A decorative border of colored pencils surrounds the text. The border consists of individual pencils in various colors (yellow, blue, red, green, brown) arranged in a rectangular shape. A small cup containing several pencils is located in the bottom right corner.

**Crestview School**  
**Parent Handbook**  
**2009- 2010**

# CRESTVIEW SCHOOL

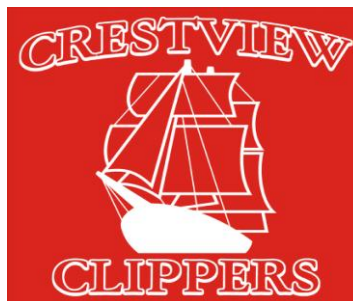
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## **PARENT HANDBOOK 2009 – 2010**



### **Crestview School Mission Statement**

*At Crestview School we believe in respecting ourselves, others, and our environment. Every day we work towards learning and growing in a safe and supportive community.*

### **St. James-Assiniboia School Division #2 Mission Statement**

*In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.*

## **TIME GUIDE**

8:45	Outside supervision begins
8:55	Student entry/Attendance
9:05	Announcements
10:20 – 10:35	Recess
11:50	Dismissal for Lunch
12:45	Outside supervision begins
12:50	Student entry/Attendance
2:15 – 2:30	Recess
3:45	Dismissal

## **BE ON TIME**

Promptness is an important life skill. Student entry is at 8:55 am and 12:50 pm. Please encourage respect for classmates and teachers by being on time.

## **PATROLS**

Patrols are selected from Grade 4 and 5 to ensure the safety of all students. Street patrols are stationed at crosswalks and busy intersections to assist students when crossing the streets.

Patrol stations are at Morgan & Cavalier and Ness & Cavalier, during the following times.

8:40 - 8:50 am  
11:50 - 12:00 pm  
12:40 - 12:50 pm  
3:45 - 4:00 pm\*\*

\*\*On the first and third Tuesday of each month, classes are dismissed at 3:08 pm and patrols will be on post at 3:08 – 3:23 pm.

## **CALL BACK SERVICE**

Parents must notify the school when a student is absent. If the school has not been informed, parents will be contacted. The school office is open from 8:15 am - 4:15 pm. An answering machine is available for messages after hours.

## **ATTENDANCE**

Students are required by law to attend school every day it is in session unless prevented from doing so because of dental or medical reasons. A dated and signed note is required from a parent/guardian upon a student's return to school, that states the reason for the absence. Telephone messages from parents are accepted as an alternative.

## **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

In the event of address or phone number changes during the year, new information must be submitted to the school office immediately. It is imperative that we are able to contact you or a designated individual in case of illness or emergencies related to your child. This also applies to the emergency contact person who is listed on your registration form.

## **APPOINTMENTS**

Parents are encouraged to schedule doctor and dentist appointments outside of school hours whenever possible, or to arrange these appointments on inservice or administrative days. In cases where this is impossible and early dismissal is required, parents are asked to send a signed and dated note to the teacher stating the reason. Permission will then be granted from the office.

## **HEALTH PROBLEMS**

It is in the best interest of your child that the school be aware of any special medical or health problems he/she may have. This may include problems with vision, hearing, diabetes, recent surgery, allergies, special medications, or anything that might limit the child at school. This information should be communicated to the school at any point during the school year. Where it is necessary that medication be administered at school, parents must complete the necessary forms.

## SNACKS & LUNCH

Crestview School strives to maintain a safe environment. Some students have severe allergies to nut products. In this light, we respectfully request that all parents refrain from sending peanut butter, or other items containing nuts to school. Although we cannot guarantee that products containing nuts will not enter our school, we are committed to minimizing the risk to our students as much as possible.

Students are encouraged to bring nutritional recess snacks to school.

Supervision is provided for students who remain at school for lunch. Please notify the office and the student's teacher if your child will be participating in the lunch program. A contract is signed by the parent and child before students are allowed to stay. Microwaves are not available. Crestview School provides a Milk Program. The program is a pre-paid ticket system. Order forms are sent home in September, January, and April.

### Lunch Room Expectations:

- ✓ Follow the directions given by all lunch supervisors.
- ✓ Remain seated while eating and be polite while eating.
- ✓ Speak at a reasonable volume.
- ✓ Play safely and respectfully on the school playground.

### Consequences

- ✓ Lunch supervisors will handle minor incidents.
- ✓ Warning notes issued when behavior expectations are not being met by a student.
- ✓ 1<sup>st</sup> warning: Directly to student.
- ✓ 2<sup>nd</sup> warning: Parent contact with behavioral consequence notice.
- ✓ 3<sup>rd</sup> warning: Notification to parent with suspension of lunch privileges.
- ✓ 4<sup>th</sup> warning: Notification to parent with extended suspension of lunch privileges.
- ✓ Any 1 (one) severe behavioral incident may result in an automatic suspension of lunch privileges for a period of time.

In the event of a lunch suspension, parents are responsible for making alternate arrangements for the supervision of their child over the affected lunch hour.

## TRANSPORTATION

According to Board Policy, bussing is provided for eligible students. In addition, this service may be purchased if space is available. Students are supervised by staff while getting on and off the bus at school. Pupils are expected to cooperate with these safety patrols and are required to follow the rules of bus ridership, which include:

- ✓ Remain seated unless instructed otherwise by the driver.
- ✓ Do NOT touch or open windows.
- ✓ Refrain from making noises i.e. no shouting, screaming, etc.
- ✓ Be courteous to fellow passengers.
- ✓ Do NOT throw objects.
- ✓ Do NOT eat or drink.

If students do not follow the rules of bus ridership, bus privileges may be suspended.

## FIELD TRIPS

The St. James-Assiniboia School Division recognizes the value of field trips and excursions in extending the educational experience of students and encouraging and maintaining their interest in school programs.

According to Policy Code # IICA-E1 "All students participating in trips that involve risk and/or trips outside the city must have supplemental medical insurance". All educational activity programs involve a certain element of risk. Injuries may occur while participating in these activities. Students **must** be covered by either Extended Health Coverage at their parent(s) place of employment or Student Accident Insurance.

An informed consent/permission form for educational trips is sent home for each field trip and must be signed by each student and their parent or guardian.

## FIRE /LOCKDOWN DRILLS

Practices are held throughout the year to familiarize students with these procedures.

## **LOST AND FOUND**

Our Lost and Found area is located under the main staircase. Parents and students are urged to visit this location when seeking misplaced clothing or supplies. Labels on items of clothing, including footwear, are encouraged. Smaller, more valuable items are turned into the office. Unclaimed articles are donated to a charity twice a year.

## **BICYCLES/SKATEBOARDS**

Bike racks are available and students are advised to have locks on their bikes. The school assumes no responsibility for damage or loss. Due to safety concerns, skateboards are not allowed.

## **NEWSLETTERS**

At the beginning of each month a school newsletter is sent home with the eldest child in each family to inform parents of school activities and events.

## **VISITORS**

All visitors to the school must prominently display a visitor identification guest pass. Visitor identification shall only be issued after the visitor has signed the log at the Sign-In desk in our office and has completed the requested information.

## **STUDENT ASSEMBLIES**

The purpose of Student Assemblies is to bring the total student body together for special announcements, short programs and to recognize the accomplishments of our students. Parents are welcome to attend.

## **EMERGENCY SCHOOL CLOSING BUS CANCELLATION**

In the event of severely inclement weather, busses may be cancelled. The same conditions may also necessitate early dismissal. In extreme weather conditions such as blizzards or -45 Wind-chill, please ensure that you check local radio stations (example: CJOB 680 AM), or the division Website at [www.sjsd.net](http://www.sjsd.net) to determine the status of school bus service. School Staff do *NOT* call parents to indicate a bus cancellation. If no report is heard, it can be assumed that school will be in session. In case of school evacuation, students and staff will walk to Crestview United Church on Hamilton Avenue.

## **STAFF MEETINGS**

Staff meetings are held on the first and third Tuesday of each month. Students will be dismissed at 3:08 pm on these days.

## **INSERVICE/ ADMINISTRATION DAYS**

The Department of Education allocates 10 days of the school year for inservice and administration. During these days teachers are involved with parent/teacher conferences, curriculum meetings and various workshops.

## **STUDENT-LED CONFERENCES**

A "Celebration of Learning" is held twice a year to provide an opportunity for parents to share in their child's progress. Students discuss their learning by reviewing work samples from their portfolio. Parents are encouraged to confer with teachers at any time during the year when the need arises. Please call the school to make an appointment. Teachers also may request conferences with a student or parent.

## STUDENT EVALUATION

Students are evaluated on a continuous basis throughout the school year. This evaluation includes:

- ✓ daily assignments, notebooks,
- ✓ performance tasks
- ✓ special projects
- ✓ cumulative tests and quizzes
- ✓ conversations and interviews with students
- ✓ Observations and anecdotal records of student work

Other forms of assessment may also be used. Report Cards are issued in November, March and June.

## PARENT COUNCIL

Crestview School maintains an active Parent Council who works cooperatively with the school in the best interests of the education of the children. The Council meets regularly one time monthly. Parents are most welcome to become active members participating on the council.

## PARENT VOLUNTEERS

Crestview School is proud of its volunteers and the assistance they provide for staff and students. Volunteers assist with a wide range of activities including library, reading, coaching, transportation and classroom assistance. If you are able to volunteer please call the school at 885-7710 or speak with your child's teacher.

## VISUAL ARTS CENTRE

Crestview School's Visual Arts Centre is unique to Manitoba schools and provides students with:

- ✓ Opportunity to showcase their work
- ✓ The ability to create multimedia projects and displays
- ✓ Skills in broadcasting techniques
- ✓ Public speaking skills
- ✓ Improved self-esteem and pride in their accomplishments
- ✓ Opportunity to celebrate their achievements
- ✓ Exposure to the ICT continuum
- ✓ Curriculum inter-connections in all subject areas

## SPECIAL PROGRAMS

Reading Recovery and Math Enhancement are offered throughout the year. In order to improve their learning potential, students experiencing difficulties in these areas are referred by their teacher.

## CRESTVIEW STUDENT SERVICES

Crestview is committed to fostering inclusion for all students.

*"Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued and safe."*

The Public Schools Amendment Act, 2004. The school counselor and resource teacher work collaboratively with classroom teachers and families to create learning environments and provide resources and services that are responsive to the lifelong learning, social and emotional needs of all students. Students requiring additional support to meet their academic, behavioral and social/emotional needs are assigned Case Managers. Case Managers monitor the students' progress through evidence-based interventions, and coordinate communication among parents, teachers, and other community services.

## **EDUCATIONAL SUPPORT SERVICES**

Educational Support Services provides the following clinical services:

- ✓ Psychologist
- ✓ Speech and Language Clinician
- ✓ Social Worker
- ✓ A consulting Psychiatrist
- ✓ Physiotherapist
- ✓ Occupational Therapist

As well a Behavior Team is available for consultation and intervention.

Students are referred to ESS by teachers, principals, parents, physicians or other community service agencies. ESS staff members consult and collaborate on services to students and work closely with teachers, principals and parents. The referral requires a parental signature.

## **CRESTVIEW SCHOOL CODE OF CONDUCT**

Our Code of Conduct follows the St. James Assiniboia School Division guidelines and is based on the values of respect and responsibility. For further information please refer to: [sjsd.net](http://sjsd.net).

## **CRESTVIEW SCHOOL HEALTHY LIVING POLICY**

Crestview School will work together in partnership with the community to provide a learning environment that promotes healthy living. Healthy living includes balancing good nutrition with physical activity.

Crestview School will encourage and promote healthy food choices and physical activity.

Following are the Crestview School Guidelines for promoting a healthy active lifestyle:

- ✓ School staff, students, and parents are encouraged to bring food belonging to the four food groups of Canada's Food Guide for class parties, recess snacks and lunches. It is recognized that schools need to be flexible for celebration days.
- ✓ Crestview School will continue to encourage students to live an "active" lifestyle, promoting physical fitness and activity. School staff members are encouraged to act as role models in order to promote a healthy active lifestyle.
- ✓ School staff and community members are encouraged to choose fundraising activities, rewards, and incentive programs which do not compromise student's healthy food choices.
- ✓ School community members are encouraged to make healthy options available for school events.
- ✓ The school will work to ensure that all staff members are made aware of food allergies and guidelines to support these students.
- ✓ Crestview School will encourage families to send lunches with packaging that is recyclable.