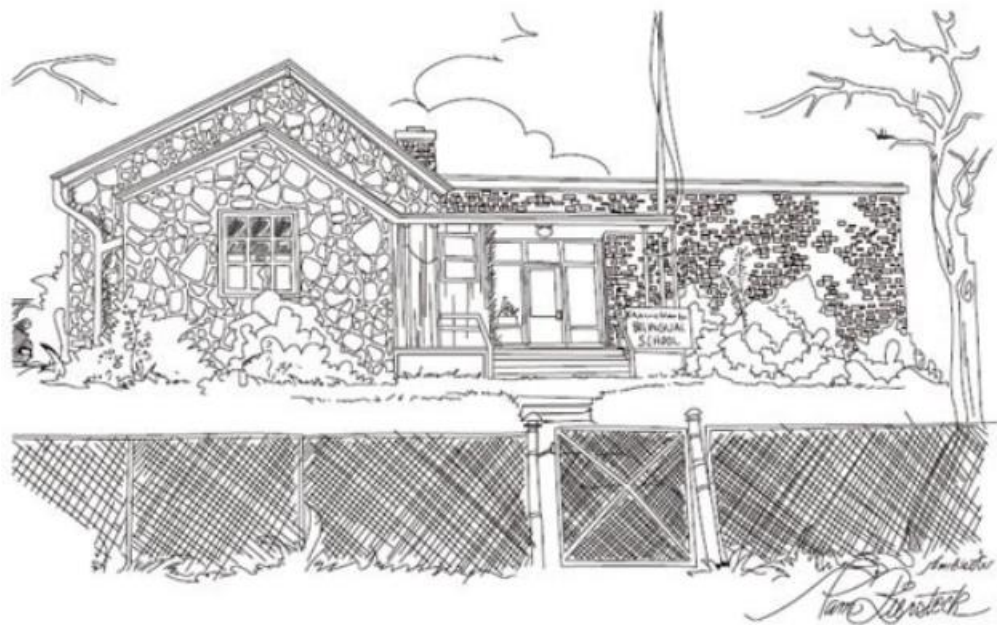


**Kitchener- Waterloo Bilingual School's**

# **A to Z Family Handbook**



**2017 – 2018**



## **Mission:**

The Kitchener-Waterloo Bilingual School is a diverse family community committed to bilingual academic excellence and the development of versatile civic-minded thinkers in a stimulating environment.

## **Vision:**

We empower our students with the knowledge and skills to successfully reach their potential, demonstrating resilience, empathy, and optimism.

Dear Families,

We are thrilled to have you as part of our family. Whether you are new to our school or previously part of our close-knit community, this booklet was created especially for you!

From A to V (About Us to Volunteers), we've included practical information regarding day-to-day operations, the many exciting opportunities available at our school, and the various policies and practices in place to ensure the wellbeing and academic growth of all the children in our school.

Our staff is committed wholeheartedly to creating the best possible atmosphere in which “our” children will thrive! We're excited about all we have to offer! We hope you are, too! We look forward to a long-lasting relationship together.

Your K-W Bilingual School Family

## **About Our School**

Our innovative school began in 1966 when a group of visionary parents got together seeking a bilingual education for their children, years before French Immersion came to Ontario schools. We boast an amazing staff, with French teachers from Francophone countries. Our engaging curriculum is tailored to meet the individual needs of our students and goes beyond the expectations of the Ontario Curriculum with exciting enrichment opportunities. Small class sizes, teaching assistants, and no split classes optimize our students' learning. A positive school

climate is key to our school's success, increasing our children's motivation to learn and their overall wellbeing. Parental input is valued as an integral part of our collaborative approach to education. We uphold our founders' values of bilingual excellence in a warm, close-knit, family atmosphere.

## **Allergies & Medical Conditions**

To best protect our children, the school must be informed in writing if your child suffers from allergies. In the case of an anaphylactic allergy, a special "Anaphylaxis Emergency Plan Form" must be completed and returned to the office along with a recent photo, together with the registration. Additionally, the child should wear a medical alert band and **MUST** carry an EpiPen with him/her at all times. It is a parent/guardian's responsibility to send their child to school with the EpiPen.

Parents must inform the school if their child is diabetic or has any other medical concerns. Health information must be provided to the office along with a recent photo with registration. Students with diabetes, severe asthma or other medical concerns should wear a medical alert bracelet/band.

## **Arrival, Dismissal & After School**

Your child's safety at school is of paramount concern. The vast majority of our students are dropped off and picked up at the school by their parents/guardians. Should you wish your child to regularly arrive or depart by other means (e.g. walking, biking, public/private bus, taxi), you must fill out a "Special Arrival/Dismissal Request Form" in the office. Once your child is at school, they will not be permitted to leave the school property without an authorized parent/guardian.

In order to ensure a safe arrival, parents of kindergarten students to grade 2 must enter the school and take their child directly to an on-duty teacher. Belongings should first be placed in the student's cubby. Should you need to drop your kindergarten child at school earlier than our 8:50 am drop off time, our Before School Program is available in the gym beginning at 8 am at no charge. Grades 1 and 2 students can be dropped off at the Before School Program between 8 and 8:30 am or in the playground between 8:30 and 8:50 am.

Students in grades 1 to 8 go outside at 8:30 am (weather permitting) until the bell rings at 8:50. Students in grades 3 to 8, who arrive between 8 - 8:30 am may be dropped off at the front door or accompanied into the school. These students should go directly to the gym until the 8:30 bell. Students are not permitted in their classrooms before 8:50 am. Students who arrive after 8:30 place their belongings in their cubbies or lockers and go directly outside.

Dismissal of students is at 3:30 pm. Students in kindergarten remain in their classrooms until they are picked up by a parent/guardian. Students in grades 1 to 4 may also be picked up at 3:30 from their classrooms. Parents of students in grades 5 to 8 are welcome to come into the school if they need to see the teachers or if their child needs support. Please keep in mind the limited parking spaces in front of the school and use the Chinese Church parking lot if you will be staying longer in the school. Students in grades 1 to 8 remaining at the school past 3:30 are expected to go directly to the schoolyard and may be picked up there by a parent/guardian between 3:30 and 4 pm.

Students who remain at the school past 4 pm must go to an After School Program (for an additional fee) and must be signed out of such program by a parent/guardian. Should your child be picked up by someone new, please ensure that you have emailed or personally informed the office. Should you wish to have your child picked up between 3:30 and 4 pm from the front of the school on a regular basis, you must complete a "Special Request Form" from the office. Students without permission must be picked up from the schoolyard.

Students picked up during the school day must be picked up directly from the office. Should you wish your child to be waiting in the office at a certain time, please inform the teacher in writing (in the agenda, if possible) or call the office.

Parents who need to deliver items to their children during the school day must report to the office first.

## **Attendance & Missed Work**

We believe attendance and punctuality at all ages are very important and correlate directly to student success.

Classroom teachers take attendance on a daily basis in both the morning and afternoon. Students are marked as late if they are not in their respective classrooms by 9 am, prior to the start of our national anthem (Monday –Thursday) or school song (Friday).

Should you know ahead of time that your child will be away for a short absence (part of a day, one day, or two days), please follow the instructions below:

- Kindergarten, parent speaks directly to the teacher
- Grades 1 – 8, parent/guardian writes a note in his/her child's agenda or email to the teacher

Students are expected to complete missed work. Please encourage your child to show initiative by seeking out his/her teacher to collect missed work prior to his/her absence.

Should you have a planned absence for 3 or more days, please follow these instructions:

- K-8 inform the office in writing (email or note)
- K-8, email teacher a minimum of 48 hours prior to absences.

Parents of students in grades 3-8 should request homework.

- Grades 1 to 5, parent follows up with the teacher (agenda, email) to ensure work is caught up
- Grades 6 – 8, student follows up with teachers directly to ensure work is caught up

Should your child miss school unexpectedly for more than 3 days, please follow the instructions below:

- Email the office and your child's teacher (an email is preferable to a phone call)
- For grades 3 – 8, we encourage you to email your child's teachers in order to request a package of the missed work be sent to the office for your pick up
- Grades 1 to 5, parent follows up with the teacher (agenda, email) to ensure work is caught up

- Grades 6 – 8, student follows up with teachers personally to ensure work is caught up.

In grades 3 – 8, dealing appropriately with absences is reflected in the Learning Skills and Work Habits section of the student’s report card.

## Awards

We recognize the outstanding achievement of our students through various awards. Character Education Awards are presented to our students over the announcements for children who are demonstrating our Building Blocks of Success on a daily basis. Recipients come to the office to receive a special acknowledgement from our Principal and/or Vice Principal.

Effective Speaking Awards are presented following our school-wide Effective Speaking Contest in our gymnasium in mid-January.

Academic, art, music, and leadership awards are presented at the end of June at our “Awards Assembly”. Parents of recipients are notified by their child’s classroom teachers ahead of time so they may be in attendance.

Some of these awards include:

<p><b>Michel Poinot Award</b> This award is in honour of our beloved former Principal, M. Poinot, whose unwavering dedication fueled the growth of our school.</p>	Grades 7 – 8	French language skills and a unique, engaging personality
<p><b>English Award - Wendy Strong</b> This award is presented in honour of a much admired English teacher whose passion for English literature and writing was an inspiration.</p>	Grades 7 – 8	English language skills
<p><b>Leo Nibogora Award</b> This award is in memory of M. Nibogora, a grade 4 French teacher who tragically passed away of cancer. His work ethics, his integrity, and his determination to help every student succeed made him an excellent educator.</p>	Grade 4	Collaboration, hard work and perseverance, and academic achievement
<p><b>Marlene Clarke Award</b> This award is to recognize the dedication of Mrs. Marlene Klarke, one of the first A Class teachers who continued to dedicate her time as a volunteer piano player for our concerts, our school Operetta, and Kiwanis Festival choirs.</p>	K- 8	Musical talent
<p><b>Creative Kid Award</b> This award values a unique and creative capacity to see and think “outside of the box”. The recipient is presented a unique artistic plaque.</p>	Grades 7 – 8	A “Thinking Outside the Box” award for creativity
<p><b>Effective Speaking Contests</b> Following school-wide speaking contests in both English and French, awards are presented to the most effective speakers in grades 3, 4, 6, and 8 in English and in grades 5, and 7 in French.</p>	Grades 3 - 8	Effective oral presentation of Poem or written discourse
<p><b>Victoria D'Agostino Award</b> This is an award in the memory of our student Victoria D'Agostino whose caring nature, generosity, and academic</p>	Grades 3, 6 & 8	Citizenship, academics, social awareness, and

excellence will always be remembered.		athleticism
<b>Leejay Levene Award</b> This award is the memory of Leejay Levene, a former student of our school who tragically passed away when he was 18. We remember his kindness, creativity, and his passion for drawing and painting.	Grades 7 – 8	Citizenship and artistic talent

## Birthday Party Invitations & Classroom Celebrations

Students love to celebrate birthdays and cultural holidays at school with classmates and teachers. We ask that you respect our Nut-Free environment and ensure that treats come in individual portion sizes; cupcakes are preferable over cake, and squares should be pre-cut. Please be conservative with portion sizes.

Personal party invitations are not to be distributed on school property. A family contact list is available to all parents in your summer package to communicate via telephone or email.

Should your child have allergies or special dietary needs, you may wish to provide a couple of pre-packaged alternative treats for your teacher to set aside for birthday celebration days.

## Calendar Dates

Fall term: September 5<sup>th</sup> - December 6<sup>th</sup>

Winter term: December 7<sup>th</sup> - March 29<sup>th</sup>

Spring term: April 3<sup>rd</sup> - June 29<sup>th</sup>

<b>Fall Term</b>	
Wednesday, August 30 <sup>th</sup> Thursday, August 31 <sup>st</sup>	Professional Activity Days – all staff are officially back to school
Monday, September 4 <sup>th</sup>	No School - Labour Day
Tuesday, September 5 <sup>th</sup>	First Day of Fall Term
Tuesday, September 12 <sup>th</sup> at 7 pm	Curriculum Night K-2
Wednesday, September 13 <sup>th</sup> at 7 pm	Curriculum Night Gr. 3 to 8
Tuesday, September 19 <sup>th</sup>	School Family BBQ
Monday, October 9 <sup>th</sup>	No school - Thanksgiving
Monday, October 23 <sup>rd</sup>	Gr.7&8 Midterm Report Cards Home
Wednesday, December 6 <sup>th</sup> from 6-9pm Thursday, December 7 <sup>th</sup> all day *	K-8 Parent/Guardian - Teacher Interviews

<b>Winter Term</b>	
Thursday, December 7 <sup>th</sup>	First Day of Winter Term
Friday, December 8 <sup>th</sup> *	No School – Professional Activity Day
Tuesday, December 19 <sup>th</sup>	Concert K-2 performing at 2pm 3-8 performing at 7pm
December 25 <sup>th</sup> – January 5 <sup>th</sup>	Christmas Break
February 2 <sup>nd</sup>	Gr 7&8 Midterm Report Cards Home
Monday, February 19 <sup>th</sup>	No School - Family Day
March – date to be determined	School-wide Science Fair
March 12 <sup>th</sup> – 16 <sup>th</sup> **	March Break

Friday March 30 <sup>th</sup>	No School - Good Friday
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<b>Spring Term</b>	
Monday, April 2 <sup>nd</sup>	No School – Easter Monday
Tuesday, April 3 <sup>rd</sup>	First Day of Spring Term
Wednesday, April 4 <sup>th</sup> from 6-9 pm Thursday, April 5 <sup>th</sup> all day*	K-8 Parent/Guardian - Teacher Interviews
Friday, April 6 <sup>th</sup> *	No School - Professional Activity Day
Monday, May 21	No School - Victoria Day
Tuesday, June 26 at 9:15am	Awards Ceremony Day
Wednesday, June 27	Grade 8 Graduation Day
Thursday, June 28	Last Day of School, School-Wide Talent Show
Friday, June 29	No School - Professional Activity Day

\*Teacher run camp is available for students in K-1

\*\*Teacher run “theme” camps are available, K-4

## **Character Education**

We believe that Character Education is the shared responsibility of parents, teachers, and members of the community. Our Character Education reinforces positive thoughts and behaviours that help our students succeed socially, emotionally, and academically.

Our Character Education is based on our “Six Building Blocks of Success”. These Blocks are as follows: Hard Work and Perseverance, Responsibility and Ownership, Speak with Good Purpose, Teamwork and Co-operation, Caring and Empathy, and Honesty and Integrity. One assembly each term is dedicated to our Character Education program. The importance of these Building Blocks is regularly reinforced over the announcements and in the classroom. We focus on the emotional well-being of our students; we want them learn how to live happier, healthier lives. We are adopting the Umbrella Project to proactively teach students the skills of emotional wellbeing and positive stress management. Dr. Jen Forristal, one of our many wonderful parents, created a curriculum to help children develop skills including resilience, kindness, gratitude, growth mindset, mindfulness, empathy, cognitive flexibility, grit, hope, self-compassion, autonomy, self-efficacy, purpose, mastery, integrity, authenticity, optimism and healthy lifestyle. Instead of wishing for the rain and storm to pass, we grow and develop skills to cope with different situations.

Additionally, classroom programs such as “Bucket Fillers” (B class – Grade 5), “Tree of Good Gestures” (Gr. 3 to 8), “Above the Line” (Grades 6-8) will continue to support our school-wide Character Education.

## **Climate**

We believe that creating and maintaining a positive school climate is key to our school’s success, as it increases a child’s motivation to learn, academic achievement, and overall wellbeing. Simply put, our school is warm, safe, inviting, engaging, inclusive, and supportive. We respect diversity and celebrate our similarities and our differences. Our positive school climate has been shown to reduce emotional distress and behavioural issues. For over 50 years we have prided ourselves on our unique nurturing environment in our family-type setting. We



boast high-quality relationships amongst staff and students, which promotes effectively working and learning together.

One of the many ways we engage our students is by offering a wide variety of special assemblies, activities, clubs, and teams each term.

Term 1	Family BBQ (K-8), Respect Assembly (K-8), Terry Fox Run (K-8), Intramurals Block 1, Boys' Volleyball Team (Gr. 6-8), Girls' Basketball Team (Gr. 6 -8), Lego League (Gr.4 -8), House Activity: Pumpkin Carving (3 to 8), Remembrance Day Assembly, Wacky Hair Day (K - 8);
Term 2	Bucket Filling Assembly (K-8), Girls' Volleyball (Gr. 6 -8), Boys' Basketball (Gr. 6 - 8), Intramurals Block 2, Holiday Lunch (K- 8), House Activity: Winter Olympics (K-8), School-Wide Science Fair (K-8), Pajama Day (K - 8);
Term 3	Co-Ed Soccer (Gr. 6 - 8), Skipping Club (Gr. 1 -5), Jump Rope for Heart (Gr. 1 - 6), Knitting Club (Gr. 2) Diversity Assembly (K-8), Diversity Dress-Up Day (K-8) Operetta (7 & 8), House Activity: Sports Day (Gr. 3 to 8) School-Wide Talent Show (K-8)
Year Long Activities	Community Cares Club, Recycling Club, Choir Individual/Orchestra/ Group Music Lessons (extra fee), Chess Club (during lunch break - extra fee), Math Club (Saturday mornings - extra fee), ArtShine cours d'art en français (after school- extra fee), Programming classes (after school - extra fee)
Activities run during the school day by staff members for 6-8 weeks (No extra fee)	<b>Clubs offered in English:</b> Running Club Reading Club Knitting Club Skipping Club Good manners and Étiquette <b>Clubs offered in French:</b> Club d'histoire Club du cinéfil Club de lecture Club de jardinage Club de débat

- Frank Leahy, Award winning Canadian fiddle player, runs the music program. This exciting program offers private lessons, ensembles, private voice, choir, dance and musical theatre. Music lessons are available throughout the school day for an extra charge. (FrankLeahy.com)
- Andrew Peredun, Chess Master and National Youth Coach, runs our Chess Club. This fun and challenging club is available for grades 1 to 4 over the lunch hours once a week for an extra charge. ([chessforkidskw@gmail.com](mailto:chessforkidskw@gmail.com))
- Mrs. Karagiozova is a parent whose four children are attending our school. She is running the math club and inspiring our students with her passion for mathematics while teaching them to think independently and in a creative manner. Mrs. Karagiozova has a degree in Applied Mathematics, an M.S. in Computer Science from Harvard University and a Ph.D. Degree in Computer Science from Princeton. She is running the math club usually on Saturday morning.

## **Code of Respect, Discipline & Bullying**

Our school expects each student must understand and demonstrate respectful attitudes and behaviours. Our Code of Respect includes ourselves, our fellow students, our teachers and administration, and our environment. It is our belief that every student has the right to feel respected and to learn in a safe environment. Consequences result when one student infringes on another's right to be respected, to learn, or to feel safe. Our staff teaches, reinforces, and models our school's Code of Respect.

Consequences for infringing on such rights will result in a "Student Behaviour Form", a reflective tool, to be filled out by the student and sent home to the parent/guardian to sign and return to the school the following school day. The severity and/or reoccurrence of such behaviours could result in an in-school or home suspension (1-3 days) or expulsion.

Bullying can come in many forms: physical, verbal, social, or electronic. Students and parents/guardians are expected to inform teachers and administration of bullying concerns. Our staff takes all allegations of student bullying seriously, and deals with any occurrences in a consistent, sensitive, and timely manner. Our staff provides support for students who feel bullied and teaches strategies for bystanders and those who are bullying. Bullying will result in home suspension and possibly expulsion.

## **Communication with Teachers**

We believe that ongoing and effective collaboration between teachers and families is essential in fostering student growth. Our "Open Door Policy" speaks to this belief. Our parents meet and chat informally with teachers regularly before school (8:30 - 8:50 am) and after school (3:35 - 4 pm). Additionally, parents may request a more formal interview at any time throughout the school year.

Every September, we hold a "Curriculum Night" for parents. On the designated evening, our teachers present a year-in-advance look at our curriculum to parents. We also host a "Family Barbecue" where families get to meet other parents and socialize with teachers in a less formal atmosphere. Parent-Teacher interviews are held at the end of first and second term, and the end of third term by special request.

Students in grades 1 to 8 are given an agenda at the outset of the school year. The agenda is an effective organizational and time management tool for students and parents and an essential communication tool between home and school. Parents of students in grade 1 to 6 are required to read and sign the agenda daily. Parents in grades 7 and 8 are encouraged to sign the agenda weekly. The agenda is an excellent way to relay information to teachers of a less sensitive nature (eg. clarification of assignments and upcoming absences).

Each teacher will provide parents with an email address. Email, phone conversation, or face-to-face meetings are encouraged for sharing matters of a more sensitive nature. Teachers typically respond to emails within 24-48 hours on weekdays. If a matter is time-sensitive and requires immediate attention, please call the office directly.

Many of our teachers also communicate electronically via the Remind App and Google Classroom/Google Drive.

Our teaching professionals work diligently with your child's best interest in mind; however, should you have a concern involving one of our staff, we ask that you make an appointment to calmly and respectfully convey such concerns directly with the teacher concerned. It is often best to wait 24-hours prior to requesting an interview. Face-to-face discussions are typically more productive ways to voice concerns than email to avoid matters being misconstrued. Should your concern require further attention, we encourage you to meet with the vice-principal or principal.

## **Cubbies & Lockers**

In September, every student in the school is designated a hook, cubby, or locker that is labeled with the student's name and is located in close proximity to the student's classroom. Students in kindergarten to grade 2 have a hook along with a bin for items such as lunches and indoor shoes. Students in grades 3 to 6 have a cubby, and in grades 7 & 8 students are provided a locker.

Students with cubbies are allowed to bring special shelves or bins to help organized their designated space. Students with lockers are allowed to bring organizational and decorative items to personalize their space. Locks are permitted on lockers, but not necessary. Combinations of locks must be provided to teachers.

Students must keep their designated space clean and tidy. Decorative items posted in lockers must be deemed appropriate. Students are to understand that it is a privilege to use these spaces, and this privilege may be revoked at any time.

## **Dress Code**

The students of our school are expected to wear appropriate attire in the classroom and outside at all times. We are proud of our school and are aware that appropriate attire will set the tone of the school and reflect a positive and respectful environment, where people from different cultures are comfortable. Students should come to school clean and appropriately dressed. Wearing caps, or hoods is not permitted inside the school. Shorts and skirts should have an appropriate length. Undergarments should not be visible.

Clothing with inappropriate messages is not acceptable at the school. Please ensure that your child has the necessary and appropriate outerwear for the weather each day.

## **Electronics & Cell Phones**

Children will be properly supervised when using electronic devices. Electronics (laptops, iPad, iPods, etc...) are not permitted outside of the classroom, before and after school, as adequate supervision on these devices poses a challenge. Electronics should remain at home, unless otherwise specified by a teacher.

Students in grades 7 & 8 are permitted cell phones, but they may not be used during regular school hours, from 8:30 am to 4:00 pm, and must remain in lockers. If parents/guardians require a child younger than grade 7 to have a cell phone, written permission must be given to

the child’s teacher. A school phone is available for student use with permission from the office. Parents/guardians should contact the office should they need to communicate with their child.

Our grade 7 & 8 students may bring a laptop or tablet daily; computer access will be provided at school for those without personal devices.

Students are forbidden to utilize the Internet at school unless directly supervised by a teacher. Any misuse of a technological device will result in its confiscation by a teacher until the end of the school day and returned to a parent/guardian. Continued misuse will result in a student’s loss of privileges for a set period of time.

## Enrichment Opportunities

Teachers provide enrichment opportunities for those students who demonstrate proficiency of grade level knowledge and skills, a keen interest, and an ability to go beyond grade level expectations. Additionally, some students will be selected by their teachers to participate in various contests offered at school and outside of school.

English	Effective Speaking Contest, Gr. 3,4, 6 & 8 (Jan.), Legion Speaking Contest, Gr. 3-8 (Feb.) Waterloo Optimist Spelling Bee, Gr. 5 (Mar.)
French	French Speaking Contest (Gr. 4, 5, & 7) Spelling Bee of Canada (Apr.) Legion Speaking Contest, Gr. 3-8 (Feb)
Math	Caribou, Gr. 3 - 8 (Oct. & May), Kangaroo, Gr. 1 – 8, (Mar.) Mathematica Centrum, Gr. 3 to 8 (Apr.) Gauss, Gr. 5 - 8, Fryer & Pascal 7 & 8 (May)
Science	Waterloo Wellington Science and Engineering Fair, Gr. 7 -8 (Apr.), First Lego League (Fall)

We are fortunate to have two professional engineers in residence this year. The Engineers-in-Residence Program is an outreach program meant to bridge the gap between curriculum and the engineering in the real world. This program promotes STEM literacy using an interdisciplinary approach through which students can learn Science, Technology, Engineering and Math concepts in relation to real world applications. Our engineers will spend several hours in our school each month working together with the classroom teacher to develop hands on activities that facilitate students’ understanding of the curriculum and to help students connect the theoretical learning with its applications in real life. Our engineers this year are Mr. Stuart Nicholson, a parent of two children in our school, who will be working with the Gr.1 teacher and students and Ms. Samantha Hazell who will be working mainly with Gr. 7&8 students.

## Evaluation & Assessment

We believe that the purpose of evaluation is to provide feedback, set goals to improve achievement and to report. Our professional staff focuses on giving regular feedback and encouragement throughout the learning process to help students improve their skills and gain confidence as learners. Feedback is ongoing, timely, meaningful and equitable.

Student evaluation is linked to our curriculum expectations and learning goals. These expectations and goals are clearly communicated to parents during our Curriculum Nights in

September, in our Curriculum Letters sent to parents at the beginning of each term, and available in our school. Expectations and goals are also clearly communicated to students in grades 1 to 8 through checklists, rubrics, and rating scales. Evaluation tools typically require parental signatures.

Report cards come home three times during the school year: early December, early April, and late June. Parent-teacher interviews take place shortly afterwards. Kindergarten report cards are written as detailed checklists, observations, comments, and next steps. Students in grades 1 to 6 receive letter grades E (excellent, 90- 100%), VG (very good 80-89%), G (70 – 79%), S (60-69) and N (below 60). Students in grades 7 & 8 receive percentages (90 - 100% significantly above expectations), 80 – 89% (exceeding expectations), 70 – 79% (meeting expectations), 60 – 69% (approaching expectations), and below 60% (below expectations).

Students may also receive an “I” to indicate if insufficient evidence was demonstrated at school for the student to be graded, or an “ED” (grades 1 – 6) or “R” (grades 7 & 8) when extensive remediation is needed in order to meet the required skills and knowledge of the subject.

We believe in working alongside parents/guardians to meet the needs of every student. Independent Educational Plans (I.E.Ps) are created through a team effort of teachers, administration, and parents, to individualize the objectives of a child who has been identified as exceptional by a professional. Our Special Education teacher provides support and oversees the implementation of the IEP. Additionally, programs may be adapted to meet the special schedules of our elite athletes, and other unique learning situations.

We believe that good work habits must be taught and reinforced early in a child’s schooling, and are essential to succeed in school and in life. In grades 3 to 8 students are graded on their Learning Skills, such as: Responsibility, Organization, Independent Work, Collaboration, Initiative, Self-Regulation. The letter grades are as follows: E (Excellent), G (Good), S (Satisfactory), and N (Needs Improvement).

In grades 2 to 8, study skills and test writing skills are explicitly taught. Students are given several days to prepare for quizzes and a week or more to prepare for unit tests. All tests are to be signed by a parent/guardian and returned to the school. If a student receives a test grade below a 60%, he/she may request a re-write to improve, but not replace, the grade. Test re-writes are left to the discretion of the individual teacher.

We believe that time management skills are important and due dates should be respected. In the “real” world, poor work habits affect achievement in everyday life. Students in grades 6 to 8 are docked 1 % a day for late assignments, up to a maximum of 5%. Should students not submit their assignment within one week of the due date, they may be asked to complete an alternate assignment. Additionally, handing in work late affects a student’s Learning Skills achievement mark.

Our teachers are mandated to report on observable criteria. Therefore, work and projects completed at home are valued for their learning opportunities and contribute minimally to your child’s overall achievement grade.

## **Field Trips**

We believe that field trips are valuable for many reasons: field trips engage students and ignite a natural curiosity, they help develop socialization as students visit new places and meet new people, and learning retention is increased when episodic memories are created. Our class trips typically include the following:

B Class (Jr. Kindergarten)	Herrle’s Country Farm Market, St. Agatha (Oct.), Bechtel Park, Kitchener (June)
C Class (Sr. Kindergarten)	Steckle Heritage Homestead, Kitchener (Oct.), Region of Waterloo Landfill (Apr.) Cambridge Butterfly Conservatory (May), 4 Seasonal Pond Visits, Waterloo (Sept., Nov., Jan., May)
Gr. 1	St. Jacob’s Maple Sugar Bush Tour (Apr.), Huron Natural Area, Kitchener (May)
Gr. 2	Waterloo-Wellington Children’s Groundwater Festival (May)
Gr. 3	Westfield Heritage Centre, Rockton (Oct.), Royal Botanical Gardens, Burlington or Toronto (May)
Gr. 4	Guelph Outdoor Education Centre (Nov.), Medieval Times Dinner & Tournament, Toronto (June)
Gr. 5	Ontario Science Centre, Toronto (June), TBD
Gr. 6	Guelph Outdoor Education Centre (Feb.), Saint Marie Among the Hurons, Midland (June)
Gr. 7	Nature Hike (Oct.), French Movie, Elora (Dec.), Rock Climbing (Jan.), Skiing (Feb.), Ottawa/Quebec (June)
Gr. 8	Nature Hike (Oct.), Remembrance Day Parade, Waterloo (Nov.), French Movie, Elora (Dec.), Rock Climbing (Jan.), Skiing (Feb.), Stratford Festival (May), Ottawa/Quebec (June)

- Transportation on field trips is typically provided by yellow school bus only. Coach buses are utilized for trips that require use of any major highway.
- The privilege of going on a school field trip may be revoked at any time should a student demonstrate disrespectful behaviour previously reported by teachers in a Student Behaviour Form.

### **First Aid & Injuries**

First aid arrangements are in place for our students, including an adequate supply of first aid equipment and sufficiently trained teachers and staff. Our staff are trained to respond promptly, summon further help if necessary, look after casualty until recovery or further assistance has taken place and report details known of injury and treatment provided. We have a group of staff with First Aid, CPR, and defibrillator certifications. Parents/guardians are contacted depending on the severity of the situation. If a student requires immediate attention, the school will act in the best interest of the child, while alerting parents/guardians or emergency contacts in the timeliest manner possible. Any costs incurred will be the responsibility of the parents/guardians.

### **Food Days and Programs**

Special food days are available for an additional fee, some of which typically include:

Milk Program	Every School Day	2% milk
Hot lunch on Fridays	Winter term (6-8) weeks	Parents volunteer prepare lunch

		in school. Information will be sent home with students.
Lunch Lady	Every Tuesday	Menu items and costs will vary
Oktoberfest Lunch	Early October	Our traditional Bavarian lunch includes a choice of Oktoberfest sausage or hot dog (regular, all-beef, vegetarian), sauerkraut, soup, apple juice, and apple strudel.
Pita Days	Every Thursday for 8 weeks (Mid Oct. – Dec.)	Options are ham, turkey, chicken, or veggie, with a limited choice of toppings, cheese, and sauce on a whole wheat 6-inch pita.
Holiday Lunch	Friday, December 22	A full holiday meal with turkey, stuffing, mashed potatoes, vegetables, Caesar salad, and dessert. This special meal is served to our students by parent volunteers. Children are bused to the St. Agatha Community Centre.
Pizza Days	Every Wednesday for 8 weeks, After March Break – May	Options are cheese, pepperoni, vegetarian.

## **Fundraising**

Families are not required to fundraise. However, there are occasionally staff and student-driven initiatives to raise funds to support local, national or international causes as well as some student activities.

## **Giving**

Like most independent schools, we rely on gifts and donations to ensure our continued growth. Monetary donations to our school assist with the special equipment and facilities that have a huge impact on our students. We are able to issue receipts as a charitable donation. Please see the office should you wish to make a donation to our school.

## **Governance**

Daily operation of the school is the responsibility of the Principal. The Principal reports to the board of Directors, a majority of whom are current parents. The school's vision and mission statements have been established by the Board of Directors and are consistent with the school's culture. The Board meets regularly with each Director bringing her/his unique skills and perspectives. No amount is paid to Board members in their capacity as a Director.

## **Gym Uniforms**

Gym clothing is mandatory for Grades 4 to 8 and is available for purchase every September. Orders are typically placed the second week of September and delivered sometime in October. Shirts are approximately \$20 and shorts also \$20. All clothing should be clearly labeled with the student's last name.

## **Homework**

We believe that homework helps your child develop positive study skills and habits that will serve him/her well throughout life. Homework encourages your child to use time wisely, improves your child's thinking and memory, and gradually teaches your child to work independently. In addition, homework develops your child's executive functioning skills. Homework also allows parents to communicate about what their child is learning and encourages parents/guardians to further spark their child's enthusiasm and curiosity.

Kindergarten provides a take home reading program that is geared towards the child's individual reading development.

In grades 1 to 8, we support the 10 Minute Homework Rule which requests 10 minutes of homework for every grade level (eg. grade 4 should complete 40 minutes of homework including both English and French) to a maximum of 60 minutes per day. We encourage homework be done 4 times a week on days that best suit your family. Creating a predictable homework routine is ideal. Students in grades 1 to 5 do well in a consistent location in close proximity to a parent/guardian. Homework at these ages is typically unfinished classroom work, drilling math facts, practicing spelling words, reading, or special projects. Students in grades 6 to 8 should be increasingly more capable of completing homework in an independent location.

Please email your child's teacher or write a note in the agenda should your family feel overburdened with the amount of homework.

## **Illness and Injury**

Should you feel that your child has any communicable illness, we urge you to keep him/her at home. Students with fever may not be sent to school. Students deemed by parents/guardians as healthy enough to come to school should be healthy enough to go outdoors for recess. Please recognize that you place our teachers in a difficult position when you ask them to go against our school's policy and allow your child to remain in the classroom during recess.

Should you discover that your child has contracted lice, please inform the school immediately. The name of the student is kept confidential, but forms will be sent home to instruct families whose children may have been in contact with lice. Should we discover that your child has lice, the office will call you immediately for your child's timely pick up from school. Once your child has been treated and all head lice, eggs, and nits removed, he/she may return to school. The school will check returning students to confirm treatment success. It is imperative that all head lice, eggs, nits be removed after treatment since no head lice product is 100% effective. Parents/guardians should check their child's hair daily during the first two weeks after treatment.

Should you discover that your child has pink eye or any communicable illness, please inform the school immediately. Should this illness be discovered during the school day, you will be contacted to pick up your child from the office. The name of the student is kept confidential. Your child can return to school after appropriate treatment.



In exceptional circumstances communicated to the office (such as broken limbs or other medical conditions), students may be allowed to read quietly in the office during outdoor recesses.

## **Inclement Weather**

In case of inclement weather, any decision related to school closure is made by 6:30 am and will be communicated to parents via email, if there is no internet disruption. We also use a Phone Tree system where parent volunteers have a list of parents to call in the morning. Each year our secretary updates the list and we encourage you to please help us with the phone tree. You can also follow us on Twitter and Facebook for updates.

If the weather changes dramatically during the day, we do not close the school during the day. You are welcome to pick up your child earlier if you wish.

Weather conditions are monitored throughout the school day and may result in indoor recesses, our Rainy Day Schedule, or our Inclement Weather Schedule. In our Rainy Day Schedule, Grades 3, 4, and 5 students go outside at morning and afternoon recesses under the overhang but remain indoors during lunch recess. Grades 6, 7, and 8 students remain inside for morning and afternoon recesses and go outside for lunch recess. The Inclement Weather Schedule dictates that students go outside for a shortened period of time.

Severe weather conditions may impact the health and well being of our students. We monitor weather and temperatures using Environment Canada's website.

Parents/guardians have the option of keeping their children at home when concerned about weather conditions.

It is the responsibility of parents/guardians to ensure their children are dressed appropriately for all weather conditions.

## **Lost & Found**

Each student should take responsibility for his/her belongings. There are two Lost and Found bins, on the first floor in the gym corridor entrance and in the basement near the doors leading to our playground. Items of greater value (jewelry, watches, eyeglasses, etc) will be kept in the office. Our secretary takes pictures of the lost and found items and emails them to parents periodically throughout the school year. Any remaining items not bearing identification will be donated to a local charity.

## **Lunches & Snacks**

Parents are encouraged to pack healthy food and drinks for their child. Please be aware that we are a NUT-FREE school and that we have a number of students at the school with severe nut allergies and exposure could result in a life-threatening anaphylactic reaction. A snack is provided by the school to the students in B and C classes. Our teachers, on occasion, may speak with parents regarding their concerns over the quality or quantity of food regularly being provided.

## **Parking Lot Etiquette**

We have limited parking spaces in front of the school, which can make parking very frustrating and potentially dangerous. A second parking lot is available at the Chinese Church across the street from our school. For those parents/guardians who expect to be at the school for longer than a couple of minutes to drop off their child, we ask you use the Chinese Church parking lot. Please be patient and respectful of each other for the safety of all members of our school community.

## Photos & Video

Individual school photos are taken in the fall and class photos are taken in the spring by a professional photographer.

We do not obtain written permission from parents for photographs or video taken at school when shared with our school community.

When parents are invited to visit our school for a posted event or to go on a field trip, the event becomes “public” and photographs may be taken without first obtaining consent (plays, concerts, competitions, parades, etc.).

The school must obtain a parent’s written consent for photos to be shared outside our school community with the public. Photos or video taken by parents containing images of children at school other than their own children should NOT be shared on social media. Students must have special permission by their teacher to take photos or video at school or at a school event. Once again, these photos should NOT be posted on social media. Please report any unsanctioned school images that you see posted on social media to the administration.

## Recess

We believe that free-play at recess is crucial for a child’s physical, social, and emotional development. Young children need this break of unstructured playtime. All students go outdoors for at least 60 minutes daily, weather permitting, and are supervised by staff.

## Safety Procedures

Your child’s safety is always our primary concern. Fire drills occur at least six times a year. In addition, emergency procedures are in place for various situations. See school administration if you have any further inquiries.

## Schedules

### Lower Floor Daily Schedule (K-Gr.2)

8:00 – 8:30	Before School Program in Gym
8:30 – 8:50	Kindergarten students remain in gym; Grades 1 and 2 students go outside to playground
8:50	Kindergarten students are escorted from gym to classrooms; Grades 1 and 2 students are brought inside to classrooms
9:00	School begins
10:35 – 10:50	Morning recess
11:45 – 12:15	Lunch in classrooms
12:15 – 12:45	Lunch recess
2:20 – 2:35	Afternoon recess
3:30 – 4:00	Kindergarten students in classrooms for pick-up; Grades 1 and 2

	students go outside to playground
4:00 – 6:00	After School Program in gym

### **Upper Floor Daily Schedule (Gr. 3 - 8)**

8:00 – 8:30	Before School Program in the gym
8:30 – 8:50	Students are escorted outside by on-duty teacher
8:50	Students are brought inside
9:00	School begins
10:15 – 10:30	Morning recess
11:45 – 12:15	Lunch Recess
12:15 – 12:45	Lunch in classrooms
2:00 – 2:15	Afternoon recess
3:30 – 4:00	Students go outside to playground
4:00 – 6:00	After School Program in gym/ outdoors on pleasant days

## **Telephone**

The school telephone outside the office is available for student use with special permission from the office. Children will be allowed to phone parents for such reasons as something vital being forgotten or returning a parent's/guardian's phone call. This phone is not available to make social arrangements.

## **Textbooks, Workbooks & Library Books**

Textbooks and library books are free of charge; however, students are responsible for taking good care of these resources. Parents/guardians will be asked to replace or pay for any lost or damaged books. Workbooks are used in various grades where students are required to write in their books. Your child's teacher will inform you on Curriculum Night should they be using workbooks.

## **Vandalism**

Students must demonstrate respect for school property. This includes keeping school textbooks in good condition, respecting our school washrooms, no graffiti, etc. Consequences for school vandalism depend on the severity and may include the following: writing a letter of apology to a teacher or principal, helping the school custodian, fixing/replacing/paying for the damaged property, or losing a school privilege.

## **Volunteers**

Our school has a long-standing history of relying on the help and support of parent/guardian volunteers. We believe that the help of parent/guardian volunteers allows us to better serve our student population. Volunteers outside our school community must show a valid Police Vulnerable Sector Check.

## **Parents'/Guardians' Rights & Responsibilities**

**You have the right to feel that your child is safe, and that numerous procedures are in place to practise school safety.** You have the responsibility to keep the school well informed of health related issues, complete the necessary health forms, and follow health protocols (eg. children with life-threatening allergies submit forms and photos and carry Epi-pens at all times).

You have the responsibility to keep our school a nut-free zone. You have the responsibility to ensure that no dangerous items are brought on school property. You have the responsibility to keep your child home when he/she is ill and to inform the school of communicable conditions, such as lice or pink eye. You have the responsibility to follow safe drop-off and pick-up procedures.

**You have the right to be informed of your child’s academic curriculum and his/her achievements in a professional, timely manner. You have the right to ongoing feedback and follow through.** You have the responsibility to make education a priority, to sign the agenda, and to support regular homework routines. You have the responsibility to reinforce the importance of punctuality and good attendance. You have the responsibility to set challenging, achievable expectations.

**You have the right to professional, enthusiastic teachers with a strong desire to engage your child in learning.** You have the responsibility to be positively engaged in your child’s learning by discussing and practicing what your child has learned at school and connecting what your child learns to the real world. You have the responsibility to talk positively about school and teachers, to listen to discussions about school, and to offer your child both praise and encouragement.

**You have the right to feel that your child’s social and emotional wellbeing is a priority, and to feel that he/she is respected and nurtured. You have the right for your child to be treated as an individual, with unique strengths and needs.** You have the responsibility to reinforce the “Six Building Blocks of Success” and conflict resolution skills at home. You have the responsibility to not overschedule your child and to limit screen time. You have the responsibility to inform teachers about ongoing conflict or concerns affecting your child.

**You have the right to feel welcome and involved. You have the right to open lines of communication with teachers and administration. You have a right for your ideas and opinions to be heard and valued, and to be involved in decision making when it comes to the wellbeing of your child. You have the right to privacy when personal information is shared with the school.** You have the responsibility to collaborate with teachers and administration. You have the responsibility to address classroom concerns directly with the teacher in a respectful manner. Should these issues persist, you have the responsibility to respectfully address our administration.

As part of our extended family, we value your input.

Here’s how to contact us:

Principal	Mona Balea	<a href="mailto:m_balea@kwbilingualschool.net">m_balea@kwbilingualschool.net</a>
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Vice-Principal	Kelly Widmeyer	k_widmeyer@kwbilingualschool.net
Office Administrator	Keesha Dickson	bilingualschool@bellnet.ca

B Class English	Amanda Moogk	a_moogk@kwbilingualschool.net
B Class French	Donna Chouinard	d_chouinard@kwbilingualschool.net
C Class English	Michelle Dietrich	m_dietrich@kwbilingualschool.net
C Class French	Alina Cristea	a_cristea@kwbilingualschool.net
Grade 1 English	Michelle Thomas	m_thomas@kwbilingualschool.net
Grade 1 French	Rosie Hirani	r_hirani@kwbilingualschool.net
Grade 2 English	Lisa Henderson	l_henderson@kwbilingualschool.net
Grade 2 French	Daher Hassan	d_hassan@kwbilingualschool.net
Grade 3 English	Melissa Klatecki	m_klatecki@kwbilingualschool.net
Grade 3 English	Joel Afovia	j_afovia@kwbilingualschool.net
Grade 4 English	Anastasija Zanko	a_zanko@kwbilingualschool.net
Grade 4 French	Lina Chaaban	l_chaaban@kwbilingualschool.net
Grade 5 English	Caitlin Weber	c_weber@kwbilingualschool.net
Grade 5 French	Eileen Lyons	e_lyons@kwbilingualschool.net
Grade 6 English	Kristin DeFehr	k_defehr@kwbilingualschool.net
Grade 6 French	Shelley Davitsky	s_davitsky@kwbilingualschool.net
Grade 7 & 8 English	Jennifer Scotchmer	j_sotchmer@kwbilingualschool.net
Grade 7 & 8 French	Asma Kanoun	a_kanoun@kwbilingualschool.net
Grade 7 & 8 Math/Science	Maya El Kibbi	m_elkibbi@kwbilingualschool.net
Grade 7 & 8 History/Geography	Pierrette LeDrew	p_ledrew@kwbilingualschool.net
Grade 7 & 8 Art	Kristin DeFehr	k_defehr@kwbilingualschool.net
Grade 6, 7, & 8 Phys. Ed.	Mark Olijnyk	m_olijnyk@kwbilingualschool.net
SERT	Lindsay Hicks	l_hicks@kwbilingualschool.net
FSL	Catherine Dürr	c_duerr@kwbilingualschool.net

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