

R. J. WAUGH SCHOOL

rjwaugh.weebly.com

Beautiful Plains School

Division

204 834-2828



PARENT & STUDENT HANDBOOK

Welcome to R. J. Waugh School



Mission Statement

The parents/guardians, students and staff of R. J. Waugh School will work together to promote a safe and positive learning environment for all. We seek to develop the whole child, promoting a lifelong love for learning.

Educational Philosophy

- Each child has the right to be recognized and treated as an individual.
- Education is a cooperative effort. When parents and the school team work cooperatively, learning takes place in a positive way.
- Evaluation is continuous and takes a variety of forms.
- High standards of academic performance and social behavior will foster the development of self-confident and productive members of our school and community.

CODE OF CONDUCT FOR R. J. WAUGH SCHOOL:

For the Student:

- Attend school regularly. Be on time, bring all required supplies and completed homework. When finished for the day, leave for home promptly.
- Show common courtesy and respect to all; defiance of authority, abusive language and aggressive behavior are unacceptable.
- Behave respectfully to others regardless of race, religion, gender, or age.
- Dress appropriately for classes and activities.
- Respect school property and the property of others.
- Follow this code of conduct and any expectations the school may have.
- Make the most of the time in school: strive for academic excellence through classroom participation.

For the Staff:

- Provide the programs and services prescribed by the Beautiful Plains School Division and the Department of Education.
- Establish a positive learning environment.
- Evaluate students' achievement, and explain the evaluation procedures to be used.
- Keep students, parents/guardians and administration informed about student progress, attendance and behavior.
- Show common courtesy and respect to all; defiance of authority, abusive language and aggressive behavior are unacceptable.
- Treat students and other staff members fairly and with kindness.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behavior.
- Respect confidential information about students and staff.

For the Parent/Guardian:

- Make sure your children attend classes regularly, arrive at school on time, and do their homework.
- Attend school events, support the school and stay in contact with school staff.
- Help your children develop positive attitudes towards school and respect the staff and school property.
- Show common courtesy and respect to all; abusive language and aggressive behavior are unacceptable.
- Treat all individuals respectfully regardless of race, religion, gender, or age.
- Encourage the peaceful resolution of conflict. Discourage violent or aggressive behavior to solve a problem.
- Should there be a concern, try to solve it with your child's teacher. If unresolved, contact the principal. If the problem remains, then contact the superintendent. If the concern is not resolved at this level, then contact the Board of Trustees.
- Talk about the Code of Conduct with your children, and what it means.

**Respect..... Cooperation.....
Success..... Communication.....**

BEHAVIOUR POLICY

Everyone at R. J. Waugh School has the right to a safe learning environment. Each person has the responsibility to act in a way that helps to make our school a safe and positive place to work and learn.

We believe in implementing logical and consistent consequences. Students will be mindful that they are responsible for their behavior, their choices, and the impact they have on others. Opportunities will be provided for students to become responsible and caring members of the school community.

SCHOOL BEHAVIOR EXPECTATIONS

Keep hands and feet to self.
Be polite and respectful.
Always act in kindness.
Take care of our school.
Do your best.

BEHAVIOR EXPECTATIONS

At R. J. Waugh School we will:

- Be at school every day, on time and prepared to work
- Speak and act politely and respectfully towards each other.
- Move in and about the school in a safe, cooperative manner.
- Respect individual and school property.
- Make all reasonable efforts to resolve conflict in a peaceful manner through discussion.

UNACCEPTABLE BEHAVIORS

Unacceptable behaviors are those that interfere with our school goals. They include all aspects of bullying.

Physical aggression: pushing, grabbing, punching, hitting, pinching, spitting, tripping, etc.

Social alienation: gossiping, embarrassing others, ethnic slurs, excluding from group, etc.

Verbal Aggression: mocking, put downs, swearing at others, teasing, etc.

Intimidation: threatening others to do something, threatening with a weapon, playing a dirty trick, etc.

Sexual Harassment: remarks, gestures, or actions of a sexual nature.

PROCEDURE

1. Infractions requiring adult intervention will be recorded.
2. For **minor** infractions, it is the responsibility of the "adult in charge" (teacher, administrator, E. A., volunteer, etc.) to intervene. Incident forms are to be completed, and consequences assigned.
3. For **major** infractions, an administrator will be involved in the process. Parent(s) will be notified.
4. Each incident will be treated individually, and appropriate consequences assigned.

DRESS CODE

- * Clothing with obscene slogans or inappropriate sayings are not appropriate for the school setting.
- * Students must wear clean indoor footwear, preferably running shoes. Running shoes are expected to be worn for physical education classes.
- * Caps, hats, toques and hoods are not to be worn in the school building during school hours.

DAILY SCHEDULES AND ROUTINES

Classes start at 9:00 a.m. School buses arrive at school by 8:45 a.m. Town students are asked not to arrive earlier than 8:45 a.m. as no students will be allowed into the classrooms before this time.

We encourage parents to contact the school before 9:00 a.m. to inform us if their child will be absent. The school secretary is available at 8:15 a.m.

At recess, all students are expected to go outside and to be dressed appropriately for the weather. When it is necessary for students to stay inside they are to remain in their own classrooms, and follow regular school behavior expectations.

Students will remain indoors during recess if it is below -27°C or if there is heavy rain.

Morning recess is from 10:20 a.m. to 10:35 a.m.

Afternoon recess is from 2:03 p.m. to 2:18 p.m.

Lunch break is from 11:50 to 12:45.

Students who are staying at school for lunch eat in their assigned rooms and remain there until the 12:10 bell. They will then proceed outdoors to the playground.

Students and parents are reminded that it is a privilege to eat lunch at school and positive behavior is expected. Town students are encouraged to go home for lunch as we have limited supervision. The privilege of eating lunch at school can be removed at any time if a student is being disruptive or unsafe.

Students are to remain on the school grounds during the school day unless they are picked up by a parent or guardian. The exception to the rule is town students who go home for lunch.

Students remain under the care of the school on their way to and from school and are accountable to the school for their behavior during this time. Town students are expected to obey the crossing guards, cross streets only at designated crosswalks, and obey bicycle safety rules.

Dismissal for bus students is 3:30. Town students are not dismissed until the buses have left the loading zone. Students will not be dismissed early unless a parent or guardian picks them up and the classroom teacher is contacted.

PARENTS IN THE SCHOOL

If you are in the school during school hours to deliver items to your child or pick your child up, please check in at the office. The end of the school day can be very busy. We ask that parents arrange a spot with their child to meet outdoors.

Please do not park in the staff parking lot as those spots are assigned.

GENERAL RULES OF THE PLAYGROUND

Students are expected to respect and listen to playground supervisors.

Students are expected to respect the rights of others, for example: keeping hands and feet to themselves, sharing equipment, taking turns, and being good sports.

Students are expected use appropriate language. Swearing, teasing and put downs will not be tolerated.

Play fighting is not permitted.

Students are expected to respect the property of others. They are not to play around or near the bicycle racks or parked vehicles.

Students are not to eat food outside. Sunflower seeds are not allowed in the school or on the playground.

Toys, electronics, jackknives, trading cards are not allowed in school on or the playground.

COMMUNICATING WITH PARENTS/COMMUNITY

A monthly newsletter will be sent home with the youngest member of your family. The newsletters are generally sent home during the last week of the month. You may also access the school newsletter by visiting our school web site at rjwaugh.weebly.com

Most students have daily agendas or planners that are an excellent communication tool. Ask your child about how his or her teacher plans to keep in touch with you.

Many of us rely on the telephone as a source of communication. While we do our best to forward phone messages, we ask that you make after school plans for your children before they leave in the morning. Notes written to the classroom teacher are very helpful.

If you wish to communicate with your child's teacher, we can deliver messages and the teacher will respond when they are available.

Most teachers use an App (Dojo, Seesaw) as a home-school communication tool. Teachers will be in touch with information on the specifics of communicating in this manner.

Reminders and other items will be communicated on the R.J. Waugh Facebook page.

STUDENT ASSESSMENT

In grades K to 4, students are assessed on the work that they do on a daily basis. A wide variety of assessment tools are used to assess a student's ability level. Running records, one-on-one interviews, observations and tests are just some of the assessment tools the teacher may use.

A written report of your child's progress will be sent home in November, March and June.

Parent/Teacher conferences will be arranged for November/December and March, and whenever a teacher or parent feels it is necessary.

Please do not hesitate to contact your child's teacher at any time if you have any concerns.

ALLERGY ALERT

We have students in our school who have life-threatening allergies to specific foods. We ask for all parents to be considerate of the health needs of these children when packing lunches and snacks. Peanuts, peanut products and tree nuts are items that cannot to be sent to school.

MEDICATION POLICY

Short term prescribed medication will only be administered with written authorization/directions from a parent and will be administered at the office only. **Medication is not to be stored in a child's backpack or desk.**

If a child is required to take prescribed medication during school hours for longer than two weeks authorization must be given in written form. Medication will not be administered prior to the appropriate forms being completed. Forms are kept on file in the office.

TECHNOLOGY

Computers and other devices in schools have been established for educational purposes. Teachers may review files to ensure users are using the system responsibly.

The Internet is a powerful tool that must be used wisely. To obtain Internet access, all students must obtain parental/guardian permission. The teachers will review Internet safety with their students.

We ask parents to refrain from sending technology to school. If it is sent to use on the bus ride to and from school, students are asked to keep it out of sight for the school day. It will not be permitted on the playground at recess or lunch. The school will not be responsible for the safe storage of these items.

STORM DAYS

When weather conditions are questionable, Brandon radio stations will broadcast morning notices regarding bus cancellations and/or school closures. You may also check the Beautiful Plains School Division web site, www.beautifulplainssd.ca for current information or the R. J. Waugh Facebook page.

ILLNESS

Please keep your child at home if they are feeling unwell. If they become unwell at school we will contact you to pick them up. Please notify the office or classroom teacher if your child is staying home.

VISION SCREENING

During the first few months of the school year, all students in Kindergarten, grades 1 & 3 will have their vision screened. New students to our school and students referred by teachers will also have their vision screened.

BUS PASSES

Bus passes are required for any student who rides a bus other than their regular bus. Bus passes are also required for bus students who are on their regular bus, but getting off at a different stop. Parental requests for bus passes can be made in writing or by phone. Requests must be received well in advance of bus departure.

LIBRARY

Students are encouraged to check out books from the school library. At the discretion of the homeroom teacher, students may return and exchange books prior to their scheduled library class. Students are responsible for the books they sign out.

LICE CHECKS

If a student is suspected of having lice/nits, the parents will be contacted and a student will be sent home with the appropriate treatment directions. Referrals may be made to Public Health.

SPECIAL PROGRAMS

R. J. Waugh has a long tradition of incorporating special activities to enhance social and academic experiences of all students. Through the support of parents, community and staff members, we are able to offer a wide range of these activities as a valuable part of our school program.

The following activities have been offered in the past:

Spring Town Clean Up	Environmental Projects
I Love to Read Month	Skating
Seasonal Activities	Swimming
Bowling	Recorder Club
Fire Safety Presentations	Hot Lunches
Christmas Concert	School Pictures
Mental Health Week	Choir Program
Field Trips	BOKS
Sports Day	Monthly Assemblies
Jump Rope for Heart	Running Club
Visits to local Museum & Library	Intramurals
Spring BBQ (Parent Council)	CSI — (Creative Students Incorporated)
Pink Day	

BEAUTIFUL PLAINS SCHOOL DIVISION Phone: 204-476-2387

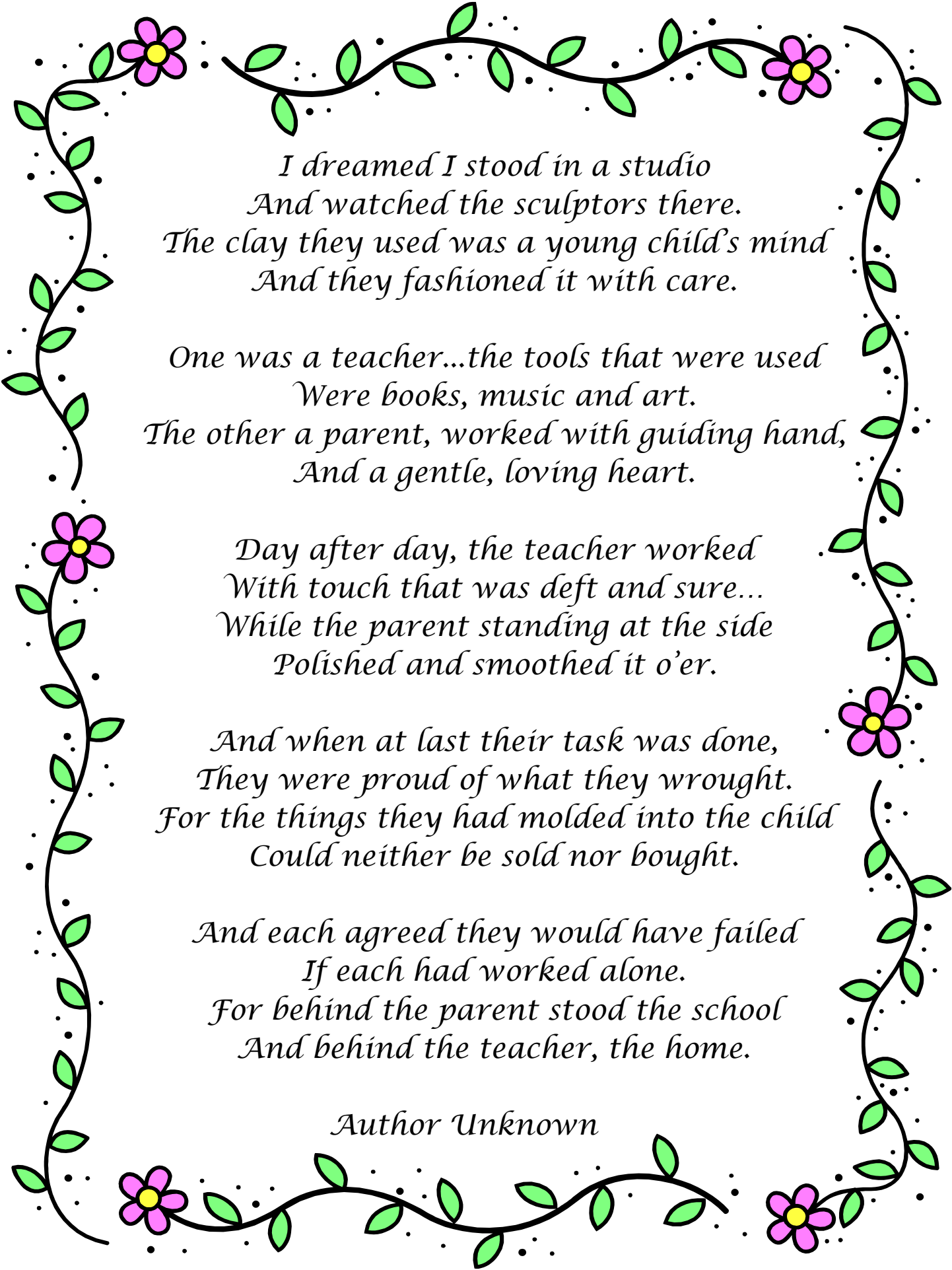
Superintendent	Jason Young
Assistant Superintendent	Krista Reynolds
Secretary-Treasurer	Shannon Bayes
Coordinator of Student Services	Julie van Kommer
Speech/Language Pathologist	Jennifer Donais
Psychologist	Britton Nugent
Transportation Supervisor	Warren Rainka
Mental Health Facilitator	Tess Lelond

TRUSTEES

Kathleen Guillas	Rey Toews
Garth Hunter	Susan Kohinski
John McNeily	Lavern Biehn
Richard Manns	

R. J. WAUGH STAFF LIST –2022/2023

Allen, Jodi	Jeffrey, Clinton
Barteaux, Susan	Manns, Regan
Christison, Claudette	McCorquodale, Deanna
Clark, Kristin	McIntosh, Blair (Maternity Leave)
Dickson, Jodi	McLeod, Jody
Duguay, Bruce	Melnyk, Quinn
Edwards, Megan	Mitchell, Karla
Fast, Daniela	Natuk, Paul
Fast, Laura	Orchard, Karen
Galatiuk, Dayna	Robson, Laurie
Gensorek, Allison	Rossnagel, Emily
Gibson, Darin	Rowley, Andrea
Haggerty, Maria	Wood, Cynthia
Hofer, Brenda	



*I dreamed I stood in a studio
And watched the sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.*

*One was a teacher...the tools that were used
Were books, music and art.
The other a parent, worked with guiding hand,
And a gentle, loving heart.*

*Day after day, the teacher worked
With touch that was deft and sure...
While the parent standing at the side
Polished and smoothed it o'er.*

*And when at last their task was done,
They were proud of what they wrought.
For the things they had molded into the child
Could neither be sold nor bought.*

*And each agreed they would have failed
If each had worked alone.
For behind the parent stood the school
And behind the teacher, the home.*

Author Unknown