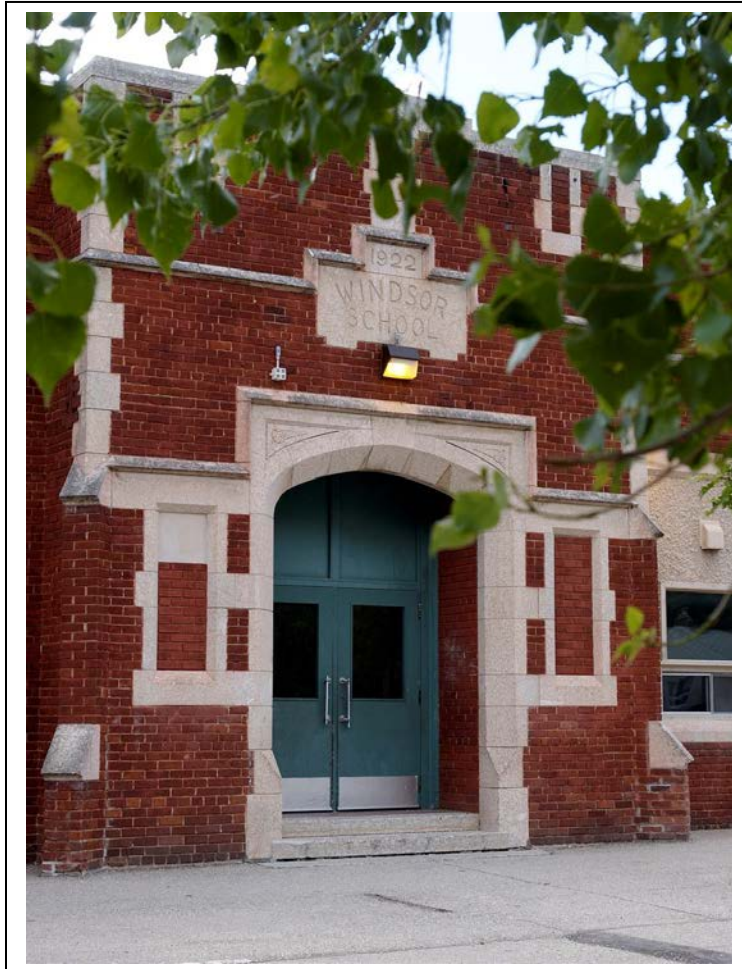




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Student Handbook 2019—2020

Table of Contents

Table of Contents	2
Message to Students	3
Message to Parents	3
We Believe	3
Safe School Policies	3
Student Expectations	4
1. Student Rights and Responsibilities	4
2. Expectations for Student Behaviour.....	4
3. Academic Honesty	4
4. School Property	5
5. Entering the Building	5
6. Lockers	5
7. Electronic Devices	5
8. On Our Playground.....	5
9. Dress Code.....	6
10. Library	6
11. Drink Machine	6
12. Sunflower Seeds, peanuts and other nuts	6
School Hours	6
Dropping Off Students	7
School Patrols	7
On Duty.....Off Duty	7
School Entry & Exit Doors	7
Absences	7
Leaving School during the Day	7
Lateness	7
Staying in at Recess: 1 – 6	7
Phone Use	8
Medication	8
Student Injuries	8
Bicycles	8
Skateboards, Rollerblades and Scooters	8
Lunch Supervision	8
Appropriate Dress for Physical Education	8
Lost / Stolen Items	8
Website	9
Windsor Home and School Association	9

Message to Students

The staff of Windsor School welcomes you to a productive, safe and happy school year. The information in this booklet will help you with the rules and procedures of our school.

Message to Parents

Important information is contained in this booklet. Please read these pages with your son or daughter and discuss the importance of the information.

We Believe

We, the members of staff at Windsor School *believe* that our school must be a welcoming, child-centered environment that promotes the goal of developing responsible, lifelong learners.

We believe that our school should promote the development of skills and the love of learning needed to achieve this goal.

We believe that it is essential to emphasize the processes of learning, especially the development of thinking skills.

We believe that our school, in conjunction with the home and the community-at-large, should provide for the social development of children. They should develop a sense of responsibility for their learning and their actions, and respect for themselves and others essential to being a valuable member in today's society.

We believe that learning is the result of a student's effort, self esteem, ability and environment, both at home and at school. Windsor School is responsible for providing an environment that encourages and supports learning.

We believe that self-evaluation should be encouraged as an important and integral component in student learning.

We believe that in order to be independent, lifelong learners, students should see themselves positively, take responsibility for themselves, set personal goals and build upon strengths.

Our ultimate goal is to develop in students the responsibility for their own learning.

Safe School Policies

With the cooperation and support of parents and community, Windsor School staff will implement Safe School policies and programs.

We believe a safe school is one where people can learn, play and work in an atmosphere that is free of physical assaults, verbal aggression, threats and intimidation. A safe school is one which is welcoming, supportive and positive and where the energy of the teachers and students is focused on learning and success.

The following statements are the foundation upon which a safe school is built.

- Students are able to follow reasonable and clear directions.
- School and the parents are partners.
- Adults are in charge.
- The love of parents and the caring of teachers are fundamental to every student's success.
- The school teaches for success, and that is the only acceptable outcome.
- Physical and verbal aggression, including racist or sexist comments, will not be tolerated.
- Mediation provides an alternative to violence.

For safety reasons, the following are not allowed to be used on school grounds:

Hard rubber balls
 Play guns or water pistols
 Knives

Matches or lighters
 Remote Control toys
 Any weapons

Student Expectations

1. Student Rights and Responsibilities

- Everyone in Windsor School should feel safe from verbal, physical, psychological and emotional abuse. All have a responsibility to treat others with kindness.
- Everyone in Windsor School should be treated with respect. All have a responsibility to treat others fairly.
- Everyone in Windsor School has the right to an environment that is positive and conducive to learning. All have a responsibility to encourage others and create a climate conducive to learning.
- Self-discipline is promoted and taught with the goal of having everyone responsible for his or her own behavior. Self-discipline is best achieved when school and home work together.
- Consequences at Windsor School are a natural or logical result of actions with the goal of realizing the above four beliefs –respect, positive learning environment, self-discipline with acceptance of responsibility, and freedom from abuse.

2. Expectations for Student Behaviour

It is expected that everyone in the school will conduct himself or herself in a respectful, responsible manner.

3. Academic Honesty

To plagiarize is to take ideas or words of another person and pass them off as your own. In short, it is stealing another person's work. Students are expected to acknowledge the sources of ideas or expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, graphics, pictures, statistical tables, as well as to written or electronic material. To provide adequate documentation is not only an indication of honesty, but a courtesy, which enables the reader to consult your sources with ease. Failure to do so constitutes plagiarism.

It will also be called plagiarism and/or cheating if a student submits a paper written in whole or in part by someone else, or copies the answer or answers of another student in any test,

examination, or take-home assignment, or helps another student to do so. All instances of academic dishonesty will be dealt with as a disciplinary matter, and may result in a zero mark, a resubmitted assignment and/or suspension.

Adapted with permission from the University of Manitoba, 2002

4. School Property

Students are to treat all school property, including texts, furnishings and equipment with careful respect. Students will be billed for willful damage, including graffiti.

5. Entering the Building

Students may enter the building at the first bell at 8:52 a.m. and 12:40 p.m. They are not to enter the building before these times except when met personally by a teacher or his/her delegate by prior arrangement.

Coats and boots are to be put away neatly. Behaviour is to be orderly and mannerly.

6. Lockers

- Only school-supplied combination locks are permitted.
- Lockers are school division property, and, as such, are subject to search.
- Students are not to use lockers between classes, except before or after Physical Education or Band.

7. Electronic Devices

- Responsible and appropriate use of electronic devices, such as cellular phones and MP3 players, is permitted with permission from teachers in school.
- No electronic device will be used during class time without expressed permission.
- Inappropriate use of an electronic device (such as photos, posting on Social Media, etc.) may result in its confiscation, and will be treated as a disciplinary matter.
- Lost, stolen or damaged items are not our responsibility.

8. On Our Playground

In the interests of safety and respect for others, all Windsor students are asked to comply with the following expectations on our playground.

- Students are to play in such a way as not to disturb or injure other students. Games involving physical tackling or otherwise throwing someone else to the ground are not to be played. There is to be no piling on anyone on the ground; there is to be no play fighting on our schoolyard at any time.
- Teachers devise a plan for sharing the play spaces and structures and will inform students of the plan and expectations.
- Climbing is restricted to the climbing apparatus. Students are not to climb on the roof of the play structure or on the soccer posts. Students are not to walk on top of the monkey bars.
- Except in game situations, nothing is to be thrown at anyone at any time.
- Students are to remain on our schoolyard and stay out of the bushes bordering the golf course.
- Students are not to play in the immediate vicinity of the school in such a way as to disturb other classes in session; students are not to play in the parking lot.

- Snow tunnels are sources of potential danger, and may not be constructed on our schoolyard.
- Students encountering problems on the playground are to seek the assistance of the staff on duty. All Windsor students are expected to be assertive in their attempts to dissuade others from threatening their physical and emotional safety.

9. Dress Code

The Windsor School dress code is based upon these assumptions:

- Dress, within acceptable limits, is a matter of personal taste which the school will respect;
- Dress communicates messages about the individual and the school; it can both reflect and affect a school's culture and values;
- Dress should observe and respect the formality of the school setting;
- Dress should respect the sensitivities of others.

Windsor School requires that its students and staff:

- Wear clothing free of lewd, crude or suggestive graphics or sayings;
- Wear shoes;
- Dress appropriately for learning;
- Remove headwear in the school except during special school-sponsored events and those wearing for religious reasons or for special approved circumstances.

10. Library

The library is a quiet place to work, read or study. Other activities are permitted under the immediate supervision of a teacher. Be considerate to the learning needs of others.

11. Drink Machine

Students may purchase drinks from the drink machine **at lunch time or after school only.**

12. Sunflower Seeds, peanuts and other nuts

We request in consideration for those with severe life-threatening allergies, that students and staff avoid bringing foods containing sunflower seeds, tree nuts and peanuts to school.

School Hours

8:52 a.m. -----	Entry Bell
8:57 a.m. -----	School begins
10:30 – 10:45 a.m. -----	Recess for Grades K-6
11:40 - 11:45 a.m. -----	Kindergarten Pick-up
11:45 – 12: 45 p.m. -----	Lunch Hour
2:15 – 2:30 p.m. -----	Recess for Grades K-6
3:30 p.m. -----	Dismissal

Students may enter the building at 8:52 a.m. and 12:40 p.m.. Please ensure that you arrive at school no earlier than 8:45 a.m. and 12:35 p.m.. If the weather is a problem, you may come in and wait inside the entry doors until the bell rings. Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27° C. Students will not be allowed outside for lunch or recess when the wind chill reaches -30° C.

Dropping Off Students

Students should be dropped off on Cunnington Ave., Springside Dr. or Killarney St. and NOT in the parking lot. Students and adults must not walk through the parking lot to get to school as drivers reversing their vehicles may not be able to see children. Please walk on the sidewalk instead.

School Patrols

Patrols are on duty at dismissal times and 15 minutes before school begins at Killarney & Cunnington. Patrols are not on duty in extreme weather, at -33° C and below may have a shorter shift. Duty times are:

On Duty.....Off Duty
8:35 a.m.....8:50 a.m.
11:45 a.m.....12:00 p.m.
3:30 p.m.....3:45 p.m.

School Entry & Exit Doors

For safety reasons all students are assigned entry and exit doors. For the same reason, the staff parking lot itself is off-limits to all students. Please ask your parents not to drop you off or pick you up in the staff parking lot.

Kindergarten	----- Door beside the parking lot
Gr. 1- Gr. 6	----- Main front doors
Gr. 7 & 8	----- South Jr. High doors

Absences

Unless your parents phone or send a note reporting your absence, our office staff will phone them to report every absence. This is a safety precaution.

Leaving School during the Day

All students must have a note or a phone call from a parent to leave school early for an appointment. No student will be allowed to leave the building with any adult other than a parent without consent from your parents. If your parents are picking you up during school hours, please ask them to meet you in the office.

Lateness

Punctuality is an expression of your commitment to your education. We expect you to arrive on time. Students who arrive late must sign in at the office. Parents will be notified of chronic lateness, and those who are still unable to arrive on time will be subject to disciplinary measures.

Staying in at Recess: 1 – 6

All students in 1 – 6 are required to go outside for recess. We wish to encourage a healthy life style. Students will have this time to relax, play and become refreshed for further learning.

Phone Use

When calling a parent they will be allowed to use an office phone, if available.

Medication

Medication will only be administered under signed parental consent. Please let your parents know they can see the divisional website for policy [JLCD Administering Medicines to Students](#) to explain the details.

Student Injuries

If a serious injury occurs, we will call your parents / guardians immediately. If a parent or the emergency contact person cannot be reached, we will call an ambulance to take you to hospital.

Bicycles

If you bring a bicycle to school, there is a risk of it being damaged or stolen. While we will do what we can to problem-solve situations, we cannot guarantee bicycles will not be damaged or stolen. You bring a bicycle to school at your own risk. If you do bring a bicycle, please use a high quality lock to secure it.

Skateboards, Rollerblades and Scooters

Skateboards, Rollerblades and Scooters are a good way of transportation for our students to school. If you bring one of these to school we ask that you not use them on the school grounds for safety reasons as there are many people on the playground. Arrangements for storage of these items will need to be arranged with the classroom teacher.

Lunch Supervision

The school organizes and provides lunch supervision. Adult supervisors will be on duty during the noon hour. All students are expected to stay at school if part of the lunch program. All students who stay for lunch must pay to do so. Ask your parents to make arrangements with the school office.

Staying at school for lunch is a privilege, and students are expected to act in a responsible way. If a problem occurs, you will be warned and parents notified; if the problem persists, lunch privileges may be suspended.

Appropriate Dress for Physical Education

Kindergarten – grade 2/3 students are not expected to change their clothing; however, appropriate gym footwear is required. For example, avoid flip flops and dresses on gym days. Students in Grades 4 to 8 are expected to have a T-shirt, shorts or sweats and non-marking running shoes for gym class. Students unable to participate in Phys. Ed. on a particular day due to medical reasons are asked to provide a note from home.

Lost / Stolen Items

The school cannot be held responsible for lost, stolen, or damaged articles left at or brought to school. There is a lost and found box located near the office for clothing. Small items such as keys, jewelry and textbooks are brought to the office. Highly valued items should be left at home.

Website

We encourage parents to check the website regularly. We will be using the Parent Portal and you should find classroom stories, school stories and necessary information for students.

We also ask you to check your emails (if you have given us permission to send you information via email) as many notes are sent home this way.

Be sure to check out the list of important dates, News and the Leadership Bulletin on the School Website. To Access to the Windsor Portal on our Website from home:

- Go to the School Website
- **www.lrsd.net/schools/windsor** and login under student or parent login.
- Students can log on with their Username and password.

The school office staff will be happy to provide you with the password.

Windsor Home and School Association

Our Home and School Association is a very important school partner. Without the help and guidance of dedicated parents many events and activities would not take place. Parents help administration and staff to provide an excellent learning environment. Meetings are held in the School Library on a monthly basis. Dates for these meetings can be found in the calendar of the school website.