

Student Handbook 2021-2022

Waterloo Elementary School

"Hand in Hand, Together We Can !"

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HAND IN HAND, TOGETHER WE CAN

VISION

Our vision is a partnership of active learning where students, staff, parents and our community work together to build a safe, healthy, caring environment where students thrive and develop a life-long love of learning.

MISSION STATEMENT

Every child at Waterloo Elementary School is unique, special and full of potential. We are committed to our students learning at high levels in a richly literate, stimulating environment. Our school is a safe and welcoming place, which embraces parental and community involvement.

Dear W.E.S. Parents,

We are happy to welcome your child/children to our school. Here at W.E.S. our goal is to help your child grow to his/her full potential.

We have high expectations both academically and in terms of behaviour for our students to get them prepared for the journey of life. We want our students to become life-long learners and at the same time we aim to help them to become good citizens with strong values.

We welcome your partnership and truly believe that we can accomplish great things when we work *hand in hand*. If you would like to get involved, we have a very active PPO, which works hard to enrich the lives of our students. You can also get involved through governing board, helping out with sports tournaments, or by volunteering during our many special activities.

Please take the time to read through our handbook, to familiarize yourself with W.E.S.'s rules and guidelines and to understand the expectations we have for our students.

We look forward to getting to know your child/children and to working hand in hand with you throughout the years. If you have any further questions, feel free to email the principal at: wesinfo@edu.etsb.qc.ca or to call the school.

Sincerely,

The Waterloo Elementary School Team

WES OPERATING SCHEDULE:

7:45 AM	Indoor Supervision/ Free Breakfast begins
***_Please do not drop your children off before this time.	
7:45 AM	Bus Arrival
7:55 AM	School Day Begins.
9:55- 10:15 AM	Recess
11:15 – 12:05 PM	Lunch
1:05 – 1:25 PM	Recess
2:25 PM	Dismissal
2:35 PM	Bus Departure

ATTENDANCE

All elementary aged students are required by law to attend school. Attendance is one of the key factors in student success. Making sure your child attends school every day is one of the most concrete steps in ensuring that they stay in school.

Parents must contact the school by phone or in writing prior to 7:55 AM in order for the absence to be excused. Attendance will be taken first period in the morning. All unexcused absences will be documented and a curtesy phone call will be made home by the secretary to ensure the student is safe and accounted for. Excessive absences will be followed up with a letter from the school and/or a referral to social services.

LATENESS

If you are dropping your child off late, please bring your child into school through the front door and check him/her in with the secretary. After three late arrivals, you will be asked to meet with the principal to look for solutions. Arriving late starts your child off on the wrong foot and affects all students as it interrupts the smooth functioning of the class.

STUDENT LATE PICKUP / AFTER SCHOOL SUPERVISION

Parents are to wait outside on the playground area after school for their child/ren. If parents arrive late, their child/ren will be taken to daycare at the parent's expense.

If your child's usual going-home schedule is to be changed (going to a friend's house, being picked up by parents etc.) please *send a note the day before* or call the main office ASAP. For the safety of our students, we cannot ensure changes after 13:05, therefore please ensure you speak with the secretary regarding your change needs prior to this time.

HOMEWORK

Please familiarize yourself with your child's teacher's homework practices. Reading nightly with your child/ren is another huge contributor to their academic school success.

VISTORS/PARENTS IN THE SCHOOL

All visitors/guests need to sign-in at the office upon arrival at the school. If you are picking up someone else's child, the school must have written permission from the child's parents. Simply report to the office, and the secretary will call the students down to the office. Please tell the secretary if personal items need to be picked up, like lunch boxes or gym clothes, and she will arrange for it.

DAYCARE

WES offers noon hour and after school daycare services every school day until 5:30 p.m. Morning daycare will continue to be offered if the numbers warrant. (6:30-7:45a.m.)

Please contact the office in order to be directed to our Daycare technician, if you wish to enrol your child.

SPORTSMANSHIP

At W.E.S. we pride ourselves on good sportsmanship – it is a quality we work hard to develop in our students. When our students attend tournaments and after-school practices we expect them to be respectful, polite and to be good representatives of the values we hold dear.

Any student who has been *repeatedly* violent and/or defiant in the weeks preceding a tournament or an event, or who has not completed his/her class work, may forfeit their right to attend. Representing our school is a privilege.

MEDICATION

Any medications to be administered to a student during the school day will be given to the secretary. The medications will be locked up, and given to the student following a signed instructions document detailing how the medication is administered. Parents must inform the office of any medications their child is taking.

BIRTHDAY BOOKS

Because W.E.S. encourages literacy, each student will receive a book for his/her birthday from the principal. We want our students to treasure books.

BREAKFAST AND LUNCH PROGRAM

The school "Breakfast Program" is a free service that runs from 7:45-7:55 each morning.

The Lunch Program is run by Jenny Wheeler. Parents will be provided a lunch menu monthly (which may also be found on the website). We ask that the form be completed and returned prior to the deadline indicated with full payment. Any changes, or cancellations due to school closures will be reimbursed or credited. Students will have the option of the "meal of the day", or a grilled cheese. The main meal costs \$5.00, and comes with milk/juice, soup, and a desert.

We encourage you to send in healthy lunches for your child(ren) as this helps them with their learning and focus. The Canada Food Guide is a great way to gauge the best nutrition for your child(ren). Please note, we do not offer microwave services. A thermos is a great alternative.

DRESS CODE

Our students should come to school ready to learn – clean, well-dressed and with two pairs of shoes in order to keep our school clean.

- Shorts should not be shorter than mid-thigh (your shorts need to be longer than where your fingertips reach when your arms are down)
- No spaghetti straps for older children
- Tank tops should have a three-finger width on shoulder
- No mini-skirts or shirts worn as dresses
- Clothing should not have offensive or have violent logos
- Crop tops are not appropriate for school
- Open back blouses where bra shows in back, are not acceptable.

WINTER WEAR

Our students play outside at recess and lunch and need to come to school wearing warm clothing. Boots, jackets, snow-pants, mittens/gloves and a scarf need to be worn during the winter months.

IN-BETWEEN TEMPERATURES

In-between temperatures are difficult for both students and staff so the following guidelines will be applied:

9 degrees Celsius or less = jackets

10-15 degrees Celsius = long sleeves

16 degrees Celsius or more = short sleeves

**Snow on the ground = Snowpants/splash pants and boots highly recommended.

COMMUNICATION

The school makes every effort to communicate with parents through newsletters, the school website, Facebook page, meet the teacher night, and parent/teacher interviews.

Please check your child's "classroom dojo" and homework folders on a daily basis.

Teachers will write important personal messages in these places.

If extra meetings are required please contact wesinfo@edu.etsb.qc.ca in order to set up an appointment. We will be happy to address concerns of any nature.

SCHOOL WEAPONS POLICY

Students in possession of a weapon or who threaten harm with a weapon are subject to strong disciplinary action, up to and including immediate suspension.

No violent toys or actual weapons will be tolerated on the school property. They will be immediately confiscated and the parent will have to retrieve them at the school office.

VIOLENCE

At W.E.S. we take violence very seriously. Acts of violence (fighting, throwing objects, direct defiance to teachers) could result in an *immediate suspension* and your child will have to be picked up right away. For reoccurring offences, the length of suspension may be extended, or the "Safe School Procedure" put in place.

ELECTRONIC DEVICES

We strongly recommend leaving personal electronic devices at home. They are not permitted in class and the school takes absolutely no responsibility for their loss or damage. Personal devices are to be kept in school bags – if used without permission, these items may be confiscated and parents will have to come to the school to pick them up.

PAYMENT OF SCHOOL FEES

All consumable and supervision fees must be paid by September 30th. If this is not possible for you, it is imperative that you come in to make arrangements with the secretary. A payment plan will be set up for you. If you are facing financial difficulties, we do have a foundation, which may be able to assist you. All unpaid fees will go to collections in May.

SUPERVISION FEES

You have three choices for the supervision of your child at lunch:

1. Pay the supervision fees
2. Pick up your child for lunch daily
3. Daycare – if your child is enrolled in daycare, the fees are covered

If you have not paid your supervision fees by September 30th or made arrangements with the office, you will be required to pick up your child daily during the lunch-hour.

FIELD TRIPS

Field trips are an important part of creating a sense of belonging for your child. It is a reward for hard work, dedication and effort. We want all students to be able to attend field trips but safety remains an important focus. If your child is experiencing difficulty with his/her behaviour and the staff feels unsafe bringing him/her on a field trip, you may be asked to participate or to send a responsible family member along to accompany your child in order for your child to attend.

SERVICE WEATHER CLOSING

Please check the ETSB website or WES's Facebook page for possible school closures at www.etsb.qc.ca. Take note of daily weather conditions and make sure your child has appropriate clothing at all times.

STUDENT CODE OF CONDUCT

All students must follow the Waterloo Elementary School Code of Conduct. The document may be found on the Waterloo Elementary School Website, and will be distributed to all students/parents at the start of the year to be signed, and returned after our commencement assembly.