading.

Oral Language Development

- Expresses thoughts and ideas clearly
- Awareness of rhyming words
- Awareness of beginning sounds
- Recites the alphabet

Reading

- Front to back of book
- Left to right progression
- Awareness of what a word is
- Distinguishes letters / numbers

Listening

- Interest in hearing stories
- Exposure to children's literature
- Comprehends and predicts events in a story
- Exposure to predictable reading books with language patterns

Writing

- Ability to recognize name in upper and lower case letters
- Writes name using both upper and lower case letters
- Recognition of all upper and lower case letters
- Lots of exposure to written words
- Opportunity to make journals, books, etc.
- Develop fine motor skills for colouring, cutting, and printing

LITERACY in Grades 4-8

The English Language Arts program is geared to enable students to understand and appreciate language.

There are five (5) general learning outcomes that are broad statements identifying the knowledge, skills and strategies, and attitudes that students are to become increasingly competent with throughout their school career.

The outcomes include being able to:

- explore thoughts, ideas, feelings, and experiences
- comprehend and respond personally and critically to oral, literary, and media texts
- manage ideas and information
- enhance the clarity and artistry of communication
- celebrate and build community

Each of the aforementioned outcomes is to be achieved through a variety of listening, speaking, reading, writing, viewing, and representary experiences. Language Arts in the multi-level classroom is integrated into all other subject areas. ELA outcomes are met as it is the basis by which all learning and assessment occurs.

NUMERACY in the EARLY YEARS

The mathematics curriculum centers around a “Hands On” approach. Children learn best by being able to manipulate and explore their environment. This helps to develop thinking skills and to internalize concepts before moving on to higher level thinking abilities.

The Grade 1-8 Mathematics program is composed of four (4) strands:

1. Patterns and Relations
 - patterns
 - variables and equations
 - relations and functions
2. Statistics and Probability
 - data analysis
 - chance and opportunity
3. Shape and Space
 - measurement
 - 3-D objects and 2-D shapes
 - transformations
4. Number
 - number concepts
 - number operations

Along with these strands, there is an emphasis on problem solving and mental math, which is to be woven among all four strands. It is the intent of the math program to prepare students to use mathematics confidently to solve problems, communicate and reason mathematically, appreciate and value mathematics, and ultimately, become lifelong learners and mathematically literate adults.

SOCIAL STUDIES / SCIENCE

These programs are designed to help the students come to a greater understanding and appreciation of the world in which we live.

Although integrated, assessment procedures directed toward the new provincial report card will allow assessment to be shown as a separate mark for each subject. Specific Science and Social Studies outcomes will be covered in the same unit, yet tracked and reported separately. We have worked with curriculum/assessment specialists to ensure both subjects will be taught and assessed in a thorough and meaningful way.

Specific grade outcomes will provide the themes for units in the integrated classroom setting. The focus will be on authentic and ongoing assessment of the general and specific learning outcomes. These outcomes are clearly shown on both the grade 1-6 and grade 7/8 report cards.

FRENCH

A French Exposure Program will be provided for Grades K-3. This is strictly an oral program that deals with basic vocabulary. A Basic French Program is provided for Grade 4-8 students. It includes speaking, reading, and writing the French language, with an emphasis on speaking.

THE ARTS

Visual art, music, and drama are an integral part of the integrated classrooms. The multi-level philosophy encourages integration of Gardner's Multiple Intelligences and art and music will play a large role in all classes.

HEALTH

Under the new subject time guidelines issued by the Department of Education, Health is now considered a part of the Physical Education curriculum. The health curriculum is integrated into all subject areas and the promotion of healthy habits is part of the sustainable development drive of the division and our school.

PHYSICAL EDUCATION

All students will participate in the program. Students in Grade 4-6 are encouraged to have a change of clothing for each Physical Education class. (T-shirt, shorts or sweats, and indoor non-marking gym shoes). Grade 7-8 students are required to have this clothing.

We offer intermural programs that run in conjunction with the physical education program. The school also fields teams for divisional competitions when possible.

LIFE SKILLS

All grade 7 and 8 students will be enrolled in the Life Skills program in which they will spend time in Shops and Home Economics at Warren Collegiate. Students will travel to Warren Collegiate at 12:30 p.m. every day four to use the facilities for the program. They will return at approximately 3:30 p.m. Students will be required to pay a lab fee for both programs which is payable to Warren Collegiate.

RESOURCE and GUIDANCE

Brant-Argyle School has a 0.50 resource and guidance teacher who provides educational support for children who are experiencing difficulties academically and/or social-emotionally. The resource/guidance teacher's duties are:

1. to diagnose individual education difficulties.
2. to prescribe special remedial measures.
3. to give direct assistance to students in need of special help.
4. to provide consultative services to staff and parents.
5. to work in a co-teaching model with classroom teachers.

STUDENT SUPPORT TEAM (SST)

The student support team usually consists of the following persons:

1. Principal, or a designate who acts as a facilitator
2. Referring teacher
3. Resource teacher
4. Teaching assistant
5. Parents
6. Other personnel as appropriate, for example, psychologist, speech therapist, physiotherapist

The Student Support Team meets on a monthly basis to discuss student needs, develop programs, or make appropriate adjustments to previously developed programs. Notes are taken at the meeting so that everyone has written documentation of the plan developed. We are committed to the team approach because each member brings information on student observations and expertise in assessment. therefore, appropriate program plans can be developed.

STUDENT EVALUATION AND ASSESSMENT

Providing descriptive feedback to children and involving them in self-assessment, record keeping, and communication about their learning is called assessment “for” learning. Assessment “for” learning helps students understand whether they need to improve their learning and how they might improve it. Students tend to be motivated to learn more when they know what they have done well. Sometimes students are provided with evaluative feedback, which tells the learner how she or he has performed compared to what was to be learned. This is called assessment “of” learning and may be reported using letters, numbers, or other symbols on the report card or within a grading period. Both assessment “for” and “of” learning provide useful information. We use both forms of assessment to help make decisions about teaching and to help students learn more. Sometimes evaluative information provides a picture of how a large group of students is performing with a particular program at a certain point in time. Evidence of student achievement will be collected over time using different sources: observations, conversations, and student-created works. Using multiple sources of evidence increases the reliability and validity of the assessment of student achievement. All types of evidence and assessment provide information that may help student, parents and myself work collaborative to support a child’s learning progress.

Grade 7 and 8 Exams

As our division moves to outcome based assessment at all early and middle year grades, it is necessary to change our perspective on assessment and move away from test based assessment to a model of ongoing, authentic assessment. As part of this change in philosophy the division has changed assessment policy to reflect this new direction.

In the present assessment policy, the type of year end assessment is left to each individual school. These assessments shall count for no more than 15% of the final grade.

The ELA and Math assessments for this year will be the allotted 15% and be similar in form and structure to previous year's assessments. The ELA assessment will occur at the end of May and the Math assessment will occur at the end of June.

As per last year, the ELA final assessment will be completed in May instead of June so that students move away from the belief that once exams are done, all learning is done. When students work in an authentic assessment model, assessment is never done and having ELA assessment in May allows the students to complete another unit after the assessment to ensure they are engaged until the end of June.

Reporting on Student Progress

Reporting intervals are an excellent opportunity to reflect on student growth. We celebrate success, identify challenges and make plans for next steps. Students play a large role in this process. We have been working on a process to bring parents, teachers and students together throughout the year to participate in this reflection.

Progress Conversations (October and February)

Over the course of September and October, students work with their teachers to develop goals in key areas of their learning. Learning goal sheets are sent home to parents so they can identify their child's strengths and challenges. We have chosen to move our student progress conversations to a point **in advance of the report card** to focus on students' strengths, needs, and set goals for the year. In preparation for these progress conferences our teachers have conducted Literacy assessments for all students in grades 1-8 at our school as well as Mathematics initial assessments, in selected grades, which teachers will use to help guide their instruction for your child's success. **Please bring your child to the progress meetings as they will play an integral role in the process.**

The purpose of the student progress meetings is to support your child's learning by:

1. Talking about your child's strengths and areas of progress
2. Looking at and discussing work samples
3. Talking about areas needing improvement
4. Setting goals for the upcoming months
5. Discussing ways to help meet their goals

Report Cards

Report cards are sent home three times throughout the year; November, March and June.

A kindergarten student's growth will continue to be communicated to their parents through a divisional report card, developed by Kindergarten teachers within our division. Growth in grades 1-8 will be communicated to parents through the use of provincially developed report cards.

Student Celebration of Learning

In April, students host a celebration of learning where they highlight their growth in all their subject areas over the course of the year. Through a coffeehouse style evening, students are able to clearly communicate their success.

Communication

Parents are welcome to request either a personal interview or telephone conference with the teacher at any time during the school year. If it appears that a problematic situation is developing, engage in discussions with the teacher before it becomes serious. You do not need to wait for the scheduled blocks of interview time. **Parents are always encouraged to contact the school whenever they have an academic or behavioural concern.** Always talk the situation over with the teacher first. If you require further information or do not feel satisfied, discuss the problem with the principal.

GENERAL INFORMATION

LIBRARY and CLASSROOM LIBRARIES

Brant-Argyle School is very fortunate to have a well-organized and up-to-date library facility in the basement. Over the past years many books have been added to our library. Some of the additions have been purchased with fundraising monies or have been donated by students or members of the community. Each classroom is also equipped with a mini-library for student use. Parents are invited to browse and borrow books from our parent resource library also located in the basement.

VOLUNTEERS

Volunteers have been, and will continue to be an integral part in the operation of our school. We value and encourage a community philosophy within the building. The students and staff appreciate the support and dedication of our volunteers. A letter to request volunteers will be sent home and a list will be compiled from those returned forms. Volunteers will be required to submit to a Criminal Records and Child Abuse Registry check.

FIELD TRIPS

Parents/Guardians will be notified of all upcoming field trips, as well as any costs that may be incurred. A permission slip, signed by the parent/guardian, will be required in order for a student to be allowed to participate. Most field trips are funded by our various fundraisers held during the school year.

SNACK PROGRAM

We offer a daily snack program that is operated completely by parent and community volunteers. Notices will be sent home at the beginning of each school year to provide you with more specific information and how to get involved. Examples of snacks include: fresh vegetables, fruit, homemade granola and yogurt, cheese and crackers.

TRAIL TIME

Each day begins with short walk down the Prime Meridian Trail. Classes often explore the trail and surrounding bush to enrich play, science classes, art projects, and mindfulness habits. In the winter, we ski and snowshoe down the trail.

GENERAL PROCEDURES AND GUIDLINES

ENTRANCE AND DISMISSAL

Bus students arrive around 8:15 a.m. Our trail walk is between 8:35 a.m. – 8:50 a.m. Attendance/Transition is between 8:50 -8:55 a.m. Assembly and Opening Exercises are between 8:55 – 9:05 a.m. Classes begin at 9:05 a.m.

Bus students will be dismissed when all buses have arrived (approximately 3:55 p.m.). Any students not travelling on a bus will remain in their homerooms until all buses have left the school yard. They will be dismissed at that time. Please pick your children up outside after dismissal whenever possible.

EARLY DISMISSAL

- Early dismissals will happen the third Wednesday of every month, except for December and June. Students will be dismissed one hour earlier than the regular scheduled time. **BRANT-ARGYLE SCHOOL WILL DISMISS STUDENTS AT 2:55 ON EARLY DISMISSAL DAYS.**
- We will do everything we can to remind you about the early dismissal dates. Early dismissal dates are posted on the ISD website. Synervoice messages will go out every Monday prior to a Wednesday early dismissal date. Schools will remind students and parents/guardians on a regular basis through various means of communication.
- The ultimate goal is to continually assess and improve classroom instruction, and to improve student learning for students we have in our schools. Early dismissal provides our teaching staff with the opportunity for goal setting, collaboration, meaningful discussion, and professional development. Please contact the principal if you have any questions or concerns regarding early dismissal.

Early Dismissal Dates 2016-2017

September 21, 2016

October 19, 2016

November 16, 2016

January 18, 2017

February 15, 2017

March 15, 2017

April 19, 2017

May 17, 2017

NEWSLETTERS AND MONTHLY CALENDARS

Calendars will be sent home, one per family and normally with the youngest, each month. These will provide notification of any upcoming events. Newsletters about happenings or upcoming events taking place in and around the school will also be sent out five times per year (fall, holiday-edition, winter, spring, June). Please contact the school if you wish to have the newsletter and calendar emailed to you each month. The calendar and newsletters are also available on our website.

STUDENT FEES

As much as possible, we try to keep fees to a minimum, using fundraising money. The school creates and prints students' agendas in September for all students in Grades K-8. Agendas and school supplies are purchased by the teachers, therefore families will be made aware of supply fees for the upcoming year in June.

ANY ELECTRONIC DEVICE (E.G. CELL PHONES, MP3 PLAYERS, IPODS, ETC.)

The schools in the Interlake School Division recognize that it may be necessary for students to be in possession of electronic devices for personal use or for communication with family. However, the educational integrity of the school and privacy of others must be protected at all times; therefore, the following conditions will apply:

- 1. All electronic devices must be turned off and stored in backpacks, locker, or purses – not in pockets during school hours. Unless otherwise directed by a teacher.**
2. Inappropriate use of electronic devices in the classroom will result in the electronic device being confiscated by the teacher/administrator. Should an electronic device be confiscated, a parent/guardian will have to come to school to pick it up.
3. During school outings and field trips electronic devices must be left at home unless negotiated with the teacher.
4. The school assumes no responsibility, in any circumstances for the loss, destruction, or theft of an electronic device brought to school or to any school-related activity.

SHOES and STUDENT ATTIRE

Students are expected to have a second pair of shoes at school for indoor and gym use. Indoor shoes should have non-marking soles so that they do not leave marks on the floor.

Students are expected to dress in a manner appropriate for school. Hats, caps and toques are not to be worn inside the school. We encourage dressing in warm layers and bringing extra pants to school in case of wet days or accidents. Remember, *there is no poor weather, only poor clothing.*

BALANCED DAY BREAKS

Outdoor activity breaks will take place out-of-doors whenever possible. To ensure the safety of our students, staff provide playground supervision at recesses, while our noon hour supervisors are on duty over the lunch hour.

When the weather is questionably cold, principals or their designate will contact the nearest Environment Canada weather office www.weatheroffice.gc.ca or local weather station to determine the “windchill hazard/temperature” at that time.

Having determined the windchill/temperature, and given where the school is located and how exposed the playground is, the principal will decide whether an outdoor activity break takes place.

Guidelines:

- a. Temperature/Windchill of -30 degrees C or lower, indoor activity
- b. Temperature/Windchill of -25 degrees C to -29 degrees C, outdoor activity for 15 minutes maximum

It is extremely important that all students are clothed properly for outdoor conditions.

MEDICATION IN THE SCHOOL

As per Interlake School Division policy 5.16 regarding the administration of medication, please note the following:

Non-prescription drugs are considered medication and should not be administered by school staff. If, under exceptional circumstances, a child is required to take prescribed medication during school hours and the parent cannot be at school to administer the medication, the principal or his/her designate only will administer the medicine in compliance with the procedures that follow:

- A written authorization by the parent or guardian is required before prescribed medicine can be given during the school day.
- The medicine bottle must carry the official label from the pharmacist stating the child's name, physician's name, the name of the drug, the dosage to be administered, and if possible, the time of day it is to be given.
- It is the responsibility of the parent or guardian to see that the medication is delivered safely to the school office.
- The medication must be kept in a safe place in the school and administered by the principal or his/her designate.

COMMUNICABLE DISEASES

Occasionally, we find that cases of communicable diseases occur in our school. These include lice, pink eye, and different skin infections. When we discover such cases, we may contact the Public

Health nurse to receive further information that we in turn will pass on to the parents/guardians should it be necessary.

ABSENTEEISM

Attendance is important to school success. If your child/children is/are going to be absent, please inform the school. You may do this by sending a note the day before, or by phoning the school at 467-2683. If we are not notified, we will make an effort to ascertain the reason for the child's absence, in case anything has happened on the way to school. Please cooperate with us in this program, as it is very effective in protecting your child/children.

NOTES FROM HOME

Notes or calls from home are required for the following:

1. in case of an absenteeism
2. **to go to the store or the post office**
3. to change buses
4. when student(s) are to be picked up by someone other than a parent/guardian
5. when early dismissal is required (When picking up students, parents are required to report to the office.) **All notes must be dated and signed by a parent or guardian.**

CHILD ABUSE

The Child Welfare Act states "...every person who, in the course of his/her professional or official duties, has reason to suspect that a child has suffered or is suffering from abuse that may have been caused or permitted by a person who has had charge of the child, shall report the suspected abuse to a child caring agency." If staff members at Brant-Argyle School have reasonable cause to suspect child abuse, the case will be referred to the Department of Community Services and/or the R.C.M.P.

FIRE DRILLS

The school will be evacuated ten (10) times during the school year in order to follow proper Fire Drill procedures as set out in policy by the Interlake School Division. Students are taught and expected to exit and re-enter the building in a quiet and orderly fashion.

LOCKDOWN PRACTICE

A lockdown drill will be practiced twice a year, at the beginning of each term or semester. Notices will be sent home to parents/guardians, informing them of each lockdown practice.

LOST AND FOUND

Students will be asked to identify lost items on a regular basis during assembly. Periodically, any clothes or belongings left unclaimed in the Lost and Found Box will be donated to a charity.

ACCIDENT PROCEDURES

Our staff will attend to all minor accidents. However, should a child receive a more serious injury, the following procedures will be followed:

- (a) Parents/guardians or the designated emergency contact person will be notified. If possible, they will transport the child to the family doctor or to the hospital.
- (b) Should no one be available for us to contact, we will transport the child to the Stonewall Hospital for emergency medical assistance.
- (c) Should we believe that ambulance service is required, we will not hesitate to call one.

Most accidents that occur in our school are of a nature that our staff can handle. We do, however, want parents to understand that we will move very quickly to ensure the speediest of medical attention should a serious accident occur.

UNEXPECTED DISMISSAL / SCHOOL CLOSURE

Once school has started in the morning, it is highly unlikely that it will be closed early. Sending home busses early is a major undertaking. As well, making alternative arrangements with parents during the school day is hard to do. If weather becomes an issue, students will remain at the school until a parent and/or designate can pick them up. If previous arrangements have not been made, the child will remain at the school. Children will be provided for if such an occurrence arises. If it should become necessary to close the school and send the children home early, we have a system whereby every home or the alternate contact person is contacted before the students leave the school. We ask that parents be sure the school has the name of a person, preferably on the same bus route, to whom we can send their children if school is closed early and the parents are not at home. This especially applies to the young children (K-6) who would otherwise go home to an empty house. If environmental conditions are such that there is a possibility that the school will be cancelled please listen to one of the radio stations listed on the bus cancellation information sheet provided by the Interlake School Division and located near the end of this handbook.

RIDING THE SCHOOL BUS

Riding the school bus can be a new and exciting experience for many children. In most cases, it's the first time children have traveled on their own, away from the watchful eyes of their parents. When riding the bus, children gain a sense of independence as they learn to act safely and responsibly.

School Buses are Safer Than Your Car

School buses are an extremely safe form of transportation, however accidents do happen. According to a 1996 study by the American Academy of Pediatric, the majority of accidents occur outside the bus, where children can be struck by the bus or by motorists illegally passing the bus.

The Danger Zone

A ten (10) foot area known as the Danger Zone surrounds all school buses. In this area, it can be difficult for the driver to see, especially the small children. The most dangerous parts of the **Danger Zone** are immediately in front of the bus and from in front of the rear wheels back to the rear of the bus.

Multiple side-view and crossover mirrors, and crossing-control arms all help increase the driver's field of vision and add to the safety of the children. Crossing-control arms are six (6) foot gates, attached to the front bumper

of the bus, that are designed to keep children far enough in front of the bus for them to be seen by the driver while they cross the road. The most effective safety measure, however, is for you to teach your children how to avoid the **Danger Zone**.

Let the Driver Drive

School bus drivers are trained professionals with a very demanding task. The driver must pay attention to constantly changing traffic conditions, the children on the bus, the children entering and exiting the bus at each bus stop, and the schedule the bus is on. Teach your children to behave responsibly on the bus to help make the ride safer.

Give Kids a Break

In your own vehicle, recognize YOUR responsibility when you approach a stopped school bus. Come to a complete stop, watch for children near the road, and don't pass the bus while it's stopped.

Plan for When You're Not There

Your, or a caregiver, should be at the bus stop or at home when your child gets off the bus. If that's not possible, make sure your child knows exactly what to do – continue straight home, wait for you, call come one, go to a neighbor's house, or whatever you've arranged beforehand.

Clothes That Keep Out the Cold – and Out of the Way!

Remember to make sure that your child wears the right gear for walking to and from bus stops in bad weather. But to make sure that the clothing your child wears won't get caught anywhere on the bus:

- Have children wear outer garments that have no drawstrings, toggles, straps, sashes, or belts that hang loosely.
- Avoid loose fitting coats and capes, and oversize or baggy clothing. Purchase backpacks that fit snugly against your child's body.

Waiting for the bus

- Be at the bus stop on time.
- Stand well away from the curb or edge of the road; wait quietly for the bus.
- Wait for the bus to come to a complete stop before boarding.
- Don't crowd your friends getting on or off the bus; board and exit one at a time.
- Never play or stand in the aisles; go to your assigned seat and sit down.

Riding on the bus

- Stay in your seat, facing forward.
- Don't stick anything out the windows.
- Listen to the bus driver; follow his/her directions.
- Talk quietly with your friends.
- Don't throw things in the bus.
- Observe the eight Bus Ridership Rules posted at the front of the bus.

Getting on, off, and around the bus

- Avoid the **Danger Zone**, because it's difficult for the driver to see you in this area.
- Take ten giant steps beyond the front bumper of the bus before you turn to cross the road. This lets the driver maintain eye contact with you while you cross.
- Look both ways before crossing the street, and wait for driver's signal.
- **NEVER** cross the road **behind** the bus.
- Keep away from the bus if you drop or forget something.

Please inform your bus driver when your child(ren) will not be on the school bus. You may also call the transportation department if it is between 7a.m. and pick-up time and they will inform the driver of your child's absence.

**Student school bus safety is the Interlake School Division
Transportation Department's highest priority.
Working together we can ensure a safe and accident free year.
Transportation Department Bus Garage: (204) 467-2277**



Wishing you a safe and healthy school year!