



School Handbook

2023-2024

1059 Queen's Bush Road,
Wellesley, Ontario. N0B 2T0

Main Office / Attendance: 519-656-2830

wel.wrdsb.ca

@welwrdsb



School Hours

Office Hours: 8:15 AM to 4:00 PM

Instructional Hours: 8:55 AM to 3:15 PM

Supervision Hours: 8:40 AM to 3:30 PM

Parents are responsible for monitoring their children beyond these times.

24 Hour Attendance Line

519-656-2830

Safe Arrival Program:

At the beginning of each day and after the first nutrition break, we take official attendance to ensure that all children have safely arrived at school.

Duty of School:

We check our attendance line and record all reported absences. If a student is absent and we have not heard from parents, we will call home, business and emergency numbers. Police will be contacted if we are unable to ensure that a child is safe.

Duty of Parents

Call the school attendance line and report your child's name, grade and reason for the absence.

Inform the office of any updates to phone numbers.

Thank you for making this process run efficiently.

Communication

To increase efficiency and timeliness and reduce costs and environmental impact, our primary forms of communication are the school's website and SchoolDay.

Our website is wel.wrdsb.ca

Subscribing to [School-Day](#) allows you to receive information from administration and teachers and allows you to communicate directly with your child's teacher through email.

Concerns or Challenges?

Speak with your child's teacher first to discuss your concerns. Ask good questions, and seek information. Brainstorm some possible solutions. Always give the teacher a chance to respond to your concerns first.

If you feel that more assistance is required, please call the school office and ask to speak with either the Vice-Principal or the Principal.

Leaving School Property

Students leaving school early need to provide office staff with written permission from a parent/guardian prior to leaving. All students must sign out and in at the office.

Wellesley School Council

Our School Council is a caring, active group of parents in the community who support learning at Wellesley P.S.

The School Council organizes fundraising campaigns, with proceeds going towards school-wide and/or classroom items and events that enrich our students' learning.

School Council membership is established in September and October of each year. Parents are welcome to attend any School Council meeting to gain information about our school. Only actual School Council members may vote. Voting members are determined at the first council meeting of the year. School Council support is highly valued at Wellesley P.S.

Meetings are held on the 4th Thursday of most months and take place in our library.

Donations to WEFI

The school welcomes donations to the Waterloo Education Foundation ([WEFI](#)) for which charitable donation receipts are issued. Donors may designate their gift to Wellesley Public School or any other school in the WRDSB.

Kindergarten Transitions

Kindergarten parents and guardians complete "hand-to-hand" transitions (i.e., students move directly from parental/guardian care to teacher/DECE care).

Safe Welcome

The first priority of everyone in our school community is the safety of our students. As part of the Safe Welcome program, all visitors (parents, vendors, central Board staff, etc.) to our school must access the main doors to the school using an intercom system. All doors will be locked all day. The Safe Welcome system will integrate the needs of before/after school programs, child care locations and our portables.

Extended Holidays

If you are going on an extended vacation for more than 5 days, please fill out a Temporary Student Withdrawal form available at the school office. This form should be provided to the school at least 7 days prior to the student's absence. We will require one form per child.

Dress Code

Wellesley is a place for learning. Student dress must reflect respect for our school community and complement the learning environment.

As of June 2022, the WRDSB adopted a system-wide dress code for all schools.

Details of this dress code are found on the WRDSB website.

[WRDSB Student Dress Code](#)

No Dogs

Between 8:35 a.m. and 3:35 p.m. dogs are not allowed on school property.

Bus Safety Guidelines



Riding the school bus is a privilege and students must abide by the following rules to ensure everyone remains safe.

1. Follow instructions and respect bus driver requests.
2. Board the bus in a single file without crowding or pushing.
3. Stay seated at all times.
4. Disruptive activity, bullying, and harassment of any type is not permitted.
5. Students/parents will be financially responsible for damage to the school bus resulting from inappropriate behaviour or carelessness.
6. Students are only picked up and dropped off at authorized stops. Students may not switch buses for sleepovers or birthday parties.
10. Be at the bus stop, five minutes prior to your scheduled pick-up.

For a complete listing of bus safety guidelines please refer to the following:

[School Bus Student Expectations](#)

Walk or Bike to School!

We encourage parents and students to walk or ride a bicycle to school as a healthy alternative to driving when possible.

People walking have the right of way. To keep everyone safe, riders are expected to be aware of their surroundings and dismount and walk in congested areas on the tarmac around the school.

Bicycle helmets need to be worn as required by law. Students not wearing bike helmets must walk their bikes on school property.

Bicycles and scooters need to be parked in designated bike racks and locks are recommended. Please note that the school will take no responsibility for lost or damaged bicycles or scooters.

Parking & Drop-Off Zone

For the safety of our school community, the **parking lot is closed during arrival and departure times.** The parking lot is closed daily from 8:35 to 9:15 a.m. and from 2:45 to 3:30 p.m.

Short-term visitor parking spots near the front door are available *during the day*. Parents dropping students off for **Before and After School Care** may use the parking lot except at the times listed above.



Personal Electronic Devices

The school discourages students from bringing mobile phones to school. **If devices are brought to school they must not be used during the school day and must remain locked in the student's locker.**

The school will not take any financial responsibility for fixing or replacing a device. Students who bring electronic devices to school do so at their own risk.

Chromebook Agreements

Chromebooks are available for student learning and are used to:

- Access the Google Classroom.
- Complete and submit assignments.
- Send and receive emails regarding school-related activities using their WRDSB secure email account.
- Work on any other activities assigned by the teacher.

The following activities are **not permitted**:

- Sending and receiving personal messages and/or images.
- Watching videos not assigned by the teacher.
- Playing games on the devices unless directed otherwise by the teacher for educational purposes.
- Downloading, or listening to music.
- Any activity that is not considered schoolwork assigned by the teacher.

All students must agree to and abide by the [WRDSB Responsible Use Agreement](#) when they log onto a device using their WRDSB account.

Safe, Healthy and Accepting Schools

In keeping with the WRDSB procedures and guidelines, we cultivate a safe, inclusive, equitable learning community characterized by integrity, strong community partnerships and social responsibility.

All members of the Wellesley P.S. community are responsible to contribute to a **positive school climate**.

Code of Conduct

The following WRDSB standards of behaviour are expected by all members of the Wellesley P.S. school community:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age, disability or socio-economic status;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- dress in a manner that is appropriate to school activities with regard to exposure,

- cleanliness and/or message;
- respect all members of the school community, especially persons in positions of authority;

Progressive Discipline and Intervention at Wellesley P.S.

As per WRDSB policy, 'progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and builds upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.'

The following is a sample of some progressive discipline strategies.

- contact with pupil's parent(s) or guardian(s)
- review of expectations
- written reflection
- volunteer service
- class meetings
- conflict mediation or restorative practices
- referral for counselling or child youth worker services
- consultation with School Based Team or Multi-Disciplinary Support Team
- referral for behaviour resources and behaviour plans

Suspension of Pupils

The following are infractions for which a suspension may be imposed by the principal:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol, illegal and/or restricted drugs
- being under the influence of alcohol and/or illegal drugs

- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism that causes extensive damage to school property
- bullying
- any other act that is an activity for which a principal may suspend a pupil under a policy of the Board.

Mitigating Factors

Before deciding upon a progressive discipline approach to inappropriate behaviour, the principal must consider mitigating factors including:

- whether the pupil has the ability to control his or her behaviour
- whether the pupil has the ability to understand the foreseeable consequence of his/her behaviour
- whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individuals at the school.

Off-Campus Trips

In addition to hosting guest speakers and various other experiences to enhance the learning in the classroom, Wellesley staff may plan off-campus activities which have educational value and strong connections to the curriculum.

When planning for these educational experiences, accessibility and inclusion of all students is considered, planned for, and honoured. Trip costs for families are carefully considered and the school will cover the cost of a trip if a family makes such a request. No reason for the request is required by the school.

Parent/Guardian Permission is required for each student participating.

Classroom instruction will be available for families who do not participate in off-campus trips.

Nutrition for Learning

Through this charitable program, we serve nutritious snacks to all students to improve learning. This program is supported by Nutrition for Learning, our students and families, Wellesley School Council and generous community donors. On a daily basis, if students are hungry, they have the opportunity to select from apples, whole-wheat crackers, and cheese strings.

Healthy and Nutritious Food Programs

Nutritional standards outlined in the Ministry of Education's School Food and Beverage Policy (PPM 150) are applied to all food and beverages sold at Wellesley P.S.

Lunch programs generally begin in late September. Milk, pizza, sub sandwiches, and other nutritional lunch choices available from Elementary School Nutrition Services will be available online. Please see www.esns.ca for further information.

Nutrition Breaks

There are two 40-minute nutrition breaks during the day; 20 minutes for eating and 20 for outdoor play.

Students will:

- Stay seated in their homeroom until given permission to leave
- Be respectful to staff and peers
- Follow teacher and classroom guidelines.
- Leave the classroom and desks clean

Allergen-Safe Environment

Within our school community there are several students and adults who have potentially life-threatening allergies (anaphylaxis) to foods, predominantly to peanuts and tree nuts (e.g., almond, cashew, hazelnut, pistachio)

The best way to reduce the risk of accidental exposure is to not send peanut butter or products with peanuts or any other tree nuts listed in the ingredients.

Please read all labels carefully and avoid foods that "may contain traces of nuts" or were "made in a facility that produces nuts".

If you choose to send in treats for a class party, please send store-bought items in the original container that have the ingredients listed. Ensure home-baked treats contain no nuts or nut products and are labelled as "nut-free".

Please do not send any other type of nut butter (e.g. soy butter, 'Wow' butter) as staff members have no way of determining that the product is actually not peanut butter.

Your vigilance in helping to keep everyone safe is essential and appreciated.

