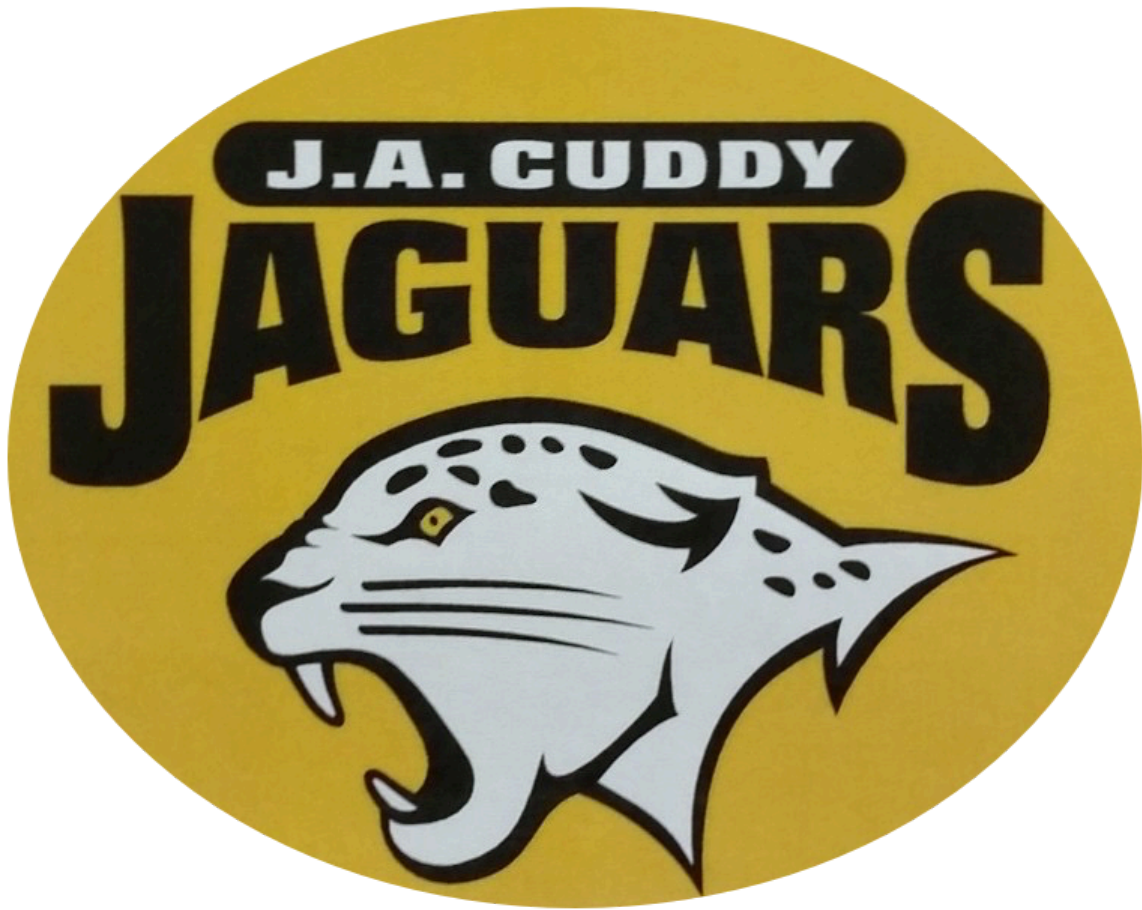


J. A. Cuddy School



Student/Parent
Handbook

At J. A. Cuddy we believe in being Respectful, Responsible and Kind

Staff List

Teachers

Principal - Scott Thomson

Kindergarten - Brandi Noble

Grade 1/2 - Rachel Thiessen

Grade 1/2 - Tricia Thompson

Grade 2/3 - Barb Henderson Cox

Grade 3/4 - John Bergmann

Grade 3/4 - Brenna Mahussier

Grade 5 - Diane Evenson

Grade 6 - Jody Campbell

Grade 7 - Candy Oglivie

Grade 8 - Erin Westra

Phys. Ed - Daniel Schinkel

Student Support Teacher - Shauna Hewitt

Resource - Suzanne Kirkness

Music/Band - Nenad Zdjelar

Guidance - Brandi Noble

Support Staff

Jaimie Hiebert - Educational Assistant

Annie Wiebe - Educational Assistant (Speech/Language)

Jennifer Beckles - Educational Assistant

Yvonne Bjornson - Educational Assistant

Dee Mitchell - Educational Assistant

Heather Wiebe – Librarian

Alison MacKenzie - Secretary

Mission & Vision Statements

J.A. CUDDY MISSION

J.A. Cuddy School is a caring community of learners who inspire and encourage each other to reach for excellence.

J.A. CUDDY VISION

Students will leave J. A. Cuddy School as well-rounded, compassionate and caring individuals who have a sense of belonging in the world. They will be critical and creative thinkers dedicated to improving our local and global community.

School Office Hours

Our school office hours are from 8:30 a.m. to 4:00 p.m. Please leave a message with the office if you need to contact students and teachers. If you need to contact the school after hours, please leave a message on our answering machine.

School Access: While we need and value the contributions and support of our school community, it is vital that all of our students and staff are safe. For this reason, all doors are locked during the day, and all visitors must report to the office.

School Hours

8:45 - Students enter classrooms and prepare for the day.

8:50 - Oh Canada and announcements

10:10 – 10:25 Recess

11:40 - 12:35 Lunch Hour

1:55 - 2:10 Recess

3:25 - 3:35 Students dismissed for the day

Attendance

CALL BACK PROGRAM: Attendance is taken at 8:45 AM and 12:35 PM. Parents/Guardians of children marked as absent without being parent-excused will be contacted to verify their child's whereabouts. Parents/Guardians are asked to contact the school if their child will be absent or late. An email is sufficient - jacuddy@rrvsd.ca or CALL: 204-736-2282

Daily school attendance is important for all students. Students who attend school regularly are more engaged in learning, have a greater sense of belonging and are more likely to graduate from high school. If good attendance habits are not developed in the early years, research shows that by middle years and high school, absenteeism becomes greater, academic achievement is lower, and the likelihood of school dropout increases.

Late: All students who are late must report to the Office and obtain a late slip before proceeding to their homeroom.

Lunch Time: 11:40 – 12:10 - MY and EY Indoor Lunch Time
 12:10 – 12:35 - MY and EY lunch recess

Students are not allowed off-school grounds for lunch unless their parents have arranged to pick them up or send them to a prearranged location where an adult can supervise. A note or direct contact with the school is required. Full responsibility for the student during that lunch period lies with the parent.

Lunch at school is a privilege for all town and bus students. As outlined in our division policy, failure to comply with school policies/rules may result in the suspension of lunch privileges. Students who lose their lunch privileges are the responsibility of their parents during the lunch hour break from 11:40 AM to 12:35 PM.

Programming

J. A. Cuddy School offers prescribed programs:

- E.L.A. ● Math ● Science ● Health ● French
- Music ● Band ● Guitar ● Phys. Ed. ● Visual Art

Evaluation

Student progress is evaluated on a continuous basis in all subject areas. Methods of assessment include observation and recording of daily work samples (at regular intervals), tests, cumulative assessments, conferencing, participation, projects and oral presentations. Parents are encouraged to contact the subject teacher or homeroom teacher with questions or concerns.

Reporting

Parent/Teacher conferences are held in the Fall and Winter terms. The purpose of Parent/Teacher conferences is to provide parents with an update on their child's progress and to set goals for the following term. Other individual meetings are set as needed by teachers or parents to discuss their child's progress.

Formal report cards are sent out three times yearly – December, March and June.

Accidents & Illness: Staff will respond to medical situations (several members have first aid training), contacting parents as circumstances require. Outside medical assistance will be sought if this becomes necessary. The Public Health nurse is consulted when dealing with childhood infectious diseases such as measles, influenza, and pink eye.

Code of Conduct

A copy of the Divisional Code of Conduct can be found on the divisional webpage.

[Code of Conduct](#)

School-wide Behaviour Expectations: The overall expectation for our students is that they develop self-control and will become responsible and accountable for their actions. We expect them to be Kind, Respectful, and Responsible in their actions. Through modelling and instruction, our goal is to have our students learn to make good decisions, understand that they are responsible for their actions, and recognize the differences between appropriate and inappropriate behaviour. Missteps require restitution of some kind. All staff and students are expected to 'make things right' to the best of their ability. Of central importance is that everyone in our school behaves in kind, respectful and responsible ways.

Interventions and consequences

Our policy is to contact parents if there are any serious problems with student behaviour. We believe that parents are responsible for modelling and teaching their children the importance of demonstrating a positive attitude, respect for the rules, and a good work ethic.

Restitution

AT J. A. Cuddy School, we strongly believe in the Restitution Philosophy of Dianne Gossen. This approach allows the student to “fix” their mistake, learn from the experience, and return to the group strengthened. Caring consideration is given to anyone harmed. Certain situations may be considered “bottom-line” behaviours, and more serious repercussions may follow.

J.A. Cuddy School Restitution

ABOVE THE LINE BEHAVIOURS

- Being Respectful
- Being Responsible
- Being Honest
- Being Helpful
- Being Hardworking
- Being Safe
- Being Encouraging
- Being Dressed Appropriately
- Being Co-operative
- Being Prepared

CONSEQUENCES

Positive School Culture
Better Learning Environment
Safer School
Better School Community
Feeling good

BELOW THE LINE BEHAVIOURS

- Being Unsafe (*pushing, shoving, tripping, roughhousing*)
- Being Irresponsible (*ignoring the rules, not doing your best*)
- Being Rude (*blurting out, ignoring adults, interrupting, teasing*)
- Being disrespectful (*name calling, bad language*)
- Being Selfish
- Being Uncooperative
- Being Negative
- Dishonesty
- Plagiarism

CONSEQUENCES

Creating a plan to fix the mistake
Phone Call Home
Loss of school privileges
Withdrawal from classroom setting
Teacher Conference

BOTTOM LINE BEHAVIOURS

- Disrespecting Self, Others, Property
- Direct defiance
- Bullying/Harassment
- Violence/Threats (physical and verbal)
- Drugs/Alcohol

ADMINISTRATIVE CONSEQUENCES

Phone call home
Community Service
Suspension
Loss of school privileges

- **Bullying** is defined as incidents between the bully/bullies and their victim(s). It is unfair, one-sided and involves imbalances of power and strength. It has unequal levels of effect – the bully walks away while the victim is in distress.

Bullying occurs in various forms:

1. Physical aggression
2. Social aggression (ex: spreading rumours, intimidation, exclusion from a group)
3. Verbal aggression (ex: name-calling, threats, teasing, intimidating phone calls, inappropriate comments)
4. Written aggression (ex: notes, electronic messages)

- **Discriminating/Harassment** based on gender, sexual orientation, ethnicity, size, religion, beliefs, physical or mental disability, marital/family status. It is defined as a relatively isolated incident that is abusive or unwelcome and may be physically, psychologically or sexually harmful. Incidents may include, but are not limited to, verbal comments, written or electronic messages, and physical aggression. Students violating this rule will be subject to various interventions and consequences.

- **Cyberbullying** and the use of electronic devices in accordance with the Provincial legislation of Bill 24, The Public Schools Amendment Act (Cyber-Bullying and Use of Electronic Devices, J. A. Cuddy will not tolerate any form of cyberbullying.

COMPUTERS/INTERNET POLICY: Students are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public. General school rules for behaviour and communication apply. The network allows students to conduct research and may include communicating with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of the Internet and other computer networks will take place in teacher-supervised settings. Before a student is permitted to access the Internet, the student and his or her parent or guardian will be asked to complete and return the form entitled "Student Internet Acceptable Use Agreement & Parent Permission Form."

CELL PHONES: Personal electronic devices, such as cell phones, handheld game systems, iPods/MP3s, etc., must be kept in the locker during the instructional day. They should be turned off when stored in the locker. These devices are not allowed for use in classrooms, assemblies, or any location unless under the direction and supervision of a staff member. The school will not be responsible for the loss of any electronic devices. It is strongly suggested that valuable items be left safely at home.

Students are not permitted to take pictures or videos of anybody at school; this includes field trips and lunch hours. For the safety of everybody, this rule needs to be respected and followed, regardless if you have the person's permission.

Any students not respecting these rules will have their phones confiscated by staff and must notify their parents. Subsequent violations require parents to pick up the phone at the office, and students may face further disciplinary consequences.

Please refrain from contacting your child's mobile device with text/calls during the school day. All emergencies should be routed through the school office. We are happy to help you contact your child! 204 736 2282

BIKES: For safety reasons, we encourage parents to consider the following before allowing their child(ren) to ride bikes to and from school. The use of a CSA-approved helmet is the law in Manitoba, therefore all students must wear a helmet if riding their bike to school. The school cannot accept responsibility for theft or damage to bicycles.

BUSING: When travelling on a school bus, students are expected to talk quietly, be courteous to the bus driver, follow the driver's directions, keep the aisles clear, and stay seated for the entire bus ride. If a problem occurs on the bus, the bus driver will fill out a "Student Misconduct on Bus" form. The form is then handed to the principal, who will contact the student's parents. A copy of the division's bus policy is sent home outlining the reporting system and how future misconduct reports will affect the student's bus privileges.

BUS LOOP: The bus loop is reserved for BUSES ONLY, Monday to Friday, from 8:30 to 9:30 am and 3:00 – 4:00 pm. Families dropping off or picking up their children or staying for an extended period of time may use the visitor section of our parking lot or the street according to the signs posted.

DRESS: Students are encouraged to dress appropriately for the weather and school activities. Proper footwear is required -- students are not allowed to walk around barefoot. Students are asked to have a pair of runners they can leave at school as they are expected to change from their boots or outdoor shoes when they come in.

PERFUMES/COLOGNES: Please respect students and staff in the building who have allergies by not wearing or bringing sprays or scents to school.

EMERGENCY CONTACT: To ensure student safety, each family must provide the school with a local emergency contact person who can come to the school in case of illness or a medical emergency.

NUTRITION POLICY J. A. Cuddy School acknowledges nutrition's important role in your child's total development and performance. We believe that, where possible, food served or sold in our school should reinforce good nutrition practices as emphasized on the [Healthy Foods in School - Government of Manitoba webpage](#). We will continue to promote and encourage the principles of healthy eating.

ENERGY DRINKS: Energy drinks are prohibited at school or a school event due to the possible adverse effects on children. THE BEST BEVERAGE is still water. The school has two bottle-filling water fountains for students to access fresh, good-tasting water. Reusable bottles can be filled quickly and easily, and students are encouraged to bring a reusable bottle labelled with their name for this purpose.

HOME/SCHOOL COMMUNICATION: Most general information will be available on our school website: <https://jacuddy.rrvsd.ca>. Our school calendar is visible on our website. School and classroom letters sent home may include more specific information on upcoming events, special projects, specific topics of study, etc.

Kindergarten to grade 2 teachers use the SeeSaw program to communicate at home, and the Student Agenda Book is used daily at school by grade three to six students. Both are an excellent way for parents to keep up-to-date with what is going on in their child's class.

Report cards are sent home for each student in December, March and June. It is essential that all families attend the first parent-teacher interviews scheduled for Term 1. This meeting is for teachers and parents/guardians to review the student's progress to date, discuss academic achievements/concerns, and address any behavioural concerns that may have arisen.

CONCERNS? CALL THE TEACHER FIRST: If there is a concern, please contact the teacher involved directly. Please explain your concern to the teacher. Try to remain calm and collected, as most issues can be resolved easily if both parties remain polite. Be sure to be clear as to what the concern is. Phrases such as, "Could you tell me about what happened?" or "I understand that this is what happened..." are good ways to start the conversation.

We do encourage you to call the staff member directly and book a time to talk with them. That way, they can ensure they have enough time to meet with you. While we recognize the convenience of email, if you feel frustrated, we would prefer that you speak directly with the teacher.

Many concerns can be worked out by talking to staff. However, if you feel the matter is still unresolved, tell the staff member you will contact the school administration and then speak to the principal. The principal, in conjunction with the staff member, will work towards resolving your concern.

We also want to know when our staff have done something that you like! It is amazing what positive feedback can do for the school! It is a great way to make sure that something you like continues.

MEDICATION: Red River Valley School Division has established medically approved guidelines for the administration of medication in schools that ensure the safety of students. Before administering any medication by staff, parents must contact the school and complete all the

necessary procedures and relevant forms. Schools do not administer over-the-counter medications such as Tylenol, Aspirin and cough syrup.

PARENTAL INVOLVEMENT: Learning is very much a shared responsibility. Research has found that family involvement in schools increases student achievement and encourages and guides students' well-being. Parents can get involved in class and school programs in various ways, such as being helpers in the classroom or on special outings, special events, and PAC activities. All school volunteers, by R.R.V.S.D. policy, are required to submit to screening procedures. Contact the office if you are seeking the appropriate clearances.

PARENT COUNCIL: J. A. Cuddy School has an active Parent Advisory Council, which works cooperatively with the school in the best interest of students' education. We encourage you to join the J. A. Cuddy Parent Advisory Council. Parent Advisory Council meetings are scheduled monthly. An email reminder will be sent regarding the date and time of each meeting.