

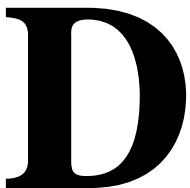
# Daerwood Family Handbook 2022 – 2023



*“We believe in building a strong community based on belonging, safety and respect for diversity, which supports learning, personal growth and achievement.”*

## Learning Together

**Be Safe**  
**Be Responsible**  
**Be Respectful**  
**Be Kind**



**DAERWOOD SCHOOL**  
211 Main Street  
Selkirk, MB  
R1A 1R7

Ph: (204) 482-4326  
Fax: (204) 482-3033  
Email: daerwood-sch@lssd.ca

## DAERWOOD SCHOOL STAFF

Ms. Heidi Holst	Principal
Mrs. Natasha Bostrom	Secretary
Ms. Cindy Handspiker	Kindergarten (days 1, 3, 5)
Ms. Anne Berger	Grade 1/2
Mrs. Cheryl Hrymak	Grade 2/3
Ms. Angela Smederovac	Grade 3/4
Mrs. Lynley Simpson	Grade 4/5
Ms. Rogério Areias	Grade 5/6
Mr. Thomas Watt	Health & Physical Education
Mr. Gavin Leduchowski	Performing Arts (days 1, 3, 5)
Ms. Monika Kacperkiewicz	Learning Support & Reading Recovery
Ms. Lynne Ogale	Learning Support & Counseling
Ms. Melissa Pawlyk-Oatway	Educational Assistant
Mrs. Cheryl Dudek	Educational Assistant
Mrs. Dianne Fisher	Educational Assistant
Ms. Tennille Frost	Library Clerk (days 1,3,5)
Ms. Elissa Gilbey	Educational Assistant
Ms. Kim Laity	Educational Assistant
Ms. Amanda Medwid	Educational Assistant
Ms. Melissa Pawlyk-Oatway	Educational Assistant
Mrs. Sue Pyziak	Educational Assistant
Ms. Ashley Surminski	Educational Assistant
Mrs. Jody VanKooten	Educational Assistant
Mrs. Cruz Woloski	Educational Assistant
Mr. Rob McCarthy	Caretaker
Mrs. Gloria Waterman	Evening Supervising Custodian
Mr. Richard White	Evening Cleaner
Mr. David Inkster	Evening Cleaner

## SCHOOL INFORMATION AND PROCEDURES

Daerwood School follows the 6-day school cycle. Office hours are 8:00-3:45. Playground supervision begins at 8:35 a.m.

8:50 a.m.	School entry	11:10 a.m.	Instruction Block 2
9:00 a.m.	O Canada/Announcements	12:50 p.m.	Wellness Break 2
9:00 a.m.	Instruction Block 1	1:45 p.m.	Instruction Block 3
10:40 a.m.	Wellness Break 1	3:30 p.m.	Dismissal

### ABSENCES

If your child is absent, please let the school know by 9:00 am and 1:45 pm. The office will call your home if your child is absent, and the school hasn't received notification. This important practice ensures the safety of students. In the event that the school is not able to reach a parent/guardian, emergency contacts will be called.

### ACCIDENT PROCEDURES

Injuries will be assessed and attended to by staff. Should a child receive a serious injury, parents/guardians or the designated emergency contact person will be contacted to determine the course of action. An ambulance will be called in the event of an emergency, and parents/guardians contacted to meet the ambulance and child at the hospital.

### ADDRESS/TELEPHONE CHANGES

Please inform the school of any change to home, work, or emergency contact phone numbers and/or addresses

### ALLERGY AWARENESS

Daerwood School is an allergy aware school. There are a number of foods that may cause serious reactions in some children, including eggs and fish, however peanut and nut allergies are the most common. Allergy alert signs are posted outside specific classrooms and families will be informed if there is a student with a food allergy in their child's classroom that requires the avoidance of certain foods at school.

### ASSEMBLIES

Assemblies may be scheduled throughout the year and parents/guardians are welcome.

### ATTENDANCE

Regular and punctual attendance of students is necessary for progress and required for students under the Public Schools Act. Attendance is reported on a monthly basis to the Board Office. The school will contact parents/guardians to discuss an attendance support plan should a student demonstrate frequent absences and/or late arrivals.

### BEHAVIOUR

Be Safe

Be Respectful

Be Responsible

Be Kind

Everyone who attends our school has the right to be safe and learn. Students are expected to behave in a manner that allows others to learn and feel safe. Consequences for individuals who interfere with these rights will take into consideration the seriousness of the offence, the student's past discipline history, the student's cognitive abilities and the student's age, guided by the Lord Selkirk School Division Code of Conduct.

### BICYCLES/SCOOTERS/SKATEBOARDS

Children riding bikes or scooters to school are asked to walk them safely on and off school property and leave them securely locked in the bicycle racks. Parents are responsible for providing helmets and locks. Students should not bring skateboards and roller blades to school.

### BREAKFAST PROGRAM

Daerwood School offers a breakfast and snack program for students. Donations are welcome.

### CLOTHING

The choice of school attire needs to be appropriate and suitable for learning in our classrooms, playing outside in all kinds of weather, and physical education. Students must wear indoor shoes with non-marking soles. Please remember to label your child's clothes.

## **COMMUNICABLE DISEASE**

Occasionally cases of a communicable disease such as lice (pediculosis) or pink eye are found. If these come to our attention, we will call home and ask that the infected child be away from school until the problem is treated and is no longer communicable. The Interlake Regional Health Authorities will be contacting parents/guardians of grade 6 students for a voluntary hepatitis B and human papillomavirus (HPV) immunization program.

## **COMMUNICATION**

Daerwood staff will communicate regularly with families through phone calls, email, planners/agendas, website posts and other forms of communication. Should any concerns arise during the school year pertaining to your child, the first line of communication is to be addressed directly to your child's teacher. Please reach out to the school should you have a question or a concern.

## **COUNSELLING**

Daerwood School has a half time counsellor who is available to provide counselling in a variety of ways to students. The counsellor consults, plans and teaches with classroom teachers. The counsellor also meets with individual and small groups of students. If you are concerned about your child, please do not hesitate to contact the classroom teacher or counsellor. Parents are encouraged to inform the school of concerns regarding their child.

## **EARLY PICK-UPS/VISITORS**

Please make sure that the classroom teacher and/or the office is informed when your child must leave early. Parents and visitors are asked to report to the office when attending the school. The office will contact your child to inform him/her that you have arrived.

## **ELECTRONIC DEVICES**

Electronic devices must be kept turned off and put away during school hours. In an emergency/with teacher permission, parents and students can communicate with each other through the school office. Students using electronic devices during school hours will have their device taken from them and parents will have to pick them up at the office. Please note that the school assumes no responsibility for lost, damaged, or stolen devices.

## **EMERGENCY CLOSURES**

If the Lord Selkirk School Division cancels school due to poor weather conditions or other reasons, families and staff will be notified through an electronic phone call, email and/or text message. Announcements will be posted on the division website as well as on various media websites and radio announcement.

## **EMERGENCY PROCEDURES**

In emergency situations, students may be evacuated or locked in safe areas for their safety. Practices are held throughout the year to prepare students in case of an emergency. School doors are locked with controlled entry.

**Bomb Threat** – Information is recorded and reported immediately.

**Evacuation** – Immediately exit the building, muster in back field and evacuate to designated space.

**Hold and Secure** – No one may enter or exit the building. Classes as usual.

**Lockdown** – Remain quiet and hidden in secure area until lockdown is lifted.

**Shelter in Place** – In the event of an external environmental hazard, all windows and doors will be closed and the ventilation system turned off. Remain inside until the all clear is given.

**Social Media Threat** – A screenshot is requested and reported immediately.

**Tornado Warning** – If there is an imminent severe weather including a tornado warning, gather downstairs in main hallway away from windows and doors.

## **FUNDRAISING**

At various times the school may undertake fundraising campaigns for school projects that support student activities and learning. Parents will be informed of the purpose of the fundraising. Parental support is greatly appreciated. In past years community fundraising has supported the purchase of library books, computers, playground equipment, and art supplies. Occasionally students will fundraise for external charitable groups.

## **HOMEWORK**

Homework provides students with an opportunity to practice skills they have learned. Homework expectations vary throughout the grades. Parental support in reminding students to complete their homework will help to instill lifelong work habits.

## **INSTRUCTIONAL PROGRAMS**

Daerwood School follows the curriculum as mandated by Manitoba Education. We strive to provide students with opportunities to reach their potential through integrated learning experiences that encourage academic, social, physical and emotional growth. The academic areas of study are English language arts (ELA), mathematics, science, social studies, physical education, health, basic French, performing and visual arts.

## **KINDERGARTEN**

Kindergarten provides a play-based program of learning experiences based on the knowledge of the common characteristics and needs of this age group. It is an environment that encourages creativity, observation, questioning, inquiry, manipulation, discussion, drama, and problem solving. Students attend full days every other day (days 1, 3, 5).

## **LEARNING SUPPORT**

Learning support is available for students whose learning needs are met by regular programming. The learning support teacher(s) will consult and plan with classroom teachers, the administrator, clinicians, and parents as well as with educational assistants in order to support learning needs. If you are concerned about your child's progress, please contact the classroom teacher.

## **LIBRARY**

Students visit the library regularly with their class as well as individually and in small groups. Please help your child be responsible for the books they borrow. Books need to be returned in order for others to be signed out. On occasion students may receive an invoice for a lost or damaged book. The money will need to be before your child may borrow another book.

## **LOST AND FOUND**

Please ensure clothing and supplies are clearly labeled with your child's name. Please check the Lost and Found box as well as your child's classroom for any missing items. Items in the Lost and Found are removed from the school at the end of each term.

## **LUNCH SUPERVISION**

Eating lunch at home provides students with a needed break. Lunch supervision is provided for those students who have working parents/guardians and in case of an emergency or during severe weather conditions. A written permission form is necessary for those students who will be staying regularly for lunch. For occasional requests, the classroom teacher must be informed by note or phone call. Students must follow the school guidelines while staying for lunch. In the event that a student is having difficulty during the lunch hour the school will notify the parents and may lose the privilege of staying for lunch. Parents will then be responsible for making alternate arrangements.

## **MEDICATION**

Parents are encouraged to develop plans so that it is not necessary for students to take medication while at school. When prescribed medication must be administered at school on a regular basis, a Medication Consent form must be completed and filed in the school office. Medication will be secured in the office area and records kept of its distribution. Parents are responsible for picking up medication on or before the last day of school. Medication should not be sent to school with students.

## **PARENT ADVISORY COUNCIL (PAC)**

The PAC supports the school in many ways, including through fundraising and hot lunches. The Parent Advisory Council meets regularly and welcomes new members at any time.

## **PARKING/DROP OFF/PICK UP**

Parking for parents, volunteers and visitors is available on the north side of the school. We remind those entering the school to please come to the office in order to sign in and out.

**Drop Off & Pick Up North Side** – Parents may drop off and pick up their children at the north entrance, beginning at 8:35 a.m. Please drive in the north parking lot entrance and make a full loop, having your child exit your vehicle in front of the open gate. In the morning students will be asked to walk to the west side of the building to the supervised playground area. After school pick up begins at 3:30 p.m. Students will exit the school and wait in the courtyard under supervision. For safety reasons children must enter the parent/guardian vehicle at the gate. They are not to walk through the parking lot or climb over the fence. Parents are asked to wait in their vehicles along the fence, completing the full loop and picking child up at the gate. Please review this procedure with your child/children.

## **PERFORMING ARTS**

The main goals of the performing arts program are to have students participate in creative idea development, listen to and respond to music, and develop their performance skills in various situations. Students are given the opportunity to also create and explore musical elements as well as music literacy. Students make interdisciplinary connections through studying various composers and styles of music. Our students are exposed to instruments including various Orff instruments such as xylophones and percussions. The recorder is also taught starting in Grade 4. Many extra-curricular activities such as Choir, concerts, assembly performances, and festivals provide our students with many opportunities to develop their talents and an appreciation for music.

## **PERMISSION TO PHOTOGRAPH/VIDEO**

During the school year, opportunities may occur to photograph or video your child in connection with activities at the school. These photographs and/or videos may be used in the school newsletter and/or website, yearbooks, bulletin boards, local or regional newspapers, television, or perhaps as part of promotional events. In September parents/guardians are asked to indicate whether they give permission to have their child included in photographs/videos taken at the school. If circumstances change permissions may be changed by informing the school at any time.

## **PERSONAL ITEMS/TOYS**

Toys and other personal items can become a problem at the school when they go missing, get broken, or disputes arise about their ownership. Please keep toys and other items at home.

## **PHYSICAL EDUCATION**

Daerwood's physical education program strives to energize and educate students for healthy active lifestyles. The focus of the physical education program is to offer learning activities in the five learning areas (Movement, Fitness Management, Safety, Personal/Social Management, Healthy Lifestyle Practices), meeting their physical, emotional and intellectual needs. Opportunities are given to students to develop their fitness and skill levels.

- Intramurals - As part of the physical education program at Daerwood School students in grades 1-6 may have the opportunity to participate in an intramural program. These activities take place during the lunch hour.
- Clubs/Teams - Students at Daerwood School may be offered a variety of before and after school activities such as cross country, flag football, volleyball, basketball, badminton, and fitness. The City of Selkirk may host an after-school program.
- Clothing- For reasons of flexibility, mobility, and personal hygiene students are required to wear appropriate runners, shorts and a t-shirt for physical education and other such activities.

## **READING RECOVERY**

Reading Recovery is a short-term early intervention program for grade 1 students who are determined to be "struggling" in beginning reading and writing. These students participate in daily intensive lessons with a trained Reading Recovery teacher.

## **REPORTING**

Evaluation of a student's progress is ongoing throughout the year. Student progress reports are shared with parents/guardians in December and March, and a final report is sent home in June. Parents/guardians or teachers may initiate a conference at any time if students are experiencing academic or behavioral difficulties.

## **SMOKING/VAPING**

Smoking and vaping are not allowed on Lord Selkirk School Division property

## **STUDENT SUPPORT TEAM (SST)**

The SST consists of the administrator, learning support teacher, counsellor, and Lord Selkirk School Division clinicians (social worker, psychologist, speech pathologist, occupational therapist, physiotherapist etc.). The team meets on a regular basis to help classroom teachers, educational assistants, and families in supporting students. Parental permission is required for clinician involvement with individual students.

## **SUPERVISION**

Morning supervision begins at **8:35 a.m.** Please make sure your child does not arrive before then. Staff are not available to supervise before 8:35 a.m. There is supervision outside and inside during the morning and afternoon recesses. For those students that go home for lunch at 12:50 p.m. they should return to school for 1:45 p.m.

## **TECHNOLOGY**

Equipping students with technological and information management skills is an essential part of learning. It helps students solve problems, improve their personal performance and gain the critical and abstract thinking skills necessary to become lifelong learners in a technological world. In order to achieve this, the use of technology is integrated into curriculum-based instruction. Students have access to laptops, iPads and Smartboards in their classrooms. Proper ethics and responsible behavior are essential when working online. Students and their parents/guardians are required to sign an Internet use form upon registration. Failure to adhere to Division policies, regulations and/or guidelines for the appropriate use of computers, networks and the Internet will result in temporary or permanent cancellation of privileges.

## **URIS (Unified Referral & Intake System)**

The URIS nurse in the Lord Selkirk School Division, in collaboration with parents and the school, prepares health care plans for children with special health care needs.

## **VOLUNTEERS**

At Daerwood School, we value and seek the assistance of community volunteers. Volunteers can be involved in the library, computer lab, sporting events, classroom activities, helping individual students, field trips, bulletin boards, and in many other ways. Please contact the office if you are interested in volunteering.