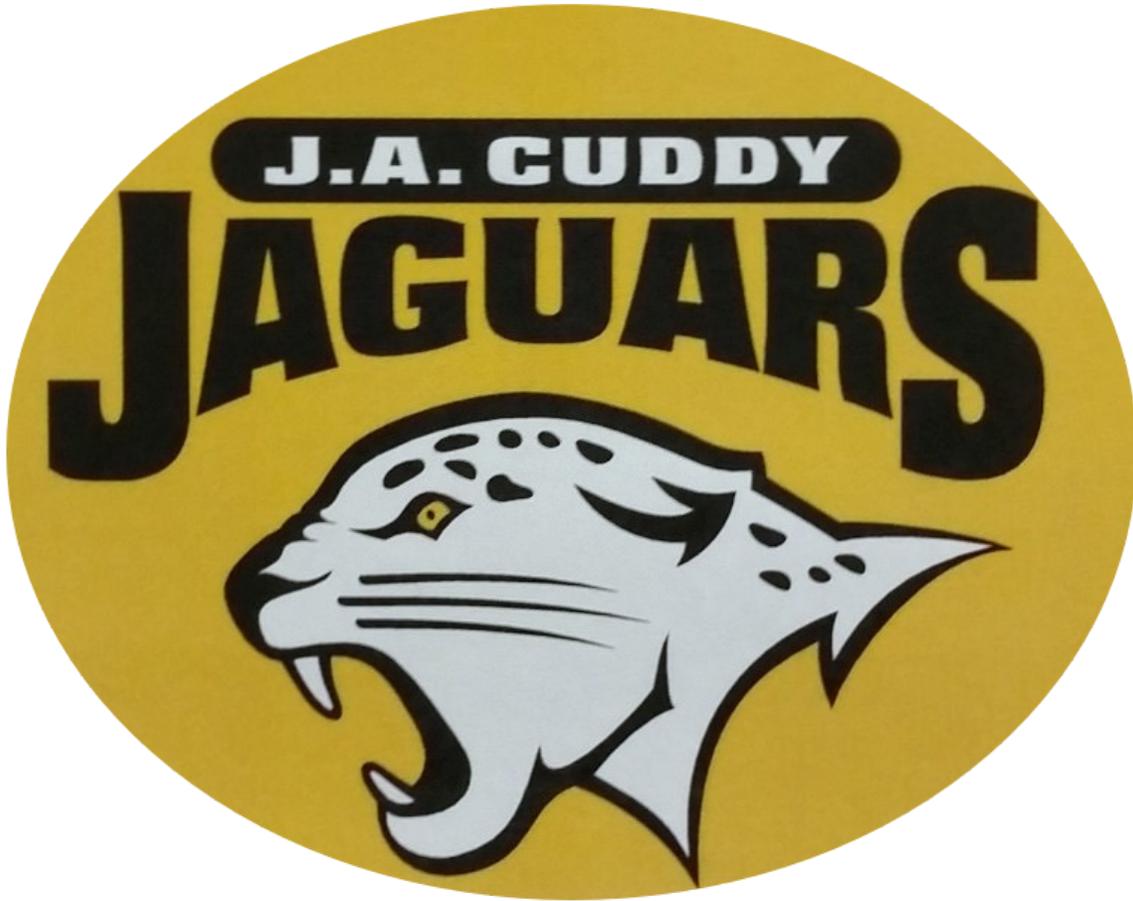


J. A. Cuddy School



Student/Parent  
Handbook

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

### **Staff List**

#### **Teachers**

Principal - Scott Thomson

Kindergarten - Shauna Hewitt

Kindergarten - Jody Campbell

Grade 1/2 - Rachel Thiessen

Grade 1/2 - Tricia Thompson

Grade 3/4 – John Bergmann

Grade 3/4 – Brenna Mahussier

Grade 5/6 - Diane Evenson

Grade 5/6 – Megan Herkert/Kristen Harley

Grade 7 - Candy Oglivie

Grade 8 - Ingrid Loepp

Phys. Ed - Daniel Schinkel

Resource - Suzanne Kirkness

Music/Band - Nenad Zdjelar

Guidance – Kristen Harley

#### **Support Staff**

Shanda Kozak - Educational Assistant

Annie Wiebe - Educational Assistant (Speech/Language)

Cheryl Walker - Educational Assistant

Haley Bound - Educational Assistant

Jamie Hiebert - Educational Assistant

Carla Saley - Educational Assistant

Heather Wiebe – Librarian

Alison MacKenzie - Secretary

#### **Custodial Staff**

Don Morrish (*Day custodian*)

Carter Zilkie (*Evening cleaner*)

### **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 who are dedicated to improving our local and global community.*

**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.

**ACCIDENT INSURANCE:** During the first week of school, information and an application form for general student accident insurance are sent home. It is then up to parents whether they enrol their children in a plan. Parents send the completed forms and payment directly to the insurance company.

## **ATTENDANCE**

**CALL BACK PROGRAM:** Attendance is taken at 8:45 AM and 12:40 PM. Parents/Guardians of children who are marked as absent without being parent-excused will be contacted to verify the whereabouts of their child. Parents/Guardians are asked to contact the school if their child will be absent or late. An email is sufficient - [jacuddy@rrvsd.ca](mailto: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. Regular attendance is defined as missing five days or less for the entire school year. Students who miss 10 per cent or more of the school year (about 15 days in total), including excused and unexcused absences, are considered chronically absent.

### **Did you know?**

- School attendance is mandatory in Manitoba from age 7–18—not optional.
- If your child misses 15 days of school a year, they will have missed a year of school by the end of Grade 12.
- Being 10 minutes late for class every day means your child will miss six days of instruction over the year.

### **Excused and unexcused absences can have an impact on your child's learning.**

**Excused absences** occur when students are absent from school with a valid excuse and parental approval, such as:

- Serious illness
- Death in the student's immediate family

- Attendance at a judicial proceeding (court) as a plaintiff, defendant, witness or juror
- Observance of a religious holiday
- Medical reasons such as a doctor's appointment

**Unexcused absences** are when students are absent from school without a valid excuse, with or without parental approval, such as:

- Minor illness
- Babysitting
- Shopping
- Cold weather
- Sleeping in
- Skipping classes

### **How parents can help**

- Let your child know you think school is important and explain the value of regular attendance starting at an early age.
- Set regular bed and wake-up times and enforce them.
- Help your child pack their school bag and lunch the night before to leave more time for them to get ready in the morning.
- Provide an alternate transportation plan for getting your child to school on time when you are unable to get them there.
- Plan with other neighbourhood families to have your children walk to school together.
- Be aware of school bell times and make sure your child arrives at school on time daily—students should arrive 10 minutes early.
- Plan medical, dental and other appointments after school, if possible.
- Plan family vacations around the school year.
- Request a meeting with your school principal or guidance counsellor to discuss any concerns affecting your child's attendance.

As stated in the code of conduct it is the responsibility of parents to take all reasonable measures to ensure their child attends school regularly.

### **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, understanding that they are responsible for their actions, and recognizing the differences between appropriate and inappropriate behaviour. Miststeps 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 ways that are kind, respectful and responsible.

**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 in nature. General school rules for behaviour and communications apply. The network is provided for students to conduct research and may also 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".

**At J. A. Cuddy, the following are unacceptable:**

- **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 takes place in a variety of 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** on the basis of 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, that 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 a variety of interventions and a range of 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 cyber-bullying.

## **Interventions and consequences**

It is our policy to contact parents if there are any serious problems with student behaviour. We believe that parents have the responsibility to model and teach their children the importance of demonstrating a positive attitude, respect for the rule, and a good work ethic.

Most students will follow and respond positively to behavioural expectations. When student behaviour is unacceptable, students will be subject to a variety of interventions and a range of consequences reflecting the severity of the infraction. Students are expected to take responsibility for their actions and be willing to accept the consequences.

Disciplinary consequences of violating the code can range from warnings (through informal and formal interviews), to conversations or meetings with school personnel and/or parents, to withdrawal of participating in school events, to restitution/community service, to the removal of privileges, to a referral to student services, to in-school or out-of-school suspensions, to expulsion from school. Suspensions may occur for a variety of reasons including those behaviours listed in the code of conduct as well as behaviour which is injurious to oneself and/or to others physically or emotionally or behaviour which has a negative effect on the climate, morale, and wellbeing of the school and the students and staff. Parents will be advised in all instances of suspension. During out-of-school suspensions, students will be forbidden access to the building and grounds and may not participate in co-curricular activities. A re-entry conference involving the students, the parent(s)/guardian(s) and the school may be a prerequisite for readmission. At this conference, the parent(s)/guardian(s) and the student may be asked to agree to the terms and conditions of a re-entry plan. Parent(s)/guardian(s) and the student may be asked to sign this agreement in writing.

## **Restitution**

At J. A. Cuddy School a model we strongly believe in when providing guidance and support is the Restitution Philosophy of Dianne Gossen. This approach provides an opportunity for the student to “fix” his/her mistake, learn from the experience, and to 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. We believe in restitution.

# 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
- Teacher conference
- Phone Call Home
- Loss of school privileges
- Withdrawal from classroom setting
- Detention

### 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

**DISPUTE RESOLUTION PROCEDURES:** Parents/guardians should appeal directly to staff who made a disciplinary decision concerning their child if they wish to dispute it. In the event that the issue with a teacher is not resolved, an appeal may be made to the principal. If the issue is not resolved at the school level, an appeal may be made to the Superintendent of Schools. Only after all normal dispute resolution procedures or formal channels have been exhausted should parents exercise their right to appeal to the Board of Trustees.

**CELL PHONES:** Personal electronic devices, such as cell phones, handheld game systems, iPods/MP3's, 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 in 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 be taking pictures or videoing anybody while at school, this includes field trips and lunch hour. For the safety of everybody, this rule needs to be respected and followed, regardless if you have the permission of the person.

Any students not respecting these rules will have their phone confiscated by staff and be required to notify their parent. Subsequent violations will 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 are to 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. We strongly recommend that they follow all rules of the road, wear a CSA approved helmet, and place and lock their bike at the racks. 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 make contact with 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. Students are not allowed to walk, be picked up, or dropped off in the parking lot unless they are supervised by an adult.

**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 that they can leave at school as they are expected to change from their boots or outdoor shoes when they come in.

**PERFUMES/COLOGNES:** Please be respectful of 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 is required to provide the school with a local emergency contact person who is able to come to the school in the case of illness or a medical emergency.

**NUTRITION POLICY** J. A. Cuddy School acknowledges the important role that nutrition plays in the total development and performance of your child. 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 encourage all families to participate in healthy eating and physical activities at school. We will continue to promote and encourage the principles of healthy eating.

**ENERGY DRINKS:** Energy drinks are not permitted at school or on 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 to allow students access to fresh, good-tasting water. Reusable bottles can be filled quickly and easily, and students are encouraged to bring a reusable bottle, labelled with their names, 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.

The Student Agenda Book is used daily at school by grade three to six students and is an excellent way for parents to keep up-to-date with what is going on in their child's class. Phone calls are another way to keep in touch if you have questions or concerns. In most cases, you will be asked to leave a message since teachers return calls during their breaks.

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

**ILLNESS:** Students who are ill should not be at school. If the child is well enough to be at school, he/she will be expected to participate in classes as well as go outdoors for all recesses.

**LATES:** All students who are late must report to the Office and obtain a late slip before proceeding to their homeroom. Time may be made up during recess break, the lunch hour, or after school.

**LUNCH:** Lunch at school is a privilege for all town students 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.

Bus students are not allowed off-campus for lunch unless their parents have made arrangements to pick them up for lunch or are sending them to a prearranged location where an adult will supervise them. A note or direct contact with the school is required. Full responsibility for the student during that lunch period then lies with the parent.

**MEDICATION:** Red River Valley School Division has established medically-approved guidelines for the administration of medication in schools that ensure the safety of students. Prior to the administration of 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. There are a variety of ways that parents can get involved in class and school programs, 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 become active with 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.

**SCHOOL ACCESS:** While we need and value the contributions and support of our school community, it is important that all of our students and staff are safe. For this reason, all doors are locked during the day and all visitors are required to report to the office.

### **BELL SCHEDULE**

8:45 Start of School Day Bell

11:40 Beginning Lunch Bell

12:35 End of Lunch Bell

3:25 End of School Day Bell