



**Southwood School
Student Handbook
2016-2017**

About Southwood School....

Welcome to Southwood School

Southwood School has classes from Kindergarten through Grade 4. Our present school population is about 450 students. We have 1.5 principals, many great classroom teachers, 2.5 learning support teachers, 2 specialists for Music and Phys. Ed., a *Reading Recovery* teacher, a school counsellor, a librarian, and 1.5 office managers. We also have great EA's who support our students and teachers in a wide variety of educational programs.

Southwood School offers technology that is integrated into various subject areas. The support teachers work in collaboration with classroom teachers in the development and implementation of programming choices for all students. Students are given opportunities to perform at assemblies and various programs throughout the year. Each year the music teacher and staff support students in creating an awesome Christmas program and a Spring Concert.

After nearly 70 years, Southwood continues to provide a place for students to care, to learn, and to grow. Welcome!

Staff List for 2016-2017

Mrs.	Brandt, Audrey	KAMA
Mrs.	Baudry, Courtney	KAMB
Mrs.	Boschman, Cheri	KAMC
Ms.	Bottrell, Jessica	KPMB
Mrs.	Vogt, Helga	KPMV
Ms.	Cormack, Mardie	1C
Mrs.	Gudmundson, Susan	1G
Mrs.	Letkeman, Enid	1L
Ms.	Tomchuk, Catrina	1T
Mrs.	Cox, Laurie	2C
Ms.	Herda, Stacey	2H
Mrs.	Kauenhofen, Sandi	2K
Ms.	Pachal, Corliss	2P
Ms.	Sharpe, Nicole	2S
Mr.	Hurton, Jordan	2/3H
Ms.	Loewen, Audrey	3L
Ms.	Schroeder, Holly	3S
Ms.	Smyth, Megan	3M
Mrs.	Daley, Lana	4D
Mrs.	Healey, Cassie	4H
Mr.	Johnson, Bret	4J
Ms.	Neufeld, Marianne	4N
Mr.	Kehler, Rod	Principal
Mrs.	Beaudin, Tracy	Vice-Principal
Mrs.	Coulter, Lisa	Support Teacher
Mrs.	Heinrichs, Melissa	Support Teacher
Ms.	Johnson, Chantal	Support Teacher
Mrs.	Peters, Carolyn	Guidance - AM
Mrs.	Baudry, Courtney	Guidance - PM
Mrs.	Neufeldt, Donna	Reading Recovery
Mrs.	Brown, Karla	Music
Mrs.	Chernos, Cheryl	Phys. Ed.

	16/17	School Calendar
Sept.	5	Labour Day
	6	Admin / PD Day & Meet the Teacher Night
	7	First day of classes for Gr. 1-4
	7 & 8	Kindergarten Interview Days
	9 & 12	Kindergarten Staggered Entrance Days
	13	First day with regular Kindergarten classes
	16 & 19	Strong Connections
	29	Terry Fox Run
Oct.	5	Photo Day
	10	Thanksgiving Day – No School
	21	SAGE – No School
	31	PD Day – No School
Nov.	10	Photo Retake Day
	10	Remembrance Day Assembly at 11:00
	11 (Fri.)	Remembrance Day – No School
	14	Administration Day – No School
	21	Report Cards for term 1 sent home
	24	Parent / Teacher Conferences
	24	Book Fair
Dec.	15	Southwood Christmas Program
	22	Last day of classes before Christmas
Jan.	9	Back to school!
Feb	3	PD Day – No School
	20	Louis Riel Day – No School
	24	HTA PD Day – No School
Feb/Mar	27 - 3	Artist In the School (Feb 27 – Mar 3)
Mar.	10	Administration Day – No School
	21	Report Cards for Term 2 sent home
	23	Student Learning Expo
Apr.	3	Back to School
	7	Admin/PD Day (school based) – No School
	12	Pink Shirt Day
	14	Good Friday – No School
May	8	Volunteer Appreciation Event
	9	Kindergarten Orientation Evening
	10 & 11	Kindergarten Screening Days
	18	Middle School Welcome evening
	22	Victoria Day – No school
June	1	Spring Concert Event
	27	Grade 4 Farewell
	28	School Picnic and Last Day of School
	29 & 30	Admin Days – No Classes

SCHOOL SCHEDULE

8:50 – Students enter school in the morning.

9:08 – O Canada/Announcements.

10:40 – 10:55 – AM Recess

12:00 – 12:25 – Lunch gr. 1 & 3

12:00 - 12:25 – Noon Recess gr. 2 & 4

12:25 - 12:50 - Lunch gr. 2 & 4

12:25 – 12:50 – Noon Recess gr. 1 & 3

2:25 – 2:40 – PM recess

3:45 – End of day dismissal.

School doors are open as of 8:50 am and students are welcome to come into the school at that time. Students should not arrive prior to 8:30 am. Parents of Kindergarten students should not drop off their child prior to 8:50 am or 12:50 pm. As children arrive at school they will be expected to stay outdoors until 8:50 am. They will not need to come into the school or classroom to put away their school bags - they can keep their bags on their backs, hang it on the fence, or place it on the ground near their door. Supervision is available for early bus students and on the school yard starting at 8:30 am.

ATTENDANCE

It is expected that students will attend school each day. However, please do not send students who are ill to school. If a student becomes ill during the day parents/guardians will be notified. Please be aware that missing even a few days of school each month can have a great impact on your child's learning.

CALL BACK SYSTEM

As a safety measure, this system is used to ensure the whereabouts of our children. The process involves three important steps:

1. The parent/guardian/baby-sitter of a child who will be absent from school **must** notify the school. This could be done by either sending a note to the teacher or office, or by phoning, faxing or emailing the office between 8:30 and 9:00.

Phone: 326-3518

Fax: 326-7535

Email: southwood@hsd.ca

2. Shortly after 9:10 am and the noon lunch/activity break the teachers will notify the office of unexcused absences.
3. The secretary will call the home or given numbers to confirm the student's absence.

COMMUNICATION WITH THE SCHOOL:

Our school website is a great place to find school schedules, newsletters, staff names and email addresses, PAC information and much more.

We encourage you to follow our Twitter feed on the website for day by day updates on school news. You may also choose to follow us directly with Twitter app. Our Twitter name is @SouthwoodHSD.

In addition, you can always reach the school via email at southwood@hsd.ca. The secretary or principal will respond to your emails as promptly as possible. Our phone number is 204-326-3518 if you prefer to call.

RECESS

All students are expected to go outside for some fresh air and exercise. Exceptions are made only if there is a doctor's note stating that the child is well enough to be at school but has a condition requiring he/she stay indoors. Another exception would be in the case of rain

and/or extreme cold. Winter weather guidelines are:

-25 to -29 Celsius (with a wind chill)
Students will stay indoors for all or partial recesses.

-30 Celsius or below (with a wind chill)

Students will stay indoors for the whole recess.

In the case of multiple indoor recesses due to cold weather, teachers may choose to take their class outside for a 5 – 10 minute break if needed. At these times, the class will be very closely supervised.

Parents please ensure that your child is dressed appropriately for weather conditions.

HEALTHY LUNCHES

Healthy food is essential for learning. Therefore, we encourage all students to bring a balanced lunch to school that reflects the guidelines in the Canada Food Guide. Please avoid large portions of junk foods and sugar drinks. We appreciate your efforts to provide a healthy lunch for your child. If providing a healthy lunch is difficult, please talk to our secretary and we can include your child in our daily lunch program, without cost to you.

NOON HOUR SUPERVISION OF STUDENTS

Hanover School Division provides supervision for students during the lunch/activity breaks. Educational assistants on our staff and one teacher on call will be responsible for the students during this time. All students are welcome to stay at school during the lunch hour, as long as they follow the rules of the lunchroom/playground and are respectful to the supervisors. If students are disrespectful or uncooperative during lunch break, alternative arrangements will have to be made for the student to eat elsewhere.

Please understand that teachers are not available at noon to supervise students.

SOUTHWOOD SCHOOL IS A “NUT AWARE SCHOOL”

At Southwood School we are committed to provide a safe environment that is inclusive for all children. In common with most other schools, we have a number of children with nut allergies. Southwood School is ‘Nut Aware’. We do not describe the school as being ‘Nut Free’ because we can’t guarantee that students or adults have not brought nuts, or traces of nuts, into the building. We ask that you are aware of this policy and take care to make sure your child’s lunch does not contain nut items that would put someone else’s child in danger. If you have any questions, please feel free to contact the school.

BUS TRANSPORTATION

As has been the policy for the last few years, bus passes are not permitted. Students are required to use their assigned bus only and will not be able to bring guests on the bus. All students are expected to respect the bus driver and follow rules for safety, both on field trips and to and from school. Bus misconduct reports could result in a loss of transportation privileges. Our goal is to ensure the safety of all students using bus transportation.

FOOTWEAR AT SCHOOL

Students must wear appropriate footwear inside and outside at all times. We request that all students keep a pair of runners at school which they can wear inside. Concerns for school cleanliness, personal hygiene, and safety prompt our request for this change of footwear.

CLASSROOM ACTIVITIES/PET VISITS

Teachers are in charge of planning activities for the classroom. Any change from the regular schedule such as surprise parties, bringing pets to school, etc. should be arranged with the teacher well in advance. When bringing pets to school for "Show & Tell", parents should make sure that this will fit into the teacher’s plans as well as any classroom concerns regarding

allergies. Thank you for arranging this in advance.

TELEPHONES

Students who obtain a telephone pass from their homeroom teacher may use the phone in an emergency. Student’s seeking permission to go to a friend’s house after school should arrange this before coming to school.

SCHOOL RECORDS

Please make sure the school is advised of any changes in telephone numbers, places of employment, medical information, etc. It is important that we have updated information in case of an emergency.

LIBRARY

Each class has two library periods in a 6 day cycle. Please help your child return his/her books with the loan period of 2 weeks. Overdue notices are prepared every Monday A.M. and handed to the teachers, who, in turn remind the students.

Please help your child to:

1. Handle books with care and place them in a safe spot.
2. Carefully supervise interested preschoolers.
3. Keep books away from pets.
4. Transfer the books in a plastic bag to and from school, especially on rainy days or if drinks are kept in the backpack.

Getting a book wet often destroys a book completely. In this case a fine letter is sent home and a specific fee is requested which is determined by the age of the book, its original condition, and replacement cost. If a book has obviously been misused (evident by rips, markers, drawings, etc.) but does not need to be replaced a small fee will be requested. A note from the parent explaining the reason for the book’s bad condition is much appreciated.

A fine letter of a fee, again determined by the age of the book, its original condition and cost, will be sent home if books are lost. If the book is paid for and later found, your money will be refunded.

COMPUTER USE POLICY

Hanover School Division has implemented policy and procedures regarding student and staff rights and responsibilities in the use of computers in our school division. (See HSD Acceptable Use Policy, Code GA, at www.hsd.ca. You will find this under the Trustees tab, Policies, etc.) Staff and students must adhere to the policy respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that HSD determined to be objectionable or contrary to the divisional mission statement. Upon entry to school, parents will be expected to read the policy and sign it indicating they understand the policy and give their child permission to use Internet in our school. This is done at the time of registration. At Southwood School students are only allowed to use the Internet with a teacher's permission. Our larger goal is to teach students to be good "digital citizens", as they use technology for their learning.

LOST AND FOUND

Lost and Found items are displayed on shelves in the front foyer. Items such as watches, jewelry, glasses, etc. are kept in the office when found. You are encouraged to check the *Lost & Found* for missing items. Unclaimed items will be brought to the Steinbach MCC Thrift Store at the end of every month. Be sure to **clearly label** your child's shoes, boots and ski pants - this will be a great help in reclaiming lost items.

DROPPING OFF AND PICKING UP STUDENTS

Please, ***DO NOT USE THE BUS LANE OR THE STAFF PARKING LOT TO DROP OFF YOUR CHILD.*** Doing so puts your child and others at risk! The parking lot is for staff use only.

You may STOP on Barkman Avenue or 3rd Street in the loading zones to drop off or to wait for your child; however, if you want to PARK and leave your vehicle you **may not use** the loading zones. Parking in a loading zone has resulted in many drivers being ticketed.

If you need to pick up your child during the day, you may stop in the loading zone, put on your flashers and report to the office. The secretary

will page your child and have your child meet you at your vehicle.

VISITORS REPORTING TO THE OFFICE

All visitors, including parents, are required to identify themselves at the office before proceeding through the school. This is one of the ways we ensure that children in our building are safe.

It is also important for the office to be aware of relatives or friends who have been asked to pick up children from our school. These visiting adults should have a note of permission from the parents/guardians of the child.

EMERGENCY SCHOOL CLOSING

When weather conditions are questionable or extreme, please listen to AM 1250, AM 950 or CJOB 680, for up to date school cancellation information. School closures will be announced between 7:00 and 8:00 in the morning. You will also receive an automated phone call from the Superintendent, to inform you of the school closure. You may also check the Hanover School Division website (www.hsd.ca) for the announcement, as well as information about bus delays/cancellations.

PUBLIC HEALTH NURSE

Although the public health nurse is not available at our school on a regular basis, any problems such as pinkeye or head-lice should be reported to the school immediately as they are highly infectious and need to be dealt with at once. Our Public Health nurse is Jacqueline Brandt (204-346-7008). Her email address is jbrandt@southernhealth.ca

PERSONAL BELONGINGS

Personal items from home can inadvertently get damaged due to carelessness of other students. Theft is also a concern. We cannot be responsible for any loss or damage done to these items.

BICYCLES

Bicycles are to be parked in bike stands during school hours. Students are not to go near the bike stands during the school day. Students must walk their bikes while on the schoolyard.

It is strongly recommended that students use locks on bikes.

STUDENT DRESS CODE

Students are asked to dress appropriately for the elementary school environment. Clothing that has offensive language or suggestive wording is not permitted. In addition, halter tops, tank tops with spaghetti straps and clothing with bare midriffs are not permitted. Students are permitted to wear hats outside but not during class time unless agreed upon by the classroom teacher. This policy is compatible with other schools in Hanover School Division.

VOLUNTEERS

Volunteers are an essential part of Southwood School. They maintain a vital link between the parents/guardians, the school principal and the teachers. It is important for the sake of all of our students that volunteers are required to sign a Pledge of Confidentiality form, as well as to be checked out on the Child Abuse Registry. We require this check for all of our parents that will be going on any kind of field trip. There are many different opportunities for parent volunteers for as little or as much time as you are willing to commit. Check out the September newsletter for more information on how you can volunteer.

All new volunteers at Southwood will receive our volunteer handbook which provides further details for you.

EMERGENCY and SAFETY PROCEDURES

Southwood School tries to anticipate the many types of emergencies or dangers that can take place in a school setting. Each year we review the procedures and responses that would be used if and when an emergency arises. If your child is injured at school we will assess the nature of the injury, apply any necessary First Aid and if necessary call the parent. An ambulance would be called in case of a serious injury.

Some proactive safety strategies;

- Staff teams have been given training in CPR and First Aid

- Procedures and plans for fire emergencies, bomb threat, response to dangerous individuals
- Identification tags for all volunteers and for HSD employees that are not a part of our daily staff.
- Crisis teams and plans in place to address a wide variety of scenarios.
- Practice drills for fire, tornadoes and lockdowns.

Behaviour Interventions

Teaching for Self-control

When possible, we will strive to teach our students about self-control using an approach called Real Restitution. Southwood also implements Second Step, a behavior training program, and Roots of Empathy for specific grade levels.

We want students to be internally motivated to behave respectfully. Restitution includes some of these concepts;

- We work on pay forward not payback
- We restore relationships
- We provide an invitation to belong
- We learn to look inside
- We look at our basic needs
- We look at how to “be” not just how to “do”
- We look at strengthening each other
- We focus on solutions
- We restore students to the “group”

Basic Needs

We also teach that we all behave out of a desire to meet our basic needs. These include;

Survival: We need to have our shelter, food, rest and clothing needs met.

Belonging: We need to have a sense of place in our world – at home, school, friends.

Power: We need to have a sense that we are good at something, that we can do something well (competence). To feel successful gives us a sense of power.

Fun: We need to have a sense of joy, fun, delight, humor and contentment in our life.

Freedom: We need to have a sense that we are able to make choices. We have to feel like there are options for us.

In addition, each classroom will create their own set of beliefs with the children to guide their classroom behaviours. All our beliefs guide us throughout the year as challenges arise. We believe it is OK to make mistakes, but we will always try to “fix it up”, so we can get back on track with what we believe.

Ultimately, our goal is to “**create conditions for the person to fix their mistake and to return to the group strengthened.**” Real Restitution – Diane Gossen

Managing Behavior

Sometimes students are not ready to work at the higher level of self-control and self-reflection. In these cases, we manage their behavior more “externally” with consequences, with the hope of one day moving to more self-understanding. No matter what the mistake, students will always be directed to “fix things up” in a suitable way. The following pages have some descriptions of behavior levels and possible consequences we would consider.

Level I Behaviours

Examples of level 1 behaviours are

- Running in building
- Unsafe/rough play
- Littering
- Spitting
- Failure to follow classroom/playground beliefs.
- Classroom disruption/excessive noise
- Uncooperative behaviours
- Disruptive transitions
- Hands-on/ Play fighting
- Non-directed profanity
- Out of assigned area
- Put-downs/name-calling

- Inappropriate displays of affection

Level I Consequences

Consequences for Level 1 behaviours may include but are not limited to:

- Verbal discussion
- Loss of privileges
- Time out with supervision
- Clean up duty

Level II Behaviours

Here are some possible examples of Level II behaviours:

- Repeated Level I behaviour
- Aggression – severe verbal and physical

Level II Consequences

Consequences for Level II behaviours may include but are not limited to:

- Verbal correction
- Loss of privileges
- Behaviour plan
- Time out
- Clean up duty

Level III Behaviours

Level III behaviours could include:

- Chronic Level II behaviour
- Stealing
- Physical aggression
- Vandalism
- Possession of weapons (inappropriate and potentially unsafe objects)
- Intimidation/verbal threats
- Harassment/bullying
- Verbal abuse/directed profanity
- Disrespect, non-compliance or defiance toward adults
- Assaultive behavior

- Cyber-bullying

Level III Consequences

Level III consequences could include:

- Pay for damages
- Behaviour plan
- Referrals for Programming
- In school suspension
- Out of school suspension.

Freedom from Harassment Policy:

Southwood School's Code of Conduct Plan is supported by Hanover School Division's *Freedom from Harassment Policy* (3B-45 at www.hsd.ca). The policy outlines the consequences of harassment and procedures for reporting harassment. This policy also outlines the procedure for investigating and dealing with harassment claims.

Cyber-bullying

Cyber-bullying is bullying using any electronic media and includes text, images, and video sent via email or posted on blogs or on-line public forums such as YouTube, FaceBook, Twitter, Instagram, etc.

Cyber-bullying is considered a Level III Behaviour and, if proven to be connected to the school community in any way, will not be tolerated. Cyberbullying that does not affect students at school will need to be handled by the parents at home.

Digital Citizenship is taught in the Phys. Ed./Health curriculum and is revisited constantly as students use technology at school. Parents are also encouraged to remain very vigilant in monitoring your children's activities on the computer while at home or at a friend's home.

Conclusion : The purpose behind every expectation and procedure outlined in this handbook is to create a safe, secure and respectful environment for all members of our school community, facilitating academic and social growth. We are looking forward to a fabulous year! Thanks for joining with us in making it successful and memorable.

SCHOOL BUS DISCIPLINE POLICY

The Hanover School Division has adopted the following rules and regulations. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop at least 5 minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in Hanover School Division.

I. Bus Discipline Policy

Students who have the opportunity to ride division school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine consequences of misbehaviour and the reinstatement of bus service for the offending students should a suspension become necessary. The responsibility for student supervision by the Hanover School Division shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or is released to the parent/guardian in a manner consistent with the guidelines on release of students.

Note: The bus is an extension of the school day. The bus driver has the authority to assign seats. The sexual/racial harassment policy of Hanover School Division will be strictly enforced on the school bus as well as at school.

II. Behavior Guidelines and Consequences

A. Class I Offenses

1. Spitting
2. Excessive noise
3. Excessive horseplay
4. Eating or drinking on bus
5. Riding unassigned bus without permission or attempting to ride any bus after receiving a suspension
6. Leaving seat//standing while bus is in motion
7. Profanity, verbal abuse, harassment or obscene gestures or possession of unacceptable material
8. Radios and electronic games are not allowed on the bus
9. Disobedient or impudent to the driver
10. Other offenses as reported by the driver or principal

B. Class II Offenses

1. Hanging out of window
2. Throwing/shooting of any object
3. Use of tobacco or any controlled substance
4. Physical aggression against any person
5. Vandalism to bus (restitution will be made)
6. Holding onto/or attempting to hold onto any portion of the exterior of the bus
7. Lighting of matches, fireworks or any flammable object or substance
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Other offenses as reported by driver or principal
10. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shop shuttles, etc.) will carry a minimum penalty of a class II offense.

C. Consequences

1. Class I
 - a. First Offense – Warning or 1 to 5 days suspension
 - b. Second Offense – Warning or 1 to 5 days suspension
 - c. Third Offense – 5 to 10 days suspension
 - d. Fourth Offense
 - 10-day minimum suspension
 - Possible loss of all bus service
 - Parent/Principal meeting (optional)

2. Class II
 - a. First Offense – Warning or 1 to 5 days suspension
 - b. Second Offense – 5 to 10 days suspension
 - c. Third Offense
 - 10-day minimum suspension
 - Possible loss of all bus service
 - Parent/principal meeting (optional)
 - d. Fourth Offense – loss of bus service

Note: A fourth offense of any class or combination thereof may result in loss of bus service.

A severe offense may result in immediate loss of bus service.

