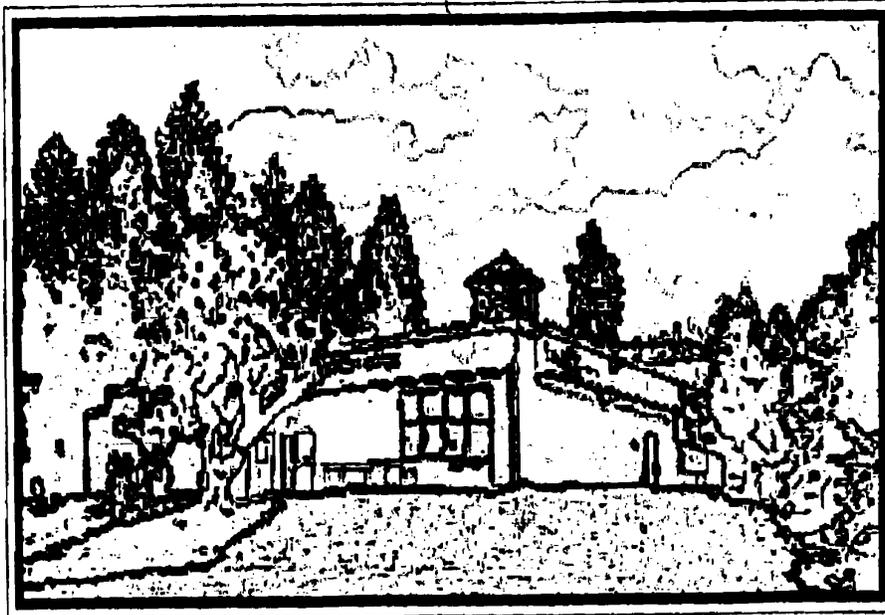


WINLAW ELEMENTARY SCHOOL HANDBOOK



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**Winlaw School is a Peanut and Cashew
Aware Environment**



Academic Success ♦ *Creativity and Imagination* ♦ *Citizenship* ♦ *Resiliency*



Winlaw School is part of School District No. 8 (Kootenay Lake)

And Slocan Valley Family of Schools
District and Provincial Mission Statements

Provincial Mission Statement

The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and abilities needed to contribute to a healthy society and a prosperous and sustainable economy.

District Mission

We focus on excellence for all learners in a nurturing environment.

Belief Statements

- We believe that students should be the focus of all our endeavours.
- We believe that public education must strive for excellence.
- We believe that public education must reflect and utilize the strengths and diversity of its communities and individuals.
- We believe in mutual respect, fairness and dignity.
- We believe in providing challenging, active and relevant learning opportunities for all.
- We believe in supporting highly qualified and motivated staff.
- We believe the success of education depends upon the commitment of students, schools, families and communities.
- We believe in providing a safe, healthy, nurturing environment for all.
- We believe in the importance and the uniqueness of the community school.
- We believe a strong public education system benefits a democratic society

Board Goals

- Resiliency
- Academic Success
- Citizenship
- Creativity and Imagination

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WELCOME TO WINLAW ELEMENTARY SCHOOL

Welcome to Winlaw Elementary! We would like you to feel at home in our school. It's a warm, friendly, busy place with a fabulous staff that is dedicated to providing quality learning experiences for your children.

As parents you are encouraged to become involved in your child's learning journey at Winlaw School. We believe that your child's education is enriched through a strong partnership between students, parents, staff, and the greater community. We have an open door policy at Winlaw, so please feel free to come to the school to meet your child's teacher, and to become familiar with our school and its programs.

The staff at Winlaw Elementary is committed to providing meaningful educational experiences in an environment that is safe and enjoyable. It is our goal that the learning experiences of your child will contribute in a purposeful way to their intellectual, artistic, emotional, social and physical growth and well being.

Recognizing that every member of the community has direct interest in the educational process, the staff will endeavor to be sensitive to the various needs of the community. It will strive to keep the community informed and up-to-date on programs offered at the school and make a deliberate attempt to seek community input in the development and monitoring of those programs. We believe that our school is made better through strong community connections.

We hope that your time at Winlaw School will be memorable. Welcome to our school community!

WELCOME



OUR MISSION STATEMENT

(Our collective commitment to the students in our school community.)

At Winlaw Elementary School we are committed to producing critical thinking, problem solvers who can collaborate with their peers in a respectful and kind manner. Our hope is that our students will leave Winlaw as mindful, good citizens with a strong grasp of content and the skills to become lifelong learners. As a staff, we are committed to providing a safe and caring environment for all our learners.

Our School Goal to Strengthen Student Learning

Goal 1 (core literacy): To Identify areas of weakness in reading and increase proficiency in comprehension, accuracy, fluency and efficiency.

Goal 2 (deeper learning, development of rich learning environments): To encourage environmental stewardship with a school wide environmental education program called Winlaw *WILD* (*Winlaw Indigenous Leadership Development*)

Winlaw Daily Schedule



- 7:31 a.m. ----- Supervision Begins
- 8:10 a.m. ----- Bell
- 8:10 a.m.----- Classes Begin
- 9:50 a.m. ----- Recess

**Everyone is expected to play outside unless the weather is unsuitable.
Please provide a healthy snack for your child to eat at recess time.**

- 10:10 a.m. ----- Classes Resume
- 11:30 p.m.----- Lunch Break (Play)
- 12:15 p.m.----- Lunch Break (Eating)

Students go outside to play before they eat.

- 12:15 p.m. ----- Classes Resume
- 2:03 p.m. ----- Dismissal

- 2:10 p.m. ----- Busses Leave

THE SCHOOL SYSTEM AND HOW IT OPERATES



MINISTRY OF EDUCATION

The responsibility for the education of school children is shared by the Province and our locally elected School Board. At the provincial level, education in B.C. is governed by the School Act and its regulations, and by the Ministry of Education.

SCHOOL BOARD

At the local level, the Kootenay Lake School Board develops educational policies for the school system that are in keeping with the School Act and Ministry directions. Trustees also deal with the school district's operating and capital budgets and monitor the operation of education programs.

SUPERINTENDENT

The superintendent of schools is the administrator of the school board's educational policies in the schools. He is responsible for the day-to-day operation of the school system. Assisting him is the Secretary-Treasurer, the Director of Human Resources, the Director of Achievement and the Director of Special Services.

PRINCIPAL

The school principal provides the educational leadership and administrative management necessary to ensure the best possible education for each student in the school. This is accomplished by working within clearly laid-out administrative regulations set by the Ministry of Education and by School Board policies.

TEACHER

His or her task is to perform the teaching and other educational services specified by the Ministry and the School Board.



WHAT IF YOU HAVE A QUESTION OR A CONCERN?

The School board has established procedures to help parents get information to deal with concerns regarding the education of their children.

If you have questions about the school, class or teacher, the Board recommends you first discuss the matter with the teacher and the school principal.

If more information is required, the matter should be discussed with the appropriate district personnel.

The next step involves talking with the Superintendent of Schools and, possibly the Board.

If you wish to attend a School board meeting or should you wish to address the Board, the superintendent's office will provide you with information on the next public meeting. 250-352-6681 or go to the web page www.sd8.bc.ca.

HOW CAN YOU PARTICIPATE?

Parents are welcome in classrooms as visitors. Many schools and teachers encourage parent volunteers as helpers in classrooms. In addition, consider becoming a member of the Parents Advisory Council, District Parent Advisory Council and the School Planning Council which work together with the school principal and staff to improve the quality of your child's education.



RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT



It is the policy of School District No. 8 (Kootenay Lake) to provide vehicles for the safe transportation of all school bus passengers.

PROCEDURES

School Bus Rules and Regulations

In the interest of **SAFETY** and **SANITATION**, the following Rules and Regulations must be observed by all students riding school buses in this District:

- 1.1 Students must line up and enter the bus in an orderly manner.
- 1.2 Students must sit in the seats assigned to them, and where necessary, must sit three to a seat. If the seat is not full they must move over without being asked to do so and allow another student to sit down.
- 1.3 Students must remain seated and facing forward at all times while the bus is in motion.
- 1.4 Students must not shout, sing loudly or in any other manner make a noise that would distract the driver.
- 1.5 Students must not participate in horseplay of any kind while on, entering or leaving the bus.
- 1.6 Students must not chew gum or eat sunflower seeds or peanuts. Eating of lunches will be allowed at the discretion of the driver, but this must be considered a privilege which, if abused, will be suspended.
- 1.7 On leaving the bus, students must get their books as quickly as possible and leave the bus in an orderly manner.
- 1.8 Upon leaving the bus, students must, if they are to cross to the other side of the road, **WALK IN FRONT** of the bus, while the bus is stationary.
- 1.9 If your child is going home on a different bus please send a note for the bus driver. If for some reason your child misses the bus the staff will contact you to arrange alternative transportation, or failing this, transport your child home.
- 1.10 When a student misbehaves on a school bus, the bus driver shall report the student to the principal for disciplinary action...OR...on the first offense or any subsequent offense bus privileges can be suspended.
- 1.11 **REINSTATEMENT:** Bus privileges will be reinstated when assurance of cooperation and good conduct are obtained from the parent and the student.



Winlaw Code

-  Kind
-  Cooperative
-  Honest
-  Safe
-  Ready to Learn



Each School has a student “Code of Conduct”. The purpose of which is to establish and maintain safe, caring and orderly environments for purposeful learning. At Winlaw School our “Code of Conduct” takes the form of “The Winlaw Code. [Click here for brochure of more information on the code.](#)

Winlaw School Dress Code

Revised May 30, 2013

All students (grades K-6) are required to comply with dress code requirements, which were established with input from parents, students and staff.

- Student attire should not distract from learning.
- Clothing and jewelry should be free of pictures, words or logos that are violent, sexist, include foul language, references to drugs, alcohol, smoking, etc. This includes clothing with logos that advertise cigarettes, alcohol, or drugs.
- Clothing should be appropriate for a ‘work environment’.
- If students wear clothing which is considered inappropriate by school staff, and/or is considered inappropriate for the learning environment, the student will be asked to change.
- The wearing of hats in classes is at the discretion of the teacher.
- Appropriate footwear must be worn at all times.
- No midriffs/underwear should show between your shirt and your waistband.
- Shirts cannot have open backs or be too low in the front (no cleavage).
- For intermediate students (grades 4-6) Shoulder straps must have at least 3 cm width

ABOUT THE BUILDING AND HOW IT IS USED

Lunch Area

The gymnasium also serves as the lunch area for students most Wednesdays. Students are expected to:

- Talk quietly
- Use good manners and eating habits
- Clean up area before dismissal
- Recycle and don't waste food



Otherwise lunch is in the classroom and the same rules apply

Hallways

Hallways contain lockers where students are able to store jackets, backpacks and lunches. Students are expected to:

- Keep the area clean and tidy
- Talk quietly
- Remove outdoor shoes on the carpet
- Keep lockers shut and tidy

Playground

Winlaw School is fortunate to have a large playground that includes playing fields, adventure playground, a large blacktop area for games, and a forested area. We encourage a sense of caring, sharing, and fair play. Students are expected to:

- Use playground equipment responsibly and safely
- Stay on the school property
- Avoid littering
- Do not play with sticks and rocks
- Interact politely and appropriately
- Respect the space and property of others
- Include others





POSITIVE RECOGNITION

At Winlaw Elementary we want to recognize students displaying positive citizenship by focusing on positive behaviour and willingness to change negative behaviour.

WITHDRAWALS

The school should receive notice of withdrawal at least two school days before the pupil's last day of attendance. With reasonable notice, the teacher can prepare the report card and obtain information for the transfer slip. Please ensure that all school property, such as books, are returned so that the transfer can be done quickly.

EMERGENCIES

In the event of an emergency school closure (e.g. fire, lack of water or toilet facilities, etc.) your child should know exactly where you expect her/him to go. If students need to be evacuated from the school for any reason our assembly place will be the Cedar Creek Café. If there is a power outage that affects the school we may be contacted by phone over our fax number 250-226-7210.

Students should also know what to do in the event that they are ill, but cannot contact their parent or guardian, or when the guardian is unexpectedly absent.

Please provide the office with names and phone numbers of backup care givers and ensure an up to date emergency phone number is on file.

ACCIDENTS

During the period of a school year, we are bound to have a few accidents. Every precaution is taken to prevent such mishaps. The staff offers only minimum first-aid treatment in case of injury. We always attempt to contact parents if the school personnel consider the injury or illness to be at all serious. If it is deemed an absolute emergency, an ambulance will be called. School staff members cannot authorize medical treatment for someone else's child.

ABSENCE FROM CLASS

The major responsibility for regular school attendance belongs to parents. When considering the importance of daily instruction to your child's academic progress your child should not attend school:

- when he/she is ill
- when he/she has any contagious condition
- when he/she is experiencing the discomforts of a cold

There will occasionally be other emergent circumstances, however, your discretion is requested.

Rule of Thumb for Returning Your Child to School

Plan on one 'rest' day after your child's illness to ensure he/she is ready for a full day of school. If your child is sick or disturbed during the night allow a sleep in time and check to see if there are further signs of illness during the morning. Bring your well-rested and healthy child back after lunch for the afternoon.

A note or phone call explaining your child's absence is required upon return to class. Teachers appreciate a call before a planned absence of more than a few days. When you have a child who has missed school because of illness or vacation, please use the following guidelines for requesting homework:

If a student is absent only one day, his/her teacher will handle the make-up work upon the student's return to school

- ◆ When a student misses two or more days of school, homework can be requested by calling the school office (226-7217) before 10:30 a.m. The teacher will do their best to have homework available to be picked up in the office between 2:30 and 3:15 p.m.
- ◆ If a student will be away for an extended period (10 days or more) a homebound teacher is available. Contact the student's homeroom teacher to make arrangements.
- ◆ Remember, please, that teachers need sufficient time to prepare homework.



PARENT VOLUNTEERS

Parents are a most important aspect of the day-to-day happenings at school. Our Parent Volunteers are appreciated. They create a special atmosphere in each classroom. Parents become involved in a wide variety of activities and both the children and the teachers benefit tremendously from their help. On any given day in the building you'll find parents

- ◆ hearing children read
- ◆ helping children study spelling
- ◆ putting up bulletin board or centres displays
- ◆ marking math tests
- ◆ editing stories
- ◆ supervising an art project
- ◆ rehearsing for a play
- ◆ helping with math flash cards
- ◆ doing a sewing project
- ◆ hanging posters...and more!

Children seem to really blossom when their moms or dads participate in their life at school and parents have told us many, many times how much they enjoy coming and being part of it all.

Teachers usually send out notices in September asking for Parent Volunteers. There is a sign-in book for volunteers at the office. Please be sure to sign in so we can keep track of people in the school.

PARENT ADVISORY COUNCIL

Parents of Winlaw School children have the opportunity to become involved in providing input on the education of children through participation in the Parent Advisory Council. Elections are held annually for table officers. Inquiries regarding the committee may be made to the school.

SCHOOL PLANNING COUNCIL

The SPC is an advisory body whose main responsibility is to consult with the school community in developing, monitoring and revising plans for improving student achievement. The SPC consists of the school principal, one teacher, and three elected parents.

OPEN DOOR POLICY

Visitors are a most welcome sight at Winlaw School! Our *Open Door Policy* means that your family can come to our school and see students in action whenever they like. Please check in at the office and sign our *Volunteer Logbook*. No formal notice needs to be given, but you might want to check with the teacher to find out when a certain subject or program will be taught that day.

Visitors are welcome to observe the classroom, enjoy hallway displays, browse in our library, or watch a soccer game in progress. Our secretary will be most happy to help visitors locate a particular classroom or teacher.

Please remember that when you are in a classroom, your comments should be directed to the teacher about your child only. Confidentiality of all students must be respected.



SPECIAL PROGRAMS THAT TAKE PLACE IN OUR SCHOOL

Financial assistance is available to students that need it for programs that require a fee

LIBRARY

Students have the opportunity to use the library during regular classroom hours. Students may sign out 2 books at a time and keep them for a period of 1 week. Encyclopedias and reference material may not be taken from the library. Books are valuable. Please treat them like good friends. If you are taking a book home please put it in a bag for protection. Families of students may use the library as well. Please let families with preschoolers know that they are welcome to join our library.

LEARNING ASSISTANCE

Winlaw School provides specific Learning Assistance. Goals include supporting the child in the classroom, remediation and counseling. A school-based team is available to assist the classroom teacher. This team, comprised of the referring teacher, the learning assistant teacher, the teacher assistant and the principal, meets regularly to discuss programs for students who are experiencing learning or behavioral difficulties. A written plan is developed to begin remediation and team members are responsible for its implementation. As a parent, you are asked to assist in formulating the objectives for your child. You can help us to be successful. Teachers generally make referrals to our team, but parent referrals will also be considered. Children needing further assistance are referred to District Special Services.

BAND PROGRAM

MULTI-AGE AFTERNOONS

SWIMMING LESSONS

WINTER ACTIVITIES PROGRAM

BREAKFAST FOR LEARNING

AND MORE....



REPORTING



Your child's daily class performance is Teachers use a variety of methods to information about each student in the areas of intellectual, social, emotional and physical development.

the best indication of progress. accumulate valid and relevant

information about each student in the areas of intellectual, social, emotional and

PRIMARY

Formal reporting may be done in one of three ways.

- anecdotal reports
- developmental profile with anecdotal comments
- three way parent/teacher/student conference

In addition, the teacher may choose an individual progress report for any student identified by the school-based team who has significant learning difficulties and is receiving learning assistance.



INTERMEDIATE

Formal reporting is by letter grade accompanied by anecdotal report And/or 3 way conferences.

There are three formal reporting periods in a year: November, March and June. In addition, there are interview sessions available for the November reporting period. Informal reporting is on an on-going basis so you can expect to be updated throughout the school year.

Reporting, unless otherwise indicated, reflects the child's individual performance based on the intended learning outcomes. No comparison is made to other students.

WHAT IF...

I ride my bicycle to school...

Bike racks are provided at the side of the school. It is a good idea to lock bikes. When arriving at school, place your bike in the bike rack. Bikes may not be ridden on school grounds during the school day. Bikes remain in the racks until all buses have left the school grounds.

I lose something...

Tell your teacher immediately and check the lost and found. You may look for items lost before or after school, or during school with your teacher's permission.

I need to make a phone call...

Students may use the phones in the office for emergencies or under the following guidelines:

- the teacher determines that a student may make a call on the office phone and provides a permission note
- permission may be granted for:
 - .. forgot lunch, homework, note, sneakers, paraphernalia for after school activity
 - .. forgot to tell parent about after school activity
 - .. needs to find out where to go after school
 - .. any reason similar to the above
- permission will not be granted if the student wants to arrange for another student to come to his/her house after school or other similar reason



I want to bring a friend or pet to school...

Parents may request permission from classroom teacher at least 1 day in advance.



.....**What If?**

I don't feel well or I'm hurt...

Tell any teacher and they will help you. Do not ever be afraid to ask for help. Teachers are here to take care of you.

I need to leave school early...

You will need to bring a note from your parents that tells the time you will have to leave school. It should also state who will be picking you up. Give the note to your teacher. Never leave school without reporting to your teacher. Parents, if you need to remove your child early and have not sent a note, please inform his/her teacher personally when you pick him/her up.

I need to take medicine at school...

Hopefully, medication will be taken at home before or after school. However, if it should be necessary for you to take medicine during school hours a note from your parents to the classroom teacher or principal is necessary. The medicine should be left with the classroom teacher or principal and not with you. You should take your medicine in the presence of a teacher. Aspirins are not available at school.



EARTHQUAKE AND FIRE

Regular earthquake lockdown and fire evacuation drills occur at Winlaw Elementary. These drills are preceded by classroom discussion. Preceding the first drills of the year, the principal will send home a note advising families of the upcoming drill, and the approximate date it will take place. This will provide parents with an opportunity to discuss the drill, and help prepare their child for it. In the event of an earthquake or fire the following procedures will be followed:

- No students will be dismissed from school unless a parent or guardian designated by a parent comes for her/him.
- All parents or designated guardians who come for students must have them signed out at the office or at the alternative Student Release Station at the entrance to the school yard.
- We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school. We have a first aid attendant (usually a staff member with a recent ticket), and we will be in communication with local emergency services. We do ask for your help in the following areas:
 - .. please do not call the school; we must have lines open for emergency calls
 - .. following an earthquake or other emergency, do not immediately drive to the school. The school access route and street entrance areas must remain clear for emergency vehicles.
 - .. do turn your radio to CBC (91.7) on the FM dial; information and directions will be given over the radio in the event of an earthquake.

In the event of a lockdown, all procedures will be determined by the attending emergency personnel (RCMP, Fire, Ambulance).

SPECIAL HEALTH SERVICES

The following Health Services are available at Winlaw School

1. The Public Health Nurse visits on a regular basis and has conferences with the principal and teachers regarding the health and emotional needs of their students.
2. The Public Health Nurse will contact the parents of school children when it is necessary to inform parents of any problems related to their health.
3. In the spring there is a Kindergarten clinic to provide the pre-school booster for Diphtheria, Pertussis, Tetanus and Oral Polio vaccine.
- 4. Parents are requested to check their children for head lice before returning to school from Summer, Christmas, and Spring Holidays.**

***All Dental and Hearing is done only on referred basis now.

***All students with vision concerns are directed to make appointments with an eye doctor.

School District No. 8 (Kootenay Lake)

Board of Education

2015

Board Chair: Lenora Trenaman

Vice-Chair: Heather Suttie

AREA	TRUSTEE
Nelson Family of Schools	Bill Maslechko - (City of Nelson/Bealby Point) Bob Wright - (Salmo, Taghum & Blewett) Curtis Bendig - (City of Nelson/Bealby Point) curtis.bendig@sd8.bc.ca
Crawford Bay Family of Schools	Lenora Trenaman - (Crawford Bay, East Shore & North Shore) BOARD CHAIR
Creston Family of Schools	Cody Beebe - (South Rural Zone) cody.beebe@sd8.bc.ca Heather Suttie - (Town of Creston)- Vice Chair heather.suttie@sd8.bc.ca Rebecca Huscroft - (South Rural Zone)
Kaslo Family of Schools	Dawn Lang
Slocan Valley Family of Schools	Sharon Nazaroff - (Slocan Valley/Bonnington) sharon.nazaroff@sd8.bc.ca

Find contact info for board members at the school district web page please <http://www.sd8.bc.ca/board.htm> or hold Ctrl and click on their name.

All I Really Need To Know I Learned in Kindergarten

These are the things I learned:

- Share everything
- Play fair
- Don't hit people
- Put things back where you found them
- Clean up your own mess
- Don't take things that are not yours
- Say you're sorry when you hurt somebody
- Wash your hands before you eat
- Flush
- Warm cookies and cold milk are good for you
- Take a nap every afternoon
- When you go out in the world
 - Watch out for traffic
 - Hold hands
 - Stick together
- Live a balanced life
 - Learn some
 - Think some
 - Draw and paint some
 - Sing and dance some
 - Play and work some



Keep Smiling

SMILING is infectious; you catch it like the flu
When someone SMILED at me today, I started SMILING too
I passed around the corner and someone saw my grin
When he SMILED, I realized its worth,
A single SMILE just like mine could travel 'round the earth
So if you see a SMILE begin, don't leave it undetected
Let's start an epidemic quick and get the world infected

