

Centennial School Information Handbook For Families 2023 - 2024



Mission Statement

The staff and parents of Centennial School are committed to creating a safe and stimulating learning environment devoted to the academic, social, physical, and emotional development of the whole child.

We will guide our students to develop into respectful, responsible, and caring individuals.

19 Centennial Avenue
Selkirk, Manitoba R1A 0C8
Tel: 204- 482-3265 Fax: 204-785-2209
E-mail: centennial-sch@lssd.ca
Website: <https://cent.lssd.ca/>

School Information and Procedures

Accident Procedures

Injuries will be assessed and attended to by staff. Should a child receive a serious injury, parents/guardians or the designated emergency contact person will be contacted to determine the course of action. An ambulance will be called in the event of an emergency, and parents/guardians contacted to meet the ambulance and child at the hospital.

Allergen Alert

Centennial School is allergen aware but cannot be guaranteed nut-free. There are a number of foods that may cause serious reactions in some children, including eggs and fish, however peanut and nut allergies are the most common. **Please do not send food containing nuts to school**, as we have students in our school with potentially life-threatening allergies. Allergy alert signs are posted outside specific classrooms and letters sent to inform parents when there are allergies in their child's classroom.

Arriving at and Departing from School Driving Students to School

Arrival

Students can arrive beginning at 8:35 a.m. Crossing guard and playground supervision begins at 8:35 a.m. The arrival of students must coincide with the adult crossing guard schedule and playground supervision. If picking up or dropping off a student, remember no parking is permitted at the front of the school between bus loading signs, and the staff parking lot.

Cycling to School

Students cycling to school must not arrive prior to 8:35 a.m. Students may cycle to school at parent/guardian discretion. Parents/guardians are asked to review bicycle safety with their children. Bike helmets are the law in Manitoba for anyone under the age of 18. Students must wear bicycle helmets and are expected to abide by the rules of the road. Bikes brought to school are to be parked in the bike racks provided and must be locked. Please note that the school is not responsible for lost or stolen bicycles. When cyclists are dismissed at the end of the day, they must leave the school grounds immediately via the sidewalk.

Walking to School

Students walking to school must not arrive prior to 8:35 a.m. When walkers are dismissed at the end of the day, they must leave the school grounds immediately.

Early Pick Up

If parents/guardians pick up their child at any time during the school day, they must report to the office and sign out their child. If there is a change to the regular end-of-day plans for your child(ren), please inform the office (204-482-3265) prior to 3:00 p.m.

School Pick-Up

Parents/guardians picking up their child(ren) after school are asked to meet their child at the fence in front of the school. Staff will refrain from sending children to find their parents who are parked on the streets. Please communicate clearly with your child(ren) in their afterschool routine.

Anyone picking up a student (other than parents) must produce identification and parents must have given the school prior written or verbal permission.

Assessment

Student progress is assessed on a continual basis. There are three formal reporting periods: December, March, and June. Learning conferences occur in October and March, however teachers or parents may initiate conferences at any time.

Assemblies

Assemblies occur monthly.

Attendance

Punctuality and regular attendance are the expectations of students under the Public School Act. Regular attendance supports student learning.

Behaviour

At Centennial School, we have four pillars that guide student safety and learning. The four pillars are:

- Be Safe
- Be Responsible
- Be Respectful
- Be Kind

Everyone who attends our school has the right to be safe and learn. A fair resolution for each unique situation must consider the individual characteristics, skills, and experiences of each student, including age and abilities. As much as possible, problems are solved using a collaborative proactive solutions approach. Parents will be contacted by the classroom teacher if there are reoccurring offences or concerns over behaviour. The principal will contact parents if the issue is serious in nature (physical fighting, inappropriate language, threatening behaviour, and/or destruction of school property). Students are expected to behave in a manner that allows others to learn and feel safe. Consequences for individuals who interfere with these rights will take into consideration the seriousness of the offence, the student's past discipline history, the student's cognitive abilities and the student's age, guided by the Lord Selkirk School Division Code of Conduct.

- **Language**

All persons are expected to use appropriate language at school.

- **Damage of Property**

Students are asked to treat school property with respect and care. Students who deliberately or carelessly damage school property are expected to make restitution.

- **Fighting/Aggression/Bullying & Cyber-Bullying**

Fighting, bullying, cyber-bullying and threatening behaviours are unacceptable and not tolerated. Appropriate consequences will be determined for students demonstrating unacceptable behaviour. Students who witness or have knowledge of these types of behaviours should report them to the classroom teacher and/or administration.

- **Suspension**

Under provincial law, school administrators may suspend students from school. Situations where a student's behaviour seriously interferes with the safety of students or staff may warrant a suspension.

Breakfast/Snack Program

Centennial School offers a breakfast and snack program. Please check with the school regarding start date and times. The program is supported through grants and fundraising.

Call Back System

Attendance is taken each morning (9:00 a.m.) and afternoon (2:00 p.m.). Parents/guardians are asked to call the school at 204-482-3265 to explain a child's absence. Messages may be left anytime. The secretary will contact parents/guardians or if no answer, emergency contacts, regarding any unexplained absences.

Cell Phones & Electronics

Parents and students may communicate on important matters through the school office during regular school hours. Personal devices must be turned off and put away during school and school activities. Parents may be required to pick up devices being used inappropriately by students. Please note that the school assumes no responsibility for lost, damaged or stolen devices.

Communicable Disease

Occasionally communicable diseases occur in schools. Pediculosis (lice), pink eye and other skin infections are examples of these. Parents/guardians may be contacted, and students may be sent home for treatment. A letter will be sent home to families of the students in the affected classroom.

Communication With School

Should concerns arise during the school year pertaining to your child, the first line of communication is with your child's teacher. The principal is available to meet with parents to discuss issues that have been previously brought to the attention of the teacher.

Crossing Guard and Patrols

Adult crossing guards and student patrols (grades 5 and 6) will be on duty at the following corners from 8:35-8:50 a.m. and 3:30-3:45 p.m.

- Centennial & Mercy
- Centennial & Sophia

For your child(ren)'s safety, please instruct your child(ren) to cross with patrols and crossing guards and please do not send your children to school before patrols and supervision are provided. Students should not arrive on the school grounds or in school prior to adult supervision at 8:35 a.m. Being a patrol at the school is a voluntary job that involves grade 5 and 6 students. Students rotate being on duty throughout the year. Students who patrol a cross walk that will be supported by an adult. Patrols are required before school from 8:35 to 8:50 a.m. and after school from 3:20 to 3:35 p.m. During severe weather, patrols will not be required to be on duty.

Dress Code

Students are expected to dress appropriately. Clothing should reflect weather conditions. Students must have an alternate pair of indoor shoes that remain at school. Parents are asked to clearly label clothing. Hats and headgear must be removed once students enter the school.

Emergency Closures

In the event of storms, extreme wind chill, hazardous road conditions, etc. that may require the school be closed, parents/guardians will receive a phone message through the divisional notification system. The school closure decision is usually made by 7:00 a.m. and a call, text and/or email made to specified contacts. Information will also be announced on various radio stations and websites, as well as on the division website, www.lssd.ca. To ensure you receive timely information about emergencies or important divisional/school events, please notify the school of changes to your contact numbers.

Emergency Procedures

In emergency situations, students may be evacuated or locked in safe areas for their safety. Practices are held at throughout the year to prepare students in case of an emergency. School doors are regularly locked from 9:00 a.m.-3:30 p.m., with controlled entry during this time.

Bomb Threat – Information is recorded and reported immediately.

Evacuation – Immediately exit the building, muster in back field and evacuate to Daerwood School.

Hold and Secure – No one may enter or exit the building. Classes as usual.

Lockdown – Remain quiet and hidden in secure area until lockdown is lifted.

Shelter in Place – In the event of an external environmental hazard, all windows and doors will be closed, and the ventilation system turned off. Remain inside until the 'all clear' is given.

Social Media Threat – A screenshot is requested and reported immediately.

Tornado Warning – If there is imminent severe weather including a tornado warning, gather

downstairs in main hallway away from windows and doors.

Field Trips

Field trips are an important part of the learning experience. Teachers are encouraged to use field trips to enhance subject area learning. Parents are notified in advance and must sign a consent form to permit their child to attend. Please contact the school if support is required for funding a field trip.

Fundraising

At various times the school will undertake fundraising campaigns. Parents will be informed of the purpose of the fundraising and the duration of the project. Parental support is greatly appreciated. Fundraising may support areas such as the library, technology, the breakfast program, the playground, the physical education program, the performing arts program, and enrichment activities.

Hot Lunch Program

Hot lunches will occur 1-2 times per month. Proceeds will be used to support field trips, Breakfast/Snack Program, Performing Arts Program, Physical Education Program, and/or student enhancement initiatives.

Homework

From time to time a child may have homework to complete afterschool. In primary grades, this generally includes home reading, spelling, and/or math games. As students move through the grades into intermediate, they may need some time after school to complete work that is already started in the classroom. Work that is sent home will be for the purpose of extra practice and work in which the child requires minimal support. No new learning or work that is challenging for the child will be sent home. Parents/guardians are asked to communicate to the teacher if work sent home for their child is too challenging.

Inclement Weather

Unless the weather is extremely hot, wet, or cold (at or below -28°C with wind chill), students are expected to be outdoors for recesses and prior to morning classes. Children should be dressed appropriately. Unless a doctor advises otherwise, children who are well enough to be at school should be outside at recess.

- Hot Weather Guidelines:
 - In the event of an issued Humidex Advisory by Environment Canada, indicating an air temperature of over 30°C and a humidex exceeding 40 °C, the following actions will be taken:
 - Reminder students to stay hydrated.
 - Modification of activities involving physical exertion, sun exposure, and hot environments.
- Extreme Cold Days: All staff will report to work on extreme cold days (-40°C or a combined temperature and wind chill of -45°C as of 6:00 a.m. on the Weather Network (Selkirk)). Buses will be cancelled BUT schools will remain open to students. Students will not be marked absent if they do not attend school.
- Extreme Weather Days: Schools closed for both staff and students. Staff will not be expected to report to work.
- School Closures: In the event of a school closure prior to the start of the school day, announcements will be made on radio stations and posted on the divisional website. The Synervoice message system will also be activated by the Superintendent's Office to inform parents/guardians as well as staff via phone and email of the school closure.
- Early Closure Procedures: When the school is notified by the Superintendent's Office of a shutdown, a Synervoice will be activated to contact parents. Parents will be asked to contact the school and indicate whether their child will walk home or be picked up.

In-service and Administration Days

Each school year, ten days are set aside for professional development, parent-teacher conferences, curriculum development, school administration and other activities related to student achievement. These dates are on the yearly calendar and the website.

Immunizations

The Manitoba Provincial Health school immunization program for grade 6 students includes the hepatitis B (Hep B) and the human papillomavirus (HPV) vaccines. The parents/guardians of grade 6 students will receive an information package for this voluntary, publicly funded immunization program.

Lost and Found

Please ensure that clothing and supplies are clearly labeled with your child's name. Lost and found items are removed and donated after student learning conferences as well as at the end of June. The lost and found box is located under the main staircase.

Medication

Parents are encouraged to develop plans so that it is not necessary for students to take medication at school. When prescribed medication must be administered at school, a medication consent form must be completed prior to sending medication to school. Parents are responsible for picking up all medication on or before the last day of school. Please do not send medication to school in a child's backpack.

Nutrition Breaks

Centennial School strongly promotes nutritious food choices. Students have two nutrition breaks: between 10:40-10:55 a.m. and 12:50-1:10 p.m. We encourage parents to send healthy meals and snacks to school with their children. Healthy snacks are usually available in the office for students who need an extra snack. Food is not allowed on the playground.

Students who stay to eat at school will eat in their classroom following classroom rules. Students are expected to use good manners and clean up after themselves. Students who fail to follow classroom guidelines will have their parents contacted and alternate lunch arrangements may need to be made. Educational assistants (EAs) and student monitors are in the hallways and/or classrooms to supervise students during this time. Students who eat lunch at school are supervised on the playground by EAs during recess. Students who have written parental permission to go home for lunch must sign-out at the office when leaving and sign in upon their return. Students are not allowed to go to local businesses at lunch unless accompanied by a parent/guardian.

Parent Advisory Council (PAC)

Parents are encouraged to participate on the Centennial PAC. The overall goal of the PAC is to support students by working in cooperation with staff, parents, the community at large, and other individuals and organizations. The PAC meets to discuss school related issues, plan events and organize fundraising events. If you would like to become involved with PAC, please contact the school.

Parking

Please note that there is no parking in front of the school between the two **No Parking** signs as this is a bus loading zone. There is accessible parking, as well as some parking for visitors (9:00-3:00), in our staff parking lot. Please do not use the staff parking lot to drop off or pick up students before 9:15 or after 3:00 p.m. Visitors may park on Centennial Avenue or Barbara Bay. For safety reasons, please do not walk across staff parking lot to sidewalk or stop the wrong way/on the wrong side of Centennial.

Permission To Photograph/Video

During the school year, opportunities may occur to photograph or videotape your child in connection with the educational programs in our school. These photographs and/or videos may be used in newsletters, on school websites, in yearbooks, on bulletin boards, in local or regional newspapers, on television, or as part of promotional events. Each year parents/guardians will be asked to give permission to have their child included in photographs/videos taken at the school.

Recess and Lunch Breaks

Students are expected to go outside for recess and lunch breaks, so it is necessary to dress appropriately for the weather conditions. If a student is too sick to go outside for outdoor recess, we encourage parents to keep them at home.

Registration of New Students

Children may be registered for kindergarten if they are 5 years old on or before December 31 of the current school year. Registration forms are available at the school office and on the school website. A birth certificate or other official document indicating date of birth and proof of residency must accompany registrations.

Sickness

Lord Selkirk School Division continues to work towards ensuring the health, safety, and well-being of students and staff. The government of Manitoba continues to recommend the following public health fundamentals are applied:

- Continue to request staff and students to monitor daily for signs and symptoms of sickness.
- Continuing public health measures and infection prevention practices such as staying home when sick, frequent hand washing with easy access to hand hygiene products, practicing respiratory etiquette (i.e. covering coughs and sneezes)
 - See <https://manitoba.ca/covid19/info-for-mbs.html>
- Encouraging staff and students to be vaccinated (COVID-19 and routine immunizations) when eligible.

Smoke-Free

The Lord Selkirk School Division is smoke and vape free. This applies to all buildings, school grounds and divisional vehicles. This policy is also in effect off school grounds for any staff members or volunteers who are supervising a school sponsored activity.

School Hours

School hours are from 8:50 a.m.–3:30 p.m. Playground supervision begins at 8:35 a.m. The school follows a six-day cycle with kindergarten students attending full odd days. Students are expected to be in their homerooms by 8:55 a.m. and by 1:45 p.m. Opening exercises are held from 9:00 to 9:05.

Morning		Afternoon	
8:50	School Entry	11:10-12:50	Instruction Block 2
9:00	Attendance	12:50-1:10	Nutrition Break
9:00-10:40	Instruction Block 1	1:10-1:18	Recess
10:40-10:55	Nutrition Break	1:45-3:25	Instruction Block 3
10:55-11:10	Recess	3:30	Dismissal

Volunteers

Volunteers are an important part of our school community. Volunteers help out in a variety of ways, such as supervising field trips, reading to students, helping with hot lunches and special events, working with small groups, and fundraising. All volunteers must provide Criminal Records and Child Abuse Registry checks as well as sign an Oath of Confidentiality and complete a volunteer orientation. Volunteer orientations will be scheduled periodically throughout the school year. Please contact the school office for the next orientation date. Please note that checks can take several weeks to process.

Website

Please visit the school website for information regarding the school. Copies of the handbook, calendars, and school forms are available on-line. Classes have web pages to keep students and families informed about what's happening in the classroom.

INSTRUCTIONAL PROGRAMS

Centennial School follows the curriculum as mandated by Manitoba Education. We strive to provide students with opportunities to reach their potential by providing an integrated program that encourages academic, social, physical, and emotional growth. The academic areas of study are English language arts (ELA), mathematics, science, social studies, physical education, health, basic French, music and art.

KINDERGARTEN Kindergarten provides a curriculum of inquiry and play-based learning experiences, based upon the knowledge of common characteristics, and needs of this age group. It is an environment that encourages the development of social, emotional, literacy and numeracy skills through observing, questioning, experiments, manipulating, discussing and problem solving.

TECHNOLOGY Technology is integrated into curriculum-based instruction to equip students with technological and information management skills. Technology at Centennial School includes laptops, Smartboards and iPads. Proper ethics and responsible behavior are essential. Students and their parents/guardians are required to sign an appropriate use form upon registration. Failure to adhere to division policies, regulations and/or guidelines for the appropriate use of computers, networks and the Internet will result in temporary or permanent cancellation of privileges.

LIBRARY The library collection holds a variety of books and students visit the library regularly to borrow books. Please help your child be responsible for the books that they borrow. Books need to be returned before new ones can be borrowed. If a book is lost or damaged, a notice will be sent home re replacement/repair costs.

MAKERSPACE The Makerspace is an area where students can design, create, and build.

PERFORMING ARTS The goals of the performing arts program are for students to participate in creative idea development, listen to and respond to music and develop their performance skills in various situations. They are given the opportunity to create and explore musical elements as well as music literacy, drama, and dance. Students make interdisciplinary connections through studying various composers and styles of music. Students are exposed to a variety of instruments such as recorders, xylophones, guitars, and percussion. Many extra-curricular activities such as choir, concerts, performances, and festivals provide students with opportunities to develop their talents and appreciation for the arts.

PHYSICAL EDUCATION Centennial School's physical education program strives to energize and educate students for healthy, active lifestyles. The focus of the physical education program is to teach students activities which meet their physical, emotional and wellness needs. Opportunities are given to students to develop their fitness and skill levels in a safe environment.

- **Intramurals** As part of the physical education program at Centennial School, students in grades 1-6 will have the opportunity to participate in intramural programs.
- **Sports Teams and Clubs** Students will be offered a wide variety of before and after school activities such as cross-country, flag football, volleyball, basketball, and badminton.
- **Clothing** For reasons of flexibility, mobility, and personal hygiene it is required that students wear appropriate non-marking runners, shorts/sweats, and a t-shirt for their physical education classes, and during club and team activities. Please note that flip flops, sandals and skateboard shoes are not considered appropriate footwear for the gym.
- **Swim Classes** The Lord Selkirk School Division offers a swim program for students in grades 4 and 5. Classes are supervised by a teacher, lifeguard, and instructor.

EDUCATIONAL SERVICES

Learning Support Program Our school has a part-time learning support teacher to help students whose learning needs are not met by regular programming. The learning support teacher consults, plans and teaches with classroom teachers, administration, clinicians, parents, and educational assistants in order to plan for students. If you are concerned about your child's progress, please do not hesitate to contact the classroom teacher. Parents are encouraged to inform the school of concerns regarding their child's development and/or any assessments or other relevant information that may affect learning and/or behavior. Early identification of learning difficulties is important, and parental support allows the school to better plan for students' needs.

Counselling Our school has a part-time counsellor who is available to provide counselling in a variety of ways to students. The counsellor consults, plans and teaches with classroom teachers. The counsellor also meets with individual and small groups of students. If you are concerned about your child, please do not hesitate to contact the classroom teacher or counsellor. Parents are encouraged to inform the school of concerns regarding their child.

Reading Recovery Reading Recovery is a daily short-term early intervention program for grade 1 students who are determined to be "at-risk" in beginning reading and writing.

Student Support Team (SST) The SST consists of the principal, learning support teacher, counsellor, and the Lord Selkirk School Division clinicians (social worker, psychologist, speech pathologist, reading clinician, occupational therapist, physiotherapist). The team meets on a regular basis and provides support to classroom teachers, educational assistants, and families in order to better meet the needs of the child in question. Parental permission precedes any direct involvement of clinicians.

Student Services Centre The Lord Selkirk School Division Student Services Centre (SSC) is located at Daerwood School. The Centre provides a variety of services for students, including specialists in psychology, speech and language, hearing, child and family services, and occupational and physical therapy. Referrals are initiated through Centennial School.