

**WELCOME TO BERNIE WOLFE SCHOOL!**

September 8, 2020

Welcome to the 2012-21 school year. We hope that you have enjoyed the summer and that our students are coming to us refreshed and ready for an exciting year of learning and growing. The staff at Bernie Wolfe School looks forward to meeting and working with you to ensure a positive and productive experience for your sons and daughters.

To those parents and students who are new to Bernie Wolfe School, we extend a very warm welcome and hope that your experience here is productive and enjoyable. To those who are returning this fall - welcome back and very best wishes for a great year ahead!

**Traffic and School Parking Lot:** Just a reminder, traffic around the school will continue to be congested at the beginning and end of the day. It is expected that you drop off and pick up your children in the school parking lot. **DO NOT USE THE BUS LOOP.** You may park in the visitor or ERC section. The route through the parking lot is one way only. Please follow the designated route and be mindful of our students. Safety First! We are also in need of adult crossing guards. This is a paid position. For more information please contact the school.

All families are reminded that children who are ill should not be attending school.

**WELCOME TO NEW STAFF MEMBERS!**

We also have a number of new teachers at Bernie Wolfe this year. We welcome the following individuals to the staff and wish them every success.

Miss Walker – kindergarten  
Mrs. Epp – grade 1/2  
Mrs Beckwith – grade 3  
Ms Brooks – grades 1/2  
Ms Bruce – EY Music  
Miss Hando – grade 3  
Miss Hergesheimer – grade 5  
Miss Perkins – grade 8  
Ms Rollins – resource  
Mrs Struthers- grades 2/3

Hopefully you will all become familiar with our new staff members as the year progresses.

## OPEN HOUSE PLANNED

We are hoping to meet with our families virtually to conduct a Meet the Teacher evening. This is tentatively planned for:

**WEDNESDAY, SEPTEMBER 23, 2020**

More details will follow prior to the event. Please watch for them.

## PICTURE DAY

Pictures of all students and staff will take place on Monday September 21. This will be a Covid compliant event and physical distancing will be maintained.

## OPENING DAY FOLLOW-UP

### 1. School Web Site and Teacher Web Site:

- a. We encourage you to visit the web sites on a regular basis. The latest newsletter, school announcements and parent groups will have information posted on line for you.
- b. **Note: All future newsletters will be emailed to families using the school's distribution list. Please make sure the school has your current email address.**

### 2. Student Fees

- a. During the next week, homeroom teachers would like to complete the collection of student fees. The breakdown is as follows:
  - i. **Kindergarten - \$30 per student**
  - ii. **Grades 1-8 - \$50 per student.**
- b. **If you wish to purchase a yearbook please add \$25**
- c. **Please refer to the supply list on the website for the details.**

### 3. Student Verification Sheet: Your child has brought home today our most recent information regarding addresses, telephone numbers, emergency contacts etc. Also indicated on this form is important medical information. PLEASE ENSURE THAT THIS FORM IS CHECKED, REVISED AND RETURNED TO THE SCHOOL BY FRIDAY, SEPTEMBER 6, 2019. IF NO REVISIONS ARE NECESSARY, PLEASE RETURN THE FORM AS IT WAS DISTRIBUTED.

- a. Please be sure to check off the consent area and to add your Email address as we will be using it to update our distribution list. You will receive many reminders, announcements and the school newsletter via email.
- b. VERY IMPORTANT – we now need 4 emergency contacts

### 4. Arrival Times:

- a. Due to Covid-19, we have adapted our arrival times to ensure cohorts.

- i. Middle Years students will enter the building at 8:35. Middle Years students should NOT be on site until 8:30 am. The play structure is off-limits.
- ii. Early Years students (kindergarten to grade 5) will enter the building at 8:50. Early Years students should NOT be on site until 8:45. The play structure is off-limits.

**5. Dismissal:**

- a. If you are picking up your child at the end of the day we ask that you please wait at your child's designated entry door. Middle Years students are dismissed at 3:15 and Early Years students are dismissed at 3:30. Remember, park in the parking lot, follow the one-way route, and do not enter the bus loop.

**6. Lunch Routines:**

- a. Students in kindergarten to grade 8 who stay for lunch are to remain on school property for the entire lunch hour.

**REGULAR ATTENDANCE AND PUNCTUALITY ARE IMPORTANT!**

The staff at Bernie Wolfe works very hard to develop good attendance habits on the part of the students. It is important that students attend school regularly and arrive on time for scheduled classes and other obligations. School policy is in place to support students and to make them accountable for learning these habits.

**Call-Back System**

If your son/daughter is to be absent from school, please inform the school by leaving a message on the school call-back line (**204-958-6532**) before 8:00 a.m., or by sending a written note, prior to the absence, to the homeroom teacher. If students do not arrive at school and no information has been received, parents will be contacted. We hope that you will remember to notify us so that we do not have to disturb you.

**FAIR NOTICE**

We encourage all caregivers to familiarize themselves with the following divisional policies. The details of the policy are located on the divisional web site in the policy manual.

**1. Policy JICH ALCOHOL AND OTHER DRUG USE BY STUDENTS**

In the interest of the health, safety, social and emotional well-being of all students, the board has adopted the following policy to address student alcohol and other drug use during school or at school related activities and functions.

The policy will have three principle components:

**Prevention:** a curriculum designed to present age appropriate accurate information to students to help them make positive and healthy lifestyle choices and prevent alcohol and drug use.

**Intervention:** a program designed to identify and intervene with students with alcohol and/or drug related behaviour and problems.

**Consequences:** a set of disciplinary actions that address alcohol or other drug infractions.

## **2. Policy JIH-R Search Procedures**

### **Lockers and Desks**

Lockers/desks are school property and, as such, are subject to inspection by school authorities at any time without notice, without student consent and without a search warrant, whenever a school authority has reason to believe that such a search is necessary.

### **Student Clothing or Possessions**

- (1) A student's personal effects (e.g. purse, book bag, outer clothing, etc.) may be searched whenever a school authority has reason to believe that such a search is necessary.
- (2) Students can be required to empty their pockets and remove their shoes and socks. Staff will not directly search the student(s) but require them to empty pockets, etc.
- (3) Only the principal or designate may authorize a search of a student's clothing or possessions.

## **3. Policy KE - Concern Protocol; Policy KE-R Concerns & Complaints Procedures**

The River East Transcona School Division strives to resolve concerns and complaints in a manner that enhances good pedagogical practice and restores relationships. The division believes that all individuals are entitled to make a complaint, have it considered, and receive a response.

Therefore, concerns initiated by parents/guardians, community members, and divisional staff shall be addressed in a timely manner through a defined process that shall begin as close to the origin as possible.

The concern and complaint procedures apply to academic, administrative, and support services provided by the division. Complaints involving discrimination and/or harassment shall be addressed as outlined in Policy GBAA – Harassment.

Whenever a complaint is made directly to the board of trustees as a whole, or to a board member as an individual, it shall be referred to the superintendent or designate and the school administration.

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the board for consideration and action.

The outcome of a complaint may lead to disciplinary proceedings being taken and the outcome of all complaints shall be monitored.

No reprisal of any kind shall be taken against any person because of his or her participation in the process.

## CONCERNS AND COMPLAINTS PROCEDURES

The formal procedures for managing a concern or complaint are as follows:

- (1) Contact the person who is most directly involved and ask to speak to the person. If the individual is not available, leave a message including daytime and evening telephone numbers.
- (2) If the concern has not been resolved, contact the individual's supervisor. Complaints that are brought directly to the supervisor will be redirected to step one.
- (3) If the concern still has not been resolved, contact the superintendent. If contact begins at the superintendent's department, it will be referred to step one.
- (4) In the event that the concern has not been addressed, an appeal of the superintendent's decision shall be handled by the board of trustees through written correspondence to the chair. Neither the board, a committee of the board, nor a trustee shall consider or act on a complaint that has not been explored at the appropriate administrative level, nor shall they contact staff directly in a personal attempt to resolve the problem. A member of the board of trustees may assist the complainant in making the appropriate contacts required to complete steps one to three.
  - (a) When a written concern is received that names a staff member, the individual named will be notified and provided with a copy of the written concern and given an opportunity for explanation and written response.
  - (b) At any point in the complaint process, the individual named has the right to have an advocate present.
- (5) All correspondence to the chair of the board of trustees is reviewed at a board meeting. All personnel matters shall be dealt with in camera.
- (6) Written response of the board of trustees' decision will be provided to the parties involved in the complaint.