

GLENWOOD SCHOOL

“Together – Towards Tomorrow”

PARENT/STUDENT HANDBOOK



GLENWOOD
S C H O O L



Welcome to Glenwood School! This handbook is intended to provide you with information regarding our school's policies and practices. With a common understanding of our school practices, it is our goal to provide a safe, fair, inviting and challenging environment for all students.

Please take some time to read through this handbook with your son/daughter. If you have any questions or concerns, please do not hesitate to call. All the best in the new school year!

Mr. T. Reinhardt
Principal

MISSION STATEMENT

Glenwood School is a special place,
where people come together
to learn and to grow academically,
socially, emotionally and physically,
where individuals are valued for their
strengths and for their differences,
as well as for their similarities.

CODE OF CONDUCT

1. Each person will act in a safe manner and contribute to creating a peaceful environment.
2. Each person will co-operate to make learning successful and fun.
3. Each person will accept and respect others.
4. Each person will respect personal and school property.

STATEMENT OF BELIEFS

1. Each person has the right to a SAFE and PEACEFUL environment.
2. Each person needs to CO-OPERATE to make learning successful and fun.
3. Each person has the right to be ACCEPTED and RESPECTED.

Glenwood Home and School Association

Parents are invited and encouraged to become part of the Glenwood Home & School Association. This group of involved and energetic parents/guardians meets regularly every third Monday of the month at 5:30 pm. Please plan to attend as your opinions are valued! Our first Home and School Association meeting will be on Monday, September 12th at 5:30 p.m. Babysitting is available, please contact the school one day before the meeting to set up babysitting.

School Hours

9:00 – 11:45 Entry at 8:50
12:45 – 3:30 Entry at 12:40

Early Dismissal Days

General staff meetings take place throughout the school division and will be held on the fourth Tuesday of every month. All students in K – Gr. 8 will be dismissed at 2:30 PM on these days. Please make note of the following early dismissal dates:

September 27
October 25
November 22
December 22

January 24
February 28
March 21
April 25

May 23
June 30

Student Arrival and Entry

Student entry is supervised by teachers. Except in the case of inclement weather or when students are attending early morning activities, students are required to enter the school at the first bell.

Parents are requested to ensure that students arrive at school no earlier than 8:45 AM and 12:35 PM. We appreciate parental co-operation in ensuring that children do not arrive too early since there is no playground supervision at this time. In the event of cold or wet weather, students will be allowed inside the doorway and will wait there until the bell rings.

Designated Entrance & Exit Doors

Grades K/1, 1/2, , 3/4	Blenheim Ave. – West Doors
Grades 5/6, IPSA	South Door Gym Entrance
Grades 6/7, 8	Blenheim Ave. – East Doors

The parking lot entrance (between the community club and school) is a staff and visitor entrance.

School Safety

School safety is an ongoing concern for parents and school staff. In order to be as proactive as possible, Glenwood has adopted the following practices regarding student safety:

- The Grade 5/6 entrance (by the parking lot) will be open until 9:15 a.m. and will then remain locked for the rest of the day. Teachers will continue the practice of welcoming students in the morning, afternoon, and on return from recess.
- The K to Grade 4 entrance will be locked all day. Teachers will welcome students in the morning and afternoon and they will be open during the recess time.
- If it is necessary for parents to pick their child up at school, they are asked to come directly to the office and not to go to the classroom.

We all work hard to make Glenwood a warm and inviting environment where everyone feels welcome. We will continue to do this, but at the same time realize that we must make responsible decisions. Please do not hesitate to call administration if you have any questions or concerns regarding school safety.

Student Absences

Please call the school office if your child is going to be absent or late. Office hours are 8:00 am to 4:00 pm. An answering machine is available for you to leave a message if it is more convenient for you to call outside of office hours.

Student Lates

Any student arriving after 9:00 am and 12:45 pm must report to the office upon arrival, otherwise the student will be reported absent and an unnecessary telephone call will be made to the parent.

Safe Arrival Program – Call Backs

The Safe Arrival/Call Back program is an effort to ensure that students who have left for school have arrived safely. If a student is absent and the parent or guardian has not called the school, we will call home or work to determine that the child's absence is known and that he/she is safe. This pertains to all grades from K to Gr. 8 and includes those days when Junior High students are to be at Industrial Arts or Home Economics classes. Please call us if your child is going to be absent, as this saves both a great deal of time and worry! Thanks!

Early Pick Up of Students

Occasionally parents wish to pick up their children prior to our regular dismissal times. Parents are asked to make arrangements to come into the school and pick up their children at the office. Please do not ask your child to wait at the door, or on the playground, or go to the classroom.

Visitors to the School

In the interest of safety, parents or other visitors must report to the office to inform us of their presence.

Smoking

Smoking is not permitted on school property.

Dress Code

We believe that all students have the right to a safe and healthy school environment. Students are expected to dress in a fashion that shows respect and is conducive to a positive learning environment and is not disrespectful, disruptive or distracting to the educational process. All students are expected to dress in a manner appropriate for the promotion of pride and self-respect. It is also understood that dress is the responsibility of the student and of the parent.

As a result of these beliefs, Glenwood School requires that its students and staff:

1. Do not wear T-shirts or other articles of clothing with lewd, crude or suggestive graphics or sayings.
2. Wear shoes at all times.
3. Do not wear skimpy tops, shorts, skirts (eg. Halter tops, tube tops, bare midriffs)
4. Do not wear hats in school except for special school sponsored events.
5. Do not wear outdoor clothing in class.

Violations of the school dress code will result in requesting the student to change clothing. If this is not possible, the parent will be contacted and the student will be requested to go home and change. If the problem continues with the same student, a parent meeting may be required before the student returns to school. All decisions about the dress code will be at the discretion of the Glenwood Administration.

Occupational Therapy – Developing Skills for the Job of Living

Our divisional Occupational Therapists (OTs) are part of the Clinical Services Unit, and work to support the needs of all learners in the Division's forty schools.

While at school, children have "jobs" to do: listening, cooperating, playing, coordinating large and small body movements, printing, sitting, and learning. The goal of school-based Occupational Therapy is to work with teachers to help all children be as successful as possible at these jobs.

As a part of the Louis Riel School Division healthy child initiative called "Getting Ready to Learn", divisional OTs may collaborate with Early Years teachers regarding educational programming for all students in their classrooms. As a result, early years students may have contact with a divisional Occupational Therapist. If specific individualized needs are identified, parents will be contacted to explore further OT involvement.

Our Occupational Therapist looks forward to working with teachers and students at your school.

Student Finances/School Fees

Glenwood staff is sensitive to the various financial situations that our families are faced with. Please do not hesitate to notify administration if you require financial assistance and are unable to meet the financial requests of the school.

Band Rental Fees

All Band rental fees must be paid to the office. Fees and rental agreement form must be paid and completed prior to any instrument being given out. Please call the office if financial arrangements need to be made.

Computer Technology

All students are required to complete an Acceptable Use form prior to accessing any of the school computers. Any student who is in violation of the acceptable use policies will have their computer privileges removed for a period of time.

Media Release Forms

Parents are asked to sign the media release form at the beginning of the year. This form will give the school permission to use photos of the students in a safe and acceptable manner. If you have any questions or concerns please contact administration.

Communication

- *Monthly Newsletter* - During the first week of each month, a school newsletter will be published electronically and be available on the School Website <http://www.lrsd.net/schools/Glenwood/>. We will also send home a paper copy with the youngest child in the family.
- *School Notices* - All notices sent home from the school will be sent on green paper.
- *Student –Led Conferences* – occur twice a year
- *Report Cards* – are issued three times during the school year.

We encourage parents to call their child's teacher to discuss areas of interest or concern at any time during the school year. This can be done by calling the office and leaving a message for the teacher to contact you.

Birthday Invitations

We ask that birthday invitations be distributed outside of school hours.

Assemblies

Assemblies will be regularly scheduled. Our monthly newsletter will highlight the date of any upcoming assembly. You are always welcome to attend.

School Canteen

Our school runs a lunch hour canteen for the students of Glenwood. The foods in the canteen are meant to supplement the lunch sent from home. Glenwood School will offer healthy choices according to the Healthy Schools Initiative set out by the Province of Manitoba. From time to time a student may forget their lunch. Sometime, there are noon hour activities in which a student needs to participate though does not have a lunch. In these instances, we will provide a lunch from the canteen with the expectation that the money will be paid at the parent's earliest convenience.

Lost and Found

The lost and found boxes are located near the student entrance doors. Students and parents are encouraged to check these at any time. Students are discouraged from bringing valuables or money to school as these may be easily lost or mislaid.

Personal Items

Any items, such as that are disruptive to the educational process may be confiscated. Students are encouraged to leave these items at home. Items such as IPODs, Portable video games etc. are valuable and if brought to school could be lost or stolen. The school will not accept responsibility for their loss.

Cell Phones

Students are not permitted to use cell phones in the school during regular school hours. Students are encouraged to leave them at home. If they do have a cell phone with them it must be turned off while they are in school.

Parking and Traffic

For the safety of our students:

- Please do not double park on Blenheim or Overton
- Do not make U-turns on the streets surrounding the school
- Park the required distance away from the stop sign on Overton
- Please do not use the parking lot as a student drop off or pick up location
- Please park in the Community Club parking lot or on the street when you need to enter the school.
- Do not leave your vehicle idling in front of the school doors.

Bicycles/Rollerblades/Skateboards, etc.

Students are encouraged to get daily physical activity. If students are biking, we recommend that they lock up their bikes with a good quality lock. We are not responsible or insured for lost or stolen bikes.

Students are not allowed to bike, rollerblade or skateboard on school property. Rollerblades and skateboards will be stored in student lockers or in the hall.

Textbooks

Students are responsible for ensuring proper care of their texts. If a school text is damaged or lost, repayment in part or whole will be necessary.

Student Illness or Accident

In the case of illness or injury, we try to contact parents as quickly as possible. Therefore, it is extremely important that our records of telephone numbers and emergency contacts are current and up to date. Please keep the office informed of any changes in address, home and/or work phone numbers, as well as emergency contacts.

The emergency contact noted on your registration form should be a responsible adult who is available during school hours.

Administration of Medication to Students

Children in need of medication during school hours must have special arrangements made for them through the school office.

School Division policy requires that a consent form be completed by a parent or guardian and returned to the school before school personnel may administer any medication to students. This includes all non-prescription drugs such as aspirins, inhalers etc. Consent forms are available from the school office.

Glenwood Library

Classes visit the library for book exchange one period per six-day cycle. Books are due the following week.

If a student has an overdue book, it must be returned before he or she can borrow another book. If a book is lost or damaged, the student and his/her family will be responsible to pay for the item. If a payment has been made and the book is found and returned to the library, the family will be reimbursed. Volunteers are always welcome in the library.

Physical Education

Students in Grades 3 to 8 are required to change into appropriate physical education attire:

1. Non-marking athletic running shoes
2. T-shirt, athletic shorts or track pants.

Charity Events

We believe that the gift of giving supports the development of care and compassion with our students. In order to provide students with the opportunity to donate to others, Glenwood School annually participates in the following school wide charity events.

1. Terry Fox Run – September
2. Pennies from Heaven Campaign, Christmas Hampers – December
3. Operation Donation – Winnipeg Harvest Campaign-April
4. Jump Rope for Heart – April

As well there may be other funding raising efforts such as a Haiti Relief, Japanese Tsunami etc. These are generally student driven, in that they are issues that students raise and are interested in pursuing.

Participation in each of these events is voluntary.

Year at a Glance 2016-2017

Tuesday, September 6	Administration Day
Wednesday, September 7	Opening Day Conferences
Thursday, September 8	First day of regular classes
Monday, September 19	Divisional Inservice Day- No School
Monday, September 26	Picture Day @ 9:00 am
Tuesday, September 27	Early Dismissal @ 2:30 p.m.
Monday, October 10	Thanksgiving- No School
Friday, October 21	Divisional Inservice Day- No School (SAGE)
Tuesday, October 25	Early Dismissal @ 2:30 p.m.
Monday, November 7	Picture Retake Day 9:00 a.m. (AM ONLY)
Thursday, November 10	School Based Inservice Day-No School
Friday, November 11	Remembrance Day
Thursday, November 17	Report Cards Distributed
Tuesday, November 22	Early Dismissal @ 2:30 p.m.
Thursday, November 24	Student Conferences- Evening
Friday, November 25	Divisional Inservice Day- No School
Thursday, December 22	Last day of classes: Early Dismissal @ 2:30 p.m.
Monday, January 9	Classes resume in all schools
Tuesday, January 24	Early Dismissal @ 2:30 p.m.
Thursday, January 26	Winter Concert @ 7:00 p.m.
Friday, February 3	Divisional Inservice Day- No School
Monday, February 20	Louis Riel Day-No School
Tuesday, February 28	Early Dismissal @ 2:30 p.m.
Friday, March 3	School Based Inservice Day-No School
Thursday, March 16	Report Cards Distributed
Friday, March 17	Divisional Inservice Day- No School
Tuesday, March 21	Early Dismissal @ 2:30 p.m.
Thursday, March 23	Student Conferences- Evening (4:00-8:00 p.m.)
Friday, March 24	Last school day before Spring Break
Monday, April 3	Classes resume in all schools
Friday, April 14	Good Friday- NO SCHOOL
Friday, April 21	Divisional Inservice Day- No School
Tuesday, April 25	Early Dismissal @ 2:30 p.m.
Friday, May 12	Divisional Inservice Day- No School
Monday, May 22	Victoria Day-No School
Tuesday, May 23	Early Dismissal @ 2:30 p.m.
Thursday, June 29	Report Cards Distributed
Friday, June 30	Last day of classes: Early Dismissal @ 2:30 p.m.

****Please note the following Home & School Meeting dates which are held @ 5:30 p.m. in the library. September 12, October 17, November 21, January 16, February 13, March 20, April 17, May 15**