



Welcome to Warren Elementary!

2023-2024 School Handbook is located on the school web site. we.interlakesd.ca

All Newsletters will be posted to the web site on the first day of the month.

School Phone 204-322-5576

School Email we@isd21.mb.ca

Dear Parents/Guardians/Students:

Welcome to the 2023-24 school year at Warren Elementary School. The following pages outline important information to help you understand the operation of our school. We would like you to take the time to read it carefully and keep it handy for reference, or find it online on our school website at we.interlakesd.ca. If you have any questions, concerns, or comments regarding the school or your child, please feel free to call us at 204-322-5576.

Mrs. M. Ivany, Principal

INTERLAKE SCHOOL DIVISION: Phone 204-467-5100
Superintendent / CEO - Mrs. M. Ward
Assistant Superintendent - Mr. T. Moran
Student Services Administrator - Mrs. M. Procter

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Mission Statement

In preparing students for the future, Warren Elementary School will work to provide quality programs that encourage all students to be active participants in their intellectual, physical, social and emotional growth to reach individual potential.

The school will work to provide a positive, non-threatening, learning environment that fosters positive self-concept, promotes responsibility and respect toward self and others and encourages understanding and tolerance of individual differences.

Students, parents and professionals will work together in a supportive manner.

Beliefs and bottom lines



Warren Elementary School

Above the Line

behaviours describe our school's set of beliefs/values.

ABOVE THE LINE
Be Respectful, Be Responsible
Be Honest, Be Helpful
Be Hardworking, Be Safe
Be Encouraging, Be Dressed Appropriately, Be Co-operative
Be Prepared



Below the Line

describes behaviours that need to be addressed through some of the following ways: discussion, restitution practice, and consequence.

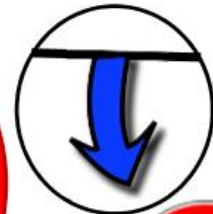
BELOW THE LINE
Being Disrespectful, Being Dishonest, Being Rude, Being Impolite, Being selfish, Being Selfish, Being Irresponsible, Being Uncooperative, Being Negative, Being unsafe



Bottom Line

describes behaviours that are unacceptable – a plan will be in place and parents will be notified.

BOTTOM LINE
Continuous Below the Line Behaviour, Disrespecting Self/Others, Bullying, Direct Defiance, Violence/Threats, Drugs or Alcohol



Belief Statements

As a team of learners we believe:

- In fostering a safe learning environment where students are able to take risks, and take pride in their growth as learners.
- In developing responsible citizens who will respect themselves, their learning, their school community, and their environment.
- Teachers are the facilitators of learning, and will strive to provide engaging learning activities that will promote critical and creative thinking alongside typical curricular goals.
- Literacy is the foundation for lifelong learning across the subject areas.
- All students can learn, but not all students learn the same way.
- Assessment FOR learning practices enhance student learning, and therefore will be an area of focus in every classroom.
- Students should have a voice in their learning, and be actively included when it comes to developing classroom expectations, guidelines, and learning goals.
- Collaboration between all members of the school community will be on-going, and will be fostered around respect, effective communication, and student growth.

Warren Elementary School Guidelines for Respectful Behaviour



- Include Others
- Respect School Property
- Listen and respond Politely
- Respect Others Ideas and Beliefs
- Encourage and Support One Another
- Strive For Greatness

Warren Elementary "Home of the *Wild*

Restitution

The Interlake School Division and WES have committed to learning and implementing restitution as a means of promoting positive behavior and student self-discipline. Restitution is the process where you create the conditions for the person (student, child) to fix his/her mistake and return to the group strengthened.

Restitution

- Is not payback; it is a pay forward.
- Restores relationships.
- Is an invitation not coercion.
- Teaches the person to look inside.
- Focuses on solutions.

Students will always have the opportunity to correct their behavior and fix their mistakes. If the student fails to follow through with the plan, and is not willing to make the situation better then there will be consequences.

Appropriate Consequences

Consequences are the tools that we use to help students learn about the use of appropriate behavior. Appropriate behavior will help them to develop respect for themselves, respect for others, respect for learning, and respect for property.

In determining the appropriate response to misbehavior, there are a number of factors which must be taken into consideration:

- The type of incident.
- The degree of harm caused to the victim, or the school community.
- The age and the personal history of the individuals involved.
- The use of discretion.

Some of the consequences that may be used by us to correct misbehavior include the following:

- ◆ Isolation from the group—"alone time".
- ◆ Notes to the parents or guardians
- ◆ Phone calls home
- ◆ Apologies
- ◆ "Cool down" walks
- ◆ Meetings with parents or guardians
- ◆ Time-outs
- ◆ Loss of privileges (recess, free time, etc.)
- ◆ Suspension (in-school or out-of-school) Teachers will contact parents (phone calls or email) to share information concerning behavior.

Our bottom lines

The following behaviors are unacceptable and will not be tolerated at Warren Elementary School:

- Consistently disrupting the learning of others.
- Acts of violence towards a student, staff member, or school/personal property.
- Direct defiance towards an adult in the building.
- Threatening or intimidating behavior (ie.bullying) directed towards any member of the school community. All members of the school community need to work together to come to solutions that are best for our students.

School Procedures

Accident Procedures

Any child who receives a minor scrape, cut, or bruise, will be attended to by our staff. A phone call home from the school may occur depending on the severity of the injury. Should a child receive a more serious injury, the following procedure is followed:

1. Parents, guardians, or the designated emergency contact person will be phoned. If possible, they will transport their child to see the family doctor or to the hospital.
2. Should no one be available for the school to contact, we will transport the child to the nearest hospital for medical assistance.
3. Should we feel that an ambulance is required, one will be called. The Interlake School Division has insurance to cover the cost of ambulance fees.

Medication

Parents shall provide the school with a Request to Administer Medication Form which shall include:

1. A copy of the prescription and recommended dosage.
2. The physician's requirements specifying frequency and method of administration.
4. Physician's description of anticipated reactions of the child to the prescribed medication.
4. Physician's signature.
5. Parental permission and signature approving the administration of the prescribed medication.
5. An outline of the method for delivering medication to the school by a responsible adult upon request from the school.

Parents shall notify the school immediately if medication is no longer required and shall complete a new Request to Administer Medication Form each school year and whenever the physician changes the prescription.

Attendance

1. Attendance is taken twice daily in the homerooms at 8:55 a.m. & 1:35 p.m.
2. Warren Collegiate informs the elementary school of any absences on Practical Arts Day and parents are contacted if the student's whereabouts are unknown.
6. Please call the school by 8:55 a.m. if your child is not to be at school for any reason. A message can be left on the office answering machine if calling outside of school hours.
7. Students who are late for class on a regular basis will be required to make up the missed time either at recess or after school. Parents will be notified of the date and time if after school hours are going to be used.
8. Poor attendance is noted by the teacher and reported to the Principal. The Principal then contacts the home for conferencing and may involve Student Services as needed.
9. Students who are not in attendance on the day of an afterschool event will not be allowed to participate in this without their parent having previously discussed the absence with their teacher or the Principal.

Notes From Home are Required for

1. Cases of absenteeism.
2. Going to the store or post office.
3. Changing buses (phone calls to the school are acceptable in cases of emergency).
4. When someone other than parent/guardian is picking a student up.
5. Going uptown at noon.
6. Riding bikes from out of town.

Notes must be dated and signed by a parent/guardian.

Telephone Calls

Students may use the phone with permission from a teacher and permission from the office has been granted. Students wishing to set up play dates are to do so the previous night from home.

Cell Phones

Cell phones are not to be used during class time unless permitted by a classroom teacher for educational purposes. Cell phones are not required for classroom learning but personal devices may be used in lieu of school devices at each teacher's discretion. Cell phones are not to be used to take pictures of students to protect the privacy of our student population.

Electronic Devices

Any electronic devices brought to school are not the responsibility of the school. Students are allowed to use electronic devices on the bus or in class at the discretion of their classroom teacher. If students are using these devices improperly parents will be contacted and they will not be allowed to bring them to school. If a device is used in a way that harms our school community it may be confiscated and released to parents or guardians at their earliest convenience.

Lunch

1. Students are required to be seated in their desks while eating lunch. Students are expected to be outside (weather permitting), unless staff are supervising other activities.
2. Food and drinks will be consumed in the classroom only.
3. Students, in grades 5 – 8, who wish to go uptown at noon require a signed note from their parent/guardian. These notes must be turned into the office. If parents/guardians so wish they may send a note for the whole year. Students are expected to leave at 12:50 immediately after dismissal. Should students return before 1:35, they will be permitted back on school property but cannot enter the school (an exception being indoor recess or if required back by a teacher). Once students have returned to the school property, they are not allowed to leave again.
4. **Eating lunch at school for non-transported students is a privilege. If a non-transported student is consistently disruptive or disrespectful at noon hour they may be asked to eat their lunch at home for a designated period as determined by the Principal.
5. Nutrition/Activity Breaks: Nutrition and activity breaks are provided so that the students are able to have time to eat healthy snacks/lunches

and get some fresh air/exercise during the school day. We expect students to go outside for activity breaks. If a student is too sick to go outside, he/she is probably not well enough to be at school. If it is necessary that a student must remain indoors for a day or two, please send a note with your child. A doctor's certificate will be required if this must continue for a longer period of time. During inclement weather conditions, all students will remain inside. Students are not permitted to leave the school grounds during nutrition/activity breaks unless they have written permission from their parents.

**** We encourage you to send a healthy snack with your child to eat at the first nutrition break as many students need this added nourishment (as do many of our staff)!! Please bear in mind our "Allergy Aware" initiative.**

Student Timetable

8:35am	Playground supervision begins/school buses arrive
8:45am	Students enter the school
10:30am	Gr. K-4 Nutrition Break/Gr. 5-8 Activity Break
10:50am	Gr. K-4 Activity Break/Gr. 5-8 Nutrition Break
12:50pm	Gr. K-4 Nutrition Break/Gr. 5-8 Activity Break
1:10pm	Gr. K-4 Activity Break/Gr. 5-8 Nutrition Break
3:20pm	Bus student Dismissal
3:25pm	Town student dismissal (May be later due to circumstances)

****Early Dismissal is 1 hour earlier****

2:20pm Bus student dismissal

2:25pm Town students dismissal

Weather and Storm Policy

In the event of a storm, which may require that the school be closed, a procedure has been set up for the entire school division. The school division will put its Synvoice telephone system into action. The system initiates phone calls to all families in the school division indicating the school closure. Radio stations will also announce Division-wide closing. If the school will not be open in the morning, these stations will announce "SCHOOL CLOSURE" at regular intervals beginning at 7:00 a.m.

CJOB - 680 AM, CKRC - 630 AM, CFRW-1290 AM, CKY - 58 AM
CFRY - 920 AM, CKIS - 97 FM, CITI - 92 FM, CFQX - 104 FM

Information regarding school closures can also be found on the Interlake School Division web site. The school has implemented a telephone tree in case of early closure. Parents will be contacted or arrangements made so that no student under 12 will be sent home alone.

Picking Up of Children

Students who do not use the bus at 3:20 must wait in a classroom until the buses have left. Parents picking up their children should report to the office at 3:20 and your child will be called down to the office. Please do not use the bus loading parking lot.

Student Illness

Should a student become ill while at school, classroom teachers will refer the ill student to the office where parents will be called to pick them up. Students will wait for a pick-up in the office, where they will be monitored closely to ensure their wellbeing.

All planning for student pick-up's must be coordinated by the office. This ensures appropriate care for the student and a safe, adult-planned pick-up arrangement. Students in middle school with access to personal devices may choose to communicate with their parents about illness, but all pick-up arrangements must be coordinated by school staff.

Bus Students

Bus students will be required to board their regular bus at dismissal time unless the homeroom teacher is presented with a ***dated*** note signed by a parent or guardian requesting a change for that day. The bus driver should be informed of the change by note.

APPROPRIATE DRESS

We expect all students to wear appropriate clothing that is free of slogans with foul or offensive language. It is important we dress for the weather as we go outside every recess and physical education unless the conditions are extreme.

- Dressing for the weather (boots, mitts, coats etc..)
- Having indoor and outdoor shoes, no bare feet on school floors.
- No clothing with inappropriate messages (Drugs, Alcohol or Gang slogans)

****Hats and head coverings may be permitted at the discretion of their teacher in school.***

Bicycle/Scooter Rules

While riding bicycles to and from school, students need to regard them as vehicles and ride down the right side of the road at all times in single file. Bicycles are not to be ridden in the schoolyard. Bicycles are to be placed on the bike racks provided and a bike lock should be used. Students are required to wear helmets while riding their bikes.

Programs and Evaluation

Evaluation

Student progress is evaluated on a continuous basis in all subject areas. Methods of assessment include observation and recording of daily work samples (at regular intervals), tests, cumulative assessments (Grade 7 and 8), conferencing, participation, projects and oral presentations. Parents are encouraged to contact the subject teacher or homeroom teacher if they have questions or concerns.

Reporting

Oral Reports: Interviews between parents and teachers are set for mid to late October for all students and are on an individual call in basis in February. Other individual meetings are set as needed by teachers or parents to discuss a child's progress.

Written Reports: Formal report cards are sent out three times a year – December, March and June.

Extra Curricular Programs

Warren Elementary School staff runs extra curricular programs at noon and after school. Activities may include volleyball, basketball, badminton, skiing, concerts, sports days, school choirs, student council, cross country, track and field, student helper program, environment day, to name a few. Parents permission and fees may be collected for some programs.

Learning Support Program

Our Learning Support teachers are support personnel who work closely with the classroom teachers and students. The emphasis of the Learning Support Program at Warren Elementary School is to provide support to students with exceptional needs and to their teachers so that these students may progress successfully within the mainstream of education. Notification will be made immediately if such a situation pertains to your child. The type of support will vary for each situation depending on the child's needs.

Such supports may include:

- discussion and sharing of ideas and material with the teacher and parent
- working in the classroom with the teacher
- providing programs, materials, and strategies to classroom teachers
- assessments
- short term tutoring (individual and small group work)
- co-ordination of other resources to service the child's/teachers'/ parents' needs
- co-ordinate and monitor Educational Assistants and parent volunteers.
- liaise with outside agencies and clinicians (school division psychologist, school division social worker, speech and language pathologist, occupational & physiotherapist).

Kindergarten

Our Kindergarten program is run on days 2,4, and 6.

Guidance Counselling

The guidance counselor assists students in various aspects of their education such as: study skills, school orientation, individual and group counseling. The guidance counselor also acts as a liaison with students, teachers, parents and agencies outside the school. The services offered by the guidance department are there to meet student needs, whatever they may be.

The counselor coordinates programs dealing with Bullying, Family Life and Personal Safety.

Public Health Nurse

A Public Health nurse comes into the school as the need arises. The Public Health Nurse can be reached at 467-4754. The Public Health Nurse also comes in throughout the year for the grade 6 and grade 8 Vaccinations.

Library

All classes have the use of the Library at least once per cycle. Library books will be on loan for one 6-day school cycle. Please remind your child to return their Library books on time.

Library Policy on Lost Books

Lost library material will be billed to the student at replacement cost. Reimbursement is to be completed by the end of June each school year.

Other Support Services

Social Services from the IRHA are available to assist in areas that fall outside the scope of the school's services. They may include child abuse, severe behavior disabilities, justice or others. Social Services may be contacted at 467-4420.