



WOODLAND PARK PUBLIC SCHOOL

555 Ellis Road, Cambridge, Ontario N3C 4K2

Phone: 519 654-9402 FAX: 519 654-9354

Attendance: 519 570-8149, ext. 3381#

Staff Voice Mail: 519 570-8149

www.wpk.wrdsb.ca

MISSION STATEMENT:

"Woodland Park Public School provides a caring environment where students, staff and the community work co-operatively to allow students to become responsible life-long learners working to achieve their personal best."



MASCOT:

Bears

SCHOOL COLOURS:

Royal Blue, Kelly Green

Growing up in today's world can be a challenging and stressful journey. When a young person needs emotional support often they turn to family, friends or school personnel. These supports are not always available. Students need to understand that they are never alone – help or a helpful ear is just a phone call away. The following lines are available any time:

Distress Line: 519 745-1166 or 519 745-9909

Crisis Line: 519 744-1813

Take Care of Yourself! Take Care of Each Other!

PLAN FOR SUCCESS – USE THIS PLANNER!!!

Get your school year off to a good start!

- Put your name and homeroom information below.
- Read through the introductory pages of this booklet - become familiar with the school information.
- Enter important events at the appropriate dates on your planner.

Use your calendar throughout the school year:

- Write down tasks in the daily planning calendar such as assignments, projects, quizzes, tests and the date by which these are to be completed.
- This planner is an excellent tool for communication between home and school.

You will be expected to bring your planner to all classes.

"If I plan to learn, I must learn to plan."

This planner belongs to:

Name: _____ Class: _____

BEARS QUEST CHARACTER EDUCATION

Woodland Park staff has adopted Bears-Quest, based on the Lions-Quest program, as the basis for our Character Education program.

Bears-Quest addresses the fundamental issues facing schools today by helping young people develop strong character, healthy and positive relationships with parents and peers, and productive problem-solving skills. The values the program promotes include:

Self-discipline	A healthy, drug-free lifestyle
Respect for self and others	Commitment to family
Kindness	Responsibility
Honesty	Courage
Service to others	

SAFE AND SECURE SCHOOL



For safety and security in the building, our school doors are always locked. Each portable has an access card which will allow students to get in and out of the school. If visitors need to come into the school, there is a door bell at the front door which will ring in our main office. There also is a bell installed at the door to the Day Care for their use, including the before and after school programs. If your child is late, the door will be opened for them when they ring the bell and they may enter on their own. At the end of day, it is very important that a meeting place is established with your child(ren) outside. Students have a specified door for their dismissal. If you are picking up your child early, please either send a note to the school or call our office. We will have your child(ren) ready to go so that when you arrive, you will be able to sign them out quickly.

It is essential that all people sign in upon entry to the building and sign out when they leave. While we appreciate that parents want to get their child(ren) off to a good start in the morning, we encourage students to be able to organize themselves for class independently. These times can be used as opportunities to develop your child's independence. Parents are requested to remain outside in the designated dismissal areas and not inside the school hallways for student entry and dismissal. If you are dropping something off for your child, bring it directly to the office and we will see that your child receives it.

If you would like to see the teacher, please send a note to the teacher or call the office and we will have the teacher contact you for a mutually convenient time to meet. We want and need your participation and your help, but at the same time we need to ensure the safety and security of all. If you have any questions, then please do not hesitate to phone the school.

The School Day

All Students JK to Grade 8:



Entry/Classes Begin: 8:45 a.m. (8:35 for scheduled intermediates)
First Nutrition/Activity Break: 10:15 a.m.-10:55 a.m.
(Students must stay at school during this break)
Second Nutrition/Activity Break: 12:55 p.m.-1:35 p.m.
End of Day Dismissal: 3:05 p.m.

In the morning, the playground is supervised from 8:35 a.m. until classes begin. We request that you do not send your children to school before this time, unless they are participating in a supervised school activity. Supervision is also provided during nutrition/activity breaks.

On days when the weather is inclement, we advise students to arrive no earlier than five or ten minutes before classes begin. On these days, students are permitted to enter the school upon arrival after 8:35 a.m.

Each day, students will have daily outside activity breaks (except on days when the weather is inclement). Parents are requested to have their child dressed appropriately for the weather, and that students remain indoors during the activity breaks only under the instructions of a physician. Under normal circumstances, children who are well enough to attend school benefit from, and are expected to participate in the outdoor activity break.

Entry/Dismissal

Students will use their designated doors for entering and exiting the school. When meeting siblings, please do so at a pre-arranged place outside the school.

Punctuality/Late Policy



Part of our responsibility as parents and teachers is to instill within our children a sense of responsibility and effective work habits, both of which will stand them in good stead as they endeavour to be successful in their future careers. Promptness, whether arriving for work, an appointment, a social engagement, or completing an assignment or task, is a much-valued trait in our society and in the world of business. Please assist us in ensuring that your child develops all the necessary skills, abilities and habits to be as successful as they possibly can.

A child is considered late when arrival occurs after classes have begun. Attendance is taken in the first class of the morning and in the first class following the second Nutrition Break. When your child arrives late, he/she is to report to the office so that we are made aware of the child's arrival. An admit slip will be issued by the office, letting the teacher know that we have recorded the student's arrival/return and will make the necessary changes to the attendance records.

Progressive corrective action will be taken by tracking unexcused lates:

- after 5 lates, conference with child by office, teacher calls home;
- after 10 lates, letter sent home by the principal;
- after 15 lates, conference with parents and child with teacher and principal;
- after 20 lates, matter is referred to Board Attendance Counsellor.

Attendance - Safe Arrival



Parents are required to phone the school if a student will be absent or late. Please phone 519 570-8149, ext. 3381# each day of your child's absence. Messages may be left on the safe arrival line 24 hours per day.

Unscheduled Releases



Children will not be released from school at any unscheduled time without authorization from the parents. If your child has a doctor/dentist appointment, please send a note specifying a time for release or drop by the office to pick her/him up. ***Due to limited parking at the school, please remember to allow enough time to park in the arena parking lot and walk across the street when picking up your child.***

Illness During the School Day

If your child becomes ill or has an accident in the course of the day, we will contact you at the numbers you have provided. We would ask that you arrange for someone to come to the school to take him/her home or to your doctor. No student will be allowed to go home without your permission. For this reason, ***it is important that we have your current home, business and/or babysitter's numbers. Please keep us informed of any changes.***

Medication at School



Staff members are not permitted to administer non-prescription medication of any sort - ***please do not send any non-prescribed medication to school with your child.*** In order for staff to administer prescription medication, parents are required to complete the form "Administration of Oral Medication" (available at the office) and bring it to the office, along with the medication in the original prescription container. School staff will do their best to administer medication at the proper time, however, students must also take responsibility for remembering when they must be at the office to receive it.

Homework

Homework will be assigned to reinforce and practice concepts learned in school, and to complete class exercises, assignments and projects. Students are required to use their planners to record homework, assignments and due dates. Homework is reported on in the learning skills section of the report card. Homework can be an effective tool to increase student achievement, instill discipline and hone learning skills. Homework becomes increasingly important as students progress in the school system. There are several ways in which you can help:

- Send your child to school well rested, fed and with a positive attitude.
- Take an active interest in your child's schooling. Review the planner each day, ask specific questions about what was taught and learned, and check that the homework is completed correctly and with care.
- Set up a quiet, comfortable study area with good lighting and school supplies. Allow your child to study in the way that he/she learns best.
- Set up a family 'quiet time' where you and your child can work together on homework, reading, letter writing, and playing games.
- Make homework a daily activity and help your child develop good homework habits.



Nutrition Breaks

For those students who remain at school for lunch, staff and student volunteers will provide supervision. Students will eat in classrooms. **Parents are strongly encouraged to provide a litterless lunch for their children.**

Teachers patrol classrooms and hallways. Older students assist primary students with lunchroom needs. Appropriate behaviour is expected at all times. One half of each break is designated "activity time".

- Students will eat in classrooms at desks – each student is responsible for cleaning up his/her area.
- Students will be dismissed to go outside by the teacher supervisors and will play outdoors from the time they are dismissed from their classroom until the entry bell goes.
- Students whose parents expect them to be at school for lunch are not permitted to leave the school grounds, unless their parents have contacted the school by note or telephone.
- For the safety of some students, peanut and nut products are not permitted at Woodland Park.



Students are expected to remain at school, and stay on school property, during the first break.

Students may go home for lunch during the second nutrition break with signed parent permission.

Fire Drills

Fire drills are held on a regular basis to ensure that the school can be evacuated in an orderly, panic-free manner in case of an emergency. The wearing of indoor shoes is mandatory since fire drills are unannounced and every person must leave the building when the fire alarm sounds.

Inclement Weather/Emergency School Closing/Evacuation Site

Should weather prevent the opening of the school or necessitate the closing during the day, announcements will be made on your local radio stations. The majority of students at Woodland Park walk to school. Please note that our school is open unless specifically mentioned on your radio or the announcement is made that all schools of the Waterloo Region District School Board are closed. Information is also posted on the Board's website



at www.wrdsb.ca

When Woodland Park is open during stormy weather, parents may of course choose to keep their child at home if they feel weather conditions are such that it would not be safe for him or her to get to school. In such a situation, it is expected that parents would call the safe arrival number (519 570-8149, ext. 3381#) to inform the school of their decision to keep their child home.

During the year, emergency procedures such as fire, tornado and intruder drills are practiced.

Evacuation Site: If necessary, Woodland Park's designated evacuation site is the Hespeler Arena, across the street.

Safety



An adult crossing guard is situated at Ellis Road and Cooper Street as well as at the crossing area in front of the school on Ellis Road. An adult crossing guard is also available to assist students to cross the driveway at the beginning and end of the day.

We appreciate that parents make arrangements to pick up or drop off students in the arena parking lot. Please do not park in the church parking lot or in the school parking

lot. There is considerable traffic in our small parking area generated by the Child Care as well as by the taxi and bus service for our special education students.

Bicycles/Skateboards/Rollerblades/Scooters/Ripstiks



Students are to place their bicycles in the bike racks with personal locks. For safety reasons, bicycles are to be walked on school property.

Roller blades, skateboards and scooters are not welcome at school and should not be brought on school property.

Use of Electronics and Personal Devices

Personal electronic devices (including cell phones, iPods, etc.) will be powered “**off and away**” out of view within the school unless they are being required for educational applications. Integrated digital imaging devices (such as camera capability on phones) cannot be used in a manner that violates the privacy, dignity and safety of others. Cameras (of any kind) are not permitted at school unless with the express permission of school staff. The school cannot assume responsibility for missing or stolen personal electronic devices.



Lockers

Intermediate student are assigned a locker on a loan basis. The school board requires that **only** combination locks with serial numbers be used. The locker is the only place in the school that grade 7 and 8 students may store his or her personal possessions. Lockers remain the property of the school board and must be used appropriately by the students. The school board and the principal, vice-principal or designate have the right to search lockers at any time if they feel it is necessary to do so for the safety of students.

Fragrance Free School

Due to allergies, Woodland Park has been designated as a fragrance free school. Please assist us by not allowing your child to wear any type of fragrant product. If you are a volunteer or visitor at our school, please adhere to our designation.



Student Access to Telephones



Students often ask to use the telephone to call home - they may have forgotten their lunch, gym clothes, homework, etc. They may also ask to phone home to make arrangements to attend an after-school activity or to visit a friend's home. Students are encouraged to come to school prepared for the day. After-school arrangements should be made before school commences. Student use of the telephone is **discouraged**, except in emergency situations.

Dress Code

One aspect of a positive learning environment is the appropriate attire of all students from kindergarten to grade 8. We request your cooperation by discussing the following expectations with your child and by encouraging them to adopt a positive, responsible approach to their school attire:

- No inappropriate writing or graphics on clothing
- Skirts and shorts must be mid-thigh in length (or as measured by a full extension of fingers, hands and arms along the seam reaching the hem)
- No low-cut or cropped (showing cleavage or midriff area) tops – tops and bottoms must meet
- No underwear is to be showing
- Straps on tops must be at least 5 cm wide. No mesh shirts/muscle shirts.
- No hats, bandanas, or gang wear.



Where a misunderstanding arises, the principal will decide on the suitable course of action to ensure the fairness and respect for all students.