

DR. D.W. PENNER SCHOOL

STUDENT/PARENT INFORMATION HANDBOOK



**"Let us put our heads together and see what life
we will make for our children"
Chief Sitting Bull**

121 Hazelwood Crescent
Winnipeg, MB, R2M 4E4
Phone: 256-1135
Fax: 255-3969

Message to Students and Parents



The staff of Dr. D.W. Penner School hopes you will have a wonderful year learning new and exciting things. The information in this booklet will help you with some of the practices and procedures of the school.

Important information is contained in this handbook. Please read the following pages and share pertinent information with your child.

Dr. D.W. Penner Mission Statement

Our school community fosters and celebrates the growth of the total child within a safe and engaging environment.

Dr. D.W. Penner School Staff

Richard Rajotte	Principal
Kendra Floyde	Grade K
Lois Mackay	Grade 1/2
Ailsa Descender	Grade 1/2
Brittany Piche	Grade 3/4
Wendy Narozniak	Grade 4/5
Brian Graeb	Grade 5/6
Frank Bojarski	Phys. Ed.
Matthew Funk	Music
Darla Alsip	Literacy Support
Meaghen Shangreaux	Student Services
Halyna Oleh	English as an Additional Language
Karen Burkett	Teacher Librarian
Annette McLeod	Administrative Secretary
Laura Elliott	Office Secretary
Tara Watt	Assistant Librarian
Dave Frobisher	Head Custodian
John Reeves	Night Custodian
Rhianna Dearman	Night Custodian
Cathy Kostenchuk	Educational Assistant
Candace Grenier	Educational Assistant
Annalisa McAlpine	Educational Assistant
Lori Vandal	Educational Assistant
Deb Dandeneau	Educational Assistant
Kerry Milligan	Educational Assistant
Grace Igbinoghene	Educational Assistant
Don_Sookermany	Educational Assistant



**Be kind to everyone
Be Safe
Be respectful to everyone
and everything.
Be responsible
Have Fun**



Communication: Home and School

At Dr. Penner School, we believe that both students, staff and parents/guardians must work together to create an environment that fosters student success and professional growth. It is a place that is safe, where we act responsibly and respectfully, and cooperate with each other.

The education of our children is an important, shared responsibility. When parents, families and community members are actively involved in education, student achievement tends to increase, students feel supported and a positive attitude toward school and learning is fostered. Open communication and informed dialogue are important hallmarks of a healthy home and school relationship. Parents should always feel invited to ask questions about their child's education. Parents do not need to wait for Progress Conferences to engage in these conversations.

We continue to work at providing parents and guardians with current and up to date information about what is taking place at Dr. Penner School.

Parents and guardians are encouraged to become familiar with our **school website** at <https://www.lrsd.net/schools/Penner/Pages/default.aspx> .

- Families should check the **calendar tab** on our site which provides all of the important dates and various events happening at Dr. Penner
- Our website provides **news stories** that reflect what is happening at Dr. Penner
- Information will also be shared via our school Twitter account **@Dr. PennerLRSD**
- Our Parent Advisory Council (PAC) has a **Dr. Penner Facebook** page at <https://www.facebook.com/pennerPAC/>

Our intent is that this will provide increasingly timely information for students and parents. We hope you have a wonderful school year and look forward to continuing to partner with you in the education of your child(ren).

Dr. D.W. Penner School **Parent Advisory Council**

Dr. D. W. Penner School has a Parent Advisory Council which meets once a month. The Parent Council acts as an advisory body to help administration and staff in providing an excellent learning environment. Please join the Parent Council and share your ideas.

These meeting dates are:

September 12, 2017

January 9, 2018

April 3, 2018

October 3, 2017

February 6, 2018

May 1, 2018

November 7, 2017

March 6, 2018

June 5, 2018

December 5, 2017

Meetings start at 6:30p.m.

School Hours

A.M. Entrance bell at 8:50 a.m.
School begins at 9:00 a.m.
Recess at 10:30 a.m.
Dismissal for lunch at 11:45 a.m.

P.M. Entrance bell at 12:40 p.m.
School begins at 12:45 p.m.
Recess at 2:15 p.m.
Dismissal at 3:30 p.m.



Please ensure that your child arrives at school no earlier than 8:45am and 12:35pm. If the weather is a problem, students may come in the front door and wait until the bell rings

School Entry & Exit Doors

Students in general use the front doors for entry/exit. Students in rooms 5&6 use the door near their classrooms. Students should remove their shoes at the door. Children are asked to remove their outdoor shoes at the door and proceed to their classrooms where they change into their indoor shoes.

Absence

Call-Back System

If your child will be absent from school, please call the school office at 204 256-1135.

(Outside of school hours, you may leave a message on the school answering machine.)

If we do not hear from you and your child is absent, **we will call you at home or at work.**

Please write a note if your child is to leave school early for an appointment. A child will not be allowed to leave the building with any adult without authorized permission from a parent. Parents must pick up and sign out their child from the office as children cannot wait outside unsupervised.

Students who arrive late must sign in at the office.



Recess

All students are required to go outside for recess. In encouraging a healthy life style, children need this time to relax, play and become refreshed for further learning. If a child has been ill, please keep the child home until he or she is healthy enough to go outside for recess. If special circumstances arise, please phone the principal before the child returns to school.

Winter Time Recess

The Divisional policy with regards to cold weather is as follows:

Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27°. They remain indoors when the wind chill reaches -30°. School administrators make decisions about recess during inclement weather based on the forecasts provided by Environment Canada



Library

The school library and its resources are an integral part of school curriculum. Students learn to become independent researchers and users of a variety of resource materials, both print and electronic. All students have a regular book exchange period. Library books should be returned as indicated by due dates.



Parent Volunteers

Parent volunteers are very important in the life of a school. A variety of jobs/tasks are available for interested parents. Please check with your child's classroom teacher on how you can help. For security reasons all volunteers are required to sign a code of confidentiality, register in the office and wear an "identification badge".

Giving Out Information About Your Child

The information the school has about your child is available to you, to school personnel, or to school division personnel. It is not available to other persons or agencies without your written permission. Both parents have an equal right to information about a child unless there is a court order restraining one parent. A copy of any judicial court order regarding the child must be given to the school if you wish us to comply with the court order. Otherwise, we will share information equally with both parents.

Physical Education Clothing

Kindergarten, Grade 1 and Grade 2 students are not expected to change their clothing. Gym footwear is required. Grades 3 to 6 are expected to have a t-shirt, shorts or sweats and non-marking running shoes for gym class.

If your child is unable to participate in Phys. Ed. on a particular day due to medical reasons, please send a note. If there is an extended period, please forward a medical certificate or note from the doctor.

Labelling Personal Belongings

Please take the time to label all of your child's belongings, and periodically check and relabel them if necessary. This includes books, hats, scarves, sweaters, T-shirts, jackets, gym clothes, pencil cases, runners, books, mitts, etc.



Dogs

Just a reminder, that for safety reasons, dogs are not allowed on school property during the school day. We appreciate your cooperation.



Student Personal Transportation



When students bring their bicycles to school, they are responsible for them. All bicycles should be left in the bike racks and locked with a very solid lock. For reasons of safety, bicycles are not to be ridden on school grounds between 8:00 a.m. and 4:00 p.m. on any school day. Scooters, skateboards, roller skates, roller blades, are not allowed on school property during school hours. Students arriving by these methods will be asked to carry them on school property.

School Patrols

School patrols are on duty at dismissal times and 10 minutes before school begins at Greenwood/Iowa and Woodydell/Iowa.

All Stations – Duty Times

<u>On Duty</u>	<u>Leave Station</u>
8:35 a.m.	8:50 a.m.
3:30 p.m.	3:40 p.m.



Patrols will not be on duty at lunch hour.

In case of extreme coldness, patrols will be on duty as follows:

- at the regular times up to and including -25°C with the wind chill
- for 10 minutes up to and including -28°C with the wind chill
- Patrols will **not** be on duty if the temperature and the wind chill exceed -29°C.
- During serious weather conditions, patrols may not be on duty

The temperature used to guide our decision making is found on the Louis Riel School Division web page, www.lrsd.net

School Safety

Safety of our students at Dr. Penner School is a top priority. For this reason, we ask the cooperation of all parents and guardians who drive their children to and from school.

To all parents and guardians who pick up and drop off students on Greenwood:

- Please adhere to the no stopping/no parking areas as posted by the City of Winnipeg
- Please respect the work of our patrols and have your child cross at the patrol crosswalk
- If you must turn around after dropping off or picking up your child, please drive beyond the school to do so. It is not safe to back up and turn around where students are crossing.
- We are a “Green School” please obey the “**No Idle**” signs that are posted on Hazelwood and Greenwood.

Please do not pick up or drop off children in the school parking lot or back lane of Hazelwood Crescent. Cars are coming and going at various times and it is a dangerous place for students to be walking.



Thank you to all the parents and guardians who faithfully follow these rules. We realize that sometimes we are in a hurry or might have to go a bit out of our way, but we cannot choose convenience over safety. Thank you for your understanding and cooperation.

Security

We ask that all visitors (including parents) check in at the office. Visitors must sign in. If you are coming in to pick up your child or bring a lunch, please report to the office. We will call your child to the office. As well, you must sign your child out. **Please** respect this, as it is a security precaution for the entire school, as well as a fire safety regulation. The main school entrance will be the only door unlocked during the school day.

Emergency Preparedness Plan

Policy EBCA – Emergency Preparedness Plan guides all of the Division’s schools. That plan includes emergency control procedures drills. Various situations compel a response to clear school hallways, and we want students, staff, and visitors to be prepared. You can assist us in three important ways:

- Tell your child(ren) about the importance of respecting adult authority during emergency control procedures drills and situations.
- If you are visiting the school, please model respect for the emergency control procedures by following the directions of staff members.
- Assist your child(ren) to understand that not all situations are high-risk. We do not want them to be unnecessarily fearful; we do want them to feel confident that they can assist us all to manage unexpected situations.

If we are required to evacuate the school for any reason, the students will be walked to Sterling Mennonite Fellowship Church (**1008 Dakota**). Parents will be notified as soon as all students have safely arrived.

Medication

It is the responsibility of parents to inform the school of serious medical problems.

School Board policy states that in order **to administer medication to a student (including inhalers and non-prescription medication); an “Authorization for the Administration of Prescribed Medication” form must be completed. Please do not send any medications to school with your child.**



Children must not have medication in their school bags. All medications are kept in the office, with the exception of Epi-Pens and inhalers – which may be kept in the classroom or carried by the child.

Student Injuries

If a **very serious** injury occurs, parents/guardians will be contacted immediately. Please notify us of any changes in home or work phone numbers or of your emergency contact. Parents will not be contacted regarding minor injuries.



Cell Phones

Cell phones and other electronic devices, are to not be used at Dr. Penner. We recognize that parents may wish their children to have a cell phone for communicating with them after school, so we ask these students to keep them turned off and in their backpacks during the school day. There is a phone available for student use in the office.



Staff Meetings

All schools in Louis Riel have regular staff meetings once a month, on the **fourth Tuesday of each month**, except for December and June. **All of our students are dismissed at 2:30 on those days.** Please be sure that you have made special arrangements for your child on these days.



Student Support Services

Most students achieve the expected learning outcomes of provincial curricula with the support of classroom and/or subject area teachers who use a variety of instructional and assessment strategies and materials. For some students, teachers will be the first to identify that they are experiencing learning challenges and will initiate contact with parents. If you

have questions about your child's learning or social-emotional functioning, please contact their classroom teacher.

The Clinical Service Unit staff consists of a speech and hearing clinician, psychologist, social worker, and psychiatrist. All services are free of charge to parents. Referrals to CSU are made through student service teachers.

The following staff has been assigned to Dr. D.W. Penner:

School Psychologist	Cheryl Marks
School Social Worker	Reid Hartry
Speech and Language	Karla Gutteriez
Occupational Therapy	Rosanne Papadopoulos
Physical Therapy	Shannon Hughesman

Teaching & Learning

Classroom create routines and procedures through a plan developed jointly by the teacher and students, and reflect the overall beliefs and values of the Dr. D.W. Penner community.



Teachers recognize the importance of using instructional time to teach students the skills to develop the positive relationships that define successful personal lives, and promote citizenship.

Effective instruction in any classroom responds to students' diverse experiences, interests, abilities and needs.

- Focusing on the developmental stage of each learner
- Emphasizing personal reflection and goal setting, and active learning
- Developing students' leadership skills and independence
- Varying instructional methods to increase self-confidence and personal growth for students with varying abilities and learning styles
- Providing opportunities for ongoing relationships with the same teachers, to minimize adjustment to new routines and increase instructional time
- Integrating curriculum and using inquiry-based learning to develop skills and allow each student to explore topics of personal interest
- Grouping students flexibly to build relationships based on shared interests, rather than ages, similar to neighbourhoods and other environments in which they will part

Students at Dr. D.W. Penner School follow the curricular mandates of Manitoba Education, Citizenship and Youth. The subject time allotments can be found on the Department of Education website.

<http://www.edu.gov.mb.ca/k12/index.html>

ASSESSMENT, EVALUATION & REPORTING OF STUDENT LEARNING

Assessment is defined as a systematic process of gathering and recording information about what a student knows, is able to do, and is learning to do.

Evaluation is the process of interpreting assessment information, and determining the extent to which students have attained the curricular outcomes and standards. The quality and merit of a student response, product, or performance is judged using predetermined criteria. Evaluations should be based on many kinds of assessment information including summative, formative, and self-evaluation.

Reporting is the process of summarizing and clearly communicating the information collected through assessment and evaluation with students, parent/guardians, and administrators. Reporting may take various forms and may be conducted formally or informally. Through the process of reporting, teachers, parents/guardians, students, and administrators are encouraged to discuss a student's performance and identify strategies for future progress and achievement.

(LRSD, Policy IK)

Reporting Student Progress

In accordance with Policy IKAB-1, the following schedule will be in effect each school year.

1. **November:** All students will receive a progress report on a provincial template that will provide information in how the student is progressing and adjusting to the start of the school year.
2. **March:** All students will receive a progress report on the provincial template.
3. **June:** Students will receive a final report to show progress and achievement related to learning goals and outcomes.



Student progress conferences will occur twice in this school year, as follows:

1. November 4:30pm – 7:30pm
2. March 4:30pm – 7:30pm

Lunch Supervision

The Dr. D. W. Penner lunch program follows the Louis Riel School Division Policy. The lunch fees are used to pay the wages of the Lunchroom Supervisors who provide a safe, healthy environment for the students, both in the classroom and out on the playground. The Lunch Program Coordinator oversees all aspects of the program to ensure that quality is maintained and to provide a link between parents and school administration. If you need further information please contact the school at (204) 256-1135.



Field Trips

The field trips that our students take are planned thoughtfully based on educational value and in conjunction with the appropriate grade level curriculum.



Smoke Free Policy

The Louis Riel School Division believes that it has a responsibility to provide a healthy environment for all students who attend our schools and for all volunteers and visitors to our schools. Therefore, the Board of Trustees bans smoking in all division facilities, schools, grounds, and vehicle



Nutrition Policy

Dr. D.W. Penner School recognizes its responsibility in co-operation with the home and community to encourage healthy lifestyles and acknowledges the important role that nutrition plays in the total development and performance of the individual.

Dr. D. W. Penner School will promote healthy eating and active living through our nutrition education and physical education. We will ensure that decisions involving food and drink will be carried out in the best interests of our children

and our school community needs. Our continuing education will incorporate Canada's Food Guide to Healthy Eating and the Manitoba Physical Education/Health Education Curriculum and will focus on nutritional foods during classroom and school functions.

We will be following the guidelines put forth by the Louis Riel School Division Nutrition Policy. This policy can be found at: http://www.lrsd.net/Policies/E/LRSD_Policy_EFA.pdf



Agenda Books

One of the primary goals of education is to teach practical and lifelong skills. To that end classrooms at Dr. Penner use agendas. These agendas are used to record classroom information, communicate with parents and as a learning tool for students. We ask that parents read their children's agenda each night in order to be better informed about happenings in the classrooms.

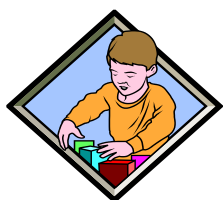


Peanut Safe

There are students in our school who are extremely allergic to peanuts (including Peanut butter). It is necessary for us to **request that none of these products (please read labels) come into the school. These are life-threatening conditions!** As well, please check with the classroom teacher before sending any snacks to school.



Daycare



The Morrow Avenue Daycare will be in operation at Dr. Penner School from 7:00 a.m. – 5:30 p.m. for registered students. The Daycare is located in Rooms 10, 11 and 16. **All Daycare students and parents are to use the northwest door at the back of the school for Daycare access.** The Daycare telephone number at Dr. Penner School is 982-6687.

IN ALL CASES – COMMUNICATION IS THE KEY!

Louis Riel School Division has a policy which addresses the appropriate process you should follow, should you experience any concerns throughout the school year.

In any system, misunderstandings are bound to arise. They are a normal part of the day to day events in the operation of a school system and its schools and personnel.

The Louis Riel School Division wants to ensure that a clear process exists to deal with any misunderstandings that may occur. The following process has been put into policy to ensure that your concerns are dealt with in a straightforward and satisfying manner.



- When you have a concern regarding a matter involving your son or daughter, contact the school and ask to speak with the teacher(s) involved. If the teacher is not immediately available, please leave phone numbers and times when the teacher can return your call.
- Once in contact with the teacher, state your concern clearly and calmly. Most, if not all, misunderstandings can be resolved satisfactorily at this level.
- Should you need to discuss your concerns further, your next step is to speak with the Principal at the school to resolve the matter. Again, state your concerns and the fact that you have spoken with the teacher.
- If further discussion is required, you should contact the Superintendent's Department.
- In the unlikely event that the concern cannot be resolved by any of the above contacts, you may direct your concern, in writing, to the Board of Trustees. The Board of Trustees will make a final decision.
- In the above process, you are requested to inform each person with whom you speak that, if not satisfied with the outcome of the decision, you plan to take your concern to the next level of contact.
- It has been our experience that concerns are most often satisfactorily resolved when the matter is discussed directly with the person involved, i.e. the parent, the teacher and the student.
- The Board of Trustees and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between the home and the school.
- We all grow and benefit from praise and recognition. When our teachers or staff has done something special, please think of calling them to let them know. It will mean a great deal to them professionally and personally.



We value all members of our Dr. Penner School community and we look forward to another extraordinary year of learning and growing together and supporting our students be the best that they can be.