

LIMESTONE DISTRICT SCHOOL BOARD

# Winston Churchill Public School

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Parent and Student Handbook

2013-2014

At Winston Churchill Public School our mission is to provide a balanced curriculum within a supportive learning environment where individuals are encouraged to pursue excellence to the best of their ability.

## ***Principal's Welcome***

It is with pride and enthusiasm that I welcome you to Winston Churchill Public School! I am looking forward to working with each of you this year and anticipate another year of fun-filled learning. A tradition of excellence informs all that we do at Winston Churchill.

I express my appreciation to all of you – you are an incredibly supportive community, a talented and dedicated staff and, of course, an involved student body. Together we create an enriched and positive learning environment. It is this dynamic partnership that makes Winston Churchill the wonderful school that it is.

Winston Churchill Public School offers many opportunities for parents and guardians to be involved in our school community through our many school-sponsored events, our School Council, our volunteer program and through your child(ren)'s learning. Partnership amongst stakeholders are paramount to our students' success.

Please read through the pages of your student agenda/handbook. It will provide important information about our school - policies, procedures, and important dates. I wish you a wonderful year of learning and encourage you to take advantage of all that Winston Churchill Public School has to offer this year.

*Ms. A. Fraser*

## ***All About Winston Churchill Public School***

Winston Churchill Public School is located in downtown Kingston's Queen's University community and is home to over 280 students in Kindergarten to Grade 8. The school is characterized by the students we serve. The student diversity we enjoy enriches the learning environment for all and student participation is central to our success. Their active involvement creates a positive atmosphere that fosters personal growth. At Winston Churchill we also benefit tremendously from the strong partnership that exists amongst an excellent teaching staff, an involved student body, a strong school council, and a supportive parent community. Winston Churchill is a wonderful place to be.

### ***Mission Statement***

At Winston Churchill Public School our mission is to provide a balanced curriculum within a supportive learning environment where individuals are encouraged to pursue excellence to the best of their ability.

### **SCHOOL MOTO**

*Encouraging Students to Pursue Excellence*

### **SCHOOL COLOURS**

*Burgundy & Grey*

### **SCHOOL MASCOT**

*Bulldog*

### **School Day Schedule**

Yard Supervision	8:45 - 9:00 a.m.
Entry	9:00 a.m.
Instruction	9:00 - 10:20 a.m.
Morning Recess	10:20 - 10:35 a.m.
Instruction	10:35 - 11:55 a.m.
Lunch/Recess	11:55 - 12:55 p.m.
Instruction	12:55 - 2:15 p.m.
Afternoon Recess	2:15 - 2:30 p.m.
Instruction	2:30 - 3:30 p.m.
Dismissal	3:30 p.m.

*\*Daily Physical Activity is scheduled on individual class timetables.*

### **School Dates and Holidays**

Labour Day Holiday - Monday, September 2, 2013
First Day of School - Tuesday, September 3, 2013
Thanksgiving Day - Monday, October 14, 2013
December Break (inclusive) - Monday, December 23 - Friday, January 3, 2014
Family Day - Monday, February 17, 2014
Mid-Winter Break (inclusive) - Monday, March 10 - Friday, March 14, 2014
Good Friday - Friday, April 18, 2014
Easter Monday - Monday, April 21, 2014
Victoria Day - Monday, May 19, 2014
Last Day of School for Students - Thursday, June 26, 2014

### **Professional Activity Days**

Friday, October 11, 2013	Friday, March 7, 2014
Friday December 20, 2013	Friday, May 23, 2014
Thursday January 30, 2014	Friday, June 27, 2014

### **Staff 2013 - 2014**

Principal	Ms. Fraser
School Coordinator	Ms. Lemery
Caretakers	Mr. McDonald
	Mr. Calver
Student Support	Ms Roberts
Primary Division	Mrs. Trainor
	Ms. Boughen
	Ms. Blondel
	Ms. Alexander
	Ms. Lamarche
	Ms. Roberts
	Mr. Fox
Junior/Intermediate	Mrs. Collins
Division	Mrs. Doutre
	Ms. Koebel
	Mr. Duncan
	Mrs. Putnam
	Mr. McFadyen
French	Mme Betas
	M. Choquette
Planning Time	Ms. Boughen
SCS	Ms. Wood
Teacher D/HH	Ms. Farrell
E.A.s	Mrs. Taggart
	Mrs. Williamson
	Ms. MacDonald
	Ms. Noyes

### **School Council**

The School Council is open to all parents/guardians of students at Winston Churchill Public School. Elections for the executive and chairs of standing committees are scheduled annually, in September. All parents and guardians indicating interest are welcomed. Meetings are held monthly at the school. The Winston Churchill School Council strives to be an active partner within the school community to share in the responsibility for the education and development of our children.

### **Yard Supervision**

Please note that school staff will be on duty 15 minutes prior to the morning entry bell (8:45-9:00a.m.). Students should not be at school unsupervised prior to this time. Supervision is also provided during morning, lunch, and afternoon recesses. Dismissal occurs at 3:30 and parents are asked to pick up their children promptly at the end of day. **No supervision is provided after 3:30 p.m.**

### **Absence/Late Procedures**

In the event of a school absence, please inform the teacher by note in advance or phone the school, at 613- 542-6441. An answering machine is available during non-instructional hours for your convenience. Your participation in the Advance Absence Program (*the yellow card*) is strongly encouraged to support the safe arrival of all children to school. Students are expected to arrive at school on time and be in class by 9:00 a.m. and 12:55 p.m. We ask that parents support their child(ren) in arriving on time - a life long learning skill. If students arrive at school after the bell they are to report to and sign in at the main office. Students are not permitted to leave school property during the morning or afternoon recesses. Parents or caregivers needing to pick up children during the school day are asked to report to the office to sign out their child. An explanatory note is required by the school for unreported absences and for permission to leave school property for an appointment.

### **Lunch Procedures/Supervision**

**11:55 - 12:55**

Supervision is provided for all students who remain at school during the noon hour, both inside the school and on the yard. We do encourage children within walking distance to go home for lunch. Students staying at school for lunch will have 20 minutes to eat lunch and 40 minutes for outdoor play. No student is permitted off school property to go to the store or to a restaurant for lunch unless picked up by their parent. Lunch supervisors will be on duty each day at noon between 11:55 - 12:55 p.m. Hot lunches are sold every Wednesday throughout the year on a pre-order basis. Milk is sold daily during lunch at the Churchill Crunch Canteen at a cost of 75 cents. A form is sent home at the beginning of the year asking that parents specify whether their child will be staying for lunch or going home for lunch. Any change from that routine requires that you send a note to your child's teacher.

### **Extra-Curricular Activities**

These experiences are provided by the staff and volunteers and take the form of such activities as house league sports, choirs, clubs, rehearsals for concerts and more. These may take place before or after school and during the lunch break. Parents will be notified of before and after school activities.

### **Leadership Opportunities**

Students from Grades 4 to 8 are provided leadership opportunities around the school such as Student Council Representatives, Hall Monitors, Resource Centre Assistants, Lunch Monitors, Canteen Monitors, Morning

Announcers, etc. All students are also encouraged to create and lead their own initiatives. We value our student leaders and greatly appreciate their time and effort.

### **Drop-Off/Pick-Up Protocol**

Most Winston students live in close proximity to the school and we encourage students to walk to school and home as often as possible. This practice enables our community to be green and to be healthy. If you need to use a vehicle to drop off or pick up your child please do so safely. Arrival and dismissal times are busy with close to 250 children either arriving or leaving within a 15 minute time period. Be sure to abide by City of Kingston street signage and to practice safe and alert driving. Please remember that the staff parking lot is NOT a drop-off or pick-up location and parents are asked not to park in it. The yard entrance next to the parking lot is a busy pedestrian area - moving vehicles in the parking lot at these busy times make it unsafe for children.

### **Dismissal Information**

Safety is always our first concern and we want to ensure that all students are dismissed in a way that enables them to connect with parents/caregivers who are picking them up at 3:30. This routine becomes difficult if parents are waiting in the hallways and then take their child without notifying the teacher. To help teachers and students get organized in the hallways for a safe dismissal we ask that parents wait for their child(ren) outside at a predetermined place of their choosing on the school yard. Primary teachers will bring their students to the primary doors to link them up with their parents, or older siblings. Children in older grades who walk their younger siblings or neighbours home are asked to leave by their assigned exit and meet their family member at the appropriate primary door. Please assist our teachers in keeping track of each child's safety by waiting outside the school at the end of the day. Parents are asked to notify the teacher if arrangements for pick-up at the end of the day are altered.

### **Wheels at School**

Due to safety issues, bicycles, skateboards, scooters, and rip sticks are NOT to be used on school property at any time of day. Please lock these items up on the racks provided. Roller blades should be removed before entering the school yard.

### **Security**

Parents and staff members work carefully on all occasions to ensure the safety of all persons within the school. Under the Safe Schools Act we are required to have a controlled access policy. The following procedures are in place at Winston Churchill Public School:

- all visitors (parents, volunteers, service people, health care providers, etc.) must report to the main office and sign the visitor book so that appropriate staff can be informed.
- all parents and visitors will be given a badge to wear signifying that they have reported to the office.
- all exit/entrance doors to the building are locked during the school day, except the front doors to the school.

### **School Safety Drills**

Each year we are required to hold six fire drills. We hold these in the Fall and Spring. All students, staff, parents, and guests in the building must participate. All are expected to move quickly and quietly to the yard by way of the nearest exit. Routes are posted in all rooms. We are also required to hold two lock down drills each year. We hold one in the Fall and one in the Spring. Staff are trained in all our Threats to School Safety responses. A *shelter in place* response will be used in response to an environmental concern. A *hold and secure* response is initiated when a threat is proximate but not inside the school. A *lock down* is initiated when imminent danger is present on the school site.

### **Emergency Evacuation Site**

In the event of an emergency requiring a total school evacuation, staff and students will be moved to St. Mark's Lutheran Church at the corner of Earl and Victoria Streets. No student will be dismissed from the site except to a parent, guardian or emergency contact. The telephone number at St. Mark's is 613 542-7134.

### **Medication**

School staff are not permitted to administer any medication without forms completed by the student's parents and/or doctor. If your child is on medication that must be administered at school please obtain the appropriate forms from the office. All medications must be stored in the main office. As well, we ask that parents provide us with pertinent information concerning specific allergies of their children. All staff members are trained in the administration of the epipen as per Sabrina's Law.

### **Peanut/Nut Alert**

Winston Churchill Public School is a peanut/nut sensitive school because of the number of students who have severe, life threatening allergic reactions. We appreciate your support and cooperation in helping us create a safe environment for all students and staff. We request that you avoid

sending foods containing peanuts or nuts to school. In addition, we have students with allergies to bee/wasp stings. No food or drinks are to be taken outside. Thank you for your help in these important safety matters.

### **Flu, Virus, Sickness - Coming to School**

We continue to reinforce proper hand hygiene and cough/sneeze etiquette. These techniques are taught at the beginning of the year and reviewed regularly. We also have hand sanitation stations located at the main entry and in classrooms where there are no sinks/water for hand washing. Please keep children with influenza-like symptoms at home to allow for a quick recovery and to prevent further spread of the virus. Throughout the year we often get requests from parents wanting teachers to keep their child indoors for recess and lunch because their child is ill. If your child is too sick for outdoor play or for an outdoor break they should not be at school but rather at home recovering. In cases requiring a medical accommodation recommended by your child's doctor, we will plan ahead with families to enable those recess accommodations.

### **Change of Information**

At the beginning of each school year we send home each child's *Data Verification Form*. Please update and return this form by the second week of school. This form contains all updated student information. Should your address, telephone number, care giver, or emergency contacts change during the school year please communicate this to the school office staff as soon as possible. For safety reasons it is important that parents or their designates can be notified easily and quickly.

### **Emergency School Closing Procedures & Inclement Weather**

Parents will be advised of school closings and/or bus cancellations by announcements on local radio stations. It is important that parents/guardians listen to these radio stations when possible school closings and cancellations are suspected. Bus cancellations do not mean that WCPS is closed. As well, it is important to discuss with your child(ren) the procedures they are to follow in the event of an early school closing. In the event of an emergency school closing while children are at school, the instructions provided on the Emergency School Closing Form will be followed. This form is completed early in each year by parents/guardians. Contact will be made by staff in order to ensure that students follow the prearranged instructions to proceed home or to an alternate destination. Please advise the school immediately if your telephone number, address, or prearranged instructions change. This information will also be used if your child becomes sick or has an injury.

### **Crossing Guards**

Crossing guards are located on the corners of MacDonnell & Union and of MacDonnell & Johnson at the following times:

Morning 8:35 - 9:05 a.m.  
Lunch 11:50 - 1:00 p.m.  
After School 3:20 - 4:00 p.m.

It is vital that parents/guardians discuss with their child(ren) the importance of obeying the crossing guards.

### **YMCA Program - Before/After School Care**

The YMCA program at Winston Churchill Public School offers quality child care weekdays 7:30 am to 8:45 am and 3:30 pm to 5:30 pm during the regular school year. For registration and information please call 613 546-2647.

### **Lost and Found**

The school Lost and Found box is located outside the gym/stage door. If your child has misplaced an article of clothing or personal belongings, please have your child look there. The box is emptied a few times a year by staff and the children have an opportunity to view the contents in order to retrieve their belongings. Any unclaimed articles are donated to a charitable organization.

### **Footwear**

Students are requested to have a pair of indoor running shoes for use during gym class for reasons of safety and cleanliness. Throughout the rest of the school, we ask that students wear inside footwear. In case of emergency or fire drill, shoes are required. We appreciate parent/guardian support in this area.

### **Personal Belongings**

Students should use labels or markings on their clothing to help identify lost and duplicate items. Expensive toys, electronic devices, jewellery, etc. should be kept at home. Lockers, back packs, classrooms, and hallways have limited storage space and are not always secure. Students and parents are reminded that they must accept responsibility for the safe keeping of personal belongings, if they are brought to school, as the school and staff cannot be held responsible for loss, damage, or theft of these items.

### **Appropriate Use of Technology**

Appropriate use of computers, internet technology, and electrical devices is required at Winston Churchill Public School. Each year, those students who wish to use our internet technology must sign, along with their parents, an age-appropriate

version of the *Limestone District School Board Network and Internet Acceptable Computer Use Agreement*, which outlines specific expectations and guidelines. Personal electronic devices are not to be used on the yard, in the halls or during indoor recesses. Individual classroom teachers will share with their class the specifics surrounding the use of personal electronics during instructional time. This may vary from class to class for reasons of instructional focus and age-appropriateness. The recording function of any personal devices is **NOT** to be used at school for reasons of privacy.

### **Elementary School Terms**

The 2013-2014 school year will be divided into two terms as follows:

Term 1 September 3, 2013 – January 30, 2014  
Term 2 January 31, 2014 - June 27, 2014

### **Reporting Procedures**

The following reports will be used in all elementary schools in Ontario:

*Elementary Progress Report* for students in grades 1-8 will be distributed on November 15, 2013.

*Elementary Provincial Report Card* for students in grades 1-8 will be distributed on:  
February 24, 2014 (Term 1) and June 25, 2014 (Term 2).

Kindergarten Reporting will occur as a classroom visit or conference in the Fall Term and a written format in the Winter and Spring Term. Kindergarten Report Card distribution dates are February 24, 2014 (Term 1) and June 25, 2014 (Term 2).

Parents/Guardians are encouraged to contact the school at any time to request an interview with their child's teacher or teachers.

### **Photographs**

Individual student photographs are an optional service provided by the school each Fall. Parents/Guardians may wish to take advantage of this service but are under no obligation to do so. Specific information will be sent home in the Fall.

### **Fundraising**

Fundraising activities run by our School Council, by staff and by students are announced in our school newsletters periodically. Funds raised are used to sponsor activities, for charity purposes, and for providing resources that promote student learning and school spirit.

## Developing and Celebrating Good Character

At Winston Churchill Public School, we believe in promoting the development of the whole child. This includes the explicit teaching of positive character attributes. As a staff, we will specifically focus on one attribute each month, but recognize all aspect of good character on an on-going basis.

Monthly Character Attributes:

September	Respect
October	Responsibility
November	Empathy
December	Kindness and Caring
January	Teamwork
February	Fairness
March	Honesty
April	Cooperation
May	Integrity
June	Perseverance

### Student Accident Insurance

The Limestone District School Board makes available without any again for itself a **Student Accident Protection Program**. Information is sent home in September regarding student insurance. Parents wishing to enroll their children may subscribe directly with the company. If your child is involved in school teams (including intramurals), s/he **must** have insurance. Confirmation of this will be required for participation on our school sports team. It is recommended that parents consider purchasing the insurance, which includes a dental insurance option, which is sent home because of its good rate and extensive coverage.

### Communication and Notices

Look for our monthly newsletter, *The Churchill Chat* for school-wide news, updates, reminders and event dates. The Churchill Chat will be published on the first school day of the month. Families are strongly encouraged to sign-up to receive the Churchill Chat and other information from the school via email. Having information from the school delivered directly to your inbox not only ensures that you receive it, but it reduces the amount of paper we use. Information about enrolling in this service will be sent home at the beginning of September or can be arranged by contacting the office at any time. Teachers may also be sending home a regular class newsletter electronically or in hard copy. Please note that the school receives numerous

distributions as approved by the Director's Office. These distributions are kept in our display unit in the front entrance. Please help yourself.

### Pediculosis (Head Lice)

Head lice checks occur throughout the year as required. Head lice is not a health risk, nor is it an indicator of poor hygiene. If a child is found to have head lice, the procedures outlined below will be followed to prevent further infestation:

1. The parent/guardian will be contacted, made aware of the situation and arrangements made to pick up the child
  2. When the parent/guardian arrives, a fact sheet will be given which outlines the treatment procedures.
  3. Treatment is given at home. A second treatment should occur in seven days. The child may return to school once all nits are gone.
- Please notify the school if your child has head lice.

### Volunteers

Volunteers represent a vast pool of knowledge, skills, and expertise that add a very meaningful component to school programs. We welcome and appreciate the kind support of parents, guardians, grandparents, community members, professionals and high school co-op students.

A volunteer form is sent home with the School Package at the beginning of the year. As per School Board Policy, a CPIC (police check) is required for all volunteers in schools. CPICs must be updated every three years. During the interim years, volunteers must complete an Offence Declaration which can be obtained from the school office. Volunteers/parents visiting and assisting in the school must sign in at the school office and receive a Visitor's Badge to wear.

### No Dogs on School Grounds

Please assist us in implementing our no dogs on school grounds policy. It is critical that our students have a clean, healthy, and safe place to play during and after school hours. There are also children who are fearful of dogs and we ask your cooperation in respecting this school rule both during the day and at drop-off and pick-up times.