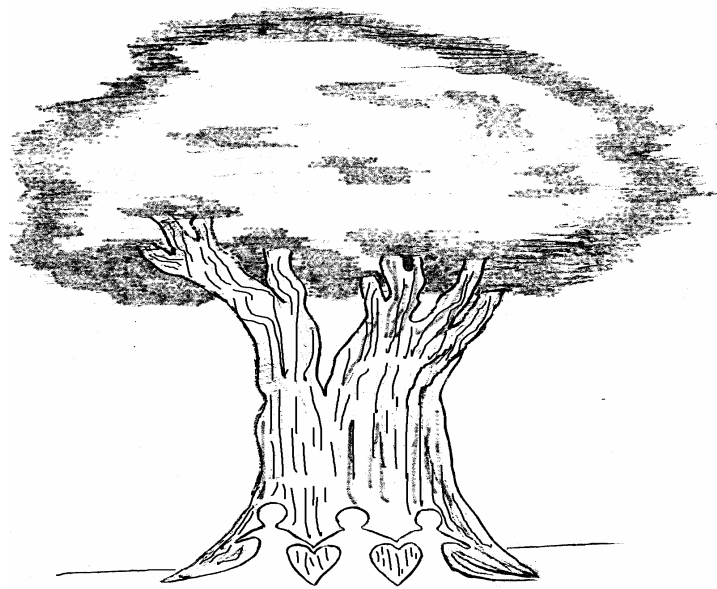


FAMILY HANDBOOK

WILLOW LANDING ELEMENTARY SCHOOL
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"Children are the Roots of our Future"

Welcome to Willow Landing Elementary School. Honesty, Integrity and Pride are our foundation. Educational and interpersonal excellence develops within these values.

FIRST STEPS TO A SAFE ENVIRONMENT

- *Sign in at the office upon entering the building or the portable area.*
- ***NO NUT PRODUCTS ARE TO BE BROUGHT ON SITE!***

COMMUNICATION

Communication is a vital part of your child's educational program. We attempt to communicate through:

- Telephone calls
- Notes and messages
- School and classroom newsletters
- Parent/ teacher conferences
- Special School Events
- Bulletin Board Cases
- Agendas (Grades 4 –8)

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

NEWSLETTERS

School newsletters are sent home on a monthly basis. Special notices are sent home as required.

Remember you may need to dig to the bottom of those backpacks.

Newsletters and notices are sent with all Kindergarten students and youngest and only from Grades 1-8.

STUDENT PROGRESS

Evaluation of student progress is ongoing and an integral part of all learning experiences. Classroom observation, participation, daily classroom work, informal and formal tests are some of the means used to assess student progress.

Progress for Grades 1-8 is reported in a Student/Parent/Teacher Conference during the First Term. Written reports are distributed in Terms 2 & 3. Further parent conferences may be held.

Kindergarten student conferences are held in February.

TELEPHONES

During the school day, we receive calls asking us to relay information to students regarding changes in plans e.g. appointments, daycares. We ask that such requests not be made, as it is not always possible to identify the caller. We do not wish to inadvertently send a child into a situation and find out later we were misled.

Students are not allowed to use the school telephones. Please be sure that arrangements for after school are clearly established when your child leaves for school.

FAMILY INFORMATION

Each year we ask that personal information be updated in early September. It is important, as well, that any changes during the year be reported to the office. Phone numbers, places of employment, caregiver or medical information are critical in the event of an emergency.

CODE OF CONDUCT – HONESTY, INTEGRITY, PRIDE

These three words form the basis of our Code of Conduct and lead to one simple value – RESPECT. Students are encouraged to Respect Yourself, Respect Others, Respect Willow Landing.

Expectations at Willow Landing require reasonable, considerate behavior. Students are expected to treat others and their property with respect. Students are expected to treat Board books, supplies and furniture with care. Students are clearly informed of school expectations and consequences.

All staff work in partnership with parents to maintain our expectations for eventual student self-discipline. Any staff member has the right to address the conduct of a student. Repeated behaviours presenting concerns or significantly serious concerns will involve parents and the student in an attempt to problem solve a solution.

A range of consequences is available to deal with Student Behaviour. These range from verbal redirection, counseling, withdrawal, suspension, and involvement of Support Staff to Modified Day or Expulsion. Positive behaviors are dealt with through verbal comments, PA Announcements, sharing of the assignment, contact with parents.

ALLERGIES

Some of our students have allergies which can be life threatening. Your consideration of the well being of staff and children is appreciated. At the present time, our school is a Reduced Risk Environment. This means we ask that no nut products be brought to school. Other allergic concerns will be identified by classroom teachers or through the school office.

REMEMBER TO REDUCE THE RISK --- DO NOT SEND NUT PRODUCTS

ADMINISTRATION OF MEDICATION

School personnel can only administer medication with the proper forms completed by a medical doctor. Specific procedures will be developed through the office.

Changes in medication or dosage require an updated form.

Short term medications i.e. penicillin require the same form to be completed. If you have a doctor appointment, pick up the form en route.

CHILD ILLNESS AT SCHOOL

It is our policy to make a sick child as comfortable as possible while we try to reach you to determine your wishes in the matter. In a case considered serious, the Principal or designate may take the child to the hospital or call for an ambulance. In all cases, we shall do our best to contact you or the person indicated as your emergency contact.

Medical concerns that are important for the school (asthma, urinary/bowel problems, diabetes, etc.) should be shared with the classroom teacher and the office.

HEAD LICE – PEDICULOSIS

With increased travel and extended families, head lice can spread easily. Check your child's head on a weekly basis, so that you can deal with problem immediately.

We ask that you notify the school office should you find any nits or lice. A notice will be sent home immediately. Please note that the source is always kept confidential.

The office can supply you with information on what to look for and how to handle it.

Please note that although these little creatures can be very annoying, pediculosis is not considered a communicable disease.

COMMUNICABLE DISEASES

The Health Unit requires that schools notify them of any communicable disease or infectious skin disorder. Please let the office know immediately.

IMMUNIZATION RECORDS

The Health Unit is responsible for maintaining records for every child in our county. Parents are responsible for keeping their children's records up to date. The Health Unit has the authority to suspend students from school when parents/guardians do not comply with the law.

PARKING

Extreme caution is required when picking up or dropping off children. Students must not run out into the parking lot to meet drivers. Students should be picked up in the Kiss and Ride area. Students will be dismissed to the front of the school for easy and safe access to vehicles. PLEASE BE PATIENT.

BICYCLES

Students may bring bicycles to school with parental permission and at their own risk. Students are expected to walk their bikes on school property and when crossing the road. Bikes must be placed in the bicycle areas and should be locked. SAFETY HELMETS ARE THE LAW. Subsequently, the school must insist that students wear these.

CO-CURRICULAR ACTIVITIES

Students are given many opportunities to work and play cooperatively with other students to develop leadership skills:

- Musical/dramatic performances
- House League
- School Teams
- Clubs
- Monitors-Resource Centre , Pizza Days, Office Helper, Classroom Helper
- Safety Patroller
- P.A. Announcements
- Student Council

OUT OF CLASS EXCURSIONS

Each year, classrooms are involved in at least one educational experience away from school property. The outing is carefully planned to support a unit of study. Safety, security and educational relevance are always of prime importance. Students require written permission to participate in the excursions.

No child should be prevented from participation due to lack of funds. Assistance and confidentiality are guaranteed once parents inform the office.

The Classroom Excursion Plan is shared with the School Council in the Fall of each year. There may be some variations throughout the year. School Fundraising supplements each classroom.

RECESS

Outdoor recess provides a necessary change of pace in the day and serves as a refresher so that efficient learning can take place. Unless weather prevents it, all students will participate in this part of the day.

Generally, **students who are too ill to benefit from recesses are too ill to be at school.**

LOST AND FOUND

Clothing items are located in the front hallway near the office. Watches, jewelry and money are handed in at the office. Labeling personal items assists in finding the owner.

Each term items not claimed are donated to a local charity.

NOTE: Valuable items such as radios, tape recorders, tapes and CDs, gameboys, toys, jewelry and non designated money should NOT be brought to school.

RESOURCE LIBRARY

The Resource Centre is an important and integral point of the school. Both scheduled and unscheduled time is provided for students to use this facility.

A Parent area is also provided in the Resource Centre. Materials can offer advice and helpful tips.

VOLUNTEERS

Willow Landing encourages participation of volunteer helpers in the school and recognizes the educational advantages to all concerned.

A Volunteer Co-ordinator, in partnership with the Administrative Leaders, will:

- Recruit volunteers
- Provide an orientation programme

Volunteers shall;

- Work under the supervision of professional staff
- Ensure that staff issues, student work and behaviour issues are held in confidence
- Adhere to school and Board procedures

We rely on the help of our volunteers and appreciate the time given on a regular or occasional basis. There are many ways you can assist. Your involvement promotes the value of being a responsible citizen and greatly benefits our students, your children. Thank you.

PLEASE NOTE: For reasons related to safety, liability and supervision, preschool children cannot accompany volunteers. Please make arrangements for them so that you can give your undivided attention to the volunteer activity.

FREEDOM OF INFORMATION

Under the Municipal Freedom of Information and Protection of Privacy Act, information about a student may not be released without student / parent permission.

We continue to endeavour to promote our programs and recognize efforts and abilities of our students within the above legislation.

You will have an opportunity to inform the school of your non-participation in release of names and photos in the Family Information package.

At times, it is difficult to honour a student's right to privacy. Every attempt will be made to safeguard your child's rights.

SMOKING

The Board's policy prohibits smoking at all times, within all Board facilities and on all Board properties. Please refrain from "lighting up"; even in the parking lot.

EMERGENCY EVACUATIONS

All students and staff are made thoroughly aware of evacuation routes. Procedures are practised regularly during the three required drills in the fall and spring.

Be reminded that the Kiss and Ride area is part of the Emergency Vehicle area. **NO VEHICLES ARE TO BE LEFT UNATTENDED IN THIS LOCATION.**

PLAYGROUND

The playground is supervised by staff prior to school, during all recess breaks including lunch, and dismissal time. Approval to enter the playground area during recess or lunch breaks must be obtained from the office.

- Students are encouraged to participate in informal, low organizational games and activities. Equipment is supplied with the understanding that students will use it in a careful and productive manner.
- Rough play will not be tolerated.
- Snowball throwing is not allowed.
- No child should leave the school property unless permission is granted through the office. Parents must notify the office.
- Trading collection items or playing with gameboys / headsets is not permitted.

SCHOOL VISITORS

Sign In logbooks are required in all schools. Volunteers or visitors must sign in and pick up a visitor badge. Parents are asked not to travel beyond the office without the appropriate badge.

Parents regularly picking up or dropping off children should do so outside the building. Arrange a meeting place or wait outside the exit doors.

Please note that it is not our intent to be unwelcoming but extra bodies in the building, particularly at entry and dismissal, can add confusion and distraction to already busy times of the day. Arrival of people at the portables or classrooms is distracting and can interrupt teacher time with the children. Please help protect the safety of our children!

ABSENCES

Call Safe Arrival 722-9235 if your child will be absent from school. Details of this program will be sent home in early September. We encourage all parents to be part of this valuable program, which is run by the School Council.

LUNCH SUPERVISION

Since all our students are within walking distance, it is recommended that the students eat lunch at home or at a caregiver's. There are no special lunch facilities in the school. Students at school eat for 20 minutes in a designated class area and then go outdoors for play.

Parents are asked to indicate the consistent location of their child over the lunchtime. Supervision is set up to cover students remaining on site. As a result, it is essential that we have accurate numbers. Students leaving the property for lunch should not return until 12:25.

HOMWORK

School is a child's place of work and most of this work should be completed at school. Homework is intended to support the school program but also needs to support additional play, social interactions and other interests of the students. Anxious as we may be to prepare our children for their future, it is essential that we not take away their childhood in the process.

Young people enjoy learning and exploring. When homework takes on negative emotional overtones, learning is pushed aside.

A few tips:

- *Proper rest and nutrition are critical to learning*
- *Reward your child with praise for homework completion*
- *Let the teacher know if the homework is too much or too difficult*
- *Use your child's agenda to communicate about specific homework tasks i.e. Worked hard; didn't understand ; frustrated (worked over an hour); used resources from home*
- *Set aside a specific, uninterrupted time for homework – No TV or video games*

Our school policy is 5 minutes per grade. For example, if your child is in Grade 1, that means 5 minutes focussed attention; Grade 3 would be 15 minutes and Grade 8 means 40 minutes. Special assignments at the Intermediate level may require a little extra work.

PHYSICAL EDUCATION

Physical exercise is vital to a child's healthy growth and development. Regularly scheduled gym classes are required. All students are expected to participate. Maximum participation requires appropriate dress – a T-shirt and shorts or sweat pants. Indoor running shoes are required. Please note that these do not need to be expensive athletic shoes. Medical notes from a doctor are required to have a child excused from gym.

WILLOW LANDING COMMUNITY MEMBERS

Respect others by

*Always letting the office know when you are in the building or on the property.
Avoiding interruptions to classes by dropping necessary items at the office. ie lunches
Making arrangements for appointments, after school plans and other events before your child leaves for school.
Following general procedures of the school
Driving carefully and following parking lot routines*

Respect Willow Landing by

*Trying garbageless lunches, using the containers at the doorways
Sending healthy snacks for our young learners.
Avoiding candies. DEFINITELY, NO NUT PRODUCTS!
Sending a second pair of shoes to keep the school clean
Keeping a neighborhood watch after hours
Participating in school activities i.e. School Council, Open House, Presentations, Student Council, Teams, Choir*

Respect yourself by

*Modeling acceptance of school expectations i.e. standing in the hall for O 'Canada; following the no hat rule;
dressing in an appropriate manner for "work".
Asking questions directly to the school administrators or teachers; (avoid group "chats" that often tend to lead to many misinterpretations)
Keeping informed through newsletters, communication with your child's teacher
Completing all tasks to the best of your ability*

WORK TOGETHER !