



---

UPDATED NOVEMBER 2023

# WES Student Handbook

*By* Adriana Lyons, Principal

---

**“Piece by piece...”**

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](mailto:wesinfo@edu.etsb.qc.ca) or to call the school.

Sincerely,

The Waterloo Elementary School Team

## **TABLE OF CONTENTS**

<b>WES' MISSION, VISION AND VALUES</b>	<b>6</b>
Vision	6
Mission	6
Values	6
<b>OFFICE INFORMATION/ OPERATING SCHEDULE</b>	<b>6</b>
Office Hours	6
PreSchool Hours	6
School Hours	7
Student Attendance	7
Student Tardiness	7
Dismissal/ Late Pick-up	7
Daycare	8
Medication	8
<b>SCHOOL FEES</b>	<b>8</b>
Payment	8
Supervision Fees	8
<b>WEATHER GUIDELINES</b>	<b>9</b>
Temperature Guidelines	9
Wet/ Inclimate Weather	9
Essential Winter Gear	9
Sever Weather - School Closures	9
<b>SCHOOL SAFETY</b>	<b>10</b>
Visitors	10
Early Pick-up	10
School weapon policy	10
Violence	10
<b>RULES OF CONDUCT</b>	<b>11</b>
Code of Conduct	11
Homework Guidelines	11
<b>Circulation in the school</b>	<b>11</b>
Personal Electronic Devices	11
Sportsmanship	11
<b>PARENT COMMUNICATIONS</b>	<b>12</b>
Newsletters	12
Agendas	12
Class Dojo	12

<b>REPORTING/COMMUNICATIONS</b>	<b>12</b>
Report Cards	12
Individual Education Plans (IEP's)	13
<b>STUDENT PROGRAMS</b>	<b>13</b>
Breakfast Program	13
Lunch Program	13
<b>Literacy Center</b>	<b>14</b>
Literacy Bistro	14
Library	14
JIPP Center	14
<b>COMPASS</b>	<b>14</b>
"The Spot"	14
o "Emotions Rooms":	15
o "Conversation Corner":	15
o "The Space":	15
The Nurturing and Support Centre (NSC)	15
o "Zen Zone":	15
o "Energetic Avenue":	15
o "Detour Alley":	15
o "Cooperation Station":	16
o "Grounding Road":	16

## **WES' MISSION, VISION AND VALUES**

### Vision

WES will collaborate with the community, creating an innovative, engaging, respectful, and supportive learning environment to prepare our students for an ever-changing world.

### Mission

Nurturing students, staff and all members of the WES community to become respectful, engaged, innovative and motivated individuals who love learning - providing an inclusive curriculum which promotes personal growth and essential life skills.

### Values

- We believe in the importance of attachment for student success.
- We believe in mutual respect between student and student, staff and students, staff and staff, and school and community.
- We believe in creating engaging educational experiences for our children.

## **OFFICE INFORMATION/ OPERATING SCHEDULE**

### Office Hours

**Secretary Office Hours:** 8:15-10:35, 10:50-12:15, 12:45-15:00.

*\*\*Office will be closed daily from 12:15-12:45*

### PreSchool Hours

7:45 – 7:55	Student Arrival and Breakfast
7:55 – 8:55	Period 1
8:55 – 9:35	Period 2
9:35 – 9:55	RECESS
9:55 – 10:15	Snack/Story Time
10:15 – 11:40	Period 3
11:40 – 12:05	LUNCH
12:05 – 12:35	Relaxation/ Playzone
12:35 - 1:25	Playzone
1:25 - 2:25	Outdoor Play

2:25	Departure
------	-----------

### School Hours

7:45 – 7:55	Student Arrival and Breakfast
7:55 – 8:55	Period 1
8:55 – 9:55	Period 2
9:55 – 10:15	RECESS
10:15 – 11:15	Period 3
11:15 – 12:05	LUNCH
12:05 – 1:05	Period 4
1:05 - 1:25	Recess
1:25 - 2:25	Period 5
2:25	Departure

### Student Attendance

- All elementary aged students are REQUIRED BY LAW to attend school.
- Research indicates that 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.

### Student Tardiness

- If you are dropping your child off late, please bring your child into school through the main door and check him/her in with the secretary.
- In the event of excessive tardiness, 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.

### Dismissal/ Late Pick-up

- 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 regular dismissal 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.

### Daycare

- WES offers early morning, noon hour, and after school daycare services every school day from 7:00-7:45am, 11:15-12:05pm, 14:25-17:00.
- If you wish to enrol your child, please contact the school secretary at wes-secretary@etsb.qc.ca in order to be directed to our Daycare technician.

### Medication

- Any medications to be administered to a student during the school day must be given to the school 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, and any changes regarding a child's medication/schedule.

## **SCHOOL FEES**

### Payment

- All consumable and supervision fees must be paid by September 30<sup>th</sup>.
- All School fees can now be payed online through MOZAİK Parent Portal. If you need help please contact the school secretary.
- 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

- There are 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

## **WEATHER GUIDELINES**

### Temperature Guidelines

**9 degrees Celsius or less = jackets/ Winter Gear**

**10-15 degrees Celsius = long sleeves**

**16 degrees Celsius or more = short sleeves**

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

- All staff and students will follow the following guidelines when at school.
- If a child comes to school unprepared, Parents will be called and be required to bring their child the necessary clothing.

### Wet/ Inclimate Weather

- Dress your child in layers to make sure they are well equipped for the transitional months.
- Extra socks, gloves, clothing are essential to keep them dry and ready to learn.

### Essential Winter Gear

- Boots
- Jackets
- Snow-pants
- Warm Hat
- Mittens/gloves (Extra pair for wet days)
- Scarf / Neck Warmer

### Sever Weather - School Closures

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

## SCHOOL SAFETY

### Visitors

- To ensure the utmost safety of our students, ALL visitors must report to the office, sign in, and wear a Visitor's badge.
- All parents are to remain in the office to wait for their child, or the staff member meeting with them.

### Early Pick-up

- No students are to leave school grounds at any time with a parent or guardian unless the procedure below is followed.
- All students being picked up, must be signed out at the office by the individual picking up the child.
- Written permission must be given for children to go with any adult other than their parent or guardian.

### School weapon 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

- Acts of direct physical violence (fighting, throwing objects to causing physical harm, directed swearing) could result in an *immediate suspension* and your child will be required to be picked up right away.
- Meetings with the school administration may be necessary to reintegrate a student after a violent event.
- Use of appropriate language is required at all times while in the building. Verbal violence will not be tolerated.

## **RULES OF CONDUCT**

### Code of Conduct

- Teachers review the Code of Conduct with their students on a regular basis and emphasize the behaviours that are expected of WES students.
- Teachers inform students that if they choose to not follow the Code of Conduct that there will be interventions/consequences put in place that are meant to improve student behaviour.
- The code of conduct is explained in detail to all students at our first assembly of the year to ensure a common message for all.
- The code of conduct can be found on the school website for easy access, and to review the rules with your child.

### Homework Guidelines

- 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.

### Circulation in the school

- All students are to use the stairs at the end of the Literacy center to access the cafeteria and their classrooms.
- No students are to pass through the Compass as it is very distracting for our most vulnerable students.
- Students arriving by bus should come in the bus door and cross through the cafeteria to the playroom/locker room to get undressed and ready for the day.

### Personal 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.

### 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.

## **PARENT COMMUNICATIONS**

### Newsletters

- Newsletters will be sent home at the beginning of each month.
- These communications include all important information all families should know, including upcoming events, exciting news, and important announcements.

### Agendas

- School agendas are to be used by all students, from Cycle 1 and up. This is a tool to help students with their organisational skills and to open communication lines with parents who may not be on Class Dojo. They are to be used on a regular basis.
- Time spent teaching students how to become better organised, is time well spent and leads to higher achievement in future studies. Please ensure that you take the time to check the homework in your child's agenda each day.
- Teachers will communicate with parents their expectations in regards to the use of the agenda and homework (ex. Parents need to sign the agenda every night, to use it as a communication tool, to remind students to show the teacher if there is a note from their parent, etc.)

### Class Dojo

- Class Dojo is our school's communication tool to reach out to parents with highlights, photos and small concerns.
- Photos, Videos, reminders can be posted on the classroom wall.
- Parents can communicate directly with all their child's classroom teachers from this application.

## **REPORTING/COMMUNICATIONS**

### Report Cards

- Reportcards are accessible on the Parent Portal. For instructions, please visit our school website.

- All teachers are required to give a comments in the report card to help parents understand the results given and to let them know what they can work on to help their child succeed.

### Individual Education Plans (IEP's)

- The IEP's are completed by the Classroom and Resource teachers by the end of Term 1.
- After all parties have signed the document, a copy is given to the parents, for their personal files.
- IEP's must be updated each term to ensure the goals are on track.
- Parents must receive monthly communications from the homeroom teacher regarding their child's progress towards their goals.

## **STUDENT PROGRAMS**

### Breakfast Program

- The school "Breakfast Program" is a free service that runs from 7:45-7:55 each morning.
- Students can arrive at school and take advantage of a full breakfast at no charge.
- This service is provided by the Breakfast Club of Canada

### Lunch Program

- The Lunch Program is run by Jenny Wheeler.
- Parents will be provided a lunch menu monthly (sent through class dojo).
- The form must 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, 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.

## Literacy Center

### Literacy Bistro

- Clubs are offered at all recesses and at lunch
- Students may attend the lunch club (a quiet space to eat) upon approval by their teacher and the lunch club supervisor.
- Students may be asked to leave the bistro if their behaviours remain inappropriate after redirection has been attempted.
- If students are not respectful of others in the room, they will be removed and not welcomed back for the remainder of the week.

### Library

- Available at all recesses and lunch for all students wishing or needing to catch up on work.
- Tuesdays are library day with Ms. Lee. All classes attend a library session with Ms. Lee and are able to exchange their borrowed books.
- Any lost or stolen books that have been borrowed are at the parents expense. Thank you for helping us ensure our Library remains stocked for our students.

### JIPP Center

- The Joyful Literacy center is a space dedicated to a play based approach to learning literacy.
- Our resource team often uses the space to work with students facing difficulties to help engage them in their learning.
- At recesses and Lunch there is also a boardgame club.

## COMPASS

- The Compass Centre was designed to ensure our students have a strong sense of safety, belonging, and a location within the school to try to attend to all their social/emotional needs.
- The Compass consists of many spaces in order to service each individual that walks through its doors based on their need at that moment.
- We have created a space for students to be able to express themselves in a safe and welcoming environment where they feel comfortable without judgement.

### **“The Spot”**

- An environment to allow students to regulate their emotions with support from an adult. This is an intervention space. Students are met by an adult upon entry into the space and directed to one of the following spots:

- “Emotions Rooms”:
  - Where students go if they are in active crisis or needing to live out their current emotions.
  - These rooms are full of soft, unbreakable materials that can be thrown, pulled, hit, etc.
  - The staff will check in with the individual regularly to see if they are able to find calm, and to reassure them that they will be there for them.
  - Once the child is ready, they will exit the room, and depending on their needs, be sent to another space or back to class.
- “Conversation Corner”:
  - A room where students can speak through their emotions/actions, and find active solutions with the help from an adult.
- “The Space”:
  - An alternative working environment with alternative seating.
  - This area can be a working environment for students to be able to work on academics in a quiet environment with help from an aid/resource teacher.
  - This space is used by those who may be spending the day in the Compass, due to undesirable behaviours, rather than being sent home, or by students on alternative schedules.

### **The Nurturing and Support Centre (NSC)**

- A preventative environment, where students enter for scheduled brain breaks, regular check-ins, emotion regulation (preventative), energy regulation, etc.
  - “Zen Zone”:
    - Part of the reset program to have students who need visual stimulus to activate their neural pathways, or to calm their active systems.
  - “Energetic Avenue”:
    - The other part of the Reset Program for students needing to physically move in order to expend their excess of energies or to engage their bodies to be ready to work.
  - “Detour Alley”:
    - An alternate recess space with access to the outdoors.
    - Alternative recess will be used to help teach students cooperation, fairness, dealing with emotions that come from conflict, and working together to solve issues or conflicts.
    - The Teacher, Special Education Technician (SET) or Handicapped Student Attendant (HSA) on duty will have selected activities for the students to do based on their needs.

- “Cooperation Station”:
  - A central space in the NSC that is used as an alternate lunch space for students who are unable to cope with the busy cafeteria.
  - It is also used during mediation between students or groups of students.
  - Workshops or cooperative learning take place in this space.
- “Grounding Road”:
  - A space where students can follow yoga positions, meditations, do a puzzle, or colour mandala/simple art in order to recentre themselves.

**\*\*Important:**

- Students are not allowed to leave class to go to the Compass unless a Compass Action Plan (CAP) is in place for them, or they are accompanied to “The Spot” by an Adult.